



Government Job Search

414.288.7423 ■ career.services@marquette.edu ■ www.marquette.edu/csc ■ Holthusen Hall, 1st flr

Steps for a Successful Job Search:

Self-assessment

- Interests: What do you like to do?
- Skills: What do you do well? What can you offer to an employer?
- Values: What is important to you?
- Preferences: What do you want your job to “look like”?

Three types of skills you have to offer

- Area of study skills—skills you have learned because of your major and degree. For example: accounting, engineering, social work, teaching
- Transferable skills—skills that are acquired through one’s quest in higher education. Transferable skills are needed in all career fields, such as written and verbal communication, critical thinking, problem solving, analytical ability
- Personal characteristics—for example, leadership, reliability, enthusiasm, flexibility

State a clear objective of what you want to do

- Don’t necessarily need to give a position or position title
- Employers are looking for a candidate whose career goals match employer needs
- A clear objective equals a well-written resume and cover letter
- You will enjoy your work more if you get a position matching your goals, interests, and skills

Define your criteria

- What do you need in a position for it to be satisfying? For example: room to grow with company, fit with co-workers, pay, size of city, distance from home, opportunity to go back to school, etc.

Research the organizations in which you are interested

- Spend 2-3 weeks gathering useful information before applying for jobs
- Know the salary range of jobs you are interested in
- Research using websites and printed material
- Talk to people who are employed in government organizations

Create resume and cover letters that grab attention of employers

- Based on your resume, would YOU hire you?

Develop effective interviewing skills

- Practice makes perfect! Schedule a mock interview with a career counselor

Set goals and time commitments

- Finding a job is a full time job. Set weekly goals for working on your job search

Employment Sites of Various Federal Government Agencies including Illinois/Chicago Government Agencies

FEDERAL AGENCIES

U.S. Office of Personnel Management— Federal Government's Human Resource Agency
Vacancies are listed at <http://www.usajobs.opm.gov>
478-757-3000

Federal Bureau of Investigation (FBI) <http://www.fbi.gov/>
The FBI is a field-oriented organization that provides program direction and support services to field offices, satellite offices, and foreign liaison posts. Openings include special agent positions, non-paid and paid internships, professional support positions (e.g., computer specialist, linguist, laboratory technologist, accounting professional, and many more). Contact: Zina Bryant

Milwaukee Field Office <http://milwaukee.fbi.gov/employment.htm>
Chicago Division <http://chicago.fbi.gov/employ.htm>

Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) U.S. Department of Justice

ATF is a law enforcement organization within the U.S. Department of Treasury that is committed to reducing violent crime, collecting revenue, and protecting the public. ATF also enforces the regulations and laws relating to alcohol, tobacco, firearms, explosives, and arson and supports as well as assists local, state, federal, and international law enforcement. Contact: Sylvia Smuszkiewicz

Various positions and internships are posted at <http://www.atf.gov/jobs/index.htm>

Office of Inspector General

The Inspector General's mission is "to conduct independent and objective audits, investigations, and inspections; prevent and detect waste, fraud, and abuse; promote economy, effectiveness, and efficiency; review pending legislation and regulation; and keep the agency head and Congress fully and currently informed."

Positions in auditing can be viewed at <http://www.ignet.gov/jobs.html>

Defense Contract Management Agency (DCMA)

DCMA negotiates, administers, and oversees the thousands of contracts that deliver hundreds of billions of dollars in products, services, weapons systems and materials. The Armed Forces count on DCMA to deliver the supplies and services they need to keep them safe and effective. The citizens also count on DCMA to get the best value for their tax dollars.

Positions are available in Quality Assurance (Software Specialist), Management and Program Analysis, Computers, Engineering, Safety and Occupational Health, and Industrial Property Management.
Contact: John Michalski

Positions are listed at <http://www.dcma.mil/careers.htm>

DCMA also offers the Keystone Program, which is a selective 2.5-3 year career development program designed to prepare college graduates and others for management roles at DCMA. To apply, please visit http://www.dcmc.hq.dla.mil/dcmc_b/jobcenter.htm

Department of Homeland Security (DHS)

Department components include Border and Transportation Security, Emergency Preparedness and Response, Information Analysis and Infrastructure Protection, Science and Technology Management, Coast Guard, Secret Service, Citizenship and Immigration Services, and Inspector General.

In 2003, the DHS had over 30,000 job openings in various fields. Application deadline is October 15. Applications are accepted until October 31 or when the positions are filled. Part of the application process is an online test, medical and drug exam, background check, and oral interview. Job vacancies are posted on the following websites:

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

<http://www.dhs.gov>

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

U.S. Secret Service

<http://www.ustreas.gov/uss/index.shtml>

Chicago Field Office
300 S. Riverside Plaza
Chicago, IL 60606.
312-353-5431

The Secret Service hired 700 special agents between 2000 and 2003. In addition, other types of positions are also available, especially for applicants with a law or MBA degree or language skills. Salaries begin at \$40,000 and quickly move into the \$60's. The Secret Service also offers non-paid internships. Those with a serious interest should call the office above.

Social Security Administration

"Forward thinking. Radical approaches. Surpassing the standard." That is the mission of the Social Security Administration, which is one of the world's most successful social insurance programs. 90% of the US population is covered through Social Security, and it has kept millions of elderly and individuals safe from poverty.

Contact: Joyce Brooks Brown

Phone: 410-965-2962

Email: joyce.brown@ssa.gov

OR

Margaret Rawls

Phone: 410-965-2439

Email: margaret.rawls@ssa.gov

The Chicago Regional Office covers six states with 234 offices. In 2003, Social Security Administration (SSA) hired 300 candidates of any major. Applications should be filed only in response to a specific vacancy. Resume is required for OF-612 application for federal employment.

SSA offers some special programs which allow the applicant to circumvent the general application procedure. Two such programs are the Outstanding Scholars Program and the Federal Career Intern Program. For information on these programs and whom to contact, please visit

http://www.ssa.gov/chicago/jobs_howtoapply.htm

Current job openings in the Social Security Administration can be found on the internet:
<http://www.ssa.gov/careers>

Also visit the Chicago Regional Jobs Website:
<http://www.ssa.gov/chicago/jobs.htm>

AmeriCorps

<http://www.americorps.org>

AmeriCorps provides national service programs through nonprofits, public service, and faith-based organizations to millions of Americans each year. Some of the activities include: tutoring and mentoring of youth, teaching computer skills, building affordable housing, cleaning of parks and streams, running after school programs, and helping communities respond to disasters. Whatever your interests, there's an AmeriCorps program that needs your courage, skills, and dedication. Contact: Alice Choi

Requirements: At least 17 years of age

US Army

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

People, vision, and transformation consists of the Army's vision. The Army inspires soldiers to have the strength, the confidence, and the will to fight and win anywhere at anytime.

Contact: First Sgt. Bratt

FEDERAL JOB SEARCH IN ILLINOS

<http://www.federaljobsearch.com/Illinois.asp>

U.S. Post Office

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

Department of Personnel

433 W. Harrison, 4th Fl.

Chicago, IL 60604

312-983-8422

ILLINOIS AGENCIES/ CHICAGO

Illinois State Comptroller Office

Seeking accounting and IT applicants. After submitting an application, a test is required.

<http://www.ioc.state.il.us/>

Contact the Chicago Office directly about job vacancies.

Office of the State Comptroller

100 West Randolph, Suite 15-500

Chicago, Illinois 60601-3252

312-814-2451

State of Illinois Department of Personnel

100 W. Randolph, 3rd Fl.

Chicago, IL 60602

312-814-2398

<http://www.state.il.us/cms>

Office of the Secretary of State

Department of Personnel

17 N. State St., 12th Fl.

Chicago, IL 60602

312-793-5515

Illinois Department of Natural Resources: <http://dnr.state.il.us/>

The Department of Natural Resources' mission is 'to manage, protect, and sustain Illinois' natural and cultural resources; provide resource-compatible recreational opportunities; and promote natural resource-related public safety, education, and science.' Contact: Stella Gaines

Positions: Internships

Illinois State Police- Forensic Services: <http://www.isp.state.il.us/>

Forensic scientist trainees will receive comprehensive instruction in the use of the most advanced science technology as well as procedures for analyzing evidence. The length of the program will vary and depend on the ability of the trainee. Contact: Peter Striuppitas

Positions: Internships

Requirements: Undergraduate degree in forensic science or a natural science, willing to travel, Illinois resident preferred, and passing the exam.

COOK COUNTY/ILLINOIS

Cook County provides quality service and is always looking to better the county for its 5 million residents. The County employs 27,000 workers. The majority of job openings are in health care. However, applicants from civil engineering, accounting, criminal justice, or who are bilingual are also sought. Resumes are not to be sent blindly but rather in response to an opening. The application is on-line. You must bring in your application in person. If you have specific questions, please call the office directly at 312-603-6598. Contact: Luis Martinez

Requirements: Resident of Cook County. New employees have 6 months from date of hire to establish residency. See current job postings at <http://www.co.cook.il.us/employment.htm>

Cook County Bureau of Human Resources

County Building, Room 834

118 N. Clark St.

Chicago, IL 60602

312-603-6598

312-603-5255 TDD

Cook County Police & Corrections Merit Board

69 W. Washington St., Suite 1100

Chicago, IL 60602

312-603.0170

*Note: Call for dates of application distribution

CITY OF CHICAGO

The Department of Personnel facilitates the effective delivery of City services through the provision of a professional human resource management program serving all City departments. The work of this program encompasses an effort coordinated with each department to attract, develop, and retain effective City employees. Contact: Celeste Harris

Requirements: Resident of City of Chicago at time of application

Jobs and internships can be found on the city's website.

www.cityofchicago.org/personnel

Public Service Intern Program

The City of Chicago is looking for enthusiastic students who are interested in gaining an edge in the employment market by obtaining valuable, professional work experience in municipal government while earning course credit through an unpaid internship experience (There are a few paid internships in the mayor's office).

Any questions can be directed to the Recruitment Division of the Department of Personnel, Room 1100, City Hall, 121 N. LaSalle St., Chicago, IL 60602, 312-744-4083.

Chicago Transit Authority: <http://www.transitchicago.com/>

Consisting of the 2nd largest transit agency in the country, Chicago Transit Authority provides bus and rail service to the city of Chicago and 38 neighboring communities. Contact: Jose Mendoza

Positions: Accounting, Engineering, IT, Internships

Human Resources

P.O. Box 3555

Chicago, IL 60654

312-664-7200

<http://transitchicago.com/business>

City of Chicago Department of Personnel

City Hall, Room 100

121 N. LaSalle St.

Chicago, IL 60602

312-744-9565

312-744-1369 automated listing

<http://ci.chi.il.us>

City of Chicago Park District

Chicago Park District parks are the most popular destinations for fun and recreation in Chicago. Whether it is ice-skating, concerts, kid classes or even planting butterfly gardens, you can do it all at the Chicago Park District! Contact: Wesley Morgan, ph: 312-742-4642, wes.morgan@chicagoparkdistrict.com

Positions: General park positions, Mechanical Engineering, Summer internships

Requirements: Chicago resident (waived for summer interns)

541 N. Fairbanks Court

Chicago, IL 60610

312-742-PLAY

<http://www.chicagoparkdistrict.com>

Chicago Public Schools

Department of Human Resources

125 S. Clark St., 1nd Fl.

Chicago, IL 60603

773-553-2690

1-800-593-5700 hotline

<http://www.csc.cps.k12.us/humanresources>

CHICAGO INDEPENDENT AGENCIES

Metropolitan Water Reclamation District of Greater Chicago

Protecting the water quality of Lake Michigan is the Metropolitan Water Reclamation's main concern. The District is a separate government agency that serves the City of Chicago and 124 other suburban areas and owns one of the largest water reclamation plants in the world. Contact: Dennis Evans

Positions: Engineering

Requirements: Examination

100 East Erie St., Room 101

Chicago, IL 60611

312-751-5600

<http://www.mwrdgc.dst.il.us>

<http://www.mwrd.org>

METRA (Metropolitan Commuter Rail Service)

547 W. Jackson Blvd., 1st Fl.

Chicago, IL 60661

312-322-8918

<http://www.metrarail.com>

*Note: pick up applications Monday through Friday 9:00 am-5:00 pm; return applications on Wednesdays only on the 12th Floor noon-5:00 pm.

FEDERAL JOB SEARCH IN WISCONSIN

<http://www.federaljobsearch.com/Wisconsin.asp>

U.S. Post Office

Department of Hiring

345 W. St. Paul Avenue

Milwaukee, WI 53203

(414) 287-1835

WISCONSIN AGENCIES

For a complete list of Wisconsin State agencies, please visit the following website:

http://www.wisconsin.gov/state/core/agency_index.html

Wisconsin Department of Administration (DOA)

DOA supports other state agencies and programs with services like centralized purchasing and financial management. The department also helps the governor develop and implement the state budget. The ultimate goal of the department is to offer Wisconsin residents the most efficient, highest-quality state government services possible.

<http://www.doa.state.wi.us/jobs/jobs.asp>

Department of Administration
101 East Wilson Street
Madison, WI 53702

Wisconsin Personnel Commission

The Wisconsin Personnel Commission has the authority to review a variety of personnel actions taken by the State of Wisconsin acting as an employer. Sections 230.44 and 230.45 of the Wisconsin Statutes provide the primary statutory bases for the Commission's functions. Proceedings before the Commission, a quasi-judicial administrative agency, typically fall within the category of either an appeal or a complaint.

<http://pcm.state.wi.us/home/links.htm>

Personnel Commission
Suite 110
5005 University Ave. Madison, WI 53705
(608) 266-1995

Office of the Secretary of State

The Office of the Secretary of State is headed by an elected Secretary of State, whose term of office is four years. Wisconsin's Constitution requires the Secretary of State to maintain the official acts of the Legislature and Governor, and to keep the Great Seal of the State of Wisconsin and affix it to all official acts of the Governor. In addition, the Office administers program responsibilities set forth in approximately 100 sections of the Wisconsin Statutes, including issuing notary public commissions; issuing notary authentications and apostilles; recording annexations and charter ordinances of municipalities; registering trade names and trademarks; publishing legislative acts; filing oaths of office; and filing deeds for state lands and buildings.

<http://www.state.wi.us/agencies/sos/>

Office of the Secretary
30 W. Mifflin, 10th Floor
Madison, WI 53702
608-266-8888

Wisconsin Department of Natural Resources

The Department of Natural Resources is dedicated to the preservation, protection, effective management, and maintenance of Wisconsin's natural resources. It is responsible for implementing the laws of the state and, where applicable, the laws of the federal government that protect and enhance the natural resources of our state. It is the one agency charged with full responsibility for coordinating the many disciplines and programs necessary to provide a clean environment and a full range of outdoor recreational opportunities for Wisconsin citizens and visitors.

<http://www.dnr.state.wi.us/employment/>

Wisconsin Department of Revenue

<http://www.dor.state.wi.us/hrs/index.html>

Wisconsin Department of Revenue

2135 Rimrock Road, P.O. Box 8933 Mail Stop 624-A

Madison, WI 53708-8933

Telephone: (608) 266-6466

FAX: (608) 266-5718

MILWAUKEE COUNTY/WISCONSIN

Logical top-level organization for Milwaukee County. Ultimate parent organization for all Milwaukee County organizations. Milwaukee County Government provides high-quality, responsive services that enhance self-sufficiency, personal safety, economic opportunity and quality of life for all its people. For a complete list of County agencies, please visit <http://www.milwaukeecounty.org/>

Career opportunities in Milwaukee County are found on the following website:

<http://www.mcdhr.org/careers1.htm>

Milwaukee County Department of Human Resources

The Department of Human Resources is responsible for the human resources needs of employees and departments and for the recruitment, classification, compensation, employee relations, benefits, and retirement system functions of Milwaukee County. The Department of Human Resources provides Milwaukee County government with an equitable and effective system for the recruitment, classification, development, and retention of a competent and culturally-diverse workforce through the timely creation of appropriate eligible lists; the maintenance of competitive compensation, benefits, and pension programs; the training of County employees; and the strict adherence to Federal, State, and County laws, regulations, and policies.

901 N. 9th Street

Courthouse, Room 210

Milwaukee, WI 53233-1458

414-278-4143

414-223-1379

<http://www.mcdhr.org/careers1.htm>

Milwaukee County Department of Parks, Recreation and Culture

The Department administers and operates the Milwaukee County Park System which spans almost 15,000 acres and encompasses 139 parks and parkways, beaches, extensive roadways, picnic areas, and the Oak Leaf Recreational Trail. Major facilities include swimming pools and family aquatic centers, golf courses, athletic fields, tennis courts, boat launching sites, the McKinley Marina, senior and recreation centers, pavilions, Wehr Nature Center, Boerner Botanical Gardens, and the Mitchell Park Horticultural Conservatory.

9480 Watertown Plank Road

Wauwatosa, WI 53226

414-257-6100

<http://www.countyparks.com/employment/index.html>

Milwaukee County Zoo

Vacancies are posted at http://www.milwaukeezoo.org/students_work.html

Milwaukee County Department of Labor Relations

Pursuant to Chapter 79 of the Milwaukee County Ordinances, this department has the general responsibility for negotiating and administering all collective bargaining agreements. The department must establish labor relations training programs for supervisory staff and conduct, on behalf of Milwaukee County, all procedures ordered by the Wisconsin Employment Relations Commission, U. S. Department of Labor, or the Wisconsin Department of Industry, Labor and Human Relations. All matters relating to labor relations introduced to the County Board are normally referred to the Department of Labor Relations for recommendation.

901 North 9th Street
Courthouse, Room 302
Milwaukee, WI 53233-1458

CITY OF MILWAUKEE

Department of Employee Relations

Employment opportunities can be found on the city's website.

<http://www.ci.mil.wi.us/der/Content/hiring.htm>

Department of Employee Relations
Room 706, City Hall
200 East Wells Street
Milwaukee, Wisconsin 53202-3554

Phone: 414.286.3751

Fax: 414.286.0800

TDD 414.286.2960

Milwaukee County Transit System

The Transit Operations Program includes all activities necessary for the efficient, day-to-day management and operation of the Milwaukee County Transit System, including fiscal oversight for the Paratransit Program, by Milwaukee Transport Services, Inc., a private nonprofit corporation under contract with Milwaukee County.

1942 North 17th Street
Milwaukee, Wisconsin 53205
(414) 344-4550
<http://www.ridemcts.com>

Fire and Police Commission

200 E. Wells Street, Room 706
Milwaukee WI 53202
414-286-5071

<http://www.milwaukee.gov/fpc/fpcjobs.htm>

Milwaukee Water Works

The Milwaukee Water Works is a self-financing business enterprise of the City of Milwaukee. The utility is operated 24 hours a day, 365 days a year. In 2003, the utility pumped and distributed 46.1 billion gallons of water to 831,000 people in Milwaukee and 14 neighboring suburbs. The Milwaukee Water Works' 350 trained, professional, and dedicated employees in water treatment, distribution, engineering, customer service, and administration, are committed to providing a reliable supply of superior quality water.

Room 409
Zeidler Municipal Building
841 N. Broadway
Milwaukee, WI 53202
Phone: (414) 286-2830
Fax: (414) 286-2672

<http://www.mpw.net/Pages/WaterWorks.html>

Milwaukee Public Schools

The staff at Milwaukee Public Schools knows that quality teaching will result in higher student achievement; that educating students means more than instruction; and that children learn and achieve more when they are cared for, when they are safe, and when they have a healthy well-being. Therefore, the Milwaukee Public Schools strives to establish strong and true partnerships with parents and all those in the community who influence and affect students and their families.

http://www.milwaukee.k12.wi.us/pages/MPS/Employment_Human_Resources/Jobs

Department of Human Resources
Central Services - Room 124
5225 West Vliet Street
Milwaukee, WI 53208
(414) 475-8224

MILWAUKEE INDEPENDENT AGENCIES

Milwaukee Metropolitan Sewerage District

The Milwaukee Metropolitan Sewerage District is a state-chartered, government agency providing wastewater services for 28 municipalities. The District's 420-square-mile service area includes all cities and villages (except the City of South Milwaukee), within Milwaukee County and all or part of 10 municipalities in the surrounding counties of Ozaukee, Washington, Waukesha and Racine.

<http://www.mmsd.com/about/employment.cfm>

MMSD
260 W Seeboth St
Milwaukee, WI 53204
(414) 272-5100

Lake Express

Lake Express links the cities of Milwaukee, Wisconsin and Muskegon, Michigan. The high speed Lake Michigan crossing will take just two and one-half hours, saving passengers a lengthy drive through heavily congested Chicago. Lake Express is a modern, efficient, proven transportation solution alleviating traffic hassles while saving you valuable time.

<http://www.lake-express.com/htmdocs/employment>

Lake Express

2330 S. Lincoln Memorial Dr.
Milwaukee, WI 53207
866-914-1010
812-941-9994

Additional Government Jobs Websites:

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

Fedworld Homepage

<http://federaljobs.net/index.htm>

Federal Jobs Net

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

Government Jobs

<http://jobsearch.about.com/>

U.S. Government Job Fairs

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

USAJOBS

<http://www.dol.gov/21cw/>

U.S. Department of Labor

<http://www.vault.com>

Government and Non Profit Career and Job Information Vault

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

Partnership in Public Service: Red, White, and Blue Jobs

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

Careers in Government