

**HIRING
PRACTICES

OF

CALIFORNIA
DISTRICT
ATTORNEY
OFFICES**

**UC Hastings Career Services
Fall 2008**

> California District Attorney Office Hiring Practices<

INTRODUCTION

This directory was compiled by the Hastings Career Services in the Fall of 2008. 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. Career Services 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!

County: Alameda

Address: 661 Washington Street, Suite 225
Oakland, CA 94607

Telephone: (510) 268-7500

Fax: (510) 839-0391

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

Email: alcoda@acgov.org

Contact: Deputy District Attorney Kevin Dunleavy
Alameda County District Attorney's Office
661 Washington Street Suite 225
Oakland, CA 94607
(510) 268-7509
Kevin.Dunleavy@acgov.org

Student Law Clerk

Paid/Unpaid: Paid

The Alameda County District Attorney's Office in Northern California interviews second-year law students for its Summer Law Clerk Program during the Fall OCI period. This is a paid position and the main hiring vehicle for future employment as a Deputy District Attorney. Law Clerks are certified through the State Bar and will find out firsthand what it takes to be a prosecutor. The ten-week program includes weekly training sessions, videotaped presentations by the clerks, and actual in-court motion and trial work.

Requirements:

Applicants must be certified by the State Bar.

Application Process:

The office interviews 2Ls on campus in the fall.

To apply directly, forward a resume to Deputy District Attorney Kevin Dunleavy.

Other Opportunities:

Academic year volunteer positions are available. Students may receive academic credit for these positions. Sometimes volunteer positions are available following the first year of law school. For information about a specific unit contact Chris Carpenter at (510) 569-9281.

Post Graduate Law Clerk

There are no Post Graduate Law Clerk positions with this office. The office has a formal summer clerk program and hires its permanent attorneys from its pool of summer clerks. At times, when a summer clerk who was hired does not pass the bar or otherwise work out, the office will hire laterally, but this is not common.

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 Mr. Kevin Dunleavy at the above address. Listings for open positions may also be found at the office web site above.

County:	Alpine
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.alpynecountyca.gov/departments/district_attorney
E-mail:	DAwillrichmond@alpynecountyca.com
Contact:	William Richmond

Please fax your resume, letter of interest, and writing sample to William Richmond at (530) 694-2980.

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/depts/da/>
Contact: T. Dorris
TDorris@co.amador.ca.us

Please email your resume and letter of interest to Amador County's Personnel Department of the District Attorney's Office. 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/>

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

County: Colusa
Address: 547 Market Street
Colusa, CA 95932
Telephone: (530) 458-0545
Fax: (530) 458-8265
Web Address: <http://www.colusada.net>

County: Contra Costa
Address: 725 Court Street, Fourth Floor, Room 402
Martinez, CA 94553
Telephone: (925) 646-4500
Fax: (925) 957-2240
Web Address: <http://www.co.contra-costa.ca.us>

Contact: Brian Baker
(925) 957-2214
bbaker@contracostada.org

Student Law Clerk

Paid/Unpaid: Paid

Requirements: Second and third year student 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.

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.

Third year post-Bar law clerks generally graduate in May and sit for the July California Bar Exam. Third year law clerks begin their employment after the July Bar Exam and continue until the release of the Bar results. They are paid \$19.20 per hour for a forty-hour work week and are scheduled to receive a 3% Cost of Living Adjustment, effective October 1, 2004.

Second year law clerks work in the summer after their second year in law school. They are paid \$16.60 per hour for a forty-hour work week and are also scheduled to receive a 3% Cost of Living Adjustment, effective October 1, 2004.

Application Process:

In some years, this office conducts interviews on campus in the fall. In other years students apply directly. They usually interview both 2Ls and 3Ls.

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

Post Graduate Law Clerk

Individuals work in this position after graduation, while awaiting bar examination results.

Description:

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:

See the description for student law clerks above.

Attorney Positions

Deputy District Attorney – Fixed Term

The Contra Costa County District Attorney's Office provides an excellent opportunity for interested individuals to gain at least three years of extensive trial experience as a prosecutor.

All newly hired prosecutors begin their careers in our office as “fixed term” Deputy District Attorneys. Fixed term attorneys are hired as limited term permanent appointments. They receive County benefits, such as County retirement, optional County medical/dental plans, vacation and sick leave accruals. The initial employment is for a “fixed term” of three years. Most fixed term Deputy District Attorneys who want to continue their careers in our office are able to do so as permanent Deputy District Attorneys.

All fixed term prosecutors prepare and prosecute many misdemeanor jury trials during their first three years in our office. Most also conduct preliminary hearings and/or juvenile contests. In addition, all fixed term attorneys are assigned to the Felony Trial Team where they have the opportunity to try felony cases to a jury.

Contra Costa County is a Merit System county, and hiring for fixed term prosecutors is done through the County’s Human Resources Department. Fixed term Deputy District Attorneys are generally hired once per year, usually in December. The application period begins in late August and is usually open for three to four weeks. Applicants can contact the Human Resources Department at <http://www.co.contra-costa.ca.us/depart/hr>. Go to “Job Descriptions” and “Deputy District Attorney-FT.” The applicant can provide an e-mail address, and Human Resources should automatically notify applicants when the application period opens. Contact the Human Resources Department or the District Attorney’s Office, directly, in early September, if you have not yet received an electronic response to your request. Application forms and Supplemental Questionnaires can be downloaded or completed and submitted on-line during the open filing period. The completed applications and Supplemental Questionnaires may be evaluated to select the best qualified candidates for an oral interview. Oral interviews usually take place in November, and a hiring list is usually promulgated by early- to mid-December.

Applicants must be licensed to practice law in California to be eligible to have their names placed on the hiring list. Therefore, members of the California State Bar and all those awaiting Bar exam results may apply. Possession of a valid California Driver’s License is also a requirement of the position.

Fixed term Deputy District Attorneys currently earn \$5734 per month.

County: Del Norte
Address: 450 H Street, Room 171
Crescent City, CA 95531
Telephone: (707) 464-7210
Fax: (707) 465-6609
Web Address: <http://www.co.del-norte.ca.us>

In order to apply for an unpaid summer internship position, please mail a hard copy of your resume and letter of interest to Del Norte District Attorney's Office, 450 H Street, Crescent City, CA 95531. Academic credit may be received, and the curriculum will be tailored to meet your academic needs. You will be assigned to a mentor for the summer as well.

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://co.el-dorado.ca.us/eldoda/>
E-mail: vern.pierson@edcgov.us

County: Fresno
Address: 2220 Tulare Street, Suite 1000
Fresno, CA 93721
Telephone: (559) 488-3141
Fax: (559) 488-2800
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: Administration

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:

Felony Trial Team	Homicide
Misdemeanor Trial Team	Juvenile
M.A.G.E.C. (Gang) Unit	Narcotics
Sexual Assault	Elder Abuse
Domestic Violence	

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

Writing Sample (5-10 pages)

Three Personal References

Two Passport Size Photos

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: Administration - Internship Program

2220 Tulare Street, Ste. 1000

Fresno, CA 93721

County: Glenn

Address: PO Box 430
Willows, CA 95988

Telephone: (530) 934-6525

Fax: (530) 934-6529

Website: http://www.countyofglenn.net/District_Atorney

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

County: Inyo
Address: PO Drawer D
Independence, CA 93526
Telephone: (760) 878-0282
Fax: (760) 878-2383
Web Address: <http://www.countyofinyo.org/index.htm>

Second location: 301 W. Line St.
Bishop, CA 93514
Telephone: (760) 873-6657
(760) 872-1078

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/index.html>
E-mail: DA@co.kern.ca.us

Number of Attorneys: 75

Student Law Clerk

Paid/Unpaid: Volunteer (unpaid)

Requirements: Individuals must be certified.

Application Process:

In some years, the office does on campus interviews for 3Ls.

To apply directly send a resume, cover letter, and transcript to the attention of Human Resources at the above address.

Other Opportunities:

There are opportunities to work in specific units such as environmental or consumer protection. The application process is the same. Indicate your particular interest in your cover letter.

The office is willing to accept volunteers during the academic year. Speak with your school to see if academic credit can be arranged.

Post Graduate Law Clerk

See the Student Law Clerk description above.

Post Graduate Law Clerks who successfully pass the bar are hired as attorneys.

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/index.html>

County: Lake
Address: 255 N. Forbes Street
Lakeport, CA 95453
Telephone: (707) 263-2251
Fax: (707) 263-2328
E-mail: daluck@co.lake.ca.us

County: Lassen
Address: 220 S. Lassen St, Courthouse Ste. 8
Susanville, CA 96130
Telephone: (530) 251-8283
Fax: (530) 257-9009
Web Address: http://www.co.lassen.ca.us/da_mission.htm

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

County: Marin
Address: 3501 Civic Center Drive, Room 130
San Rafael, CA 94903
Telephone: (415) 499-6450
Fax: (415) 499-3719
Web Address: <http://www.co.marin.ca.us/depts/DA/main/index.cfm>

Student Law Clerk

Paid/Unpaid: Volunteer (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.

Attorney

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>
E-mail: mcda@mariposacounty.org

County: Mendocino
Address: PO Box 1000
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

County: Merced
Address: 2222 M Street
Merced, CA 95340
Telephone: (209) 385-7381
Fax: (209) 385-7473
Web Address: <http://www.co.merced.ca.us/da/>
E-mail: dainfo@co.merced.ca.us

County: Modoc
Address: PO Box 1171
204 S. Court Street., Ste.202
Alturas, CA 96101
Telephone: (530) 233-6212
Fax: (530) 233-4067

County: Mono
Address: PO Box 617
Bridgeport, CA 93517
Telephone: (760) 932-5550
Fax: (760) 932-5551
Web Address: <http://www.monocounty.ca.gov/departments>

Applications should include a resume, cover letter, writing sample, transcripts, and a list of references or letters of recommendation. Electronic applications are not accepted. Applications from first-year law students are not accepted. This office is not currently hiring summer interns. Phone interviews are not offered.

Applications, resume, writing samples and transcripts must be sent to our human resources office. Applications may be obtained after notifications of vacancies are posted. Oral interviews are then set up and applicants are notified by mail of date and time. This office is not currently hiring. Externship applications for positions during the school year are not accepted.

Primary Contact: George Booth, District Attorney
PO Box 617
Bridgeport, CA 93517
(760) 932-5550
(760) 932-5551 (Fax)

County: Monterey
Address: PO Box 11131
111 West Alisal 93901
Salinas, CA 93902
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: Volunteer (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

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.

County: Napa
Address: Carithers Building
931 Parkway Mall
Napa, CA 94559
Telephone: (707) 253-4211
Fax: (707) 253-4041
Web Address: <http://www.co.napa.ca.us/>

County: Nevada
Address: 110 Union Street
Nevada City, CA 95959
Telephone: (530) 265-1301
Fax: (530) 478-1871
Web Address: <http://new.mynevadacounty.com/da/>
E-mail: clifford.newell@co.nevada.ca.us

County: Orange
Address: 401 Civic Center Drive West
Santa Ana, CA 92701
Telephone: (714) 834-3600

Web Address: <http://www.orangecountyda.com/home/index.asp>

General Office Information:

The office has civil responsibilities in consumer and environmental law and narcotics asset forfeiture litigation in addition to its criminal responsibilities. The office also employs civil remedies to abate criminal street gangs.

County: **Placer**

Address: Placer County Personnel Department
145 Fulweiler Avenue, Suite 200
Auburn, CA 95603

Telephone: (530) 889-4060

Fax: (530) 889-6870

Web Address: <http://www.placer.ca.gov/da/da.htm>

County: **Plumas**

Address: 520 Main Street, Room 404
Quincy, CA 95971

Telephone: (530) 283-6303

Fax: (530) 283-6340

Web Address:
http://www.countyofplumas.com/districtattorney/districtattorney_home_page.htm

County: **Riverside**

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

Address: 4075 Main Street
Riverside, CA 92501

Telephone: (951) 955-0200

Fax: (951) 955-0190

Web Address: <http://www.riversideda.com/index.html>

Student Law Clerk

Paid/Unpaid: Paid for all positions (including 1L positions)

Description:

During their first year summer clerks are assigned significant research in felony cases and write briefs in opposition to motions. Certified law clerks make court appearances, put on preliminary hearings and juvenile trials, handle motions, and

may conduct simple jury trials. (Summer positions for 1Ls are in the Riverside main office.)

The office has participated in internship-for-credit programs and in public interest grant programs.

Application Process:

The office has done on campus interviews in the past.

To apply directly send a cover letter and resume to the attention of Jay Orr at the above address.

Other Opportunities:

For consumer and environmental protection opportunities follow the above procedure.

Post Graduate Law Clerk

Graduates are hired for fall clerking positions. Those who complete a successful fall clerkship will be offered deputy district attorney positions upon admission to the Bar.

Description:

Individuals investigate, research, and prepare all types of cases for prosecution; present cases in court; interview and advise law enforcement officers and the public in regard to issuing criminal complaints; interview witnesses; negotiate with defense attorneys regarding the disposition or modification of charges in specific cases; and study, interpret, and apply statutes, ordinances, court decisions, and legal opinions.

A formal three-week training program orients individuals to the office and helps prepare them for trial litigation. A commitment of three years is requested.

Application Process:

Riverside D.A. usually interviews both 2Ls and 3Ls on campus in the fall. They also interview at PI/PS Day in February. 1Ls should apply directly.

To apply, submit a detailed resume that addresses how you meet or exceed the qualifications. In your cover letter, include the job title, location of interest, law school attended and date of graduation. Address the letter to the County of Riverside Human Resource Department at P.O. Box 1569, Riverside, CA 92502. Alternatively, you can apply electronically by completing the county's standard resume at <http://www.co.riverside.ca.us/depts/hr>. This website also provides information. Email your material to jobmatch@co.riverside.ca.us.

Attorney

Applications for attorney positions are accepted from attorneys and recent graduates awaiting Bar results.

Description:

New deputy district attorneys conduct misdemeanor jury trials and preliminary hearings and develop trial skills in increasingly complex cases. Trial attorneys are responsible for cases from pre-complaint screening through sentencing. Also see the description above for Post Graduate Law Clerk positions. Depending on their progress, new deputies typically will be given the opportunity to try felony cases within 18-24 months.

A minimum commitment of three years is required of third-year law clerks and new attorneys.

Application Process:

See Post Graduate Law Clerk application process above.

County: Sacramento

Address: 901 G Street
Sacramento, CA 95814

Telephone: (916) 874-5701

Fax: (916) 874-5271

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

Primary Contact: For Student Law Clerk Positions~
Charles Gonzalez
Interns.DA@sacda.org

For Graduate Legal Research Assistant Positions~
Diane Richardson
(916) 874-7428
Dale Kitching
(916) 874-5756
RichardsonD@scada.org

Student Law Clerk

Paid/Unpaid: Both volunteer and work-study positions are available.

Description:

Duties include performing legal research, assisting in court, and handling assignments in the misdemeanor arraignment court.

Requirements:

Qualifications include full-time enrollment at an accredited university leading to a degree in law.

The office prefers a student who meets the certification criteria but will give serious consideration to first year students as well.

To apply for work-study positions, applicants must be work-study eligible, and must qualify for certified law student status.

Application Process:

Mail resume, cover letter, and law school transcripts to the attention of Marge Koller. Specify your interest in either the summer or school year period. Please apply as soon as possible as candidates must pass a background check that takes approximately one month.

Other Opportunities:

Part-time school year positions are available. Students working during the semester will be asked to gain certification during the semester. The summer positions can turn into school year positions if the students are suitable.

Post Graduate Law Clerk

(Graduate Legal Research Assistant)

Contact: Diane Richardson

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) 874-5340, by mail to 901 G Street, Sacramento, CA 95814, to the attention of Diane Richardson, or by email to richardsond@saccounty.net.

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/>

County: San Bernardino
Address: 316 North Mountain View Avenue
San Bernardino, CA 92415-0440
Telephone: (909) 387-8309
Web Address: <http://www.co.san-bernardino.ca.us/da/>
Email: da@da.sbcounty.gov

Student Law Clerks

Contact:
316 North Mountain View Avenue
San Bernardino, CA 92415-0440
(909) 387-6856
(909) 387-6313 (Fax)
http://www.co.san-bernardino.ca.us/da/volunteer_intern/appPackages.asp

Paid/Unpaid: Volunteer (unpaid)

Application Process:

Applications are accepted throughout the year. Applications should include a resume. Electronic applications are not accepted—a signature is required in order to do a background check. Hiring for the District Attorney's Office is done through the county's Human Resources Department. All applicants for paid positions must apply through that department.

The summer program depends largely on the amount of experience of the student. There is a lot of research involved, so classes in research are critical for law students. There is some writing involved for those with experience, as well as some courtroom experience.

Externship applications are accepted. Decisions are made throughout the year.

All attorneys must go through the appropriate county hiring process. We cannot guarantee placement for interns in paid positions.

Other Opportunities

Please refer to the website for the most updated information

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 Clerks

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

Paid/Unpaid: Volunteer (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.sdcdca.org/office/internship.php> .

Post Graduate Law Clerk

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

Attorney

Deputy District Attorney I

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: 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: 880 Bryant Street, Room 325
San Francisco, CA 94103
Telephone: (415) 553 -1754
Fax: (415) 553 -1737
Web Address: <http://www.sfdistrictattorney.org/>
E-mail: districtattorney@sfgov.org

Student Law Clerk

Contact: Please refer to their website for additional information

Paid/Unpaid: Volunteer (unpaid) and work-study positions. Academic credit may be obtained from school.

Description:

The San Francisco District Attorney's Office is pleased to announce internship opportunities. Eligible students include high school students attending SF High Schools through the Mayor's Youthworks Program, undergraduates, and law school students. Interns have the opportunity to learn about the criminal justice system first-hand. Interns will work closely with Assistant District Attorneys, investigators, and support staff, as well as court and law enforcement staff. Interns can gain a wide breadth of experience working in one of the following units:

- ❖ General Felonies
- ❖ Misdemeanors
- ❖ Narcotics
- ❖ Hate Crimes
- ❖ Gangs
- ❖ Sexual Assaults
- ❖ Career Criminals
- ❖ Gangs
- ❖ Sexual Assaults
- ❖ Homicide
- ❖ Domestic Violence
- ❖ Juvenile Crimes
- ❖ Welfare Fraud

- ❖ Preliminary Hearings
- ❖ Special Prosecutions
- ❖ Appeals & Motions
- ❖ Consumer Protection
- ❖ Elder Abuse
- ❖ High Tech
- ❖ Environmental

Duties:

Assist Assistant District Attorneys in a variety of tasks, including: reviewing police reports, investigation chronologies & criminal records; contacting witnesses, victims & police officers; assisting attorneys in court & with pre-hearing & pre-trial conferences; researching & writing court motions; discussion of cases for disposition; observing hearings & jury trials. Bar Certified Students (those who have fulfilled certain prerequisite courses, including Evidence, Criminal Procedure, Civil Procedure, etc. and who have been certified by the California State Bar to participate in court proceedings) will have a unique opportunity to argue motions & conduct hearings in superior courts.

Requirements:

All law students of any year are welcome to apply.

Application Process:

Interns are accepted year-round. During the academic year we accept interns on a rolling basis. Summer applications should be mailed ASAP. We typically receive about 350 applications for 100 positions during the summer. The SFDA's Office is committed to diversity. People of color, disabled individuals, and gays and lesbians are strongly encouraged to apply. Prospective interns must complete and return the following application materials:

Intern Application—

- ❖ Cover Letter
- ❖ Resume
- ❖ Writing Sample (5-10 Pages)
- ❖ Two (2) Passport Size Photos
- ❖ Letters of Recommendation(s) (Optional)

Submit the above materials to the following address ASAP:

SFDA's Office—Internship Program
 Hall of Justice
 850 Bryant Street, #322
 San Francisco, CA 94103

Other Opportunities:

For those who want to apply for positions within the Special Prosecutions Unit,

SFDA's Office:
Attention Intern Application
732 Brannan Street
San Francisco, CA 94103

Applicants will be notified regarding acceptances. We may conduct interviews (phone interviews for out-of-town students).

Post Graduate Law Clerk

See the information for student law clerks above.

Attorney

Contact: Mr. Russ Giuntini, Chief Assistant District Attorney

Requirements:

Individuals must be members of the California bar to start, although applications may be submitted prior to receiving bar results.

Application Process:

This is not a civil service office; the district attorney's office does its own recruiting. Send a resume and cover letter to the attention of Mr. Paul Cummins. Writing samples are accepted during the interview process if you wish to include any.

Applications received prior to admission to the California Bar demonstrate interest. Once bar membership is granted the application is effective for attorney positions. If you begin the process prior to receiving your bar results, contact the office to follow up and keep your application current once you have received your results.

The applications are kept on file for one year, and when openings become available, the applications are reviewed.

County: San Joaquin
Address: PO Box 990
222 E Weber Room 202
Stockton, CA 95202
Telephone: (209) 468-2400
Web Address: <http://www.co.san-joaquin.ca.us/da/>

County: San Luis Obispo

Address: 1050 Monterey Street, Room 450
County Government Center, Room 450
San Luis Obispo, CA 93408

Telephone: (805) 781-5800

Fax: (805) 781-4307

Web Address: <http://www.slocounty.ca.gov/DA.htm>

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/smc/departments/da/home/0,,14094689_14099400_00.html

Primary Contact: Mr. Morley B. Pitt, Assistant District Attorney
(650) 363-4785
Student Law Clerk

Paid/Unpaid: Volunteer (unpaid)
The office also accepts work-study students.

Description:
First year students perform legal research and writing. They also observe court proceedings. Certified individuals represent clients in court.

Application Process:
To apply directly, send a resume and cover letter to Mr. Morley Pitt at the above address.

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/index.asp>

Contact: Eric Hanson
DA's Office
1112 Santa Barbara Street
Santa Barbara, CA 93101
Tel: (805) 568-2300

Student Law Clerk

Paid/Unpaid: Volunteer (unpaid)

Description:

Throughout the year we have college students and law students who intern or clerk in our office.

College students can obtain a first hand look at the inner workings of our office, as well as attending many different court proceedings:

Arraignment, Search and Seizure motions, Bail hearings, trials, sentencing, and probation violations, to name a few. These internships provide a good insight and preliminary knowledge regarding law as a career.

Law students can observe all of the above, plus, if the student has completed the second year of law school, he or she can be certified to appear in court and handle actual cases under the supervision of a Deputy District Attorney.

Attorney

Application Process:

This is a civil service office and applications go through the county personnel office. Openings are posted on the website at www.sbcountyjobs.com, on the job line at (805) 568-2820, and in the Los Angeles Daily Journal. Call (805) 568-2800 for an application. Resumes may not be submitted in lieu of an application.

County: Santa Clara

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

Telephone: (408) 299-7500

Fax: (408) 286-5437

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

Student Law Clerk

Contact: Martha Donohoe, Deputy District Attorney
(408) 792-2883

Paid/Unpaid: Volunteer (unpaid)

Requirements:

This office accepts any students who have completed their first year of law school.

Application Process:

If a student is interested in the law clerk program, the student needs to submit the following documents:

1. Cover letter stating which law clerk program the student is applying for and other relevant information regarding reasons for the request;
2. Three copies of a resume;
3. Writing sample;
4. Something to show the student has graduated from college. (A photocopy of a diploma will suffice)
5. Something to show the student is enrolled in law school and in good standing. (A note from the registrar will suffice)

Anyone interested in the law clerk programs with the District Attorney's Office should contact Deputy District Attorney Martha Donohoe. The information can be mailed, e-mailed, or dropped off at the Santa Clara County District Attorney's Office. The District Attorney's Office address is as follows:

**SANTA CLARA COUNTY DISTRICT ATTORNEY
ATTN: DEPUTY DISTRICT ATTORNEY MARTHA DONOHOE
70 WEST HEDDING STREET
COUNTY BUILDING - WEST WING
SAN JOSE, CALIFORNIA 95110**

We are required to do background checks on all interns/students. Background checks may take as long as three-to-four weeks to complete. Since students cannot commence the internship program until

Other Opportunities:

Students may volunteer during the academic year and some schools award academic credit.

Individuals interested in working specifically with a certain unit such as Consumer Protection or Environmental Protection should state their interest in their cover letters.

Post Graduate Law Clerk

See the information for Student Law Clerks above.

Attorney

Contact: Dave Howe, Assistant District Attorney
DHowe@da.sccgov.org
(408) 792-2633
(408) 998-1562 (fax)

Application Process:

Job announcements are now posted on the official county website www.sccjobs.org, so check this site regularly. The only way to qualify for an oral board examination, the first step in the interview process, is to apply when an announcement lists an open position. When an opening is posted, all necessary application requirements (i.e. submission of county job application, resume, writing sample, etc.) are listed also. These submissions which can be done online go to county personnel. Since attorney positions become available somewhat infrequently, prospective applicants should consider monitoring this site regularly. Even when there are no open positions, the website lists job specifications for Deputy District Attorney positions and the commensurate salary/benefit packages.

County: Santa Cruz
Address: 701 Ocean Street, Room 200
Santa Cruz, CA 95060
Telephone: (831) 454-2400 or 2569
Fax: (831) 454-2227
Web Address: <http://sccounty01.co.santa-cruz.ca.us/DALnternet/index.asp>
E-mail: dao@co.santa-cruz.ca.us

Student Law Clerk

Paid/Unpaid: Unpaid

Description:

This program will enable student clerks to engage in legal research, writing and trial preparation with the opportunity to make court appearances in criminal cases if certified by the State Bar.

Requirements:

Completion of at least 1 year of law school; good research and writing skills.

Application Process:

Law school students interested in volunteer Law Clerk positions may submit their resumes to DAO@co-santa-cruz.ca.us

Other Opportunities:

Academic year volunteer positions may be available. Students may also receive units for these positions.

Attorney Positions

Description:

Individuals prepare and prosecute misdemeanor cases as well as prepare legal documents in connection with trials and other legal proceedings.

Requirements:

Applicants must be bar members.

Application Process:

Applicants must file a completed County of Santa Cruz Employment Application Form. Resumes may not be substituted for the official application. An application may be obtained by calling the Santa Cruz Personnel Department at (831) 454-2600.

County:	Shasta
Address:	1525 Court Street, Third Floor Redding, CA 96001-1632
Telephone:	(530) 245-6300
Fax:	(530) 245-6334
Web Address:	http://www.da.co.shasta.ca.us/

County:	Sierra
Address:	Courthouse, PO Box 457 Downieville, CA 95936
Telephone:	(530) 289-3269
Fax:	(530) 289-0130
Web Address:	

http://www.sierracounty.ws/index.php?module=pagemaster&PAGE_user_op=view_page&PAGE_id=39&MMN_position=17:17

E-mail: larryallen@sierracounty.ws

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/index.htm>

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

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/da/>

E-mail: SolanoDA@solanocounty.com

Applicants may also see current job openings by visiting the DA's web site at <http://www.solanocounty.com/da>

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://www.sonoma-county.org/da/index.htm>

Student Law Clerk

Paid/Unpaid: Volunteer (unpaid)

Description:

Individuals research, prepare motions, and, if certified, appear in court.

Requirements:

Seeking interested students who are at least in their second year.

Application Process:

Send resume, cover letter, writing sample, and letters of references to:

Administrative Services Officer
Sonoma County District Attorney
600 Administration Drive, Rm 212-J
Santa Rosa, CA 95403

Attorney**Application Process:**

This is a civil service office, and all hiring is done through the county personnel office. Call the personnel office at (707) 565-2311 to request an application or download an application from the county website at <http://www.sonoma-county.org>. Information about current openings can be obtained from the job line at (707) 565-2311. The job line is updated Tuesdays and Fridays. Individuals may also gain this information by accessing the county website. Applications are not kept on file, and are only accepted when there is a hiring window. Individuals may send a resume with the completed application.

County: Stanislaus

Address: 800 11th Street, Room 200
Modesto, CA 95354

Mailing Address: P.O. Box 442
Modesto, CA 95353

Telephone: (209) 525-5550

Fax: (209) 525-5545

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

County: Sutter

Address: 446 Second Street
Yuba City, CA 95991

Telephone: (530) 822-7330

Web Address: http://www.co.sutter.ca.us/doc/government/depts/da/da_home

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://www.tehamada.org/index.htm>

County: Trinity
Address: 101 Court Street
PO Box 310
Weaverville, CA 96093
Telephone: (530) 623-1304
Fax: (530) 623-2865
Web Address: <http://www.trinitycounty.org/departments/DA-Coroner/dacoroner.htm>

County: Tulare
Address: 221 S. Mooney Boulevard
Visalia, CA 93291
Telephone: (559) 733-6411
Fax: (559) 730-2658
Web Address: <http://www.da-tulareco.org/>

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/psp/ps/EMPLOYEE/EMPL/h/?tab=PAPP>
GUEST
E-mail: da@tuolumnecounty.ca.gov

County: Ventura
Address: 800 South Victoria Avenue
Ventura, CA 93009
Telephone: (805) 654-2500
Fax: (805) 654-3046
Web Address: <http://www.ventura.org/vcda/>

County: Yolo
Address: 301 Second Street
Woodland, CA 95695
Telephone: (916) 666-8180
Fax: (916) 666-8185
Web Address: <http://www.yoloda.org/>
Email: yoloda@yoloda.org

County: Yuba
Address: 215 Fifth Street, Suite 152
Marysville, CA 95901
Telephone: (530) 749-7770
Fax: (530) 749-7363
Web Review: <http://www.co.yuba.ca.us/content/departments/da/>
E-mail: tjohnson@co.yuba.ca.us

Recent graduates are eligible to apply for Deputy DA positions. There are no opportunities for interns.