

UC Davis School of Law

Prosecutor

Interview and Hiring Success Guide

This guide is designed to help prepare you for an interview with a prosecutor's office. Interviews often consist of general questions, hypos that test how you would approach criminal law scenarios, and possibly the opportunity to give a mock opening or closing statement with a given fact pattern. This guide offers general advice for preparing for the interview, approaches to prepare for answering interview hypos, strategies to prepare for presenting an opening or closing statement, and additional sources of information.

APPROACHING THE INTERVIEW:

While the ideal candidate for a prosecutor's office varies, there are certain traits that offices value in a potential law clerk or attorney. During your interview, be sure to:

❖ **Discuss your interest in the subject matter**

- Highlight criminal procedure and evidence courses you have taken, as well as advocacy and related classes such as juvenile justice or immigration. You want to show the interviewer that you have a genuine interest in the kinds of matters you will be dealing with at a prosecutor's office.
- If you don't have any experience in a public or private criminal defense course, be sure to highlight any experience you have with legal writing, trial work, and oral advocacy. This can even come from classes you have taken.

❖ **Highlight any relevant experience you have**

- If you do have experience in a criminal law setting, be sure to explicitly state what you've done, including any assignments you've helped with – no matter how trivial your assistance may have been.
- Even if you do not have criminal law experience, remember that the interviewer wants to see that you're confident in what experience you do have and, more importantly, are a self-

starter who isn't afraid to jump into the position and learn as you go.

❖ **Express your commitment to the work**

- Be comfortable talking about
 - *Why* you're interested in criminal law
 - *What* is currently going on in criminal law and procedure – familiarize yourself with some recent cases or issues
 - *Where* you can see yourself working, both now and later in your career
- Speak candidly about the path that led you to want to become a prosecutor. Discuss your commitment to the office's key principles.
- Don't be afraid to ask questions about the program, like what the program training experience is and if you'll be able to watch trials or maybe even participate them. Show your interest!

❖ **Demonstrate your knowledge of the office**

- Be sure to visit the office's website before the interview, as well as conduct a Google/Lexis search to familiarize yourself with important cases, rulings, etc. that the office has dealt with. It may also help you to get a feel of the political climate of the office.
- Know the type of office you are interviewing with – is it a district, state, commonwealth, or county attorney's office? Who is the elected District attorney? How long has he or she been in office?
- Remember the basics – know the Deputy District Attorney's name. Know the name of the person you are interviewing with and something about what they do. You may want to know the police chief and sheriff's names, too.
- Familiarize yourself with some of the programs of the office you are interviewing with. If you can, incorporate use of those programs into your hypo answers.
- Work with the Career Services Office to identify and reach out to other students and/or alumni who work/have worked with the office. They can be a source of information and *possibly* even advocate on your behalf.

❖ **Keep important office values in mind**

- DA values to consider:
 - *Pursuit of justice* – Remember, a prosecutor’s job is the pursuit of justice, not just to get convictions. Keep in mind that prosecutors represent the state, not the victim. The victim’s interests may not always be in line with the state’s. Some prosecutor’s offices will ask questions that test your ability to see the bigger picture. A prosecutor’s office can achieve justice by sequestering harmful individuals while using prosecutorial discretion to give deserving people second chances.
 - *Realistic expectations* – Prosecutors do not make laws, they enforce them. Show you are comfortable putting people in jail. Demonstrate that you recognize that you might not have discretion in charging the cases you are assigned and that you are willing to follow orders.

❖ **Ask questions about the program & follow up**

- Some great questions to ask:
 - How is the program organized?
 - What type of work do clerks handle?
 - What is the hiring process like after a clerkship?
 - How big is the program?
 - Will I have my own computer to use?
- Usually you’ll get an indication after your interview of when you can expect to hear back, but you should always follow up with a thank-you email the next day. Thank the interviewer for his or her time and consider asking a question you didn’t ask at the time of the interview. Keep it interactive – give them a reason to respond and a simultaneous reminder that this position is really on your mind.

Qualities of a Successful Candidate

According to Rich Anderson, Senior Deputy Prosecuting Attorney, King County Prosecuting Attorney's Office (Seattle, WA) April 11, 2014:

- *Cool under pressure*
- *Can articulate opinions*
- *Strong sense of right/wrong, while recognizing that not all situations are black or white*

APPROACHING AN OPENING OR CLOSING STATEMENT

- ❖ **Read the fact pattern and analyze it the way you would a hypo**
 - Ask if there is information that is missing and if so, why? Determine what evidence in the fact pattern supports your position, and what doesn't.
- ❖ **Stress the burden of proof**
 - Prosecutors should articulate why they have met this burden – how the evidence presented shows beyond a reasonable doubt that the defendant has committed the acts for which he or she has been charged.
- ❖ **Remember your audience**
 - Your opening or closing statement should be directed at a jury. Explain what the burden of proof means to the jury and how the evidence presented at trial does or does not meet that burden. Describe how the evidence leads to the conclusion you want the jury to reach.
- ❖ **Above all, demonstrate that you are a confident, thorough, and zealous oral advocate**
 - Your opening and closing statement is designed to test how you would tactically approach a trial situation, you should also use this portion of the interview demonstrate how comfortable you are as an oral advocate. Speak confidently, make eye contact, and impress your interviewer with your oral advocacy skills.

APPROACHING HYPOS:

❖ **Come up with an answer**

- Avoid circumventing the question by saying you would check with your supervisor. Hypos are intended to see how you personally would deal with a difficult set of facts, so answer the question head on.
 - If you really believe the circumstances warrant the involvement of your supervisor, make sure your answer doesn't end there. Elaborate on this response and give your own assessment of the facts.

❖ **Think out loud**

- Talk through your analysis. Even if the answer you end up with isn't the best answer, interviewers want to understand your thought process while you analyze a problem. Impress your interviewer with your ability to think through a problem. The interviewer will likely give you credit for demonstrating a logical approach or asking thoughtful questions, even if you ultimately arrive at the wrong answer.

❖ **Issue spot like it's a law school test question**

- Look for evidentiary and constitutional problems – are there any search and seizure issues? If a witness refuses to testify, is there a hearsay problem? Do the facts present any Miranda issues?

❖ **Ask for more information**

- Your answer may depend on knowing more about the facts that the hypo presents. Is there any documentation of the incident? Are there any witnesses? Is there any corroboration to the story? What are the victim's and defendant's backgrounds and history?

❖ **Always, always remember your ethical obligations**

- Prosecutors should be aware of their ethical duties regarding divulging exculpatory evidence. Never condone any sort of violation of a defendant's Constitutional rights.

❖ **Where you can, include office-specific programs in your answers**

- If the office you are interviewing with has programs that you

learned about in preparing for your interview, see if you can incorporate them into your hypo answer.

❖ **Some Common Prosecutor Hypo Issues:**

- *Dealing with exculpatory evidence.* If a hypo presents a fact pattern that might weaken your case, it might be exculpatory. Know how to ethically approach exculpatory issues and never condone Constitutional violations. Some hypos may deal primarily with a prosecutor's obligation to disclose exculpatory evidence. But be aware that other hypos – ones that appear to address a completely different topic – may secondarily touch upon exculpatory evidence.
- *Would you charge this case?* If you're given a set of facts and asked if you would charge the case, the answer will usually be maybe. Figure out what further information you would need to bring the charge and articulate that to your interviewer.
- *Reluctant victims and witnesses.* Be sensitive and empathetic to addressing opinions of victims or witnesses who do not want to testify. This does not mean that victims and witnesses should always control how you handle a case, but rather that their opinions and concerns should be addressed in an appropriate and considerate way. Reluctant witnesses sometimes appear as a scared or recanting domestic violence victim, or as a victim with collateral concerns, such as immigration issues.
- *Credibility issues or doubts about the case.* Remember that a prosecutor's job is the pursuit of justice, not just to get convictions. If a fact pattern presents significant doubts about a defendant's guilt, be sure to consider if pursuing the case would be in the interest of justice.
- *Role of the prosecutor.* If the hypo concerns a victim with credibility issues or doubts about the case, a lying police officer, weak evidence, or a misidentification issue, part of your answer may want to demonstrate your understanding of the prosecutor's role in pursuing justice.
- *Search and seizure issues.* You may be asked to advise a police officer how to proceed with the investigation of a suspicious person who is suspected of carrying contraband.

SAMPLE INTERVIEW STRUCTURE & HYPOTHETICAL QUESTIONS

Sample: San Bernardino County District Attorney Oral Exam

The following information and hypothetical questions are summarized from a recent UC Davis Alum's experience when interviewing with the San Bernardino County District Attorney's office. **Please note that other district attorney's interviews, and future Bernardino County District Attorney interviews, may consist of other formats, topics and questions.**

❖ Interview Process:

A staff member gave the interviewee a handout with 5 different hypotheticals and read a list of directions to the interviewee. (Note: The SB District Attorney's Office used the same 5 hypotheticals for each oral examination.) The interviewee was given 15 minutes to read over and prepare answers to the hypotheticals, and was allowed to take notes on the handout.

The interviewee was then taken to a room with a panel of 3 attorneys from the SB DA's office, and given 20 minutes to answer each of the questions orally. The attorneys could not elaborate on any of the questions and prompted the interviewee to answer with the number of the hypothetical and short summary of the facts involved in the hypothetical. The interviewee was allowed to use notes to answer. The attorneys took notes while the interviewee answered the questions.

The hypotheticals dealt with laws that were recently passed by California voters as well as common situations DAs run across. Each of these laws and the DA's approach to them were mentioned in different sections on the SB DA's website.

After the test, interviewees generally received their scores in a few weeks and those students who placed in the top percentile on the oral examination were invited back for further interviews.

❖ Hypothetical Questions:

Question 1:

One night, a prominent member of the community gets into a fight with his wife. He gets physical with her. A neighbor calls the police. When the police arrive, they note that the only other witnesses are his two minor children. Before jury selection, the wife recants. She states that she loves her husband and doesn't want to testify. At trial, the attorney for the two minor children states the children do not want to testify. How do you handle the situation with the wife? How do you handle the situation as to the two minor children?

Question 2:

A boy is arrested and charged with possession of drugs with intent to sell, and possession of an illegal substance. His dad, who is the mayor, calls you and asks if his son can attend the Drug Diversion Program. The mayor says the DA is his best friend. The son is not eligible for the Drug Diversion Program. What do you do?

Question 3:

A man is charged with battery. You recommend 4 years and clearly write this on the case file. The case is later assigned to a less experienced attorney in the DA's office because of your trial schedule. A few weeks later, after the case's disposition, the victim's family calls you angrily. The defendant has pleaded out with only 3 years of probation. What do you do?

Question 4:

Defendant is charged with possession of drugs. After speaking with the arresting officer, it becomes clear the drugs were obtained as a result of an illegal search. The officer states, "Just tell me what you want to say on the stand and I will." Your supervising attorney tells you to ignore the officer's statements and go forward with the case. What do you do?

Question 5:

What would you take into consideration when deciding whether you would recommend 25 years to life or agree to defense counsel's request for a lower sentence?

(a) Defendant's criminal record shows that his previous convictions include Grand Larceny and Burglary. Defendant is now being charged with Domestic Violence after beating his girlfriend.

(b) Defendant's criminal record shows that his previous convictions include two counts of petty theft for stealing t-shirts from a local Costco. Defendant is now being charged with domestic violence after beating his girlfriend.

King County Prosecuting Attorney's Office (Seattle, WA)

Question 6:

Defendant steals a turkey. Upon arrest, defendant tells police officers that he had just lost his job and that his children wanted a turkey for their Thanksgiving dinner. Defendant is a first time offender. What would you take into consideration?

Question 7 (Unavailable Witness/Exculpatory Evidence):

Your main witness died this morning. This afternoon, the defendant's attorney calls your office and tells you the defendant wants to plead guilty. Neither the defendant nor the defendant's attorney knows about the witness's death. What do you do?

Question 8 (Exculpatory Evidence):

The victim of an attack identifies the defendant in a police lineup. The defendant is then held in jail pending trial. While the defendant is held in jail, the victim/witness calls you: the victim/witness believes that he just saw the defendant walking down his street. What do you do?

****For additional sample DA hypothetical questions and model answers, see the article "The Criminal Hypothetical and Other Unique Aspects of the Criminal Law Interview Process" starting on page 11 of this Guide.***

Additional Resources

<http://blog.psid.org> - Online resource connecting public interest law job-seekers with opportunities in the public interest arena. Input “District Attorney” or “Prosecutor” in the search box.

<http://oag.ca.gov/careers/students> - Office of the California Attorney General website, listing open internships and student positions.

❖ **Good luck!**

The Criminal Hypothetical and Other Unique Aspects of the Criminal Law Interview Process

by Nicole Vikan and Jory H. Fisher

Criminal law is a unique practice area with a distinctive interview process. Whether students choose to pursue prosecution, defense, or both during their job search, they will no doubt encounter challenging interview questions that are quite different from those faced during other public sector interviews. A small investment in preparation can make for a much more successful meeting and a future offer. So how can a student train for these interviews?

From the Perspective of a Former Prosecutor

First and foremost, students must know about the offices they are seeking to join. Each prosecutor's office will be known as a District, State, Commonwealth, or County Attorney's Office,¹ with one elected District Attorney and a staff of Assistant District Attorneys who prosecute all of the criminal cases in the region. Students should know the name of the District Attorney, which party he or she represents, and how long the District Attorney has been in office. This information should be available online and in local newspapers.

Students should also research the size of the staff and how the office handles its caseload: Some offices prosecute vertically, with an Assistant District Attorney (ADA) handling a case from arrest through trial, and possibly through appeals as

well. Other offices may prosecute horizontally, with different ADAs staffing intake, arraignment, grand juries, hearing and trial parts, and appeals — thus passing a case along to be handled by a number of Assistants.

In contrast to summer associate hiring at large law firms, interviews for summer internships with District Attorneys' (DAs') Offices are shorter, one-meeting processes. Summer jobs do not lead directly to offers for permanent positions, though gaining knowledge of an Office and making a positive impression will no doubt assist an applicant during the interview process.

When a student applies for a permanent position at a DA's Office,² typically she or he will have three to four interviews: an initial meeting, which takes place with one interviewer and is perhaps half an hour; a panel interview, which consists of three or more interviewers and criminal hypothetical questions (discussed below); perhaps a third-round interview with a Director of Hiring or other Executive ADA, which may last up to two hours; and a final interview with the District Attorney, which is often short but during which the student must remain completely professional and poised.

What questions should a student expect?

Throughout the process, each student must be able to answer the critical question: "Why do you want to be a prosecutor?" The student should articulate

¹ In this article these offices will all be referred to as District Attorneys' Offices, though some may be known as State or County Attorneys' Offices and the attorneys as Assistant State or County Attorneys.

² When students choose where to apply for post-graduate positions with DAs' Offices, they must determine whether a given office will hire law graduates who have not yet taken or passed the state bar examination. The policies regarding bar exams vary, so students face tough choices as to whether they will wait for possible offers from offices that do not make hiring decisions until the bar exam results are released.

why his or her experiences and education led to the decision to prosecute. A record of criminal law-related classes (Criminal Law, Criminal Procedure, Constitutional Law, Evidence, Trial Advocacy) and clinics displays interest. Public sector employment and volunteer work demonstrate a commitment to public service. Many interviewers will appreciate prior clinical or internship work with public defenders' offices, as long as the student can explain why she or he chose those experiences and is committed to prosecuting. Even a student with a demonstrated record of public interest work must verbalize why she or he has selected prosecution instead of another form of public service work.

The candidate must also address the question: "Why do you want to prosecute in this office?" Students who are dedicated to prosecutorial work should apply to as many offices as possible, although they should research the District Attorneys and their policies because offices can vary significantly in terms of which crimes receive more attention and resources. In New York City, each of the five boroughs (the Bronx, Brooklyn, Manhattan, Queens, Staten Island) hires separately, and students are often questioned about where they would choose to go if given multiple offers. A suggested answer could be as follows: "If I am fortunate enough to have such options, I would consider where I would start off in each office and think about the people I met during the interview process. From my research thus far, I am particularly interested in your office because. . . ." The respondent could continue by praising a unique program for victims of domestic violence, a novel drug treatment approach, a vertical prosecution system, or even the respondent's childhood in the area and desire to make an impact on her hometown.

Students must also be prepared to tackle the economic and practical day-to-day realities of being an ADA. A student interested in becoming an ADA should consider his or her financial situation before an interview and be candid about his or her ability to handle the salary offered. The candidate must recognize that he or she will not have a per-

sonal secretary and will be answering his/her own phone, making his/her own photocopies, and paying for his/her own dinners on late nights. (When I was an ADA, we paid \$60 each for the annual Holiday Party.) Students may be asked about their awareness of these aspects of government work, and acknowledging that they know of these challenges and are positive nonetheless will make a good impression.

The Criminal Hypothetical is the most unique and often dreaded aspect of interviewing with District Attorneys' Offices. Hypotheticals often do not have clear legal answers; the interviewer is assessing the student's ability to issue-spot and address legal and ethical concerns. Candidates should address opposing viewpoints to show that they understand the multiple issues, but they must make decisions when asked to do so, and demonstrate that they can stand up for their choices when challenged. Below are a few recurring hypotheticals. **Keep in mind that the "responses" are merely suggestions of issues to discuss.**

Hypothetical #1:

Question: "You are prepared to try a case in which the defendant is accused of driving while intoxicated and injuring a blind man. Your only witness to the alleged crime is an elderly woman, but you are confident that she has identified the defendant accurately and that he is guilty of the crimes charged. The defendant repeatedly turns down your offer of one to three years of jail and he faces up to seven years if convicted after trial. On the morning of the trial, you learn that your witness has died. As you are walking up the courthouse steps, the defense attorney races toward you and says, 'My client has changed his mind and wants the one to three year offer!' What do you do?"

Response: "How did the woman die? In a suspicious manner?"

Question: "No, she had a heart attack. That's not an issue."

Response: “There is no legal obligation to reveal her death. The *facts* of the case haven’t changed, just the *strength* of your case — because you have no witness. The woman’s death does not affect the defendant’s culpability.”

Hypothetical #2:

Question: “You are about to start a gun possession trial. The defendant was arrested after he was pulled over for running a red light. The arresting officer testified in the grand jury that he saw the gun lying on the passenger’s seat as soon as the he approached the defendant’s vehicle. At 9:00 am on the morning of the trial, the arresting officer says he needs to talk to you. He explains that the arrest happened as he explained in the grand jury, except that he came on the scene after the actual seizure of the gun. The officer who saw the running of the red light and found the gun was at the end of her shift and asked this officer to cover the case. What do you do?”

Response: “The officer has committed perjury. I would definitely speak with a supervisor about this, because there could be ramifications for other cases as well as for the officer’s job. For this case, the defense attorney needs to be told, I need to speak with the officer who actually found the gun, and the case should be reassessed.”

Hypothetical #3:

Question: “You have been asked to handle another ADA’s hearing concerning the search and seizure of a pound of cocaine. The notes you have about the case indicate that the arresting police officer saw the defendant driving erratically and so he pulled the defendant’s car over. When the officer asked the defendant for his license and registration, the defendant said he didn’t have them. The officer arrested the defendant and searched the car. He found a pound of cocaine in a gym bag in the trunk. What questions do you have for the officer before you analyze how to argue for admission of the cocaine in front of the hearing judge?”

Response: “I would want to know what is meant by ‘erratically’ — what exactly did the defendant do while driving? Did the defendant stop when ordered to do so? Was he alone in the car? Did the officer question the defendant about why he lacked a license and registration? Did the officer run the license plate and VIN [vehicle identification number] and find out to whom the car was registered or if it had been reported stolen? When was the vehicle searched — at the scene of the arrest or back at the precinct? Was the trunk searched at the same time? Was the gym bag searched at the same time? Was an Inventory Report completed? Did anyone ask for a search warrant? Was the gym bag visible as soon as the trunk was opened? How was the cocaine packaged in the gym bag? Was the bag open and the drugs in plain view, or was the cocaine sealed within the bag? Did the defendant make any statements about the drugs?”

Hypothetical #4:

Question: “A police officer comes to your office with an arrest. She tells you that she heard about a robbery on her police radio; during the robbery, three guys knocked down an old lady and grabbed her purse. The officer started driving to the scene of the crime and she saw two men running down the sidewalk. One man was holding something bulky under his coat. She ordered them to stop. She searched them and the one with the bulky coat had a purse under his jacket, so she arrested them both for robbery. Would you write up the case?”

Response: “I would have some questions for the officer. How far from the alleged crime was the officer when she received the radio call? How far from the scene did she see the men? Did she have a description at all? Did she speak with the men at all before searching them? Was there any identification procedure? If so, how soon after the robbery, and what were the circumstances of the ID? Was the purse identified as the victim’s? When and under what circumstances? Did the man who was not carrying the purse have any incriminating evidence on him? What did the men say?”

All hypothetical criminal questions raise a variety of issues that may be handled in many different ways. Candidates should remind themselves that their thought processes and ethical awareness will be valued more than a “correct” legal answer. If students engage in conscientious thinking about their own interests, skills, and understanding of the law, they will be well prepared to tackle the distinct challenges of an interview with a prosecutor’s office.

From the Perspective of a Former Public Defender

Students aspiring to work in a public defender office would be wise to follow many of the suggestions offered above. Interview preparation, for example, is vital to students’ success whether they wish to prosecute or defend.

As a first step, students need to research applicable statutes regarding the establishment of public defender offices in the states in which they wish to work. To illustrate: Does Colorado have a state-wide public defender system? If so, the interested student will want to find out if he or she will interview in a main office but be assigned to an office elsewhere in the state. The student will also want to find out if he or she has a choice of locations or must accept whatever assignment is received.

Additionally, attorneys in public defender offices have specific and varying job titles. Students should check office websites to be sure they use the correct titles during their interviews and to be sure they know the professional backgrounds of the interviewing attorneys. Students should also come to interviews equipped with previously prepared questions. It would be appropriate to ask the interviewer about the jurisdictions and dockets for which the attorneys are responsible, caseload size, training and support, office camaraderie, and the long-term opportunities for advancement.

Based on a canvassing of offices in the Commonwealth of Virginia, hypotheticals do not seem to be used as frequently during interviews in public

defender offices as they are during interviews for prosecutorial positions. Nonetheless, students would be wise to research the Fourth Amendment. In defense work, it is the most commonly used portion of the Constitution and could easily lend itself to an interview question.

One example of a hypothetical used frequently in a public defender office in Virginia concerns professional responsibility: “What would you do if you appeared for Court and saw the Commonwealth’s witness in the wrong courtroom? Would you notify the judge or Commonwealth’s Attorney when the witness failed to show in the correct courtroom?” The answer the public defender was seeking was, “No! You cannot help the prosecution to the detriment of your client.” Such hypotheticals are hard to predict. Students can help prepare themselves, however, by researching the state’s Code of Professional Responsibility to determine what conduct is expected of criminal defense lawyers — and what conduct would be deemed in violation.

Be sure to advise students that, for attorneys who work in public defender offices, the pay is low and the caseloads are heavy. Nonetheless, the training is excellent, bar none. Because many recent law school graduates seek government trial attorney positions solely to develop their litigation skills (with no intention of remaining in the public sector), students should be prepared for the ultimate question, “Where do you see yourself in five years?” Each student needs to be able to articulate a reasonable plan for his or her future that reflects a strong, genuine commitment to public service. Public defenders consider training new attorneys an honorable part of their responsibilities; understandably, however, they prefer to hire attorneys whom they believe will remain dedicated to the cause.

When interviewing applicants, public defenders, perhaps even more than other employers, look for the “intangibles.” With low pay, heavy caseloads, and an abundance of difficult clients, it is imperative that highly stressed attorneys work with colleagues they enjoy! Students need to project upbeat, friendly personalities during their inter-

views. Students should look for common ground with their interviewers to help the conversations move in positive directions. Students should not answer questions as if they were being cross-examined. Rather, they should expand creatively upon their answers using confident, positive, conversational tones. To persuade interviewers that they would fit well in the office environments, students should consider revealing the “lighter side” of their personalities. (When stress is high, and life and liberty are at stake, working with colleagues who possess appropriate senses of humor is essential to job satisfaction. Law students who seem humorless and arrogant need not apply.)

Public defenders can train newly hired attorneys in the finer points of criminal law and courtroom strategy. It is manifest interview preparation, a demonstrated commitment to public service, and a pleasant personality that will catapult a student to the top.

Nicole Vikan is Associate Director at the Career Planning Center at Fordham University School of Law. She had a wonderful time working as an Assistant District Attorney for the New York County District Attorney’s Office and is grateful for the training she received and friendships she developed during her time with the Office. Jory H. Fisher is Associate Dean for Career & Professional Development at Liberty University School of Law. She greatly enjoyed serving as an Assistant Public Defender in Lynchburg, Virginia, and thanks her former colleagues and long-term friends for their generous contributions to this article. This article was submitted on behalf of the NALP Public Service Section.

HIRING PRACTICES

OF

CALIFORNIA

DISTRICT ATTORNEY

OFFICES

UC Davis School of Law
Spring 2014

> *California District Attorney Office Hiring Practices* <

INTRODUCTION

This directory was compiled by the UC Davis School of Law in the Spring of 2014. It contains information about student and attorney positions at district attorney offices throughout California. This information is based on entries in an earlier directory, previous job listings, web site information, surveys that were faxed and e-mailed to offices, and follow-up telephone calls.

Some counties conduct on campus interviews for third year students or both second and third year students at several law schools in the fall. The UC Davis School of Law will advertise these opportunities.

Please note that you should always verify the names of any hiring attorney or District Attorney, and the office address, before corresponding with these offices. Before any interview, you should research each particular office and the background of the District Attorney. Also, hiring practices can change at any time due to changes in budgets and turnover. If you are particularly interested in a county, it is recommended that you contact the representative listed, the district attorney office, or the county's personnel office directly to determine hiring needs. The vast majority of the offices are very helpful and willing to provide necessary information to those who are interested.

Another great resource for finding employment opportunities in prosecution is the California District Attorneys' Association website. The association's web address is www.cdaa.org.

Good luck!

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County: Alameda

Address: 1225 Fallon Street, Suite 900
Oakland, CA 94612

Telephone: (510) 272-6222

Web Address: <http://www.alcoda.org>

Email: info@alcoda.org

Contact: Mike Nieto, Assistant District Attorney
Mike.Nieto@acgov.org
(510) 272-6222

Summer Law Clerk

The majority of our attorney hiring is done through our Summer Law Clerk Program.

Each year, we conduct on-campus interviews of over 200 second year law students from the 8 major law schools in Northern California. Of the initial applicants, approximately 40 students advance to a second round interview, with clerkships ultimately offered to 8 to 12 students.

The selected students participate in a 10 week paid program in which they are certified under the State Bar of California rules concerning the Practical Training of Law Students. Under attorney supervision, the students put on many different types of evidentiary hearings, including misdemeanor jury trials. Based on their performance, this becomes the main hiring vehicle for future employment as a Deputy District Attorney in Alameda County.

We do not offer volunteer attorney positions or outside post-bar clerkships.

Volunteer opportunities during the year for law students are done on an as-need basis.

Deputy District Attorney

Description

During the first three years, a Deputy District Attorney is rotated among the various branch offices and Juvenile Court division. A deputy conducts felony preliminary hearings, motions to suppress evidence, juvenile court hearings and other calendar court assignments. After demonstrating the necessary ability, a deputy also tries felony cases.

Application Process

To apply directly, send a resume and cover letter to Terry Wiley at the above address. Listings for open positions may also be found at the office web site above.

County: Alpine

Mailing Address: PO Box 248
Markleeville, CA 96120

Street Address: 270 Laramie Street
Markleeville, CA 96120

Telephone: (530) 694-2971

Fax: (530) 694-2980

Web Address: http://www.alpinecountyca.gov/district_attorney

Contact: Terese Drabec, District
Attorney tdrabec@alpinecountyca.gov

Please email your cover letter, resume, and writing sample to Terese Drabec, District Attorney, at the above email address.

County: Amador

Address: 708 Court Street
Jackson, CA 95642

Telephone: (209) 223-6444

Fax: (209) 223-6304

Web Address <http://www.co.amador.ca.us/home>

Contact: Interested students and graduates should contact the office to inquire about law clerk or attorney positions.

Please email your resume and letter of interest to Amador County's Personnel Department of the District Attorney's Office at the above email address. Fingerprinting and a background check will be required.

County: Butte

Address: Administration Building
25 County Center Drive
Oroville, CA 95965

Telephone: (530) 538-7411

Fax: (530) 538-7071

Web Address: <http://www.buttecounty.net/da/>

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job posting.

County: Calaveras
Address: 891 Mountain Ranch Road
San Andreas, CA 95249
Telephone: (209) 754-6330
Fax: (209) 754-6645
Web Address: http://www.co.calaveras.ca.us/departments/district_atty.asp

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Colusa
Address: 346 Fifth Street, Suite 101
Colusa, CA 95932
Telephone: (530) 458-0545
Fax: (530) 458-8265
Web Address: <http://www.colusada.net>

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Contra Costa
Address: 900 Ward Street
Martinez, CA 94553
Telephone: (925) 957-2200
Fax:
Web Address: <http://www.co.contra-costa.ca.us>

Student Law Clerk

Paid/Unpaid

Paid

Requirements

Second and third year students may apply.

Description

Law clerks primarily research and write memoranda of law in opposition to motions filed in felony cases. Motions typically handled include motions to dismiss, motions to suppress evidence, motions to quash search warrants, motions to disclose confidential informants, and motions to strike prior convictions.

Certified second year law clerks argue their motions in court. If their motions are evidentiary, certified clerks participate in presenting evidence on the motions. Certified clerks also are assigned to conduct court trials in Juvenile Court, to work in a branch office handling misdemeanor cases, and to research and draft legal memoranda for senior attorneys.

The Contra Costa County District Attorney's Office has a great law clerk program for those interested in criminal prosecution. Our law clerks are certified and have the opportunity to prepare and argue criminal motions and conduct evidentiary hearings in felony cases. Certified law clerks also handle misdemeanor law and motion matters, including evidentiary hearings, and prepare and prosecute juvenile contests.

Application Process

In the fall of each year, we interview law students for paid law clerk positions for the following summer and fall. We participate in on-campus interviewing (OCI) at many northern California law schools and a few southern California law schools. In addition, we set aside time for interviews in our office for interested students attending non-OCI law schools.

Interested students should contact their law school career services department and follow their instructions for OCI. If we do not do OCI at your law school, you may contact our Office directly, preferably by E-mail. In-office interviews will take place during late September and early October.

To apply directly, forward a resume, cover letter, and transcript, to the attention of Brain Baker at the contact information listed above.

Post Graduate Law Clerk

Description

Individuals work in this position after graduation, while awaiting bar examination results. The duties are similar to the description for student law clerks above, however, individuals are given greater discretion to decide the strategy and handling of their cases, and they are expected to exercise more independent judgment than student law clerks. Additionally, post graduate law clerks participate in *in camera* hearings, argue motions in which other attorneys have written the People's memorandum of points and authorities, and draft and argue motions filed in major felony cases.

Application Process

Send a resume, cover letter, and transcript, to the attention of Brain Baker at the contact information listed above.

Deputy District Attorney

Visit <http://www.co.contra-costa.ca.us/index.aspx?NID=944> for current opportunities and application instructions.

County: Del Norte
Address: 981 H Street
Crescent City, CA 95531
Telephone: (707) 464-7208
Fax: (707) 465-6609
Web Address: <http://www.co.del-norte.ca.us>

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: El Dorado
Address: 515 Main Street
Placerville, CA 95667
Telephone: (530) 621-6472
Fax: (530) 621-1280
Second Location: 1360 Johnson Blvd.
South Lake Tahoe, CA 96150
Telephone: (530) 573-3100
Fax: (530) 544-6413
Web Address: <http://www.edcgov.us>
E-mail: vern.pierson@edcgov.us

Student Intern

To apply for an unpaid summer internship offered out of the Placerville location, please email your resume to Vern Pierson, District Attorney, at the above email address.

Deputy District Attorney

Please visit El Dorado County's Department of Human Resources (<http://agency.governmentjobs.com/edcgov/default.cfm>) to search and apply for available District Attorney positions.

County: Fresno
Address: 2220 Tulare Street, Suite 1000
Fresno, CA 93721
Telephone: (559) 600-3141
Fax: (559) 600-4400
Web Address: <http://www.co.fresno.ca.us>
E-mail: districtattorneyfsd@fresno.ca.gov

Please send your resume and cover letter to Human Resources.

Student Law Clerk

Contact rcarrillo@co.fresno.ca.us

Paid or Unpaid Volunteer (unpaid)

Requirements

Interns will work closely with Deputy District Attorneys, Investigators and Support Staff. Although this is an unpaid internship program, interns will gain a wide breadth of experience working in one or more of the following prosecution units:

- Consumer Fraud
- Felony Trials
- Misdemeanor Trials
- M.A.G.E.C. (Gang)
- Sexual Assault
- Domestic Violence
- Homicide
- Juvenile Delinquency
- Narcotics
- Elder Abuse
- Career Criminal
- Preliminary Hearings

Students may also be eligible to earn academic credit for participating in the Internship Program. Please check with your school's internship coordinator to ascertain whether you are eligible to receive academic credit.

Tasks

Interns will be involved in a variety of tasks, including but not limited to: reviewing police reports, assisting attorneys in trial preparation, researching and writing motions and observing preliminary hearings and trials. Bar Certified Students will have a unique opportunity to argue motions and conduct hearings in court. The Internship Program will make a good faith effort to assign tasks commensurate with the intern's skill and interest. Interns should be aware that participation in the Internship Program is not a guarantee of future employment.

The District Attorney is the principal law enforcement official in Fresno County. Accordingly, District Attorney employees and interns alike are subject to a high standard of ethics and professionalism. An intern's failure to adhere to professional standards of ethics and

professionalism will result in termination from the Internship Program.

Hours

Normal business hours are Monday through Friday 8:00 a.m. to 5:00 p.m., however, internship hours are flexible. Although we typically require at least 8 hours a week, we are flexible and will make every effort to work around your school schedule.

Application Process

Interns are accepted year-round. During the academic year, we accept interns on a rolling basis. Summer applications must be received no later than May 15th. Prospective interns must complete and return the following application materials:

Cover Letter

Resume

Upon receipt of the above-mentioned application materials, the Internship Program Coordinator will schedule a personal interview. After the interview, the Internship Program Coordinator will refer successful applicants to the Bureau of Investigation for a background investigation. Failure to submit to and/or pass the background investigation will disqualify the prospective intern from further consideration.

Students interested in applying for acceptance into the Internship Program must submit the above-listed materials to:

Fresno County District Attorney's Office
Attention: Steve Rusconi, Business Manager
2220 Tulare Street, Suite 1000
Fresno, CA 93721

Deputy District Attorney

Description

Deputy District Attorneys practice criminal/civil law in the prosecution of individuals accused of violating state and/or local laws. Deputy District Attorneys prepare, file, and present the prosecution case in all phases of criminal cases, including jury trials and court trials. These duties include the following: interview witnesses and other relevant individuals; review and analyze evidence, reports and other material; conduct legal research and confer with other staff for information and opinions, all for the purpose of obtaining necessary information to prosecute pending cases and special case assignments. Deputy District Attorneys also perform other varied duties as assigned by the District Attorney.

Minimum Qualifications

Graduation from an accredited school of law. Member in good standing of the California State Bar. Valid California driver's license at the time of appointment or the ability to provide transportation for travel.

Experience

Deputy District Attorney I – Graduation from an accredited law school.

Deputy District Attorney II – One year as an attorney at law. The experience must be acceptable to the District Attorney. Deputy District Attorney III – Two years as an attorney at law. The experience must be acceptable to the District Attorney.

Deputy District Attorney IV – Three years as an attorney at law. The experience must be acceptable to the District Attorney.

Selection Process

Based on the information provided in the application documents the best qualified applicants would be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of examination. Depending upon the number of applications received, the selection process may consist of screening committee review of application materials, with the best-qualified applicants invited to Fresno to participate in oral interviews. Selected candidate must submit to and clear a background check conducted by the Fresno County District Attorney's Office of Bureau of Investigations prior to employment.

Application Process

Submit a completed application form (link below), cover letter, resume and writing sample to:
Fresno County District Attorney's Office
Attention: Kelly P. Keenan, Chief Assistant District Attorney
2220 Tulare Street, Ste. 1000
Fresno, CA 93721

Application form available at <http://www.co.fresno.ca.us/CountyPage.aspx?id=13427>.

County: Glenn
Address: PO Box 430
Willows, CA 95988
Telephone: (530) 934-6525
Fax: (530) 934-6529
Web Address: http://www.countyofglenn.net/govt/departments/district_attorney/
Contact: Robert. J. Maloney

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Humboldt
Address: 825 5th Street
Eureka, CA 95501
Telephone: (707) 445-7411
Fax: (707) 445-7416
E-mail: districtattorney@co.humboldt.ca.us
Web Address: <http://co.humboldt.ca.us/distatty/>

County: Imperial
Address: 940 West Main Street, Suite 102
El Centro, CA 92243
Telephone: (760) 482-4331
Fax: (760) 352-4474
Web Address: <http://www.co.imperial.ca.us/>

Deputy District Attorney

View <http://www.co.imperial.ca.us/human-resources/HrNew/> for current District Attorney opportunities and download an application form. Resume may be included but will NOT be accepted in lieu of application. Applications will only be accepted for current positions open. Applications can be hand delivered or mailed to 940 Main Street, Suite 101, El Centro, CA 92243-2839. Applications must be received by the closing date. Applicants can fax their applications to 760-352-2652 by the closing date but must ensure delivery of a hard copy of the application for the application to be considered complete.
he application to be considered complete.

County: Inyo
Mailing Address: PO Drawer D
Independence, CA 93526
Physical location: 230 W. Line St.
Bishop, CA 93514
Telephone: (760) 878-0282
Fax: (760) 878-2383
Web Address: <http://www.countyofinyo.org/index.htm>

Student Interns

Please call the office at the number listed above to inquire about student internships. The District Attorney's Office of Inyo County offers a student internship program when their budget allows, as the Office only hires paid interns.

Deputy District Attorney

Visit http://www.inyocounty.us/county_jobs/jobs.htm to view current District Attorney opportunities and download an application form. Applicants must complete an Inyo County application form and submit to the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached". Incomplete applications will not be processed.

County: Kern
Address: 1215 Truxtun Avenue, 4th Floor
Bakersfield, CA 93301
Telephone: (661) 868-2340
Fax: (661) 868-2700
Web Address: <http://www.co.kern.ca.us/da/>
E-mail: DA@co.kern.ca.us

Student Law Clerk

Paid/Unpaid Unpaid

Requirements

Applicants must be eligible for certification by the California State Bar.

Application Process

Applicants should send a resume, cover letter, and transcript to the attention of the Chair of the Hiring Committee at the above address.

Post Graduate Law Clerk

The office accepts applications for unpaid Post Graduate Law Clerks. Applicants should send a resume, cover letter, and transcript to the attention of the Chair of the Hiring Committee at the above address.

Deputy District Attorney

Applicants should send a cover letter and resume to the attention of the Chair of the Hiring Committee at the above address.

The office lists open opportunities for Deputy District Attorney applicants on its website and on the California District Attorneys Association website (<http://www.cdaa.org/>).

County:	Kings
Address:	1400 West Lacey Blvd. Hanford, CA 93230
Telephone:	(559) 582-0326
Fax:	(559) 583-9650
Web Address:	http://www.countyofkings.com/da/FAQ.html

Deputy District Attorney

Description

Reviews cases for filing criminal complaints; reviews and evaluates law enforcement reports and requests for the issuance of criminal complaints; reviews subject rap sheets for prior/past criminal record to assist in making filing decisions; analyzes evidence presented and determines whether or not issuance of complaint can be justified, or whether additional evidence is required; suggests what additional evidence may be needed, how it might be obtained and legal procedures which must be observed in doing so; prepares witness list; supervises the preparation of the complaint; interviews and advises complainants and witnesses; conducts legal research; interprets and applies laws, court decisions and other legal authorities for use in the preparation of cases, opinions and briefs; appears in court representing the District Attorney's Office; conducts jury and court trials of criminal or civil cases; prepares written legal reports, opinions, briefs and appeals, pleadings and other legal documents; meets with clerical staff to discuss and resolve workflow problems; expands level of expertise; reads new case and statutory law and legislative changes; attends training seminars; reads and applies training material.

Requirements

Must be a member of the California State Bar.

Application Process

Visit <http://agency.governmentjobs.com/kingscounty/default.cfm> for view open opportunities and apply online. To view information for jobs that are not open, click on the Job Descriptions button on the left. Here you can complete an online interest card for future notification by clicking on the "E-mail me when this position becomes available" link.

County: Lake

Address: 255 N. Forbes Street
Lakeport, CA 95453

Telephone: (707) 263-2251

Fax: (707) 263-2328

Web Address: http://www.co.lake.ca.us/Government/Directory/District_Attorney.htm

E-mail: Interested students and graduates should contact the office to inquire about law clerk or attorney positions.

County: Lassen

Address: 221 S. Roop St ,Suite 4
Susanville, CA 96130

Telephone: (530) 251-8283

Fax: (530) 251-2692

Web Address: http://www.co.lassen.ca.us/govt/dept/district_attorney/default.asp

County: Los Angeles

Address: 210 West Temple Street, Suite 18000
Los Angeles, CA 90012-3210

Telephone: (213) 974-3512

Fax: (213) 974-1484

Web Address: <http://da.co.la.ca.us/>

Contact: webmail@da.lacounty.gov

Legal Internships

First-Year Law Students

Students who have completed their first year of law school are placed in offices where they will be involved primarily in legal research-related assignments. They may assist in the preparation of felony and misdemeanor prosecutions and be allowed to observe courtroom activities. In addition, these volunteer law clerks may be asked to assist with any of the functions listed above for undergraduate interns, depending on the needs of the office or unit.

Certified Law Students

Purpose

To provide students with courtroom trial experience by presenting felony preliminary hearings, misdemeanor court and jury trials, pretrial motions and/or juvenile court adjudications.

Requirements

Students must be currently enrolled in either their second, third or fourth year of law school and have completed courses in Civil Procedure and Evidence.

The Certified Law Student Program offered by the Los Angeles County District Attorney's Office provides students with the opportunity to present actual criminal cases in court. Unlike other externships where the majority of a student's time is spent on research and writing, assignments in the District Attorney's Office focus on courtroom trial skills.

Under the rules of the Office of Certification/Practical Training of Law Students, the State Bar of California allows qualified law students to make appearances in court under the supervision of an experienced attorney. For the past several years, the Los Angeles County District Attorney's Office has offered law students the opportunity to participate in such a program throughout the year.

In order to qualify for certification, students must be enrolled in their second, third or fourth year of law school and must have either successfully completed or be currently enrolled in Evidence and Civil Procedure. Please note that while the rules allow for certification of students currently enrolled in Evidence, experience has shown that individuals perform better and have a more meaningful experience if the externship occurs after the student has taken the course.

Certification forms are available through your law school and the State Bar of California. The certification procedure includes a fee of \$55 payable to the State Bar for students who have never been certified; there is no fee for recertification. Fees are the responsibility of the student.

Students who apply for this program must be prepared to spend a minimum of 16 hours per week in their assignments. While consecutive days are desirable, they are not mandatory. Students are encouraged to avoid Fridays as one of their court days since this day is typically less busy and therefore provides less opportunity for courtroom work.

While the District Attorney's Office has many offices throughout the County, not all of them offer assignments for certified law students. Therefore, while a car is not required, students must be cognizant of the fact that not all individuals can be assigned close to home or close to school, and geographical flexibility is highly desirable.

Due to our desire to avoid even the appearance of impropriety, students selected for this program are advised that they may not perform any work (paid or unpaid) for any criminal defense attorney during the pendency of their externship with this office.

All students will be required to complete a Criminal Record Check Information form at the time of their interview. These forms are thoroughly reviewed by our Bureau of Investigation, and students

are encouraged to be candid. Persons who have outstanding traffic warrants may be required to clear these matters prior to being allowed to participate in the program.

Application Process

Students interested in the Certified Law Student Program should contact their law school career placement or externship office to apply; or send a resume to the Recruitment Coordinator at the contact address listed above.

Deadline for submission of applications

To provide students with the utmost experience, we have set deadlines for submission of applications as follows:

Summer Semester -- February 15

Fall Semester -- June 15

Spring Semester -- October 15

Deputy District Attorney

Visit <http://da.lacounty.gov/hr/default.htm> to view open opportunities and read application instructions.

County: Madera
Address: 209 West Yosemite Avenue
Madera, CA 93637
Telephone: (559) 675-7726
Fax: (559) 673-0430
Web Address: <http://madera-county.com/index.php/da-pressrelease>
Email Info: DAinfo@Madera-County.com

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Marin
Address: 3501 Civic Center Drive, Room 130
San Rafael, CA 94903
Telephone: (415) 473-6450
Fax: (415) 473-6734
Web Address: <http://www.co.marin.ca.us/depts/DA/Main/index.cfm>
Contact: Barry Borden
No telephone calls

Student Law Clerk

Paid/Unpaid Unpaid
The office also accepts work-study students.

Description

Criminal Division: Legal interns are assigned to work under a Deputy District Attorney. The responsibilities include researching and responding in writing to defense motions in cases. Typically interns begin by responding to suppression motions in misdemeanor cases, progressing to felony cases and more complex motions as they demonstrate increasing ability and expertise. Interns also handle motions to strike prior convictions, speedy trial motions and a variety of other motions that may be filed in misdemeanor or felony cases. Interns respond to appeals from municipal court rulings and convictions. After demonstrating sufficient knowledge of criminal law and procedure in misdemeanor matters, interns respond to motions in felony cases, frequently suppression motions. Other assignments include researching questions arising during trial and relating to elements of a specific crime, admission of evidence, *Miranda* and Fifth Amendment issues, instructions or sentencing issues.

Other Opportunities

Consumer and Environmental Protection Unit: The CEPU enforces laws prohibiting false advertising, unfair competition, unlawful business practices and the unlawful transportation, storage and disposal of hazardous materials. Students work under a Deputy District Attorney and may be assigned additional responsibilities of file review, research and evaluation of product claims, deposition or investigative report summaries, formulating and drafting a civil discovery plan, civil complaint preparation, and otherwise assisting trial preparation. Individuals interested in working particularly with this unit should express this interest in their cover letter.

Students who express interest may also spend one or several days with the victim/witness unit, in addition to their criminal work or consumer and environmental protection work, in order to learn the role of this unit.

The internship program for both the Criminal Division and the Consumer and Environmental Protection Unit run throughout the year. Students may work during the academic year in connection with a clinical or externship program.

Application Process

To apply directly, submit a cover letter, resume and a writing sample to the attention of Ms. Pellie Anderson at the above address. If you do not currently have a writing sample available indicate that you can have one available in the near future.

Post Graduate Law Clerk

See the information for Student Law Clerks above.

The Post Graduate Law Clerk positions may be paid positions, depending on budget.

Deputy District Attorney

Description

Duties may include but are not limited to: prosecuting misdemeanor and felony criminal cases; conducting pretrial interviews with victims, witnesses, defense attorneys and arresting officers; preparing cases for trial; refusing or approving and issuing complaints in misdemeanor matters and non-complex felony matters; advising law enforcement agencies in legal and evidentiary matters prior to issuance of criminal complaints; and preparing search warrants and arrest warrants.

Requirements

Current active membership in the California State Bar is required.

Application Process

This is a civil service office. Individuals are hired as necessary through the county personnel office. Obtain application materials from the Marin County Human Resources Department through the post or the internet:

3501 Civic Center Drive, Room 403
San Rafael, CA 94903 (415)
499-
6104 <http://www.co.marin.ca.us/jobs>

County:	Mariposa
Address:	5101 Jones Street P.O. Box 730 Mariposa, CA 95338
Telephone:	(209) 966-3626
Fax:	(209) 966-5681
Web Address:	http://www.mariposacounty.org/index.aspx?nid=74
E-mail:	mcda@mariposacounty.org

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Mendocino
Address: PO Box 1000
100 North State Street, Room G-10
Ukiah, CA 95482
Telephone: (707) 463-4211
Fax: (707) 463-4687
Web Address: <http://www.co.mendocino.ca.us/da/>
E-mail: da@co.mendocino.ca.us

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Merced
Address: 550 W. Main Street
Merced, CA 95340
Telephone: (209) 385-7381
Fax: (209) 725-3669
Web Address: <http://www.co.merced.ca.us/index.aspx?nid=67>
E-mail: dainfo@co.merced.ca.us

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Modoc
Address: 204 South Court Street, Ste 202
Alturas, CA 96101
Telephone: (530) 233-6212
Fax: (530) 233-4067
Email: da@co.modoc.ca.us

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Mono

Mailing Address: PO Box 617
Bridgeport, CA 93517

Physical Address: Old Courthouse Main
Bridgeport, CA 93517

Telephone: (760) 932-5550

Fax: (760) 932-5551

Email: districtattorney@mono.ca.gov

Web

Address: http://www.monocounty.ca.gov/departments/district_attorney/district_attorney.html

Student Intern

Applicants interested in student internships should contact the office directly at the number above to inquire about current opportunities.

Deputy District Attorney

Visit http://www.monocounty.ca.gov/departments/job_listings/JobListings.html for open opportunities and application instructions. Our application procedure requires you to turn in applications for current open positions rather than for positions that may be available in the future.

County: Monterey

Address: PO Box 1131, Salinas, CA 93902
230 Church Street, Salinas, CA 93901

Telephone: (831) 755-5070 (Main office in Salinas)
(831) 647-7770 (Monterey office)
(831) 755-5068 (Fax)

Web Address: <http://www.co.monterey.ca.us/da/>

Student Law Clerk

Contact: Sherri Hall for volunteer positions
(831) 755-
5470 halls@co.monterey.ca.us

Paid/Unpaid Unpaid

Description

Individuals who have completed their first year of law school qualify to volunteer in this office.

Requirements

The only requirement is an interest and willingness to commit to whatever arrangement is made between the student and the prosecutor. This office describes itself as very flexible and willing to work around the student's schedule.

Application Process

Interested parties should forward a copy of their resumes to Ms. Hall via email at the email address listed above.

Other Opportunities

There are opportunities to work in the office during the academic year.

Post Graduate Law Clerk

Prior to passing the bar, interested parties may apply for a position as a Legal Assistant. However, volunteers are welcome at anytime, see the information for student law clerks above.

Deputy District Attorney

Visit <http://agency.governmentjobs.com/montereycounty/default.cfm> to view current openings and application instructions.

County:	Napa
Address:	Carithers Building 931 Parkway Mall Napa, CA 94559
Telephone:	(707) 253-4211
Fax:	(707) 253-4041
Email:	DA@countyofnapa.org
Web Address:	http://www.countyofnapa.org/DA/

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County:	Nevada
Address:	110 Union Street Nevada City, CA 95959
Telephone:	(530) 265-1301
Fax:	(530) 478-1871
Web Address:	http://www.mynevadacounty.com/nc/da/Pages/Home.aspx
Contact:	Clifford Newell District Attorney

Telephone: (530) 265-1301
Fax: (530) 478-1871
Email: clifford.newell@co.nevada.ca.us

Law Clerk Program

Paid/Unpaid Unpaid/Course Credit (academic year)

Description

Certified law students work under the supervision of District Attorneys and make court appearances. Efforts are made to assign one jury trial to a Law Clerk. Additionally, the office reviews and corrects Law Clerk application materials and sets up mock interviews to prepare exiting Law Clerks for interviews with District Attorney offices. The office hires Law Clerks throughout the academic year and during the summer.

Application Process

The office gives preference to second year law students eligible for certification by the California State Bar. Interested students should fill out the county application form (available at <http://new.mynevadacounty.com/hr/>) and send directly to Anna Ferguson, Assistant District

Attorney, at the above address. Applicants offered a law clerk position will be required to successfully pass a drug test (which tests for marijuana) and a background check.

Deputy District Attorney

Application Process

Visit <http://new.mynevadacounty.com/hr/> to look for open opportunities. Interested applicants must fill out the county application form (available at <http://new.mynevadacounty.com/hr/>) and send directly to Nevada County Human Resources Department, 950 Maidu Avenue, Nevada City, CA 95959. Applicants offered a position will be required to successfully pass a drug test and a background check

County: Orange
Address: 401 Civic Center Drive West
Santa Ana, CA 92701
Telephone: 714-834-3600
Web Address: www.OrangeCountyDA.com

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Placer
Address: 10810 Justice Center Drive Suite #240
Roseville, CA 95678
Telephone: (916) 543-8000
Fax: (916) 543-2550
Web Address: <http://www.placer.ca.gov/Departments/DA.aspx>

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Plumas
Address: 520 Main Street, Room 404
Quincy, CA 95971
Telephone: (530) 283-6303
Fax: (530) 283-6340
Web Address: www.countyofplumas.com
Contact: David Hollister
District Attorney
(530) 283-6303

Student Intern

Paid/Unpaid Unpaid at the moment

Requirements

First year students may apply, but there is a preference for second year students who are eligible for certification by the California State Bar.

Application Process

Submit resume, cover letter and three references to David Hollister, District Attorney at the above address. The office will contact applicants who it wants to conduct phone interviews with.

Post-Bar Clerkship

Post-bar clerkships are available based on need. Contact the office directly to inquire about opportunities.

Deputy District Attorney

Application Process

Submit resume, cover letter and three references to David Hollister, District Attorney at the above address. The office keeps application materials on file and refers back to them when a position becomes available.

County: Riverside
(Offices in Riverside, Murrieta/Temecula, & Indio)

Address: 3960 Orange Street
Riverside, CA 92501

Telephone: (951) 955-5400

Web Address: <http://www.rivcoda.org/opencms/index.html>

The district attorney hires first- and second-year law students for summer employment as law clerks and third-year law students for post-bar clerking positions. He seeks students whose commitment to excellence and community service match his own. Excellence in prosecution can only be achieved by assertive, articulate, and persuasive advocates with high levels of initiative, creativity, maturity, and good judgment who are willing to use those abilities for the public good. Applications are sought from students who have had an active participation in law school and law-related activities and who are committed to excellence in accepting personal responsibility for cases of importance.

Fall on-campus interviews are normally scheduled at the four UC law schools plus USC, Stanford, Loyola, and the University of San Diego. We participate in four off-campus recruiting fairs held in Los Angeles by Georgetown; NYU and Cornell; Boston College, Boston University, George Washington, Columbia, Northwestern, and the University of Texas; and BYU. We also participate in the NBLSA Southern California Job Faire. We hope to also participate in the NBLSA Northern California Job Faire. Spring interviews for first-year students are scheduled at Boalt Hall, UCLA, and Hastings. Students attending other law schools can be considered for employment by submitting a resume to the Recruiting Coordinator. Second- and Third-year students' resumes should be submitted by September 15. First-year students should submit their resumes between December 15 and January 20.

A list of positions that are currently available can be obtained from the county's [Human Resources Web Page](#). All positions require that a resume be submitted to Human Resources, either online via their web site or emailed directly to our recruiter tlarose@rc-hr.com as an MS Word document attachment.

County: Sacramento
Address: 901 G Street
Sacramento, CA 95814
Telephone: 916.874.6218
Fax: 916.321.2201
Web Address: <http://www.sacda.org/>

Summer Law Student Internship Program (2nd/3rd year students)

The Sacramento County District Attorney's Office is accepting applications for its paid summer intern program. Interns will work with deputy district attorneys doing legal research, assisting in court, and handling assignments in the misdemeanor arraignment court. Specifically, interns in this program will be given the responsibility of preparing misdemeanor cases, presenting offers in court, negotiating plea bargains, taking the pleas on the record and sentencing defendants. Interns could also be assigned to the Juvenile Division where they would have the opportunity to argue motions. Summer Interns would also be given the opportunity to appear and present evidence in preliminary hearings, motions to suppress, motions for discovery and violations of probation.

The qualifications for this position require full-time enrollment at an ABA or California accredited university leading to a degree in law and applicants should have completed the second year day or third year evening of law school and have taken or enrolled in a course in Evidence. Completing courses in Criminal Law, Criminal Procedures & Constitutional Law by the time the program begins would be helpful. It is a 10 week program. Compensation will be at a rate of \$15.40/hour.

Submit a letter of interest and resume on or before November 16, 2012 to Cecile Velasco at velascoc@sacda.org or fax (916) 874-5340 or standard mail to 901 G Street, Sacramento, CA 95814. Address cover letters to Chief Deputy District Attorney Cynthia Besemer.

- Application Deadline: November 16, 2012
- Mandatory Training: May 20, 21, 22 2013
- Start of Semester: May 20, 2013

Volunteer Summer Law Student Internship program (1st year students)

Students who have completed their first year of law school, or second year if enrolled in an evening program, may work over the summer months with Deputy District Attorneys doing legal research, assisting in court and handling assignments in the misdemeanor arraignment courts. Enrollment in or completion of a course in Evidence or Civil Procedure is preferred, but not required.

Please submit a letter of interest and resume to Supervising Deputy District Attorney Richard Miller at millerri@sacda.org or fax 916.874.8859 or mail to 901 G Street, Sacramento, CA 95814.

- Mandatory Training: May 20, 21, 22, 2013

- Start of Semester: May 20, 2013

Volunteer Fall and Spring Law Student Internship Program (2nd/3rd year students)

Volunteer intern positions are also available during the fall and spring semesters for second year day or third year evening students. Some law schools may allow students to receive law school units for the work performed (clinical internship). Students interested in receiving units for work performed must coordinate receipt of credits with their law school's clinical department. Volunteer and clinical interns will work with Deputy District Attorneys doing legal research, assisting in court, and handling assignments in the misdemeanor arraignment courts. Students must be presently enrolled in or have completed a course in Evidence and Civil Procedure.

Please submit a letter of interest and resume to Supervising Deputy District Attorney Richard Miller at millerr@sacda.org or fax 916.874.8859 or mail to 901 G Street, Sacramento, CA 95814.

FALL

- Mandatory Training: August 5, 6, 7, 2013
- Start of Semester: August 5, 2013

SPRING

- Mandatory Training: January 4, 2013
- Start of Semester: January 7, 2013

Post Graduate Law Clerk

(Graduate Legal Research Assistant)

Contact Cecile Velasco
velascoc@sacda.org

Description
See the description for Student Law Clerks above.

Upon admission to the Bar, graduate legal research assistants will be considered for positions as deputy district attorneys.

Requirements
Qualifications include graduation from an accredited law school, waiting to take the February or July California State Bar exam, and availability one to two weeks after the exam.

Application Process
Submit resumes by fax to 916.321.2201, by mail to 901 G Street, Sacramento, CA 95814, to the attention of Diane Richardson, or by email to velascoc@sacda.org

Your California State Bar license number and date of issue must be documented on your application.

County: San Benito
Address: 419 4th Street
Hollister, CA 95023-3801
Telephone: (831) 636-4120
Fax: (831) 636-4126
Web Address: <http://www.san-benito.ca.us/departments/>

Students interested in law clerk positions should contact the offices directly.

Deputy District Attorneys

Interested applicants should apply online when there are availabilities. Opportunities and job descriptions for District Attorneys, I, II and III can be found at <http://agency.governmentjobs.com/sanbenito/default.cfm>

County: San Bernardino
Address: 303 West 3rd Street, 6th Floor
San Bernardino, CA 92415-0502
Telephone: (909) 382-3669
Web Address: <http://www.sbcountyda.org/>
Email: da@sbccda.org

Law Intern

Paid/Unpaid Unpaid

Description

Law interns will be assigned to assist attorneys. They should have some legal education. Depending on the level of education, law interns can be assigned a variety of duties from research and writing, to limited court appearances.

Application deadlines are as follows:

- Nov 15 – Spring Session (Jan — Apr)
- Mar 15 – Summer Session (May — Aug)
- July 15 – Fall Session (Sept — Dec)

Post Bar Intern

Paid law intern positions may be available in limited situations, such as those awaiting bar results who previously volunteered for SBDA. Students interested should contact the offices directly.

Deputy District Attorneys

Visit http://www.sbcounty.gov/hr/Emp_Opp_Home.aspx to view current opportunities and application instructions.

County: San Diego
Address: San Diego District Attorney's Office
Hall of Justice
330 West Broadway
San Diego, CA 92101
Telephone: 619-531-4040
Fax: 619-237-1351
Web Address: <http://www.sdcda.org/>

Student Law Clerk

Contact: Kim Allen
619-531-4016
330 W. Broadway, Suite 1330
San Diego, CA
92101 kim.allen@sdca.org
[da.org](http://www.sdcda.org)

Paid/Unpaid Unpaid

Description

The District Attorney's Office offers volunteer internship positions to eligible second and third year law students. These internship positions can provide invaluable experience to individuals interested in a career in the field of criminal law. Interns work closely with prosecutors in all phases of prosecution while earning school credit, if available (please contact your law school's Criminal Clinic Program or Externship Program for school credit information). Interns are expected to answer defense motions, conduct legal research, and appear in court with a supervising attorney. Note: Once you are accepted, you are required to obtain Certification with the State Bar. Interns will have the opportunity to work in a variety of divisions within the department. In addition to the Hall of Justice downtown, branch offices are located in the South Bay, East County, North County and Kearny Mesa areas.

Minimum Requirements:

- * 2L or 3L status
- * Completion of Evidence
- * Completion of Civil Procedure
- * Completion of Criminal Law
- * Completion of Criminal Procedure (preferred, but not required)
- * Must be available to work a minimum of 20 hours per week
- * Background clearance

Application: Information about the application process is available at <http://www.sdcda.org/office/diversity/district-attorney-jobs.html>

Post Graduate Law Clerk

Contact Kim Allen
619-531-4016
330 W. Broadway, Suite 1330
San Diego, CA
92101 kim.allen@sdcdistrictattorney.org
sdcdistrictattorney.org

Description

This is an opportunity to work for a prosecutor's office while awaiting Bar results. Employment as a Deputy District Attorney is by competitive examination after the applicant has passed the Bar. Temporary employment as a law clerk is not a guarantee or promise of employment. Graduate Law Clerks can be employed no longer than six months.

Duties include answering defense motions, doing legal research and writing reports, assisting in trial preparation, and, if certified, appearing in court to argue matters.

Deputy District Attorney

Description

Individuals are assigned to handle misdemeanor prosecutions and, later, felony matters.

Requirements

Applicants must be active members in good standing of the California State Bar or must provide notice of acceptance as a new admittee having passed the most recent California Bar Examination.

Application Process

Interested applicants should check for recruitment information at the San Diego County website job opportunities, <http://www.sdcounty.ca.gov/hr/>.

County: San Francisco

Address: 850 Bryant Street, Room 322
San Francisco, CA 94103

Telephone: (415) 553 -1754

Fax: (415) 553 -1737

Web Address: <http://www.sfdistrictattorney.org/index.aspx?page=28>

E-mail: districtattorney@sfgov.org

Contact: SFDAInternship@sfgov.org
Office of District Attorney George Gascon

850 Bryant Street, Room 322
San Francisco, CA 94103

Student Law Clerk

First, second, and third year law students are eligible to apply for part-time internship positions during their respective Fall, Spring, and Summer semesters.* Internships are unpaid. Legal Interns will be responsible for a wide variety of both clerical and legal tasks throughout the office such as reviewing police reports, contacting and subpoenaing witnesses, victims and police officers, assisting attorneys in court with pre-trial conferences and hearings and researching and drafting court motions (subject to attorney approval and supervision). Bar-certified students (check with the California State Bar PTLS requirements) will have a unique opportunity to argue motions and conduct hearings in different departments within the Superior Court under the direct supervision of practicing DAs. Although internships with the DA's Office do not require a full-time commitment, a minimum commitment of 20 hours per week is required. *Note: Third year law students are ineligible to apply for Summer positions. For more information go to website: <http://www.sfdistrictattorney.org/index.aspx?page=28>

Summer Law Clerks

Second year law students applying for the Summer Law Clerk program at the San Francisco District Attorney's Office are eligible for certification by the California State Bar. Current requirements, instructions, and fees for certification can be found at: <http://calbar.ca.gov>. The program is designed to give Law Clerks exposure to the different departments of the District Attorney's Office while providing them with the practical experience necessary to become effective litigators. For more information go to website: <http://www.sfdistrictattorney.org/index.aspx?page=28>

Post Bar Clerkship

For law school graduates who have taken the California Bar Exam and are awaiting results, we offer an intensive full-time clerkship. "Post Bars" assist attorneys in every aspect of case preparation and advocate on behalf of clients in court proceedings (subject to attorney approval and supervision). All Post Bar candidates will need to be "PTLS certified" by the California State Bar. A limited number of Post Bar Clerks will be eligible to receive a stipend for successful completion of their duties. For more information go to website: <http://www.sfdistrictattorney.org/index.aspx?page=28>

Deputy District Attorney

Applicants who are current, active members of the California State Bar may apply for full-time attorney positions by submitting a cover letter, resume, writing sample, and two letters of reference to: Evette Taylor-Monachino, Human Resources Manager, Office of District Attorney George Gascón 850 Bryant Street, Room 322 San Francisco, CA 94103 Evette.Monachino@sfgov.org.

County: San Joaquin

Address: 222 E. Weber Avenue, 2nd Floor, Room 202
Stockton, CA 95201

Mailing Address: P.O. Box 990
Stockton, CA 95202
Telephone: (209) 468-2400
Fax: (209) 465-0371
Web Address: <http://www.sjgov.org/DA/default.aspx>
Email: da.info@sjcda.org

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings

County: San Luis Obispo

Address: 1055 Monterey Street
County Government Center, 4th Floor
San Luis Obispo, CA 93408

Telephone: (805) 781-5800
Fax: (805) 781-4307
Web Address: <http://www.slocounty.ca.gov/DA.htm>

Law Clerk Program

Students interested in law clerk positions should contact the offices directly.

Deputy District Attorney

Interested applicants should apply online.

Visit <http://www.jobaps.com/slo/sup/images/default.asp> to browse current job openings.

County: San Mateo

Address: 400 County Center 3rd Floor
Redwood City, CA 94063

Telephone: (650) 363-4636
Fax: (650) 363-4873
Web Address: <http://www.co.sanmateo.ca.us/portal/site/districtattorney>

Primary Contact: Morley Pitt, Assistant District Attorney
Office of the District Attorney
Hall of Justice and Records
400 County Center Drive, 3rd Floor
Redwood Citv. CA 94063

Student Law Clerk

Paid/Unpaid

Unpaid

Description

The District Attorney's Office offers volunteer internship positions to eligible second and third year students. These internship positions can provide invaluable experience to individuals interested in the field of criminal law. Interns work closely with prosecutors in all phases of prosecution

The interns' duties include legal writing and research and courtroom presentations under the supervision of a Deputy District Attorney. Interns are expected to answer defense motions and conduct legal research. Interns are also expected to present hearings and motions as a certified law student. Once accepted to our program, the intern is required to obtain Certification with the State Bar.

Requirements

All applicants must meet the following qualifications:

- 2L or 3L status
- Completion of Evidence
- Completion of Civil Procedure
- Completion of Criminal Law
- Completion of Criminal Procedure
- Must be available to work a minimum of 20 hours per week (exceptions are made during the school semesters)
- Background clearance

Application Process

To apply for an internship position, please submit a cover letter and resume to Morley Pitt, Assistant District Attorney, at the contact information listed above.

Deputy District Attorney

Visit <http://www.co.sanmateo.ca.us/portal/site/districtattorney/> to view vacancies and application instructions.

County:

Santa Barbara

Address:

1112 Santa Barbara Street
Santa Barbara, CA 93101

Telephone:

(805) 568-2300

Fax:

(805) 568-2398

Web Address:

http://www.countyofsb.org/da/da_about_us.html

The District Attorneys office provides an externship program to introduce new lawyers to the field of criminal prosecutions. Presently, in District Attorney's offices across the state, there are many more applicants than are there open positions. We are often asked by new attorneys for the opportunity to clerk and gain valuable prosecution experience. New attorneys willing to commit to a six month externship program will do research and writing, argue motions, resolve cases on the readiness and

settlement calendar, conduct preliminary hearings and when ready, will try cases before juries. They will also participate in the same training programs our lawyers are given. Our externs must pass a background check have the requisite Juris Doctor degree and be licensed to practice law in the State of California.

County: Santa Clara

Address: 70 West Hedding Street, West Wing
County Government Center
San Jose, CA 95110

Telephone: (408) 299-7400

Web Address: <http://www.santaclara-da.org/>

Student Law Clerk/Post Bar Clerkship

The Santa Clara County District Attorney's Office offers a paid 2L Honors Program each Summer as well as volunteer law clerk internship programs throughout the year to students who have completed at least one full year of law school. The internship positions provide invaluable experience to individuals interested in a career in the field of criminal law. Interns have the opportunity to work closely with prosecutors in a wide variety of areas of prosecution and to attend tours of several County facilities. Interns also may attend the weekly noon time Brown Bag series where different legal topics are presented, followed by an open discussion/questions and answers period. Interns may also attend the in-house trainings.

The District Attorney's Office has internships for 1Ls, 2Ls, 3Ls, 4Ls (part-time) and the takers of the February and July Bar Exams. The sessions are in the Fall, Spring, February Post Bar period, Summer, and July Post Bar period. The District Attorney's Office has a paid 2L Honors Program which is described below.

For more information go to
website: <http://www.sccgov.org/sites/da/Pages/EmploymentOpportunities.aspx>

Deputy District Attorney

Check <http://www.sccgov.org/sites/da/Pages/DeputyDistrictAttorney.aspx> for job openings.

County: Santa Cruz

Address: 701 Ocean Street, Room 200
Santa Cruz, CA 95060

Telephone: (831) 454-2400

Fax: (831) 454-2227

Web Address: <http://datinternet.co.santa-cruz.ca.us/>

Student Law Clerk

Law school students interested in volunteer Law Clerk positions may submit their resumes to: DAO@co-santa-cruz.ca.us. Recruitment is ongoing and continuous.

Deputy District Attorney

Description

The Santa Cruz District Attorney's Office is recruiting for highly experienced litigators who are currently working as Assistant District Attorneys. We are looking exclusively for Attorneys III and IV. We expect to hire someone who has extensive trial experience especially in the area of sexual assault and homicides. "Extensive" experience means dozens and dozens of serious trials, and a proven track record that can easily be checked in your jurisdiction. If you are interested, please forward a cover letter and resume to: DAO@co.santa-cruz.ca.us

All other applicants, please contact the County Personnel Department and fill out a job interest form.

County: Shasta

Address: 1355 West Street
Redding, CA 96001
Telephone: (530) 245-6300
Fax: (530) 245-6334
Web Address: <http://www.da.co.shasta.ca.us/>

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Sierra

Address: 100 Courthouse, PO Box 457
Downieville, CA 95936
Telephone: (530) 289-3269
Fax: (530) 289-2822
Web Address: <http://www.sierracounty.ws>

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Siskiyou

Address: 311 4th Street, Room 204
PO Box 986
Yreka, CA 96097

Telephone: (530) 842-8125

Fax: (530) 842-8137

Web Address: <http://www.co.siskiyou.ca.us/da/da.aspx>

E-mail: da@co.siskiyou.ca.us

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Solano

Address: 675 Texas Street, Suite 4500
Fairfield, CA 94533-6340

Telephone: (707) 784-6800

Fax: (707) 784-7986

Web Address: <http://www.co.solano.ca.us/depts/da/jobs.asp>

E-mail: SolanoDA@solanocounty.com

Student Intern

2nd Year Law Student - under supervision of the District Attorney or his designee, perform legal research, legal writing, draft motions, pleadings, briefs, draft legal memorandum, correspondence, and assist a Deputy District Attorney in the performance of his or her duties. If eligible, the 2L will obtain a student certification from the California State Bar.

Term: typically on semester or school quarter basis. This may be extended by the District Attorney or his designee.

3rd Year Law Student - under supervision of the District Attorney or his designee, perform more complex legal research and analysis, legal writing, draft motions, draft legal memorandum, correspondence, and may work directly with victims and witnesses, If eligible, the 3L will obtain a student certification from the California State Bar. If so, the District Attorney may authorize a 3L to make appearances in Court to assist a Deputy District Attorney in the performance of his or her duties.

Term: typically on semester or school quarter basis. This may be extended by District Attorney or his designee.

Bar Pending - under supervision of the District Attorney or his designee, perform more complex legal research and analysis, legal writing, draft motions, draft legal memorandum, correspondence, work directly with victims and witnesses, and may be authorized to make appearances in Court to assist a Deputy District Attorney in the performance of their duties.

Term: typically on semester or school quarter basis. This may be extended by the District Attorney or his designee, but shall not be extended beyond two consecutive California BAR examination dates. Once admitted to practice law in the State, the limitation shall apply as described under the "Admitted" section below.

Admitted - under supervision of the District Attorney or his designee, perform more complex legal research and analysis, legal writing, draft motions, draft legal memorandum, correspondence and may work with victims, witnesses, law enforcement agencies, or other persons or agencies in the performance of volunteer duties. Volunteers may also be assigned misdemeanor cases or felony

motions, but no serious felony trials, and may be authorized to make appearances in Court to assist a Deputy District Attorney in the performance of their duties.

Term: Up to six months in duration. This may be extended by District Attorney or his designee. Admitted Attorney volunteers must be in good standing with the California State Bar and may not be subject to current or pending BAR investigation, and have no criminal actions pending or be under criminal investigation. Use of volunteer hours shall be limited to 12% of annual Professional Staff work hours (for one calendar year prior). BAR Pending shall not be affected by the Admitted limitation until BAR Pending is admitted to the State BAR, and has worked for six months as a volunteer. No Admitted Attorney Volunteer may work in excess of 990 volunteer hours. There shall be no limit for Admitted volunteers in the Family Violence Prevention program/Family Justice Center, or DUI in the High School Program.

Application Process

Interested applicants should visit http://www.co.solano.ca.us/depts/da/volunteer_program/default.asp view current opportunities and application instructions.

Deputy District Attorney

Interested applicants should visit <http://www.jobsatsolanocounty.com/solano/sup/images/default.asp> view current opportunities and application instructions.

County: Sonoma
Address: Hall of Justice
600 Administration Drive, Room 212-J
Santa Rosa, CA 95403
Telephone: (707) 565-2311
Fax: (707) 565-2762
Web Address: <http://da.sonoma-county.org/>

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Stanislaus
Address: 832 12th Street, Suite 300
Modesto, CA 95354
Mailing Address: P.O. Box 442
Modesto, CA 95353
Telephone: (209) 525-5550
Fax: (209) 558-4027

Web Address: <http://agency.governmentjobs.com/stanislaus/default.cfm>

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Sutter

Address: 446 Second Street, Suite 102
Yuba City, CA 95991

Telephone: (530) 822-7330

Web Address: http://www.co.sutter.ca.us/doc/government/depts/hr/hr_jobs

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Tehama

Address: 444 Oak Street, Room L
PO Box 519
Red Bluff, CA 96080

Telephone: (530) 527-3053

Fax: (530) 527-4735

Web Address: <http://agency.governmentjobs.com/tehama/default.cfm>

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Trinity

Address: 11 Court Street
PO Box 310
Weaverville, CA 96093

Telephone: (530) 623-1304

Fax: (530) 623-8346

Web Address: <http://www.trinitycounty.org/index.aspx?page=62>

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Tulare
Address: 221 S. Mooney Boulevard, Rm. 224
Visalia, CA 93291
Telephone: (559) 636-5494
Fax: (559) 730-2658
Web Address: <http://www.da-tulareco.org/index.htm>

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Tuolumne
Address: 423 No. Washington Street
Sonora, CA 95370
Telephone: (209) 588-5450
Fax: (209) 588-5445
Web Address:
http://portal.co.tuolumne.ca.us/ps/ps/TUP_DIST_ATTORNEY/ENTP/h/?tab=DEFAULT
E-mail: da@tuolumnecounty.ca.gov

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Ventura
Address: Hall of Justice
800 S. Victoria Avenue, Suite 314
Ventura, CA 93009.
Telephone: (805) 654-2500
Fax: (805) 654-3046
Web Address: <http://da.countyofventura.org>

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

County: Yolo

Address: 301 Second Street
Woodland, CA 95695

Telephone: (530) 666-8180

Fax: (530) 666-8185

Web Address: <http://www.yoloda.org/>

Email: district.attorney@yolocounty.org

Primary Contact: Jonathan Raven
Chief Deputy District
Attorney jonathan.raven@yolocounty.org

Student Intern

Description

If you are interested in a fall part time internship, please apply, as outlined below, between May 1-June 15. You must commit to 12+ hours/week and also commit to working in the fall and spring semesters.

If you are interested in a spring part time internship, please apply between September 1-October 15.

If you are interested in volunteering as an attorney for experience, you may also submit an application.

We do not have a formal post-bar internship program, but we do accept post-bar volunteers. For all attorney and post-bar volunteers we ask for a 40 hour/week commitment for a minimum of four months. If you are taking the July Bar, please submit an application to us no earlier than April 15.

When submitting an application for any position, please include a resume and cover letter. In the cover letter please discuss why you want to work at a DA's office and why you want to work at the Yolo County DA's office. Also, tell us when you can start, how many hours/week you can volunteer, and for how many months you can volunteer (keeping in mind the requirements outlined above).

If you are interested in our Summer/Fall legal internship program, we will be interviewing at OCI at McGeorge and King Hall in the Spring. The commitment is full time over the summer and part time in the fall. If you do not attend McGeorge or King Hall, you may submit a cover letter and resume between March 1-30.

Send letters to Chief Deputy District Attorney Jonathan Raven at jonathan.raven@yolocounty.org.

Deputy District Attorney

For those interested in deputy district attorney positions in Yolo County, please note that we do not consider applications until passage of the California State Bar. Send a resume and cover letter to our Office and also complete a Yolo County application and send it to the Yolo County Human Resources Department. Applications can be submitted online at <http://agency.governmentjobs.com/yolococa/default.cfm>

County: Yuba
Address: 215 Fifth Street
Marysville, CA 95901
Telephone: (530) 749-7770
Fax: (530) 749-7363
Web Review: <http://www.co.yuba.ca.us/departments/da/>

There are no opportunities for student interns.

Visit <http://www.co.yuba.ca.us/departments/personnel/Job%20Opportunities.aspx> for opportunities and application instructions. Recent graduates are eligible to apply for Deputy DA positions.