

HIRING PRACTICES

OF

CALIFORNIA

DISTRICT ATTORNEY

OFFICES

UC Hastings Office of Career and Professional Development
Spring 2011

> *California District Attorney Office Hiring Practices*<

INTRODUCTION

This directory was compiled by the UC Hastings Office of Career and Professional Development in the Spring of 2011. 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 Office of Career and Professional Development 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: 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: Terry Wiley, Senior Deputy District Attorney
Alameda County District Attorney's Office
661 Washington Street Suite 225
Oakland, CA 94607
(510) 268-7500
terry.wiley@acgov.org

Summer Law Clerk

Paid/Unpaid Paid

Description

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 those initial applicants, approximately 40 students advance to a second round interview. Ultimately, clerkships are 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.

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 Senior Deputy District Attorney Terry Wiley.

Other Opportunities

The office does not offer volunteer attorney positions or outside post-bar clerkships. Volunteer opportunities during the year for law students are done on a 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/index.aspx?page=64>

Contact: T. Dorris, Head of Personnel Department
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 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/>

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 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: 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.

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

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://www.co.el-dorado.ca.us/humanresources/index.html>) to search and apply for available District Attorney positions.

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 Steve Rusconi, Business Manager
(559) 488-3141

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

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, Ste. 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: Steve Rusconi, Business Manager
2220 Tulare Street, Ste. 1000
Fresno, CA 93721

Application form available at <http://www.co.fresno.ca.us/DepartmentPage.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/

Students interested in internships should call the office directly at the number above to inquire about available opportunities.

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/>

Deputy District Attorney

Visit <http://www.co.imperial.ca.us/human-resources/HrNew/> to view 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.

County: Inyo
Mailing Address: PO Drawer D
Independence, CA 93526
Physical location: 301 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/index.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> to 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_Atorney.htm
E-mail:	daluck@co.lake.ca.us

County:	Lassen
Address:	220 S. Lassen St. Susanville, CA 96130
Telephone:	(530) 251-8283
Fax:	(530) 257-9009
Web Address:	http://www.co.lassen.ca.us/govt/dept/district_attorney/default.asp

County:	Los Angeles
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Address: 210 West Temple Street, 18th Floor
Los Angeles, CA 90012-3210
Telephone: (213) 974-7788
Fax: (213) 626-5862
Web Address: <http://da.co.la.ca.us/>

Contact: Recruitment Coordinator
District Attorney's Office
210 West Temple Street, Room 18-215
Los Angeles, CA 90012-3210
(213) 893-0174
(213) 626-5862 fax

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 30

Spring Semester -- October 15

Deputy District Attorney

Visit <http://da.co.la.ca.us/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://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 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

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

County: Merced

Address: 650 W. 20th 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

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

County: Mono

Mailing Address: PO Box 617
Bridgeport, CA 93517

Physical Address: Old Courthouse
Main Street
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/job_listings.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 <https://jobs.co.monterey.ca.us/sigma/> 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/>

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/>

Contact: Anna Ferguson
Assistant District Attorney

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:	714-347-8402
Web Address:	www.OrangeCountyDA.com
Contact	Jim Tanizaki Senior Assistant District Attorney jim.tanizaki@da.ocgov.com 714-347-8402

Student Law Clerk

Paid/Unpaid Unpaid

Description

Law clerks provide support to legal staff by researching broad range of issues, preparing responses to motions, and helping prosecutors organize cases for trial. Certified law students may conduct courtroom work under supervision. Law clerks are hired for the fall and spring semesters and during the summer.

Requirements

2L or 3L

Application Process

Send cover letter and resume to Jim Tanizaki, Senior Assistant District Attorney, at the contact information above.

Deputy District Attorney

Visit <http://orangecountyda.com/home/index.asp?page=41> for a list of open opportunities. The office conducts open recruitment to all qualified individuals when there are hiring needs.

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>

County: Plumas
Address: 520 Main Street, Room 404
Quincy, CA 95971
Telephone: (530) 283-6303
Fax: (530) 283-6340
Web Address: <http://www.plumascountyda.org/>
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: 4075 Main Street
Riverside, CA 92501

Telephone: (951) 955-0200

Fax: (951) 955-0190

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

Primary Contact: Kelly Keenan, Assistant District Attorney
4075 Main Street
Riverside, CA 92501

Student Law Clerk

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

Description

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.

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

Fall on-campus interviews are normally scheduled at the four UC law schools plus Stanford, USC, 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 NBSA Southern California Job Faire. We hope to also participate in the NBSA 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.

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.

Deputy District Attorney

Description

Investigates, researches, and prepares misdemeanor cases for the prosecution; handles appeals of routine misdemeanor cases and presents evidence in preliminary hearings in some felony matters; prepares trial briefs and checks questions of law; presents opening statements, interrogates and cross examines witnesses; argues points of law, and makes final arguments or summations.

Requirements

Active membership in the State Bar of California.

Applicant Information

Attorney resumes are accepted by the Riverside County Human Resources Department on a continuing basis. Resumes are accepted both from attorneys and persons awaiting the results of the most recent Bar examination. The District Attorney's Office retains the most promising resumes sent directly to us and forwards them to the Human Resources office when hiring is imminent.

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.

Attorney and Law Clerk resumes should also be mailed to:
Kelly Keenan, Assistant District Attorney
4075 Main Street
Riverside, CA 92501

County: Sacramento

Address: 901 G Street
Sacramento, CA 95814

Telephone: 916.874.6218

Fax: 916.874.5340

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

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
richardsond@saccounty.net

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/>

Student Intern

Application Process

Interested applicants should call (831) 636-4120 and leave a message expressing an interest in a student intern position.

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://www.san-benito.ca.us/departments/hr/>.

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

Post Bar Intern

Paid law intern positions may be available in limited situations, such as those awaiting bar results who previously volunteered for SBDA.

Application Process for Law and Post Bar Interns

Applicants must complete an application form, available at http://www.sbcounty.gov/da/volunteer_intern/appPackages.asp. Completed application packages must be mailed to: San Bernardino County District Attorney's Office, 316 North Mountain View Avenue, San Bernardino, CA 92415, Attn: Policy and Staff Development Unit Secretary. All applicants must pass a criminal background check prior to being accepted into any of these programs.

Application deadlines are as follows:

Nov 1 st	–	Spring Session (Jan — Apr)
Mar 1 st	–	Summer Session (May — Aug)
July 1 st	–	Fall Session (Sept — Dec)

For inquiries regarding the student intern program, you may contact the Policy and Staff Development Unit: training@sbcda.org.

Deputy District Attorneys

Visit <http://www.sbcounty.gov/hr/default.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@sdcca.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/internship.php>.

Post Graduate Law Clerk

Contact Kim Allen
619-531-4016
330 W. Broadway, Suite 1330
San Diego, CA 92101
kim.allen@sdcca.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/page.asp?id=33>

E-mail: districtattorney@sfgov.org

Contact: Paul Henderson
Chief of Administration
Office of District Attorney Kamala D. Harris

850 Bryant Street, Room 322
San Francisco, CA 94103

Student Law Clerk

Paid/Unpaid Unpaid (academic credit available)

Contact SFDAinternship@gmail.com

Description

The SFDA is seeking motivated students who are interested in gaining hands-on experience in the criminal justice system and working to help the District Attorney represent the People of San Francisco. These positions allow students to learn about the criminal justice system by working closely with prosecutors, investigators, and support staff, as well as court officers and law enforcement representatives. Interns are an integral part of the SFDA. As such, the experiences and exposure that our internship programs offers to students are unique opportunities for anyone interested in the criminal justice system.

Law School Fellows: Students attending participating law schools are eligible to apply for full-time internship positions during their respective fall and spring semesters. Fellows typically receive academic credit in exchange for their work at the SFDA. Law School Fellows perform the same tasks as Law Clerks (noted below). These positions require prior approval from the student's respective law school and certification under the California State Bar's Practical Training of Law Students (PTLS) Program. Current requirements for certification are located at <http://calbar.ca.gov>.

Summer Law Clerks: Second-year law students who are eligible for certification under the PTLS Program are encouraged to apply to the Summer Law Clerk program at the SFDA. As a Law Clerk, you will have the opportunity to write and argue motions, participate in calendar, engage in preliminary hearings, and assist with trial proceedings.

Legal Interns: Internship opportunities with the SFDA are available for law students in all stages of their legal education. Many law schools offer clinical programs in which students can receive school credit for their internship. Contact your respective faculty advisors to learn more about opportunities available at your respective school. The SFDA also has a robust summer internship program. Interns in this program will have the opportunity to write motions and assist with all stages of trial preparation.

Requirements

To participate in any internship program, the following requirements must be met:

- Maintain a consistent schedule throughout the program.
- Regularly report to supervising attorneys
- Attend mandatory training sessions & events

Application Process

Visit the office's website for application deadlines. Submit the following items to SFDAInternships@gmail.com:

- Cover letter
- Resume
- Background Form available <http://sfdistrictattorney.com/userfiles//background.pdf>
- Optional writing sample (3 page maximum)

Post Bar Clerkship

Law school graduates are eligible to apply for a full-time clerkship after they take the California Bar Exam. The program is ten weeks long and gives graduates interested in becoming Assistant District Attorneys a unique opportunity to build upon their legal skills while awaiting their Bar results.

Justice Fellow Program

Paid/Unpaid Unpaid (Firm Sponsorship)

Description

The Justice Fellowship seeks qualified attorneys to work temporarily as Assistant District Attorneys in either the Misdemeanor Trial Division or the Writs and Appeals Division (depending on criteria noted below). Justice Fellows will be nominated and financially sponsored by their respective law firms and will be expected to serve for no more than six months.

Justice Fellows who have passed the California Bar Exam will be assigned to the Misdemeanor Trial Division; those who have not will be assigned to the Writs and Appeals Division.

Justice Fellows assigned to the Misdemeanor Trial Division will be responsible for the prosecution of all types of misdemeanor crimes with the exception of domestic violence cases, which are handled by the specialized Domestic Violence Unit. Crimes most commonly handled by the Division include driving under the influence, theft, prostitution, driving on a suspended license, assault and battery, weapons possession, vandalism, animal abuse, and a variety of quality-of-life crimes. The Division also processes diversion programs such as Pretrial Diversion, the First Offender Prostitution Program, and the Early Intervention Prostitution Program. Justice Fellows in the Misdemeanor Trial Division will have the same duties and responsibilities as permanent Assistant District Attorneys. Duties for the Justice Fellows include:

- Trying misdemeanor cases to a jury
- Conducting the court "calendar," which includes arraignments, pretrial hearings, motions practice, pleas, and sentencing
- Extensive discovery practice

Justice Fellows in the Writs and Appeals Division will prosecute cases in the superior and appellate courts. Fellows will be responsible for writing briefs, oral arguments, motion practice, docket management, and all of the other duties and responsibilities of permanent Assistant District Attorneys in that Division.

All Fellows will be provided with trial skills training, specialized training in various specialties of criminal law, and will be fully integrated into the SFDA where they will be able to avail themselves of a myriad of office programs.

Requirements

To qualify for a Justice Fellowship, the candidate must meet the following requirements:

- California State Bar Membership (unless a recent graduate)
- Pass background check
- Nominated by candidate's law firm
- 6 month commitment
- Approved by SFDA Justice Fellows Committee

In addition, the applicant must submit a resume and be approved by the SFDA Justice Fellows Committee. Justice fellows need not have prior criminal law experience, although it may be helpful.

Application Process

Mail a cover letter and resume to:

Paul D. Henderson
Chief of Administration
c/o David Burke – Project Manager
Volunteer Lawyer Program
850 Bryant Street, Room 207
San Francisco, CA 94103

Deputy District Attorney

We are seeking energetic lawyers with the highest integrity, sound judgment, and sensitivity to human needs and diverse communities. Applicants must be current members of the Californian State Bar. Other desirable qualifications include fluency in a foreign language as well as prior criminal law experience. Once we have received your cover letter and resume, a screening committee will review your application materials and the best-qualified applicants will be invited to participate in interviews.

To apply for a position as an Assistant District Attorney, please send a cover letter and resume addressed to Paul Henderson, Chief of Administration, at the contact information listed above.

County:	San Joaquin
Address:	222 E. Weber Avenue, 2nd Floor, Room 202 Stockton, CA 95201
Mailing Address:	P.O. Box 990 Stockton, CA 95201-0990
Telephone:	(209) 468-2400
Fax:	(209) 465-0371
Web Address:	http://www.sjgov.org/da/default.htm

Email: da.info@sjcda.org

Legal Interns

If you are interested in applying for a legal internship, please fax a resume and cover letter to (209) 468-2486, attention Ed Busuttil.

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

Contact: Lee Cunningham
Deputy District Attorney
lcunningham@co.slo.ca.us

Requirements

Second and third year students may apply. Priority is given to students who are eligible to be certified by the State Bar.

Application Process

Applicants should email a cover letter and resume to Lee Cunningham at the above email address or Andy Cadena at acadena@co.slo.ca.us. The office conducts phone interviews and selects anywhere from 2 to 4 law clerks for the summer. Academic semester law clerkships are also available.

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 City, 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/index.asp>

Contact Ron Zonen
Chief Deputy District Attorney
1112 Santa Barbara Street
Santa Barbara, CA 93101
Tel: (805) 568-2300
rzonen@co.santa-barbara.ca.us

Student Law Clerk

Paid/Unpaid 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.

Deputy District Attorney

Application Process

Visit <http://agency.governmentjobs.com/sbcounty/default.cfm> to look for opportunities and application instructions.

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/Post Bar Clerkship

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

Paid/Unpaid Unpaid

Description

The Santa Clara County District Attorney's Office offers voluntary law clerk internship programs to students who have completed at least one full year of law school. The program is offered in the FALL, SPRING, and SUMMER semesters. There is also a law clerk program for graduate students awaiting California State Bar results. Each law clerk program lasts approximately twelve (12) weeks. To participate in the FALL and SPRING law clerk programs, the student must be available approximately twenty (20) hours per week. For the SUMMER and AFTER BAR law clerk programs, the student must be available forty (40) hours a week.

The Santa Clara County District Attorney's Office is responsible for prosecuting all criminal offenses that occur in Santa Clara County. Student interns who qualify for the law clerk internship program are assigned to work with an experienced criminal law prosecutor. The law clerk program includes training both in the office and in the courtroom. Students who demonstrate superior skills and who qualify for certification with the California State Bar may also be allowed to appear in court on behalf of the District Attorney's Office under the supervision of a Deputy District Attorney. (For rules on requirements for certification, contact the California State Bar in San Francisco, California.)

Application Process

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

- Cover letter stating which law clerk program the student is applying for and other relevant information regarding reasons for the request;
- Three copies of a resume;
- Writing sample;
- Something to show the student has graduated from college. (A photocopy of a diploma will suffice);
- 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 send the above documentation by mail, e-mail, FAX, or dropped off to the Santa Clara County District Attorney's Office address is as follows:

SANTA CLARA COUNTY DISTRICT ATTORNEY'S OFFICE
ATTN: SUPERVISING DEPUTY DISTRICT ATTORNEY MARTHA DONOHOE
70 WEST HEDDING STREET
COUNTY GOVERNMENT BUILDING - WEST WING
SAN JOSE, CALIFORNIA 95110
E-mail: Mdonohoe@da.sccgov.org
FAX: Martha Donohoe at 408-299-8440

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 we receive the results, we suggest applying as early as possible.

Deputy District 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
Fax: (831) 454-2227
Web Address: <http://datinternet.co.santa-cruz.ca.us/>

Contact Eric Seib, Chief of Administration
dao@co.santa-cruz.ca.us
831-454-2400
831-459-7613 fax

Student Law Clerk

Paid/Unpaid Unpaid

Description (Uncertified Student)

Performs legal research and prepares trial briefs and legal memoranda by collecting data on precedents applicable to current cases; prepares legal documents and reports; interviews and advises complainants and witnesses in regard to prospective criminal complaints; investigates consumer fraud complaints and does legal research in preparation for trials; researches and records background information and factual statements; assists investigators in securing and verifying evidence; reviews complaints and law enforcement agency reports; attends staff or other meetings as requested; confers regularly with staff attorneys; assists in maintaining law library.

Description (Certified Student)

Under specific direction of a Supervising Attorney (currently a member of the State Bar of California having two years of full time experience in the practice of law), a Certified Student with a current effective State Bar Notification of Certification may negotiate, appear in depositions, public trial, hearing arbitration or proceedings or before any arbitrator, court, public agency, referee, magistrate, commissioner or hearing officer.

Requirements

Completion of at least 1 year of law school. To participate in court hearings and related appearances, students must be eligible to be a Certified Student under the Practical Training of Law Students Program of the California State Bar.

Application Process

Applicants should mail or e-mail a resume and cover letter to Eric Seib, Chief of Administration, at the above contact information. Recruitment is ongoing and continuous.

Deputy District Attorney

Description

Interviews and advises complainants and witnesses; examines, evaluates and presents evidence; prepares and prosecutes infraction, misdemeanor and felony cases in the courts; prepares and handles civil cases under the jurisdiction of the District Attorney; reviews offense reports, evidence and makes decisions on charges to be brought; negotiates case dispositions with defense counsel; prepares opinions, briefs, pleadings, warrants, and other legal documents; studies and analyzes writs, pleadings, exhibits, case files and records in order to ascertain the issues before the court and appropriate legal precedent; conducts specialized legal research and prepares memoranda regarding the results of such research; provides legal advice and training to local law enforcement agencies and to the County Grand Jury. Supervising Attorney Assignment (rotational deep class assignment for levels III and IV): Supervises a work unit of attorneys including: assigning and reviewing of cases; preparing performance evaluations; providing technical and administrative supervision, advice and training; making case filing decisions; developing new or improving existing systems and procedures to facilitate efficient and effective work flow of cases in the office and through the courts; negotiating, and/or approving settlement decisions; acting as a liaison between the work unit and related departments and agencies on assigned cases; providing coverage for attorneys in unit as needed and maintaining an additional caseload, as required. Senior Trial Attorney Assignment (rotational deep class assignment for level IV): Litigate and negotiate the most complex and intricate civil and criminal cases or assignments, such as handling high profile major cases, change in venue, consumer fraud, major fraud, child molest, sexual assault, murder and death penalty cases.

Requirements

Applicants must be bar members.

Application Process

Visit <http://www.jobaps.com/SCRUZ/sup/images/default.asp> to search for any open recruitments and apply on-line. Alternatively, applicants can directly mail or e-mail resume and cover letter to Eric Seib, Chief of Administration, at the above contact information so that when an open recruitment becomes available the office can contact potential candidates.

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>

The office does not hire student interns.

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

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

Student Intern

Applicants should mail or fax a cover letter and resume to Dave Paulson, District Attorney, at the contact information above.

Post Graduate Law Clerk

Description

The Law Clerk class performs legal research in the preparation of legal briefs, opinions and similar documents; prepares drafts and legal memoranda summarizing studies of court decisions, administrative board actions, state statutes, county ordinances and legal opinions; assists in the investigation and preparation of cases for presentation in court.

This class provides employment for law students who have completed study in a law school of recognized standing and who are eligible to take the examination for admission to the State Bar of California.

Requirements

Candidates must be graduates from a recognized school of law and be eligible to take the examination for admission to the State Bar of California.

Application Process

Interested applicants should visit <http://www.co.solano.ca.us/depts/da/jobs.asp> to view current opportunities and application instructions.

Deputy District Attorney

Interested applicants should visit <http://www.co.solano.ca.us/depts/da/jobs.asp> to 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://www.sonoma-county.org/da/index.htm
Recruiting Contact:	William Mount Deputy District Attorney (707) 565-2220 bmount@sonoma-county.org

Student Law Clerk

Paid/Unpaid Paid and 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 William Mount, Deputy District Attorney at the contact information listed above.

Deputy District Attorney

All hiring is done through the county personnel office. Visit <http://agency.governmentjobs.com/sonoma/default.cfm> to search open opportunities and apply online. Information about current openings can also be obtained from the job line at (707) 565-2331. 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>

Visit http://www.trinitycounty.org/Jobs/job_classification.htm to view vacancies and application instructions.

County: Tulare
Address: 221 S. Mooney Boulevard, Rm. 224
Visalia, CA 93291
Telephone: (559) 733-6411
Fax: (559) 730-2658
Web Address: <http://www.da-tulareco.org/>

Student Intern

Paid/Unpaid Unpaid

Interested students should call the office to request an application. Completed applications should be returned to the office at the address listed above.

Deputy District Attorney

Visit <http://agency.governmentjobs.com/tulare/default.cfm> to view vacancies and application instructions.

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/TUP_DIST_ATTORNEY/ENTP/h/?tab=DEFAULT
E-mail: da@tuolumnecounty.ca.gov

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>

Primary Contact: James D. Ellison, Chief Assistant District Attorney
carrie.broggie@ventura.org
Telephone: (805) 654-5048
Fax: (805) 654-3046

Student Intern

Application process:

Interested applicants to send a resume and cover letter to James D. Ellison, Chief Assistant District Attorney, at the contact information listed above. Our office hires student interns for the summer, fall and spring semesters. Second and third year law students are eligible to apply.

Deputy District Attorney

Visit <http://agency.governmentjobs.com/ventura/default.cfm> to view vacancies and application instructions.

County: Yolo

Address: 301 Second Street
Woodland, CA 95695

Telephone: (530) 666-8180
Fax: (530) 666-8185
Web Address: <http://www.yoloda.org/>
Email: yoloda@yoloda.org

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

Student Intern

Description

First and foremost, working at the District Attorney's Office is a fun and rewarding experience. As an intern, it is expected that you work with care and diligence in completing your assignments. In return, the attorneys and personnel in the office act as mentors to guide you through the oftentimes difficult work. We expect you will want to make a favorable and long-lasting impression on us. We hope to do the same.

At the District Attorney's Office in Yolo County, interns can expect an enjoyable and educational experience learning about criminal law, the courts, and the role the District Attorney plays as advocate for the People. You will become acquainted with many of the prosecutors and staff in this Office. You will find that the attorneys work hard but also enjoy social outlets.

Interns are involved in a wide variety of cases, both misdemeanor and felony. A day in the life of a typical intern involves drafting motions and memoranda of points and authorities, conducting research on complicated legal issues, and, if you are certified, arguing the People's position in the courtroom. We also encourage interns to observe ongoing trials to learn about the criminal justice system and gain better insight into what it is like to be a prosecutor. Ultimately, you may have the opportunity to conduct a jury trial in a misdemeanor case.

During the fall and spring semesters, scheduling is flexible. We are willing to work around your school schedule, providing you a convenient way to intern while you are a student.

Positions in our summer program will be available as well, however, being that these positions are more competitive, we expect a greater commitment. Summer interns work full-time. There is more time to observe jury trials and greater opportunity to conduct a jury trial. You will start the summer with a 2-day Training and Orientation Program. You will be exposed to a multitude of areas of the criminal justice system and the many personalities. You will also have an opportunity to socialize with Yolo DA staff. We are investing in you, and we expect a commitment from you. We require summer interns to continue working part-time in the fall.

Check with your school's administration to learn about receiving academic credits and your eligibility for our work-study program.

"Success for us is when you leave here convinced you want to make a career as a prosecutor and that you want to do that at the Yolo County District Attorney's Office."

This is an opportunity to begin making a reputation for yourself so that down the road, if a deputy district attorney position becomes available, and you are interested, you will be a top-choice for the position. If there are no deputy district attorney positions available in our office, we will do what we can and contact our friends at other offices to help you land a job on the "statewide team" of District Attorney Offices.

Application Process

Our office interviews at OCI at McGeorge and UC Davis. If you do not attend either law school, you may send us a resume and cover letter after December 15. Please e-mail your resume and a cover letter to Jonathan Raven, Assistant Chief Deputy District Attorney, at the contact information listed above. Visit <http://www.yolocounty.org/Index.aspx?page=745> for updated information.

Post Bar Clerkship

We do not have a post-bar internship program.

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://www.yolocounty.org/Index.aspx?page=367>.

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/>

There are no opportunities for student interns.

Visit <http://www.co.yuba.ca.us/Departments/Personnel/> for opportunities and application instructions. Recent graduates are eligible to apply for Deputy DA positions.