*** Become very familiar with the federal websites from which the following information has been taken.***

http://ourpublicservice.org - The Partnership for Public Service is a nonprofit, nonpartisan organization that works to revitalize our federal government by inspiring a new generation to serve and by transforming the way government works.

www.usajobs.gov – View current jobs, create a federal resume, apply


**FEDERAL JOBS**

“It’s not just making a living, it’s makingthedifference”

www.makingthedifference.org

Your job source for federal jobs and internships. Where to find them; how to get them.

**Why work for the government?**

1. **The Nation’s Largest Employer is Hiring**
   Innovation in government and a retiring boomer generation mean thousands of federal opportunities.

2. **Federal Service is Public Service**
   Looking for a way to make a difference in the lives of Americans and your community? As a federal employee, you would play a vital role in addressing pressing issues, from homelessness to homeland security.

3. **Federal Jobs Pay Better Thank You Think**
   Low federal pay is a myth. Federal salaries are actually competitive with the private sector, plus there are great benefits, job stability and opportunities for advancement.

   Federal agencies may help you pay back up to $10,000 per year of your student loans. Some agencies may pick up the tab if you decide to pursue a graduate degree.

5. **You Can Develop a Unique Skill Set**
   The federal government offers cutting-edge training and professional development, from information technology to foreign language immersion.

6. **There are Federal Jobs Around the Country… and Around the World**
   More than 85% of federal jobs are outside the D.C. area. Looking to go global? More than 50,000 federal employees work abroad.

7. **The Federal Government Values Diversity**
   Federal agencies actively encourage minorities and individuals with disabilities to consider government service through a variety of internship and fellowship programs.
8. There Are Jobs for Every Interest and Major
   Not a political science major? Not a problem. There are federal jobs suited to every interest and skill, from art history to zoology.

   Flexible work schedules, world class benefit packages and other incentives facilitate a high quality of life, both in and out of the office.

10. You Can Gain a Professional Edge
    With more than 160 agencies, federal employees have a leg up in moving between agencies and positions after three years on the job.

Information on Security Clearances
Since the typical deadline and application period for summer internships and jobs that require security clearances is in November, students and graduates need to apply early. Other full-time, post-grad positions can be applied for at any time.

Student Loan Repayment
The Student Loan Repayment guide explains the program and how some students can take advantage of up to $60,000 (a maximum of $10,000 a year) in loan repayment by working for the federal government. It is important to note that not all agencies participate in the student loan repayment program, that student loan repayment is only for federal student loans, that the payment amount is currently taxable and agencies may not repay the maximum amount annually.

Federal Government Salaries

★ General Schedule (GS) is the pay scale for many federal jobs from 1-15
★ Each GRADE has 10 steps, allowing for a range of salaries
★ Salaries vary by geographic location
★ Within a few years, you can progress through several grades

Examples of Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS 5</td>
<td>Four academic years above high school leading to a bachelor’s degree OR a bachelor’s degree</td>
</tr>
<tr>
<td>GS 7</td>
<td>Bachelor’s Degree with one of the following: Class standing - upper third of class; GPA 3.0 or higher, 3.5 or higher GPA in major; Honor society membership</td>
</tr>
<tr>
<td>GS 9</td>
<td>Master’s degree or equivalent</td>
</tr>
<tr>
<td>GS 11</td>
<td>Doctorate Degree</td>
</tr>
</tbody>
</table>

Source: opm.gov, July 2009
www.usajobs.gov - Federal Agency Positions

This is the job site that lists ALL federal government full-time and internship positions.

- The best way to find jobs in which you are interested and qualified for is to type in KEY WORDS.
- Don't be afraid to apply for any and all jobs in which you are interested.
- Because of the security clearance, it takes time to procure a government position so make sure you have a job while you are going through the process.
- Once “in,” a government employee is able to move up or over to various other agencies and departments.
- The pay and benefits are excellent and the jobs and work very satisfying.
- Only 30% of all federal jobs are in Washington D.C./eastern states area

USAJOBS.gov

Tips – Finding a job that fits you.

- Click on the “Search Jobs” button on the USAJOBS homepage, you'll be taken to the central job search screen. Here, you can sort and search through federal jobs by geographic location, by job category, by pay grade or salary, or by entering a key word that you think might be found in a job you're interested in. You'll see each of these categories appear as you scroll down the page.

- The Key Word Search can help you narrow your search to only those positions that fit your expertise and experience. If you're looking for a job with a specific title (e.g., engineer or “electrical engineer”), you can type that title into this box and the search will only show you jobs that match your description.

- Using the Location Search is fairly simple — if you'd only like to see jobs that are open in a specific place, scroll down through the list of locations and highlight the one that you're most interested in.

- The Job Category Search is also a useful way to tailor the listings you see to your personal skills and interests. To use this tool, scroll through the list and select the description that best matches the position you're seeking.

- The Salary Range and Pay Grade Range (GS) Search can help make sure that you don't browse through jobs that are either above or below your level of expertise and education. If you have a Bachelors Degree, you should use the Pay Grade Range boxes and select GS-5 through GS-7. If you have a master's degree, you should begin your search at the GS-9 level. If you've had an extensive work record, these guidelines may not be quite right — keep searching with the Pay Grade Range until you find a level that you think best fits your education and experience.

- You'll see a section towards the bottom of the search page labeled Applicant Eligibility. Read the question it asks carefully — if you can truthfully answer “yes,” you should be sure to do so, as that can broaden the range of federal jobs available to you. If you're not sure whether or not you can answer “yes,” or are not sure what some of the terms mean, leave the “no” option selected.

- Once you've set up the search just the way you want it, click “Search for Jobs” at the bottom of the page (you are able to sort the results by keyword or date as well as have the option between a brief of detailed description).

- If you've set up your search broadly enough, you should now see a number of federal job descriptions displayed on your screen. You can click on any of them that you think might be interesting to read more about them. If you find a job that you're really interested in, be sure to read the job description carefully to make sure that you're eligible to apply and to learn how to begin the application process.
• Once you're happy with the way your search is set up, you should consider clicking on the “Save this search and email me jobs” link at the bottom of the page. **This will allow you to receive daily, weekly, bi-weekly or monthly emails that will contain all the new jobs that meet your criteria.** To use this feature, you'll have to create an account on the USAJOBS Web site — simply click on the box that says “Create your account now” and fill in the necessary information.

• Becoming a member also allows you the opportunity to post your resume so that employers can search for you. If you have graduated or in your final semester and have a cumulative GPA of 3.5 (out of 4.0) or higher, you can apply to be a part of the **Outstanding Scholars Program**. You would then have the option of signing up for additional searches through their Web site.

**Building Your Resume Using USAJOBS**

After you click on the “Create a Resume” button and register with the USAJOBS Web site, you'll see that the resume-building process has four basic steps: Getting Started, Experience, Related Information, and Finishing Up. **At any point during this process, you can click the “Save For Later” button at the bottom of the page and return to your resume at a later time.** As you complete the resume building process, keep an eye out for blue circles with question marks inside, as these can help explain the step you're working on.

**Getting Started**

On the Getting Started page, you'll be asked for your basic contact information. Be sure to fill out all of those boxes marked with a red asterisk — they're mandatory. The one major decision you face here is whether to make your resume confidential or non-confidential. Marking your resume as confidential will prevent federal recruiters from easily learning your current contact information and employer. If a federal recruiter is interested in your resume, they'll send you a message through USAJOBS and you'll have the option to give them that information. Marking your resume as confidential will **not** hide the entire document from federal recruiters — you'll have the chance to do that later.

**Experience**

The Experience section is where you will list your career experience and educational achievements. Fill out both the work experience and education sections with a single record at a time. Once you click “Add Work Experience” or “Add Education” buttons, you'll be able to add information about other jobs you may have had or schools you may have attended. At the bottom of the Experience page, there's an optional section that will allow you to list any job related training you may have had. If you've taken relevant courses or attended valuable training sessions, be sure to include them here!

**Related Information**

The Related Information tab provides another opportunity for you to add information about yourself that recruiters may value. List personal and professional references, languages you speak, organizations to which you belong, publications to which you have contributed and awards which you have received on this page. Toward the bottom of the page, you'll notice that the site asks you what type of employment you'd be willing to consider. This choice may seem daunting at first, but don't fret — if you click the question mark next to the word “Availability,” you'll find short descriptions of each of these job types. Read these descriptions and you'll be able to make an informed decision about what sort of job you're looking for. Below the “Availability” section, you'll find the “Desired Locations” box that will allow you to let federal recruiters know of any geographic preferences you have. Feel free to select as many or as few locations as you like.
Finishing Up

Once you click through to the Finishing Up page, you'll have the option to automatically spell-check your resume. This is a good idea since spelling errors reflect poorly on job applicants. This is also a good time to click the “Preview Your Resume” button along the left side of the page. You'll be able to see your resume just as federal recruiters will see it. After you're satisfied with the shape your resume is in, click the “Activate Resume” button. This will send your resume out into the pool of other applicants and allow federal recruiters to find it in their searches.

Whether you decide to make your resume searchable or not, you'll be able to use it if you find a position on USAJOBS that accepts online applications. Look for the “Apply Online” button at the bottom of a job posting to see if the position you're interested in qualifies. If you decide to submit your resume electronically, make sure to read the job description carefully to ensure that all of the information that it asks for is included in your resume.

Federal Resume Writing

Applying for a federal job requires you to take a different approach and adhere to a different set of rules and techniques. Unlike private sector recruitment, the procedures followed in federal recruitment go by certain criteria and rules. The basic idea here is to provide every applicant an equal opportunity.

Here are key tips to writing a Federal Resume that works:

1. **Don't forget to include information specific to the job as advertised.** Information such as the job number, grade and title of the jobs you are interested in applying for.
2. **Include personal information** such as your full name, mailing address with ZIP code, any phone numbers, Social Security Number, reinstatement eligibility and civilian grade, including the job series and dates that you held the previous position.
3. **Write your educational qualifications in chronological order**, starting from high school to college. Include the name and city of each institution, and the type and year of diploma/degree received. Don't forget to highlight the grades that you received and any awards. Make detailed descriptions in the KSA.
4. **You must specifically mention the major subjects and total credits you have earned.** While writing these points, you may be tempted to make use of bullet points - however, while these work well for resumes targeting civilian positions, they may not be well received when applying for federal jobs.
5. **You should explain things in great detail.** The underlying reason for this is that education counts a lot more in federal recruitment than in the private sector. Therefore, you should use this format to show (read: market) how well you qualify for the job through your education.
6. **Even if your education does not exactly match** the qualifications as advertised, you can still qualify through equivalent experience. In this case, you can get over this hurdle by explicitly spelling out your previous experience and how it relates to the job at hand.
7. **Federal resumes are not scanned by machines** in most cases, which in itself must be a welcome relief. Since your resume will most likely be read by an actual, live human, make sure that you make the most of it by being as descriptive as possible.
8. **If you have previous work experience having relevance to the job in question, include it with full details.** Give the telephone numbers of employers, position(s) you held, numbers of hours per week and salary. Writing your accomplishments and duties (to a lesser extent) is important. You should also indicate whether it is OK to contact the previous employer.
9. **Don’t forget to write about any other qualifications that may be even slightly related to the job.** Explain why you think they are similar by giving concrete examples such as software used, etc. Memberships, certificates or awards also count heavily in federal job applications. The bottom line here is that you cannot follow the same rules for federal resumes as for civilian ones. By following the tips above, you will be well on your way to landing that federal job.
OTHER FEDERAL AND STATE GOVERNMENT Websites

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).
- 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.
- Various positions and internships are posted at http://www.atf.gov/careers/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/jobs1.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.
- 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.dcma.mil/careers/index.cfm

U.S. Secret Service
Chicago Field Office., 300 S. Riverside Plaza Chicago, IL 60606., 312-353-5431
The Secret Service hired 700 special agents between 2000 and 2003. They have other type of positions also and are especially looking for applicants with a law or MBA degree or language skills. They offer non-paid internships. Salaries begin at $40,000 and quickly move into the $60’s. Those with a serious interest should call the office above.

Social Security Administration
Chicago Regional Office covers six states with 234 offices. Last year they hired 300 candidates of any major. Applications should be filed only in response to a specific vacancy. Require a resume to OF-612 application for federal employment. Offer some special programs which allow you 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, check 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 check out the Chicago Regional Jobs Website: http://www.ssa.gov/chicago/jobs.htm
FEDERAL JOB SEARCH IN ILLINOIS
U.S. Office of Personnel Management
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 jobs. 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

COOK COUNTY/ILLINOIS
Cook County employs 27,000. The majority of these positions are in health care. They also seek applicants from civil
engineering, accounting, or who are bilingual. They do not want resumes 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, you can
call the office directly at 312-603-6598. 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

Cook County Police & Corrections Merit Board
69 W. Washington St., Suite 1100, Chicago, IL 60602, 312-603.0170

CITY OF CHICAGO
Jobs and internships can be found on the city’s website.
www.cityofchicago.org/personnel

Public Service Intern Program
The City of Chicago is presently 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
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
Google: City of Chicago, Department of Personnel

City of Chicago Park District
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.cps-humanresources.org/Careers/career_index.asp
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
http://www.customs.gov/
http://www.dhs.gov
http://www.usajobs.opm.gov/homeland.asp

U.S. Secret Service
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
In 2007, both the federal SSA and the Milwaukee SSA were seeking many new candidates.
“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.
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 check out 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 faithbased 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.
FEDERAL JOB SEARCH IN ILLINOIS

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.’ 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. 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. 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

Cook County Police & Corrections Merit Board
69 W. Washington St., Suite 1100, Chicago, IL 60602
312-603.0170
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.
Requirements: Resident of City of Chicago at time of application
Jobs and internships can be found on the city’s website.
www.cityofchicago.org

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.
Positions: Accounting, Engineering, IT, Internships
Human Resources, P.O. Box 3555, Chicago, IL 60654

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
www.cityofchicago.org (click on City Departments and then Employment)

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.cps-humanresources.org/

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.
Positions: Engineering, Requirements: Examination
100 East Erie St., Room 101, Chicago, IL 60611
312-751-5600, 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.
www.sos.state.wi.us, 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’s 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.milwaukee.gov/der

Department of Employee Relations, Room 706, City Hall, 200 East Wells Street
Milwaukee, Wisconsin 53202-3554, Phone: 414.286.3751

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/display/router.asp?docid=312

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, http://water.mpw.net/

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://mpsportal.milwaukee.k12.wi.us/portal/server.pt
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) 272-510

Use internet social networks to make connections with people:

We're tweeting! 
- Follow the Career Services Center on Twitter (twitter.com/MU_CSC) to stay up to date on the latest job search articles, highlights and Career Services Center happenings.

We're blogging!
- Be sure to visit the Career Services Center’s new blog, Career Chatter (marquettecsc.blogspot.com), regularly to get all the latest information and advice from our office. It’s the Career Services Center... UNPLUGGED

We’re on Facebook!
- Become a fan of the MU Career Services Center on Facebook (www.facebook.com/mucsc). It can’t hurt...right?

We're LinkedIn!
- Network with professionals in our MUCSC Group on LinkedIn. If you don’t already have an account - here is one good excuse to get one! To find us just search in groups for MUCSC and join.