

Government (Yellow stripe)

?This section of the career library contains books, pamphlets, notebooks, printouts, and videos related to local, state, and federal positions in government and politics.

?The following is a list of some of the resources in this section that prove particularly helpful:

Government Information on the Internet, Greg Notess, 2000.

This book allows students to quickly access the information they are looking for. It provides a summary of what can be found on relevant sites and is a great stop before turning to the internet in that it can narrow and focus a search and save time on the Web.

Government Job Finder, Daniel Lauber, 1997.

This reference guide is a great resource. Its well-organized and user-friendly table of contents clearly outlines a range of specific fields including Legal Services and the Courts, Planning, Environment, and Public Health. The book provides thorough listings of professional organizations and newsletters that provide information and job listings for those fields. This is a great stop for accessing some informative sources that are less widely-known.

Political Resource Directory, Carol Hess, ed., 1999.

This is the official directory of the American Association of Political Consultants. It provides contact information for firms involved in political consulting, campaign management and strategy, advertising, and issue research. Its useful index is sorted by specialization and easy to access what you're looking for.

U.S. Government Manual of the Federal Register/National Archives & Record, Girard and Peterson, 2001.

This resource provides comprehensive information on agencies of the executive, legislative, and judicial branches and also includes information on international organizations in which the US participates, as well as boards, commissions, and committees.

?Other sample titles from this section:

Law Enforcement Career Starter, 1998

U.S. Senate Employment Bulletin, 2002

U.S. Department of State: Most Interesting Work...In the World, (video)

Book of U.S. Government Jobs, 2000.

?Also located in this section are government directories that provide contact information for government departments. The *Yellow Book* series also has useful Internet listings:

Carroll's County Directory

Municipal Directory

State Directory (Executive/Judicial/Legislative)

Federal Directory

Yellow Books *Congressional Yellow Book*
Federal Yellow Book
Municipal Yellow Book
State Yellow Book
Law Firms Yellow Book
Judicial Yellow Book

?This section works best for students when used in conjunction with resources from other sections of the library. For example, students interested in governmental and political work on an international scale might find it useful to explore works in this section along with resources such those dedicated to the Foreign Service, located in the International/Foreign Affairs section.

?The following is a short list of titles from other sections of the library that may be useful complements to Public Interest/Social and Economic Research:

International/Foreign Affairs: *Basic Facts About the UN*, 2000; *Career Opportunities in International Development in Washington D.C.*

Internships: *Washington Internships in Law and Policy*, 2002; *The Institute of Government Summer Intern Program in State and Local Government*, 1999-2000.

?Printed job listings: We maintain several government-related job listing resources including:

Opportunities in Public Affairs, a terrific resource listing jobs and internships in the Washington D.C. area. It covers a variety of fields including public relations, broadcasting, and journalism, opportunities on Capitol Hill, and government affairs, legislation, and public policy. It is a bi-monthly publication and is located behind the receptionist's desk in Career Services.

Government Job Binder, that lists a variety of job opening in the government sector and is located behind the receptionist's desk in a burgundy binder.

?Web sites are another helpful aid in gathering information about organizations and in finding actual job listings. Sites can be categorized by general, federal, and state positions:

General:

Public Sector Jobs <http://www.publicsectorjobs.com>

This is Career Mosaic's government site and provides listings for federal, state, and local opportunities.

Jobs in Government <http://www.JobsInGovernment.com>

Job seekers can search for positions by job category or geographic location. This site lists many opportunities in local government.

JobTrak Listings <http://www.upenn.edu/careerservices> (Select JobTrak from this page)

This is Penn's online listing service that can be searched for jobs in the government sector. It is password protected, so if you are not using a computer with a upenn.edu domain, you will have to call Career Services (215.898.7529) for the password.

Federal:

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

The U.S. Government's official site for jobs and employment information provided by the United States Office of Personnel Management.

State:

Internet Job Source <http://www.statejobs.com>

This site provides information on government and private employers for various states.