



Job Search for Criminology and Law

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STEPS TO FOLLOW IN THE JOB SEARCH

Perform a self-assessment

Consider the following questions:

- What are one's interests: What do you like to do?
- What are one's skills: What do you do well?
- What are one's strengths: What can you offer to an employer?
- What are one's values: What is important to you?
- What are your personality traits: How do they translate into an occupation?
- What are one's job preference or criteria: What do you want your job "to look like"?

Know the types of skills/strengths you have to offer from the following categories

- **Skills you have learned through your major and degree**
Examples: physical therapist, accountant, engineer, teacher, social worker, business manager
--In these professions you tend to be trained in specifics
- **Transferable Skills:** Skills that are acquired through one's quest in higher education and the study of the arts and sciences. These skills are needed in all fields.
Examples: written and oral communication skills; the ability to research, analyze, critique, problems solve
- **Personal Characteristics**
Example: adaptability, leadership, concern for people, reliability, enthusiasm, energy, commitment to key values, flexibility.

Know Yourself and Know Your Career Goals

Interests: What do you like to do?

- What activities were involved in growing up? How do you spend your free time? What are your hobbies? If there are activities you enjoy, then consider these your interests.

Skills: What are you good at doing?

- Sit down and start by making a list of your strengths. What have former supervisors or co-workers complimented you on? When do you feel proud of yourself for a job well-done? What do your friends and family tell you they appreciate about you?

Work Values: What is important to you?

- Think about your next job. Whether it be an internship or full-time position. What will you need in that experience for it to be satisfying?

Some examples may be...

- | | | |
|------------------------------------|--------------------------|-----------------------|
| - Fit with career goals | - Distance from home | - Training program |
| - Room to grow with company | - Pay vs. cost of living | - Size of city |
| - Opportunity to go back to school | - Fit with co-workers | - Setting/environment |

Write resume and cover letters that grab the attention of employers

Resumes: (Option-OptimalResume,™ a comprehensive, web-based application (not a template) for students to create, present, and manage resumes.)

- Tell who you are
- What you can do for an employer
- What skills, strengths and abilities you have to offer
- What accomplishments and successes you've had

State a clear objective of what you want to do

- Employers are looking to hire a candidate whose goals match the employer's needs
- A clear objective equals a well-written resume and cover letter. Also helps to communicate confidence during the interview
- You will enjoy your work more if you get a position matching your goals, interests and skills

Make sure your goal is employer-centered rather than self-centered

Not: "An increasingly responsible management position that leads to career advancement with a social service organization."

But: "A management position with responsibility for building a strong membership base that will more than double contributions within the next three years."

Know the Four Stages of the Job Search

- 1) Organizations are always looking for top employees
- 2) Employers often do not know someone is leaving but friends or staff do
- 3) Employer know and advertise positions internally first
- 4) Employer advertises through newspapers, field publications or on the internet

Research the organizations in which you're interested

Knowledge is power

- Spend two-three weeks gathering useful information before applying for jobs
- Know the salary range of jobs in which you're interested
- Research using websites and printed material plus talk to people on the phone or through e-mail

Conduct Informational Interviews

- Talk to people who are involved or work for organizations you are interested in—from board members to full-time staff and volunteers
- Ask the following type of questions
- What do you do in your position?
- What do you like about your job?
- What do you dislike about your job.
- What is your background and how did you get into your field/position?
- What do you suggest to make my qualifications more viable?
- What position could I be hired for in your organization with my present qualifications?
- Do you know two more people I can talk with?

Set goals and time commitments

Finding a job is a full-time job. It takes between three to six months of ACTIVE job searching to find a position. Set weekly goals for working on your job search. Schedule three-five hours per week. Plan to spend an afternoon in the Career Services Center to conduct research and to keep motivated. Some goals may be...

- Send “cold letters” to former clinical sites that you enjoyed
- Create a list of contacts in areas to which you are interested in relocating
- Send a cold letter and resume
- Spend time each weekend responding to any new position openings
- Narrow your focus to certain organizations and employers
- Don't send 100 letters but rather focus on 20 employers, key organizations that interest you
- Spend several hours researching each organization
- Spend several hours:
 - Networking for information, advice and referrals.
 - Developing resumes and cover letters and delivering them to the appropriate hiring personnel
 - Following up with letters, phone calls, faxes and e-mails.

Write lots of letters, make numerous follow-up phone calls and learn to communicate effectively

Communication lies at the heart of any successful job search.

- You need to convince employers that you have the necessary skills and talents to make a positive contribution to their operation.

Offer a positive personality—come across as a thoughtful, likeable person.

Develop effective interview skills (See Interviewing Handout)

If an interviewer were to ask one question, would you be ready? “Why Should I Hire You?”

Know what you have to offer and be ready to articulate your strengths, abilities and experience

Be prepared for “behavioral interviewing” questions like:

Tell me about a time when...

- you had a problem and how you dealt with it.
- you went above and beyond what was necessary
- you had a problem with a co-worker or a supervisor

Different types of interviews:

- Telephone screening
- Second interview or organization interview (company visit)
- Panel interviews

The best way to be prepared is to anticipate the questions

At the interviews make a good impression verbally and non-verbally

Follow up within five working days

- Call to see if the organization has received your resume.
- Ask when you can expect to hear from them.
- In two weeks, if you have not heard, make another call; ask when you might anticipate hearing from them.
- Keep your name in front of the employer without being pushy—be interested, friendly, enthusiastic and competent

Start Out on the right foot by “doing the right thing” with your new boss

Send thank you letters.

- Express genuine appreciation for employee trust in you
- Reaffirm your commitment to the organization
- Express enthusiasm for the job and that you are more convinced that you are an excellent match for both the position and the organization
- Employers look for on-the-job performance

WEBSITES FOR THE CRIMINOLOGY AND SOCIAL JUSTICE MAJOR

MU Career Manager

Marquette's site for listings of internships, co-ops and full-time positions; resume posting database, searchable by employers; on-campus interview sign-up; information on Career Fairs etc.

Golden Eagle Search

Excellent, comprehensive web-crawler job search engine: search internships and jobs by key words, skill areas and geographic location. Over 5 million jobs.

CORPORATE SECURITY, INVESTIGATION AND FORENSIC SERVICES

This category is being placed first before the traditional government, police and law school sites because the corporate investigation field has expanded, continues to expand and now encompasses some relatively new career areas. Some corporations hire their own employees in these fields while others use one of the many consulting organizations. Some specific areas are:

Corporate Security
Merchandise protection
Safeness
Forensic accountants
Computer forensics and cyber investigation
Threat assessment
Identity theft
expertise

Anti-fraud and financial investigators
Employee substance abuse
Security technologists
Theft
Crisis management, bomb threats
Background screening
Brand protectors with anti-counterfeiting

U.S. DEPARTMENT OF LABOR

Bureau of Labor Statistics states the following about the general corporate investigative field: Corporate investigators conduct internal and external investigations for corporations. In internal investigations, they may investigate drug use in the workplace, ensure that expense accounts are not abused, or determine whether employees are stealing merchandise or information. External investigations are typically done to uncover criminal schemes originating outside the corporation, such as theft of company assets through fraudulent billing of products by suppliers.

More information is available at the website of Bureau of Labor Statistics:

<http://www.bls.gov/oco/ocos157.htm>

BOOKS ON THE SUBJECT OF CORPORATE INVESTIGATION:

- *The New Forensics: Investigating Corporate Fraud and the Theft of Intellectual Property* by Joe Anastasi
- *Forensic Accounting and Fraud Investigation for Non-Experts* by Howard Silverstone
- *Fraud 101 : Techniques and Strategies for Detection* by Howard Silverstone
- *Fraud Examination and Prevention* by W. Steve Albrecht
- *Corporate Fraud : Case Studies in Detection and Prevention* by John D. O'Gara
- *Beyond Our Control?: Confronting the Limits of Our Legal System in the Age of Cyberspace* by Stuart Biegel

SAMPLE WEBSITES AND INFORMATION

Below are four websites regarding corporations or consulting firms containing investigative information. The Career Services Center is not endorsing these organizations, but rather are using these sites as samples of what has developed or is developing in this field.

Target Corporation

<http://sites.target.com/site/en/corporate/page.jsp?contentId=PRD03-000501>

PricewaterhouseCoopers

<http://www.pwcglobal.com/extweb/service.nsf/docid/da920a36c005fee8852567ba0061f0e5>

Government Security News Magazine

Article on Wal-Mart's Analytical Research Center within its global security division

http://www.gsnmagazine.com/feb_06_02/wal_mart.html

ASET Corporation

ASET is a multi-faceted investigative and security consulting firm

<http://asetcorp.com/index.htm>

JOBS IN SECURITY

ASIS International

<http://www.asisonline.org/>

ASIS International is an international organization for security professionals. Provides latest issue of Security Management, <http://www.securitymanagement.com/>. Lists education and training opportunities, information on professional certification, or get scholarship and grant programs. Members can access the associations extensive career center.

Security Jobs Network

<http://securityjobs.net/>

Resource for security and law enforcement professionals. Job listings require a paid subscription, but they offer great research links to additional security and law enforcement resources online.

Security Jobs Today

<http://www.securityjobstoday.com/home.html>

Relatively new site for law enforcement positions and security personnel. You must register to view job information (free), but you can browse the job titles first to see what is here.

FORENSIC RESOURCES

American Academy of Forensic Sciences

<http://www.aafs.org/>

"...a professional society dedicated to the application of science to the law." Review information on a career in forensic sciences (including emerging disciplines) and check employment opportunities covering this diverse field.

American Society of Crime Laboratory Directors

<http://www.asclcd.org/index.htm>

Nonprofit professional society that has job listings but also devoted to the improvement of crime laboratory operations through sound management practices.

Education in Forensic Science from Forensic DNA Consulting

<http://www.forensicdna.com/>

Very thorough site with education resources in the field of forensic science.

Forensic Resources from the Law Offices of Kim Kruglick, Mill Valley, California

<http://www.bioforensics.com/kruglaw/forensic.htm>

This site contains 700 links to forensic sites and information sources covering firearms, facial recognition, forensic experts, arson, chemical and toxicology and many more.

Dr. Zeno's Forensic Web Site

<http://www.forensic.to>

Zeno Geradts is a forensic scientist at the Netherlands Forensic Institute of the Ministry of Justice at the Digital Evidence section in the area of forensic video image processing and biometrics. This site provides a plethora of information on forensic sciences, forensic psychiatry/psychology, forensic medicine, and other aspects of forensic evidence as well as links to general resources, fields of expertise, education, associations, and employment.

Criminal Justice Resources: Forensic Science

<http://www.lib.msu.edu/harris23/crimjust/forsci.htm>

From the Michigan State University library, this web site provides a huge selection of information on associations and organizations, forensic science reference tools, forensic science web sites, articles and publications, and source links with annotations. For another related resource on various aspects for criminal justice, visit <http://www.lib.msu.edu/harris23/crimjust/index.htm>.

Outdoor Anthropological Research Facility, a.k.a. the Body Farm

<http://web.utk.edu/~anthrop/index.htm>

The Anthropological Research Facility, an outdoor field laboratory, began in 1972 by Dr. William Bass provides an ideal setting to scientifically document postmortem change. This research facility provides education and training in forensic anthropology and skeletal biology for students and law enforcement agencies. Learn more about the Body Farm and the Forensic Center and their faculty, resources, body donation, and more.

Reddy's Forensic Page: Colleges offering Forensic Science Programs

<http://www.forensicpage.com/new05.htm>

Reddy has compiled a huge list of colleges and universities that offer all kinds of forensic programs. These programs are organized by online programming, state and country. Local programs are available at Carroll College, University of Wisconsin-Milwaukee, and/or University of Wisconsin-Platteville.

American Academy of Forensic Science

<http://www.aafs.org>

The American Academy of Forensic Science is a non-profit professional society organized in 1948 for the improvement, administration, and achievement of justice through the application of science to the processes of law. Investigate career opportunities, different disciplines, links to other forensic sites, publications, membership, and more!

National Forensic Academy

<http://www.nfa.tennessee.edu>

The National Forensic Academy (NFA) is an intensive 10-week training program designed to meet the needs of law enforcement agencies in the areas of evidence identification, collection, and preservation. The goal of the Academy is to prepare the crime scene investigator to recognize and improve the process of evidence recovery and submission. Learn more about the NFA in *Bodies We've Buried: Inside the National Forensic Academy, the World's Top CSI training School* and/or at www.bodiesweveburied.com.

Advice about a Career in Forensic Science

<http://www.criminology.fsu.edu/faculty/nute/FScareers.html>

From a faculty member at the School of Criminology & Criminal Justice at Florida State University, find out more about the six general areas of practice with links to other forensic sites and information.

GENERAL CRIMINOLOGY AND LAW STUDIES RESOURCES

The Definitive Guide to Criminology & Criminal Justice on the World Wide Web

<http://www.talkjustice.com>

Talk Justice gives a voice to criminal justice practitioners, academicians, students, crime victims, and interested citizens. Message boards cover topics as diverse as police, courts, corrections, victims, crime causation, and the death penalty. There is also a link library of criminal justice web sites (e.g., associations, statistics, forensics, job sites) as well as a comprehensive search feature for uncovering materials of interest on the Internet.

National Archive of Criminal Justice Data

<http://www.icpsr.umich.edu/NACJD/links.html>

Resource of information and links to national and international criminal justice web sites, federal statistical agencies and more.

Dr. Carlie's AdviseNet

<http://sociology.missouristate.edu/advnet/advnet.htm>

Online advising and information for criminal justice students. Provides users with advice on where the field is going, where to find jobs (includes many job search engines), and more useful information for students at ANY university. The site is maintained by Southwest Missouri State University.

Criminal Justice USA

<http://www.criminaljusticeusa.com>

Their mission is to help aspiring criminal justices students and professionals to find the information and resources required to prepare for and ultimately obtain the criminal justice career of your dreams. This is a free, non-commercial information site that provides information on criminal justice careers and training.

Criminal Justice Links

<http://www.criminology.fsu.edu/p/cjl-main.php>

The Criminology & Criminal Justice Site of Florida State University contains a huge collection of links to resources, CJ departments, CJ labs, and much more.

Corrections.com

<http://www.corrections.com>

Explore the job listing service, career links to corrections and criminal justice positions, network with peers through bulletin boards, chat rooms, and listservs, receive news and legislative updates and more.

LAW ENFORCEMENT SITES

The Blue Line: police opportunity monitor

<http://www.theblueline.com/>

Public service job monthly newsletter with links to law enforcement sites and services plus a sampling of job openings from their paid subscriber listing.

Hot Jobs in Law Enforcement

www.911hotjobs.com

Employment information and job leads for those looking for work in law enforcement.

The Police Officers' Internet Directory Jobs Page

<http://www.officer.com>

A comprehensive listing of current law enforcement employment opportunities, police and law enforcement news, agencies directory, links to associations and organizations, discussions, products and more.

PoliceEmployment.com

<http://www.policeemployment.com/>

An extensive source for law enforcement jobs, agency links to state corrections and federal, state and/or city police, other law enforcement links (e.g., resume services, bounty hunters, forensics, free law enforcement magazines) federal law enforcement testing and interviewing questions, and see who's hiring at the local, state or national level.

Lawenforcementjob.com

<http://www.lawenforcementjob.com/>

Find police, law enforcement and security jobs as well as explore their career resources and recent articles.

CriminalJusticejobs.com

<http://www.criminaljusticejobs.com>

Links to various law enforcement jobs at CareerBuilder.com, Monster.com, HotJobs.com, FederalJob-Search.com and other related criminal justice searches.

Police Careers

<http://www.policecareer.com/>

A professional police resume, career, employment, job and career services. Includes career textbooks and testing materials, study guides, sample exam questions, and sample resumes available for purchase.

Police Jobs

<http://www.policejobs.com>

National Directory of Emergency Services provides up-to-the-minute source for police department employment opportunities. Find more information about tactical concepts, defense and ammunition, training, newsletters, and more.

FEDERAL GOVERNMENT

The US Office of Personnel Management

<http://www.usajobs.opm.gov/>

The United States Office of Personnel Management is the official source for federal jobs and employment information. All kinds of federal jobs are listed, but a search feature makes it possible to easily find jobs in the criminal justice area, such as working for the Department of Homeland Security and the Department of Justice among other agencies.

Federal Job Search

<http://www.federaljobsearch.com>

Federal Job Search has been helping government job seekers find their ideal federal government job since 1999. During that time, over 3.4 million job seekers have created personal job search agents to notify them immediately when a position matches their search criteria.

FedWorld Jobs

<http://www.fedworld.gov/>

This web site is a gateway to government information and is managed by the National Technical Information Service (NTIS), an agency of the Department of Commerce to serve as the online locator for a comprehensive inventory of information disseminated by the Federal Government. Established in 1992 and is updated daily.

FEDeral Resume Experts

<http://federalresumeexperts.com/>

Professional Federal resume services. This site specializes in writing federal resumes for any federal position in the US Government departments, including individuals seeking a career in federal law enforcement.

Department of Homeland Security (DHS)

<http://www.dhs.gov/dhspublic>

Explore the many DHS career opportunities available in the field and facilities in the US and abroad, emergency and disaster preparation, protecting travelers and commerce, securing our borders, advances in research and technologies, threats and protection and dissemination of information, and much more!

Employment Page: <http://jobsearch.usajobs.opm.gov/dhscareers/>

Find out more information about working for the US Customs and Border Protection (CBP), US Immigration and Customs Enforcement (ICE), US Transportation Security Administration (TSA), Federal Law Enforcement Training Center (FLETC), Federal Emergency Management Agency (FEMA), Information Analysis and Infrastructure Protection (IAIP), US Citizenship and Immigration Services (USCIS), US Coast Guard, and the US Secret Service (USSS).

United States Secret Service (USSS)

<http://www.treas.gov/uss/index.shtml> OR <http://www.secretservice.gov>

Employees have the dual missions of protecting our national leaders and criminal investigation involving law enforcement, security, information technology, communications, administration, intelligence, and forensics. Discover their mission, FAQs, employment opportunities, protection information, investigations, contact information, and field office locations.

Transportation Security Administration (TSA)

<http://www.tsa.gov/public>

TSA was created in response to the September 11, 2001 terrorist attacks and is housed in the Department of Homeland Security. TSA employees help secure transportation infrastructure from future terrorists acts, regular enforcement and inspection positions. Investigate employment, security and law enforcement programs, visit the Travelers & Consumer Center for national security alert status, and more.

US Citizenship and Immigration Services (USCIS)

<http://www.uscis.gov/graphics/workfor>

Service and benefit functions of the US Immigration and Naturalization Service (INS) transitioned into the Department of Homeland Security as the US Citizenship and Immigration Service in 2003. Review reports and studies, download forms and fees and more information. Find out about employment possibilities with the USCIS, ICE, and/or CBP.

US Department of Justice

<http://www.usdoj.gov/>

Find out the different agencies of the Department of Justice, such as the FBI, Attorney General's Office, Federal Bureau of Prisons (BOP), Bureau of Alcohol, Tobacco, Firearms & Explosives (ATF), and the Drug Enforcement Agency (DEA), employment opportunities, and other publications and resources.

Federal Bureau of Prisons (BOP)

<http://www.bop.gov/>

The Federal Bureau of Prisons, established in 1930, provides the progressive and humane care for Federal inmates, to professionalize the prison service, and to ensure consistent and centralized administration of federal prisons, career FAQs, application steps, job descriptions and vacancies, and facility locations, and other news and information.

Employment Page/Search Jobs:

<http://jobsearch.usajobs.opm.gov/a9bop.asp>

Bureau of Alcohol, Tobacco, Firearms & Explosives (ATF)

<http://www.atf.treas.gov/>

The ATF is a law enforcement agency within the U.S. Department of Justice. Its unique responsibilities include protecting the public and reducing violent crime. ATF enforces the Federal laws and regulations relating to alcohol and tobacco diversion, firearms, explosives, and arson. Learn more about state and local training, job openings, statistics, publications, and more!

US Drug Enforcement Administration (DEA)

<http://www.usdoj.gov/dea/>

The DEA enforces the controlled substances laws and regulations of the United States and brings to the criminal and civil justice system of the United States, or any other competent jurisdiction, those organizations and principal members of organizations, involved in the growing, manufacture, or distribution of controlled substances appearing in or destined for illicit traffic in the US; and to recommend and support non-enforcement programs aimed at reducing the availability of illicit controlled substances on the domestic and international markets. Go inside the DEA for briefs, employment opportunities, statistics, policies, and other resources.

Federal Bureau of Investigation (FBI)

<http://www.fbi.gov>

Find out who they are, what agents investigate, contact information, FBI priorities, resources, and explore the kids' page. Information on hiring, recruitment, salaries, and employment statistics.

Central Intelligence Agency (CIA)

<http://www.cia.gov>

The CIA was created in 1947. Learn more about the agency's responsibilities, its mission and values, FAQs, career opportunities, reference information, and visit the kids' homepage.

Department of Treasury, Bureau of Engraving & Printing (BEP)

<http://www.moneyfactory.com>

The BEP is the largest producers of security documents in the US. The BEP manufactures the financial and other securities of the United States, excluding coins, as well as other specialty printing products. A great resource on information about security documents, banknotes, anti-counterfeiting, money facts, job openings, training, and employment searches.

IRS Criminal Investigative Service

<http://www.jobs.irs.gov>

One of the world's largest financial institutions, find out about career opportunities (law enforcement), employee profiles, job search and the application process.

Employment page/Search jobs: <http://jobsearch.usajobs.opm.gov/> OR <https://careerconnector.jobs.irs.gov>

Financial Crimes Enforcement Network, Department of the Treasury (FinCEN)

<http://www.fincen.gov/>

The FinCEN, created in 1990, is a network to bring people together to fight the complex problem of money laundering. Since its inception, FinCEN has worked to maximize information sharing among law enforcement agencies and its other partners in the regulatory and financial communities. Learn more about law enforcement programs, job openings, and much more!

US Park Police

<http://www.nps.gov/uspp/index.htm>

US Park Police provides highly trained and professional police officers to prevent, investigate and detect criminal activity, apprehend violators, and provide assistance of a non-enforcement nature within designated areas of the National Park Service. Find out more about the qualifications, the recruiting and selection processes and other FAQs.

National Security Agency (NSA)/Central Security

<http://www.nsa.gov/>

The National Security Agency/Central Security Service is America's cryptologic organization, coordinating, directing and performing highly specialized activities to protect U.S. government information systems and produce foreign signals intelligence information. Find out more about the agency's history, career fields, job searches, diversity training, and other employment information.

US Postal Inspection Service

<http://www.usps.com/postalinspectors>

As one of our country's oldest federal law enforcement agencies, the US Postal Inspection Service has a long, proud, and successful history of fighting criminals who attack our nation's postal system and misuse it to defraud, endanger, or otherwise threaten the American public. It is the primary law enforcement arm of the United States Postal Service. As fact-finding and investigative agents, Postal Inspectors are federal law enforcement officers who carry firearms, make arrests and serve federal search warrants and subpoenas. Inspectors work closely with U.S. Attorneys, other law enforcement agencies, and local prosecutors to investigate postal cases and prepare them for court. Find out more about this agency and employment opportunities.

Pentagon Force Protection Agency (PFPA)

<http://www.pfpa.mil/>

In response to the terrorist attack against the Pentagon on September 11, 2001, the Department of Defense established the PFPA, absorbing the Pentagon's police force and its role of providing basic law enforcement and security for the Pentagon. The PFPA has expanded its mission to provide force protection against the full spectrum of potential threats through prevention, preparedness, detection, and response measures. Learn more about becoming a uniformed federal police officer at the Pentagon.

US Department of State

<http://www.state.gov/>

Find out more about the State Department, related agencies, travel emergencies and warnings, international issues, and employment opportunities.

United Nations (UN) and other international organizations: <http://www.state.gov/p/io/empl/11076.htm>

Employment opportunities for US citizens: <http://www.state.gov/p/io/empl/>

The Official Directory of State Patrol and State Police

<http://www.statetroopers.directory.com/>

Links to all state trooper websites plus articles, books, poems, and other related links.

STATE/LOCAL OPPORTUNITIES

Wisconsin State Patrol

<http://www.dot.wisconsin.gov/statepatrol/index.htm>

The State Patrol provides traffic safety and enforcement services for Wisconsin. Learn about state patrol jobs, services, programs and recruitment and training opportunities.

State of Wisconsin Department of Corrections

<http://www.wi-doc.com/>

Learn more about Wisconsin correctional facilities, victim services and related sites, sex offender registry, and employment opportunities.

Wisconsin Department of Justice (WILENET)

<http://www.wilenet.org/>

Employment opportunities, law enforcement careers, forms, directory and more.

Milwaukee County Human Resources

http://www.mcdhr.org/job_listing.asp?Category=6

Law enforcement opportunities with Milwaukee County. Job listings, FAQs, and forms.

Milwaukee Sheriffs Department

<http://www.mksheriff.org>

Learn more about the Sheriff's office, different bureaus, local and national most wanted criminals, job openings, and links to local, state, and national law enforcement agencies, including other Wisconsin area sheriffs' departments.

Job information hotline: (414) 278-5321 (voice); (414) 278-5365 (TDD)

Greenfield Police Department

<http://www.greenfieldpolice.org>

Check out employment opportunities and link to other local, state and national law enforcement agencies, Wisconsin legal resources, crime victim sites, and other miscellaneous related sites.

Brookfield Police Department
Franklin Police Department
Greendale Police Department
Marquette University—Department of Public Safety
Mequon Police Department
Milwaukee Police Department (MPD)
New Berlin Police Department
Pleasant Prairie Police Department
South Milwaukee Police Department
Waukesha County Sheriff's Department

Cudahy Police Department
Glendale Police Department
Hales Corners Police Department
Menomonee Falls Police Department
Milwaukee County Sheriff's Department
Muskego Police Department
Ozaukee County Sheriff's Department
Shorewood Police Department
Village of Pewaukee Police Department
West Allis Police Department

**From the US Department of Labor, Bureau of Labor Statistics
OCCUPATIONAL OUTLOOK HANDBOOK**

- Find out information about the nature of the occupation
- Working conditions
- Training, Qualifications, and Advancement
- Employment
- Job Outlook
- Earnings Information
- Related Occupations
- Sources of Additional Information

Lawyers

<http://www.bls.gov/oco/ocos053.htm>

Paralegals

<http://www.bls.gov/oco/ocos114.htm>

Police & Detectives

<http://www.bls.gov/oco/ocos160.htm>

Judges, Magistrates , Other Judicial

<http://www.bls.gov/oco/ocos272.htm>

Private Detectives & Investigators

<http://www.bls.gov/oco/ocos157.htm>

Correctional Officers

<http://www.bls.gov/oco/ocos156.htm>

Probation Officers & Correctional Treatment Specialists

<http://www.bls.gov/oco/ocos265.htm>

Security Guards & Gaming Surveillance Officers

<http://www.bls.gov/oco/ocos159.htm>

Claims Adjusters, Appraisers, Examiners & Investigators

<http://www.bls.gov/oco/ocos125.htm>

Other RELATED ORGANIZATIONS & ASSOCIATIONS

FindLaw Career Center

<http://careers.findlaw.com/>

FindLaw is a resource for positions at any level in the legal profession, Contains much information plus positions that include summer clerks, legal secretaries, law librarians, and attorneys.

LawCrossing.com

<https://www.lawcrossing.com/lcsignin.php>

Legal professionals positions. There is a monthly fee for access, but this does give you access to thousands of job listings including attorney, clerkship, law student, legal staff, post-grad clerkship, and summer associate / intern, and the locations are worldwide.

Legal Career Center Network

<http://www.thelccn.com/>

All encompassing site of 90 career centers from Bar Associations and Paralegal / Legal Secretary Associations). Select the state or region and relevant association to connect to that career center.

National Federation of Paralegal Associations

<http://www.paralegals.org>

Their core purpose is to advance the legal profession. Learn more about paralegal membership, information, publications, professional advancement, career and legal resources, employment opportunities, and more!

American Bar Association (ABA)

<http://www.abanet.org>

The ABA is the largest voluntary professional association in the world and provides law school accreditation, continuing legal education, information about the law, programs to assist lawyers and judges in their work, and initiatives to improve the legal system for the public. Find out more about the organization, affiliated organizations, ABA charities, employment opportunities, and other FAQs.

National Organization of Black Law Enforcement Executives

<http://www.noblenatl.org>

Founded in 1976 to address issues such as fairness in the administration of justice, promotion of black police officers, and the unique problems of black police executives. Find out more about membership, areas of interest and concern, professional development, information resources, and position vacancies.

National Association of Legal Assistants

<http://www.nala.org>

Leading professional association for legal assistants, providing salary survey and continuing education and professional certification programs for paralegals.

National Association of Paralegals

<http://www.paralegals.org>

Professional development section contains articles on issues affecting paralegals plus history of the profession.

National Drug Enforcement Officers Association

<http://www.ndeo.org>

Established in 1970 to promote the cooperation, education, and exchange of information among all Law Enforcement Agencies involved in the enforcement of controlled substance laws. Find out more about membership, police links, awards, and training.

National Sheriff's Association (NSA)

<http://www.sheriffs.org/>

Now in its sixty-second year of serving the law enforcement/criminal justice professionals of the nation, is a non-profit organization dedicated to raising the level of professionalism among those in the criminal justice field. Through the years, NSA has been involved in numerous programs to enable sheriffs, their deputies, chiefs of police, and others in the field of criminal justice to perform their jobs in the best possible manner and to better serve the people of their city/counties or jurisdictions. Learn about upcoming conferences, training, programs, publications, and awards/scholarships.

RELATED CAREER TITLES for CRIMINOLOGY & LAW STUDIES MAJORS

The following list contains a representative sample of job titles of students who majored in Criminology and Law Studies. Use this as an idea list, and remember that it represents some, but certainly not all, of the careers you might consider. Students obtaining employment immediately upon graduation are usually those with the best college records and a willingness to relocate to find a job. Some of these positions also require education and experience beyond a bachelor's degree.

Agency Compliance Specialist	CIA Agent	Court Administrator/Clerk/Reporter
Airport Security Officer	Child Support Agency Worker	Criminal Analyst
ATF Agent	Coast Guard	Criminologist
Attorney/Lawyer	Community Service Coordinator	Customs Agent
Bailiff	Compliance Officer	Deportation Officer
Body Guard	Coroner	Deputy Sheriff
Border Patrol Agent	Corrections Facilities Manager	Drug Enforcement Administration
Case Worker	Corrections Officer	

(DEA) Agent	Litigation Assistant	Secret Service Agent
FBI Agent	Paralegal	Security Agent
Fish & Game Warden	Park Ranger	Sheriff
Forensic Investigator	Police Detective	Social Worker
Human Service Worker	Police Officer	Substance Abuse Counselor
Industrial Security Specialist	Postal Service Investigator	US Customs Agent
INS Agent	Private Investigator	US Marshall
Juvenile Court Counselor	Private Security Officer	Victim Services Specialist
Law Clerk	Probation & Parole Officer	Warden
Law Librarian	Public Safety Officer	Youth Advocate
Legal Clerical Assistant	Public Safety Specialist	

A SAMPLING OF LOCAL EMPLOYERS

Department of Corrections	Police Departments
District Attorney's Office	Milwaukee County Human Services
Milwaukee County Medical Examiner	Milwaukee County Sheriff's Department
State of Wisconsin	Federal Bureau of Investigation
Homeland Security	Wisconsin Department of Corrections
Central Intelligence Agency	Secret Service

BEING A LAWYER: BASIC AREAS OF KNOWLEDGE*

In addition to the above fundamental skills and values, a broad range of knowledge and information from other disciplines are relevant to being a lawyer and to any full understanding of the legal system. A lawyer must understand how disputes might be resolved, how to understand and apply various legal principles and standards, and appreciate the context in which legal problems or disputes arise. Some areas of knowledge that are useful include:

- History (particularly American history)
- Political Science (particularly the American political system)
- Ethics (an understanding of ethical theory and theories of justice)
- Economics (particularly micro-economics and an understanding of the interaction between economic theory and public policy)
- Human behavior and social interaction. Coursework suggestions: sociology, psychology, ethnic studies, and anthropology
- Diverse cultures within and beyond the U.S., international issues, and the increasing interdependence of nations (ethnic studies, sociology, comparative politics, international relations, economics, foreign languages and literature)
- Basic pre-calculus mathematics and an ability to analyze financial data

SKILLS AND VALUES RELATED TO LAW

Critical Thinking	Integrity	Self-Motivation
Analytical Thinking	Honesty	Leadership
Persuasive	Quick-Thinking	Flexible
Oral Communication	Research Ability	Ability to Work Under Pressure
Public Speaking	Intelligence	Ability for Independent, Self-Directed Work
Written Communication	Logical Thinking	Motivate Others
Reading Comprehension	Ability to Identify Objects, Actions, and Events to Others	Inspire Others
Active Listening	Ability to Interpret the Meaning of Information	Interpersonal Skills
Judgment and Decision-Making	Decisiveness	Determination
Negotiation	Organization	Precise
Complex Problem Solving	Persistence	Detailed
Teamwork		Discreet
Observation		

A SAMPLING OF ALTERNATIVE CAREERS FOR THOSE INTERESTED IN LAW

FBI Agent	Loan Officer	Congressional Aide
Business Intelligence Investigator	Trust Officer	Congressional Committee Staffer
Government Investigator	Employee Training Supervisor	Legislative Director of Congressman
Bank Fraud Investigator	Human Resources Manager	Lobbyist
Affirmative Action Officer	Employee Benefits Manager	Industry In-house Government Affairs Representative
ADA Compliance Specialist	Employee Relations Representative	International Business Foreign Service Officer
EEOC Compliance Officer	Newspaper/Magazine Correspondent	Labor Negotiator
Mediator	Consumer Advocate	Union Representative
Arbitrator	Internet Magazine Correspondent	Manager
Librarian	Broadcasting/Radio Journalist	Accountant
Real Estate Agent	Nonprofit Planned Giving Officer	Insurance Adjuster
Real Estate Broker	Nonprofit Director of Development	Public Relations Manager
Real Estate Developer	Nonprofit Executive Director	Publisher
Consultant	Grant Writer	Editor
Investment Analyst	Event Coordinator	Director of Marketing for a Publisher
Financial Analyst	Nonprofit Marketing Director	Counselor
Stockbroker	Campaign Manager	
Investment Banker		
Corporate Finance Officer		
Credit manager		

A SAMPLING of RESOURCES for ALTERNATIVE CAREERS to LAW

Books:

What can you do with a law degree: A Lawyer's guide to career alternatives inside, outside and around the law. Arron, D. (1997, 2003), Niche Press.

Should you really be a lawyer?: The Guide to smart career choices before, during and after law school. Schneider, D. & Belsky, G. (2004), Decisionbooks.

Alternative careers for lawyers. Mantis, H. (1997), Princeton Review.

Nonlegal careers for lawyers (4th Ed.). Munneke, G.A. & Henslee, W.D. (2003), American Bar Assoc. Career Series.

The lawyer's career change handbook: More than 300 things you can do with a law degree. Greenberg, H. (1998), Avon Press.

The road not taken—A Practical guide to exploring non-legal career options. Grant, K. (1991), The Association.

Articles:

Alternative Careers for Law Graduates, McGeorge School of Law, University of the Pacific
http://www.mcgeorge.edu/career_services/information_for_current_students_and_alumni/alternative_careers.pdf

What else can I do with a Law Degree?, American Bar Association (ABA)
<http://www.abanet.org/lisd/stulawyer/may03/nonlegal.html>

Careers In and Out of Law, ABA Young Lawyer Division newsletter
<http://www.abanet.org/lisd/stulawyer/may03/nonlegal.html>

Web Sites:

Marquette University Law School

<http://www.law.marquette.edu>

Marquette University Center for Dispute Resolution

<http://www.marquette.edu/disputeres/>

William & Mary School of Law—Career Guide to Alternative Legal Careers

http://www.wm.edu/law/lawlibrary/research/careerguides/career_alternative.shtml

Includes books, guides, directories, web links to organizations, job listings, career sources and more.

University of British Columbia Law School

<http://www.law.ubc.ca/prospective/careers/index.html>

Survey results/profiles by law students not working in a law firm, job descriptions, work experiences, essential law school tips, courses, etc. Profiles are designed to give you further ideas about the variety of alternative career opportunities out there for those with a legal education.

University of Houston Law Center—Office of Career Development

<http://www.law.uh.edu/Career/student/alternativejobs.html>

This site reviews the steps to exploring non-traditional legal careers, including jobs that do not require a law degree but can be enhanced because of skills learned in law school which are transferable into other professions. Visit <http://www.attorneyjobs.com> for more information.

Wetfeet.com

<http://www.wetfeet.com/Content/Careers/Law.aspx>

Career Profile on Law. An overview of careers in law, including discussion of required skills/qualities, job outlook, career paths, and brief list of relevant links. Also--look for the "Real People" profiles of attorneys and law professors. <http://www.wetfeet.com/Content/Industries/Law.aspx>

Industry Profile on Law. An overview of careers in law (focuses mostly on lawyers), including major trends and job descriptions, as well as a brief list of relevant links.

American Bar Association, Career Counsel for Students

<http://www.abanet.org/careercounsel/students.html>

Information targets law school students, however, offers interesting professional profiles in several subfields within law, as well as feature articles.

FindLaw for Students

<http://stu.findlaw.com/>

Geared towards law school students and professionals, this site has informative links to law schools, paralegal programs, salary charts, message boards, and firm directories.

MARQUETTE CAREER SERVICES CENTER'S JOB SEARCH WEBSITES

Career Gateway—Go to www.marquette.edu/csc
Online Services below on the Career Services Center's website.

1) **Golden Eagle Search**

This Job Search Portal has **over 5 million *national* job postings** that come from corporate web sites, job boards, education, government, newspaper and recruiting websites. Jobs are collected from all industries, disciplines, and regions.

2) **Vault Career Library**

Vault is the world's leading source of career information. It will make your efforts at researching employers, industries, and career subjects infinitely easier and more efficient. Resources include:

- 80+ Career Guides
- 3,000+ Company Profiles
- 1,100+ Vault Career Advice Articles
- Industry and Occupational Profiles
- Access to the Vault Message Boards for insider information

3) **Career Alumni Network**

The Career Alumni Network, formerly known as MUSCAN, can assist you in many ways; whether you are researching career fields or seeking a position in a particular state, industry, or organization.

Note: When you click the link above, some browsers may return a message that states "This is a non-secure form. Do you want to send it anyway?" Please disregard and click "Send."

4) **ReferenceUSA**

Reference USA is a database of 12 million companies and organizations. It is searchable by geographic location, SIC codes, company size, etc.