

# **HIRING PRACTICES OF CALIFORNIA DISTRICT ATTORNEY OFFICES**

**UC Hastings Office of Career and Professional Development  
Fall 2014**

**Note: Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on HastingsCareersOnline for recruiting contacts or old listings which may provide additional guidance.**

## > *California District Attorney Office Hiring Practices* <

### INTRODUCTION

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

Some counties conduct on campus interviews for third year students or both second and third year students at several law schools in the fall. The 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](http://www.cdaa.org).

Good luck!

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**County:** Alameda

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

**Telephone:** (510) 272-6222

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

**Email:** [info@acgov.org](mailto:info@acgov.org)

**Contact:** Mike Nieto, Assistant District Attorney  
Director of Recruitment and Development  
Alameda County District Attorney's Office  
1225 Fallon Street, Suite 900  
Oakland, CA 94612  
(510) 272-6222  
[Mike.Nieto@acgov.org](mailto:Mike.Nieto@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.

#### **Application Process**

The office interviews 2Ls on campus in the fall.

#### **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**

Deputy district attorneys are primarily hired through the Summer Law Clerk program.

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**County:** Alpine

**Mailing Address:** 270 Laramie St.  
PO Box 248  
Markleeville, CA 96120

**Street Address:** 270 Laramie Street  
PO Box 248  
Markleeville, CA 96120

**Telephone:** (530) 694-2971

**Fax:** (530) 694-2980

**Web Address:** <http://www.alpinecountyca.gov/index.aspx?nid=189>

**Contact:** Terese Drabec, District Attorney  
[tdrabec@alpinecountyca.gov](mailto:tdrabec@alpinecountyca.gov)

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

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**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/government/district-attorney>

**Contact:** [HR@co.amador.ca.us](mailto:HR@co.amador.ca.us)

Please email your resume and letter of interest to Amador County's Human Resources Department.

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**County:** Butte

**Address:** Butte County District Attorney  
25 County Center Drive  
Oroville, CA 95965

**Telephone:** (530) 538-7411

**Fax:** (530) 538-7071

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

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](http://HastingsCareersOnline) for recruiting contacts or old listings which may provide additional guidance.

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**County:** Calaveras  
**Address:** 891 Mountain Ranch Road  
San Andreas, CA 95249  
**Telephone:** (209) 754-6330  
**Fax:** (209) 754-6645  
**Web Address:** <http://da.calaverasgov.us/>

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

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**County:** Contra Costa  
**Address:** 900 Ward St. Fourth Floor  
Martinez, CA 94553  
**Telephone:** (925) 957-2200  
**Fax:** (925) 957-2240  
**Web Address:** <http://www.co.contra-costa.ca.us>

**Contact:** Tom Kensok, Senior Deputy District Attorney  
(925) 957-2200  
TKensok@contracostada.org

#### **Student Law Clerk**

##### **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

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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**

Those interested should contact Senior DDA Tom Kensok by e-mail.

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.

#### **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**

Those interested should contact Senior DDA Tom Kensok by e-mail.

#### **Deputy District Attorney**

Visit <http://www.co.contra-costa.ca.us/944/Employment> for current opportunities and application instructions.

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**County:** Del Norte

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on HastingsCareersOnline for recruiting contacts or old listings which may provide additional guidance.

**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/departments/district-attorney>

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**County:** El Dorado

**Address:** 515 Main Street  
Placerville, CA 95667  
**Telephone:** (530) 621-6472  
**Fax:** (530) 621-1280

**Second Location:** 1360 Johnson Blvd.  
South Lake Tahoe, CA 96150  
**Telephone:** (530) 573-3100  
**Fax:** (530) 544-6413

**Web Address:** <http://www.edcgov.us/ELDODA/>  
**E-mail:** [vern.pierson@edcgov.us](mailto:vern.pierson@edcgov.us)

**Student Intern**

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

**Deputy District Attorney**

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

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**County:** Fresno

**Address:** 2220 Tulare Street, Suite 1000  
Fresno, CA 93721  
**Telephone:** (559) 600-3141  
**Fax:** (559) 488-2800  
**Web Address:** <http://www.co.fresno.ca.us/Departments.aspx?id=156>  
**E-mail:** [demail@co.fresno.ca.us](mailto:demail@co.fresno.ca.us)

Please send your resume and cover letter to Human Resources.

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### Student Law Clerk

**Contact** Steve Rusconi, Business Manager  
(559) 488-3141

**Paid or Unpaid** Volunteer (unpaid)

#### **Requirements**

Students interested in a career in the criminal justice system have a unique opportunity to work with prosecutors and investigators at the District Attorney's Office. Interns will gain a wide breadth of experience working in one or more of the following prosecution units:

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

#### **Tasks**

1<sup>st</sup> Year Law Students:

- Perform legal research
- Help attorneys prepare for trial by organizing files and gathering information
- Review police reports, depositions and other legal documents
- Observe preliminary hearings, trials and other court proceedings

2<sup>nd</sup>-4<sup>th</sup> Year Law Students:

- Must complete or be enrolled in Evidence and Civil Procedure courses.
- State Bar Certified Students are allowed to argue motions and make supervised appearances in court
- Conduct felony preliminary hearings and misdemeanor prosecutions
- Review police reports, depositions and other legal documents
- Perform major legal research and writing projects
- Observe preliminary hearings, trials and other court proceedings

All interns are given the opportunity to participate in ride-alongs with local police agencies. Visits to various jails may also be scheduled throughout the student's internship.

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

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professionalism. An intern's failure to adhere to professional standards of ethics and professionalism will result in termination from the Internship Program.

### **Hours**

Spring and Fall Interns are required to meet a minimum of eight hours a week and complete a total of 120 hours for the program.

Summer Interns must commit to a minimum of five weeks at 40 hours per week or a minimum of 200 hours by the end of the summer program.

Normal business hours are Monday through Friday 8:00 a.m. to 5:00 p.m., however, internship hours are flexible and efforts will be made to work around your school schedule.

### **Application Process**

#### **Due Dates**

Fall 2014: July 1, 2014 to September 12, 2014

Spring 2015: November 3, 2014 to December 12, 2014

Summer 2015: January 1, 2015 to April 6, 2015

Prospective interns must submit the following application materials:

Cover Letter

Resume

Grade Transcripts

Writing Sample (5-10 pages)

Submit required documents to [rcarrillo@co.fresno.ca.us](mailto:rcarrillo@co.fresno.ca.us). Upon receipt of the above-mentioned application materials, the Internship Program Coordinator will schedule a personal interview. Each prospective intern must complete and pass a comprehensive background investigation. Failure to submit to and/or pass the background investigation will disqualify the prospective intern from further consideration.

### **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**

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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 letter of interest, current resume, writing sample and County of Fresno Employment

Application to:

Mr. Kelly Keenan, Chief Assistant District Attorney

Fresno County Office of the District Attorney

2220 Tulare Street, Ste. 1000

Fresno, CA 93721

For more information regarding this recruitment, please contact Liz Sahagian at (559) 600-4465 or [esahagian@co.fresno.ca.us](mailto:esahagian@co.fresno.ca.us).

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

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<b>County:</b>	<b>Glenn</b>
<b>Address:</b>	PO Box 430 Willows, CA 95988
<b>Telephone:</b>	(530) 934-6525
<b>Fax:</b>	(530) 934-6529
<b>Web Address:</b>	<a href="http://www.countyofglenn.net/govt/departments/district_attorney/">http://www.countyofglenn.net/govt/departments/district_attorney/</a>

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on HastingsCareersOnline for recruiting contacts or old listings which may provide additional guidance.

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

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**County:** Humboldt

**Address:** Humboldt County Courthouse  
825 5th Street, 4<sup>th</sup> Floor  
Eureka, CA 95501

**Telephone:** (707) 445-7411

**Fax:** (707) 445-7416

**E-mail:** [districtattorney@co.humboldt.ca.us](mailto:districtattorney@co.humboldt.ca.us)

**Web Address:** <http://co.humboldt.ca.us/distatty/>

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**County:** Imperial

**Address:** 940 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 5:00 pm on 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.

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**County:** Inyo

**Mailing Address:** PO Box D  
Independence, CA 93526

**Physical location:** 230 W. Line St.  
Bishop, CA 93514

**Telephone:** (760) 878-0282

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](#) for recruiting contacts or old listings which may provide additional guidance.

**Fax:** (760) 878-2383  
**Web Address:** <http://www.countyofinyo.org/index.htm>

#### **Student Interns**

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

#### **Deputy District Attorney**

Visit [http://www.inyocounty.us/county\\_jobs/jobs.htm](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 Services, 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. The original copy with original signature must be mailed, but applications may be faxed to meet the deadline.

**County:** Kern  
**Address:** 1215 Truxtun Avenue, 4<sup>th</sup> 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](mailto: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 and cover letter to [da@co.kern.ca.us](mailto:da@co.kern.ca.us).

#### **Post Graduate Law Clerk**

The office accepts applications for unpaid Post Graduate Law Clerks. Applicants should send a resume and cover letter to [da@co.kern.ca.us](mailto:da@co.kern.ca.us).

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### **Deputy District Attorney**

Most hiring is done through the Law Clerk programs. Applicants should send a cover letter and resume to [da@co.kern.ca.us](mailto:da@co.kern.ca.us).

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>).

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<b>County:</b>	<b>Kings</b>
<b>Address:</b>	1400 West Lacey Blvd. Hanford, CA 93230
<b>Telephone:</b>	(559) 582-0326
<b>Fax:</b>	(559) 583-9650
<b>Web Address:</b>	<a href="http://www.countyofkings.com/services/district-attorney">http://www.countyofkings.com/services/district-attorney</a>

### **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.

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**County:** Lake  
**Address:** 255 N. Forbes Street  
Lakeport, CA 95453  
**Telephone:** (707) 263-2251  
**Fax:** (707) 263-2328  
**Web Address:** [http://www.co.lake.ca.us/Government/Directory/District\\_Attorney.htm](http://www.co.lake.ca.us/Government/Directory/District_Attorney.htm)  
**E-mail:** Don.Anderson@lakecountyca.gov

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**County:** Lassen  
**Address:** 220 S. Lassen St.  
Susanville, CA 96130  
**Telephone:** (530) 251-8283  
**Fax:** (530) 251-2692  
**Web Address:** [http://www.co.lassen.ca.us/govt/dept/district\\_attorney/default.asp](http://www.co.lassen.ca.us/govt/dept/district_attorney/default.asp)

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

**Contact:** Regina Mayo, Recruitment Coordinator  
District Attorney's Office  
210 West Temple Street, Room 18-215  
Los Angeles, CA 90012-3210  
(213) 893-0174 or (213) 974-7788  
(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,

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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/or 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.

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

All students will be required to complete a Criminal Record Check Information form at the time of their interview. These forms are thoroughly reviewed by our Bureau of Investigation, and students are encouraged to be candid. Persons who have outstanding traffic warrants may be required to clear these matters prior to being allowed to participate in the program.

#### **Application Process**

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

#### Deadline for submission of applications

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

Summer Semester -- February 15

Fall Semester -- June 15

Spring Semester -- October 15

#### **Deputy District Attorney**

Visit <http://da.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/index.php/department-overview>

**Email Info:** [DAinfo@Madera-County.com](mailto:DAinfo@Madera-County.com)

**County:** Marin

**Address:** 3501 Civic Center Drive  
San Rafael, CA 94903

**Telephone:** (415) 473-6450

**Fax:** (415) 473-6734

**Web Address:** <http://www.co.marin.ca.us/depts/DA/Main/index.cfm>

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on HastingsCareersOnline for recruiting contacts or old listings which may provide additional guidance.

### **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**

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](#) for recruiting contacts or old listings which may provide additional guidance.

**Commented [CC1]:** Called and left multiple messages but no one has returned my calls about Student Law Clerk or Post-Graduate Law Clerk positions in Marin County. There is no information about these positions on the website.

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>

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**County:** Mariposa  
**Address:** 5101 Jones Street  
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](mailto:mcda@mariposacounty.org)

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**County:** Mendocino  
**Address:** 100 North State Street, Room G-10  
PO Box 1000  
Ukiah, CA 95482  
**Telephone:** (707) 463-4211  
**Fax:** (707) 463-4687

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on HastingsCareersOnline for recruiting contacts or old listings which may provide additional guidance.

**Web Address:** <http://www.co.mendocino.ca.us/da/>  
**E-mail:** [da@co.mendocino.ca.us](mailto:da@co.mendocino.ca.us)

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

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**County:** **Modoc**  
**Address:** 204 South Court Street, Ste 202  
 Alturas, CA 96101  
**Telephone:** (530) 233-6212  
**Web Address:** <http://www.co.modoc.ca.us/departments/district-attorney>  
**Email:** [da@co.modoc.ca.us](mailto:da@co.modoc.ca.us)

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**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](mailto:districtattorney@mono.ca.gov)  
**Web Address:** [http://www.monocounty.ca.gov/departments/district\\_attorney/district\\_attorney.html](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**

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on HastingsCareersOnline for recruiting contacts or old listings which may provide additional guidance.

Visit [http://www.monocounty.ca.gov/departments/job\\_listings/job\\_listings.html](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

**Mailing Address:** PO Box 1131  
Salinas, CA 93902

**Office Address:** 230 Church Street  
Bldg. 2 & 3  
Salinas, CA 93901

**Telephone:** (831) 755-5070 (Main office in Salinas)  
(831) 647-7770 (Monterey office)  
(831) 755-5460 (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](mailto: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**

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](#) for recruiting contacts or old listings which may provide additional guidance.

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.

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**County:** Napa

**Address:** Carithers Building  
931 Parkway Mall  
P.O. Box 720  
Napa, CA 94559

**Temporary Address:** 707 Randolph Street  
Napa, CA 94559

**Telephone:** (707) 253-4211

**Fax:** (707) 253-4041

**Email:** DA@countyofnapa.org

**Web Address:** <http://www.countyofnapa.org/DA/>

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**County:** Nevada

**Address:** 201 Commercial Street  
Nevada City, CA 95959

**Telephone:** (530) 265-1301

**Fax:** (530) 478-1871

**Web Address:** <http://www.mynevadacounty.com/nc/da/Pages/Home.aspx>

**Contact:** Clifford Newell, District Attorney  
Clifford.Newell@co.nevada.ca.us

#### **Law Clerk Program**

**Paid/Unpaid** Unpaid/Course Credit (academic year)

#### **Description**

Certified law students work under the supervision of District Attorneys and make court appearances. Efforts are made to assign one jury trial to a Law Clerk. Additionally, the office reviews and corrects Law Clerk application materials and sets up mock interviews to prepare

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on HastingsCareersOnline for recruiting contacts or old listings which may provide additional guidance.

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.

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<b>County:</b>	<b>Orange</b>
<b>Address:</b>	401 Civic Center Drive Santa Ana, CA 92701
<b>Telephone:</b>	714-834-3600
<b>Web Address:</b>	<a href="http://www.OrangeCountyDA.com">www.OrangeCountyDA.com</a>
<b>Contact</b>	Jane Dawson, Manager County of Orange, Human Resource Services Intern Resources 333 West Santa Ana Boulevard Santa Ana, CA 92701-4062 Jane.Dawson@ocgov.com 714-834-7440

#### **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

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](http://HastingsCareersOnline) for recruiting contacts or old listings which may provide additional guidance.

conduct courtroom work under supervision. Law clerks are hired for the fall and spring semesters and during the summer.

#### **Requirements**

Applicants must be enrolled in an accredited law school.

#### **Application Process**

To apply for this position, please visit <http://ocgov.com/gov/volunteer/internships/college/lalcda>.

#### **Deputy District Attorney**

Visit <http://agency.governmentjobs.com/oc/default.cfm> for a list of open opportunities. The office conducts open recruitment to all qualified individuals when there are hiring needs.

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

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<b>County:</b>	<b>Plumas</b>
<b>Address:</b>	520 Main Street, Room 404 Quincy, CA 95971
<b>Telephone:</b>	(530) 283-6303
<b>Fax:</b>	(530) 283-6340
<b>Web Address:</b>	<a href="http://www.countyofplumas.com/index.aspx?NID=1891">http://www.countyofplumas.com/index.aspx?NID=1891</a>
<b>Contact:</b>	David Hollister District Attorney (530) 283-6303 <a href="mailto:davidhollister@countyofplumas.com">davidhollister@countyofplumas.com</a>

#### **Student Intern**

**Paid/Unpaid** Unpaid at the moment

#### **Requirements**

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on HastingsCareersOnline for recruiting contacts or old listings which may provide additional guidance.



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**

Contact the DA's Office at (530) 283-6303 for more information.

#### **Post-Bar Clerkship**

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

#### **Deputy District Attorney**

#### **Application Process**

Visit <http://www.plumascounty.us/jobs.aspx> for job opportunities.

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

**Address:** 3690 Orange Street  
Riverside, CA 92501

**Telephone:** (951) 955-5400

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

**Primary Contact:** Jeffrey Van Wagenen, Assistant District Attorney  
3960 Orange 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.

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](#) for recruiting contacts or old listings which may provide additional guidance.

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.)

### **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.

### **Post-Bar 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](mailto:jobmatch@co.riverside.ca.us).

### **Deputy District Attorney**

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on HastingsCareersOnline for recruiting contacts or old listings which may provide additional guidance.

**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 [deputydacareers@rc-hr.com](mailto:deputydacareers@rc-hr.com) as an MS Word document attachment.

Attorney and Law Clerk resumes should also be mailed to:  
 Jeffrey Van Wagenen, Assistant District Attorney  
 3960 Orange Street  
 Riverside, CA 92501

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

**Contact:** Cecile Velasco  
[velascoc@sacda.org](mailto:velascoc@sacda.org)  
 (916) 321-2201 (fax)

Scott Triplett, Supervising Deputy District Attorney  
[TriplettS@sacda.org](mailto:TriplettS@sacda.org)  
 (916) 321-2233

**Summer Student Law Clerk (2<sup>nd</sup>/3<sup>rd</sup> year students)**

**Paid/Unpaid** Paid.

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](http://HastingsCareersOnline) for recruiting contacts or old listings which may provide additional guidance.

**Description**

Duties include performing legal research, assisting in court, and handling assignments in the misdemeanor arraignment court. Specifically, interns will be given the responsibility of preparing misdemeanor cases, presenting offers in court, negotiating plea bargains, taking the pleas on the record and sentencing defendants. Interns could also be assigned to the Juvenile Division where they would have the opportunity to argue motions, as well as have the opportunity to appear and present evidence in preliminary hearings, motions to suppress, motions for discovery and violations of probation.

**Requirements**

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

Applicants should have completed the second year day or third year evening of law school and have taken or enrolled in a course in Evidence.

This is a 10 week program. Compensation will be at a rate of \$16.02/hour.

**Application Process**

Submit a letter of interest and resume on or before November 14, 2014 to Cecile Velasco at [velascoc@sacda.org](mailto:velascoc@sacda.org) or fax 916.321.2201 or standard mail to 901 G Street, Sacramento, CA 95814. Address cover letters to Chief Deputy District Attorney Steve Grippi.

**Other Opportunities**

Volunteer school year positions are available. Students must be presently enrolled in or have completed a course in Evidence and Civil Procedure. Please submit a letter of interest and resume to Supervising Deputy District Attorney Scott Triplett at [TriplettS@sacda.org](mailto:TriplettS@sacda.org) or fax 916.321.2233 or mail to 901 G Street, Sacramento, CA 95814.

Students who have completed their first year of law school may work over the summer months with Deputy District Attorneys doing legal research, assisting in court and handling assignments in the misdemeanor arraignment courts. Please submit a letter of interest and resume to Supervising Deputy District Attorney Scott Triplett at [TriplettS@sacda.org](mailto:TriplettS@sacda.org) or fax 916.321.2233 or mail to 901 G Street, Sacramento, CA 95814.

**Post-Bar Legal Research Assistants****Contact**

Cecile Velasco  
[velascoc@sacda.org](mailto:velascoc@sacda.org)

**Description**

Legal Research Assistants will work under supervision of deputy district attorneys doing legal research, assisting in court, and handling assignments in the misdemeanor arraignment court.

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](http://HastingsCareersOnline) for recruiting contacts or old listings which may provide additional guidance.

Legal Research Assistants will also be assigned to the misdemeanor law and motion calendar where they will conduct evidentiary hearings and to the Felony Bureau where they will conduct preliminary hearings.

Upon admission to the Bar, graduate legal research assistants will be assigned Misdemeanor Trial caseloads. They will be considered for positions as deputy district attorneys as vacancies occur. Compensation will be at the rate of \$21.45/hour.

#### **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 a letter of interest and resume to Cecile Velasco at [velascoc@sacda.org](mailto:velascoc@sacda.org), fax (916) 321-2201, or mail to 901 G Street, Sacramento, CA 95814. Address cover letters to Chief Deputy District Attorney Steve Grippi.

**County:** San Benito  
**Address:** 419 4th Street  
 Hollister, CA 95023-3801  
**Telephone:** (831) 636-4120  
**Fax:** (831) 636-4126  
**Web Address:** <http://www.cosb.us/county-departments/district-attorney/#.VCNAM6zbjhs>

#### **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://agency.governmentjobs.com/sanbenito/default.cfm>

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

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](http://HastingsCareersOnline) for recruiting contacts or old listings which may provide additional guidance.

### Law Intern

**Paid/Unpaid**                      Unpaid

#### **Description**

Law interns will be assigned to assist various trial attorneys throughout the county. 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. Certified interns may be assigned to argue motions or preliminary hearings.

Appellate Services Unit: Interns assigned to this specialty unit will assist in researching novel legal issues, writing pleadings and memos for distribution both within the District Attorney's office and to local law enforcement agencies, drafting and compilation of practice guides and will provide general support to unit attorneys. This unit practices before the superior court, the local appellate division, the state Court of Appeal and the Supreme Court of California. The Appellate Services Unit litigates petitions for habeas corpus relief, recusal motions, and a variety of specialized motions and hearings. Excellent research and writing skills are required as is attention to detail and thoughtfulness when presented with challenging legal questions. Certified law interns may have the opportunity to litigate certain matters as opportunities arise.

Please mail the completed application to:  
San Bernardino County District's Attorney's Office  
412 W. Hospitality Lane, First Floor  
San Bernardino, CA 92415-0042

If you have any questions, you may e-mail the Policy & Staff Development Unit at [training@sbcda.org](mailto:training@sbcda.org).

### Volunteer Attorneys

Volunteer Attorneys are those who have passed the Bar, have their licenses, and wish to do an internship with our office. Volunteer Attorneys may be assigned tasks that include: research, writing and arguing motions; presenting preliminary hearings; and handling misdemeanor cases. They would be Specially Deputized so that they may perform these functions.

#### **Application Process for Law and Post Bar Interns**

Prospective candidates should submit a cover letter, resume, the intern application, and a writing sample. The application form is available at [http://www.sbcountyda.org/Portals/8/VolunteerIntern/law\\_intern\\_application.pdf](http://www.sbcountyda.org/Portals/8/VolunteerIntern/law_intern_application.pdf). Completed application packages must be mailed to: San Bernardino County District Attorney's Office, Staff

**Note: Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on HastingsCareersOnline for recruiting contacts or old listings which may provide additional guidance.**

Development Unit, 412 West Hospitality Lane, San Bernardino, CA 92415-0042. All applicants must pass a criminal background check prior to being accepted into any of these programs.

Application deadlines are as follows:

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

For inquiries regarding the student intern program, you may contact the Policy and Staff Development Unit: [training@sbcda.org](mailto: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.sdcca.org/>

#### **Summer Legal Intern**

**Contact:** Dwain Woodley, Hiring Deputy – Summer Legal Intern Program  
Office of the District Attorney  
330 W. Broadway, Suite 1100  
MS: D-422  
San Diego, CA 92101

Kim Allen, Employee Relations  
Office of the District Attorney  
330 W. Broadway, Suite 1330  
MS: D-421  
San Diego, CA 92101  
[kim.allen@sdcca.org](mailto:kim.allen@sdcca.org)

**Paid/Unpaid** Unpaid

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](http://HastingsCareersOnline) for recruiting contacts or old listings which may provide additional guidance.

**Description**

The District Attorney's Office offers volunteer internship positions to eligible 2L students only. These internship positions can provide invaluable experience to individuals interested in a career in the field of criminal law. Summer Legal 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 status
- \* Completion of Evidence
- \* Completion of Civil Procedure
- \* Completion of Criminal Law
- \* Must be able to work a minimum of 40 hours per week
- \* Grade Point Average of 3.0
- \* Background clearance

Application: Information about the application process is available at <http://www.sdcda.org/office/legal-internship.html>.

**Graduate Law Clerk**

**Contact** Frank Jackson and Melissa Diaz  
Hiring Deputies – Graduate Law Clerk Program  
Office of the District Attorney  
330 W. Broadway, Suite 1100  
MS: D-422  
San Diego, CA 92101

**Contact** Kim Allen, Employee Relations  
Office of the District Attorney  
330 W. Broadway, Suite 1330  
MS: D-421  
San Diego, CA 92101  
[kim.allen@sdca.org](mailto:kim.allen@sdca.org)  
619-531-4016

**Description**

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on HastingsCareersOnline for recruiting contacts or old listings which may provide additional guidance.



This is an opportunity to work for a prosecutor's office while awaiting Bar results. Employment in this position would start in August 2015. The Program offers full time, paid positions, and Graduate Law Clerks will be expected to work at least 40 hours a week. They are also expected to be certified to appear in court by the California State 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 may include answering defense motions, doing legal research and writing reports, assisting in trial preparation, conducting felony preliminary hearings, opposing motions to suppress evidence, and possibly assisting in misdemeanor jury trials, all under the supervision of Deputy District Attorneys.

#### Application Process

Requirements for the position are as follows:

- 3L Status
- Commitment to taking the California Bar examination in July 2015
- Resume, cover letter and transcript
- Writing Sample (not to exceed three typed pages)
- Grade Point Average of 3.0
- 2 Letters of Recommendation (Please provide 2 only)
- Subject to THOROUGH background and medical clearance

To apply for the Graduate Law Clerk position, please submit a cover letter, resume, writing sample, two letters of recommendation, official or unofficial transcript, and only if you have previously worked for the San Diego County District Attorney's Office, the names of any supervisors to whom you have previously been assigned or other DDAs from our Office who can speak to your work. Please submit the materials as a SINGLE PDF through email to [recruiting@sdcca.org](mailto:recruiting@sdcca.org) by October 10, 2014.

### Deputy District Attorney

#### **Description**

Incumbents prepare and prosecute cases in Superior Court as training progresses; review evidence and advise law enforcement officers and complainants on law and criminal proceedings; interview complainants and witnesses to obtain case information; prepare motions, orders, and other legal documents; and assist higher level prosecutors in preparing and prosecuting Superior Court criminal cases.

#### **Requirements**

Applicants must be active members in good standing of the California State Bar. The ideal candidate will have knowledge of Federal and California criminal statutory and case law; Superior Court procedures; criminal and civil law principles and procedures and their application; rules of evidence; and principles and techniques of legal research.

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](http://HastingsCareersOnline) for recruiting contacts or old listings which may provide additional guidance.

**Application Process**

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

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**County:** San Francisco

**Address:** 850 Bryant Street, Room 320  
San Francisco, CA 94103

**Telephone:** (415) 553 -1754

**Fax:** (415) 553 -1737

**Web Address:** <http://www.sfdistrictattorney.org/>

**E-mail:** [districtattorney@sfgov.org](mailto:districtattorney@sfgov.org)

**Contact:** Julius De Guia  
Managing Attorney  
Office of District Attorney George Gascón  
850 Bryant Street, Room 322  
San Francisco, CA 94103

**Student Law Clerk**

**Paid/Unpaid** Unpaid (academic credit available)

**Contact** [SFDAinternship@gmail.com](mailto: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>.

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](#) for recruiting contacts or old listings which may provide additional guidance.

Summer Law Clerks: Second-year law students who are eligible for certification under the PTLIS 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 at <http://sfdistrictattorney.com/userfiles//background.pdf>
- ☐ A copy of photo identification
- ☐ 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

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on HastingsCareersOnline for recruiting contacts or old listings which may provide additional guidance.

**Commented [CC2]:** Ivette monachino: HR: 5531009; left multiple messages; Unsure of whether or not the SF DA still participates in this program - - No information online.

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**

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on HastingsCareersOnline for recruiting contacts or old listings which may provide additional guidance.

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.

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**County:** San Joaquin

**Address:** 222 E. Weber Avenue, 2nd Floor, Room 202  
 Stockton, CA 95202

**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/>

**Email:** [da.info@sjcda.org](mailto:da.info@sjcda.org)

#### Legal Interns

Not accepting applications for internships until further notice. Check <http://www.sjgov.org/da/dynamic.aspx?id=12336>.

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**County:** San Luis Obispo

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

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on HastingsCareersOnline for recruiting contacts or old listings which may provide additional guidance.

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

**Law Clerk Program**

**Contact:** Kimberly Hanson  
 khanson@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 Kimberly Hanson at the above address.

**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 3<sup>rd</sup> Floor  
 Redwood City, CA 94063

**Telephone:** (650) 363-4636  
**Fax:** (650) 363-4873  
**Web Address:** <http://da.smcgov.org/>

**Primary Contact:** Morley Pitt, Assistant District Attorney  
 Office of the District Attorney  
 Hall of Justice and Records  
 400 County Center Drive, 3<sup>rd</sup> Floor  
 Redwood City, CA 94063  
 mpitt@smcgov.org

**Student Law Clerk**

**Paid/Unpaid** Unpaid

**Description**

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](#) for recruiting contacts or old listings which may provide additional guidance.

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://da.smcgov.org/employment-opportunities> to view vacancies and application instructions.

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<b>County:</b>	<b>Santa Barbara</b>
<b>Address:</b>	1112 Santa Barbara Street Santa Barbara, CA 93101
<b>Telephone:</b>	(805) 568-2300
<b>Fax:</b>	(805) 568-2398
<b>Web Address:</b>	<a href="http://www.countyofsb.org/da/index.asp">http://www.countyofsb.org/da/index.asp</a>
<b>Contact</b>	Gordon Auchincloss District Attorney Office 1112 Santa Barbara Street Santa Barbara, CA 93101 Tel: (805) 568-2300

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on HastingsCareersOnline for recruiting contacts or old listings which may provide additional guidance.

[gauchin@co.santa-barbara.ca.us](mailto:gauchin@co.santa-barbara.ca.us)

Mag Nicola  
 District Attorney Office  
 312-D East Cook Street  
 Santa Maria, CA 93454  
 Tel: (805) 346-7540  
[mnicola@co.santa-barbara.ca.us](mailto:mnicola@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  
                                   San Jose, CA 95110  
**Telephone:**            (408) 299-7400  
**Web Address:**        <http://www.santaclara-da.org/>

#### **Student Law Clerk/Post Bar Clerkship**

**Contact**                    Jariisse Moore, Deputy District Attorney  
                                   Program Director  
                                   County Government Center – West Wing

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](http://HastingsCareersOnline) for recruiting contacts or old listings which may provide additional guidance.



70 West Hedding Street  
 San Jose, CA 95110  
 JMoore@da.sccgov.org  
 (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 why the student is interested in an internship with this office;
- Copy 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)
- Copy of law school transcripts
- A color copy of driver's license
- Complete the Personal History Questionnaire (PHQ) and the Live Scan Form available at: <http://www.sccgov.org/sites/da/Pages/LAWCLERKINTERNSHIPS.aspx>

**2L Honor Program – Summer Only (Paid)**

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on HastingsCareersOnline for recruiting contacts or old listings which may provide additional guidance.

**Description**

The District Attorney's 2L Honors Program recruits and trains qualified 2L students for highly skilled legal work within the office. This program is only offered in the summer, and only 2L law clerks are eligible to apply. Only ten students are selected for the program. There is no other program available to 2L law clerks in the summer other than the Honors Program. This is the only paid internship at the District Attorney's Office.

2L law clerks hired through the program are assigned to challenging positions, offering valuable legal experience and substantial individual responsibility. In an effort to broaden the 2L law clerk's legal experience, each Honors Program Clerk is given the opportunity to rotate or "detail" into different assignments within the office. Additionally, 2L law clerks receive extensive training to assist in their legal proficiency and expertise in particular practice areas.

Students will receive mock trial experience, which includes presenting opening statements and closing arguments. Students will be trained in the legal skills of research, analysis and writing; oral advocacy; case and time management; and professional demeanor. While our office cannot make specific commitments for future jobs once the 2L Honors Program Clerk passes the Bar, the students are evaluated for future employment based on experience, summer clerkship performance, availability, need for attorneys and budget constraints. Strong preference will be given to 2L Honors Program Law Clerks who excel and successfully complete the program for future employment.

**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 why the student is interested in an internship with this office;
- Copy 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)
- Copy of law school transcripts
- Two letters of recommendation
- A color copy of driver's license
- Complete the Personal History Questionnaire (PHQ) and the Live Scan Form available at: <http://www.sccgov.org/sites/da/Pages/LAWCLERKINTERNSHIPS.aspx>

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on HastingsCareersOnline for recruiting contacts or old listings which may provide additional guidance.

Anyone interested in the law clerk programs with the District Attorney's Office should send the above documentation by e-mail to [JMoore@cda.sccgov.org](mailto:JMoore@cda.sccgov.org), or hand deliver to the Santa Clara County District Attorney's Office addressed as follows:

SANTA CLARA COUNTY DISTRICT ATTORNEY'S OFFICE  
Deputy District Attorney Jarissa Moore  
Law Clerk Internship Program  
COUNTY GOVERNMENT BUILDING - WEST WING  
70 WEST HEDDING STREET  
SAN JOSE, CALIFORNIA 95110

All students will be required to complete a Criminal Record Check Information with the submission of their application packet. These forms are thoroughly reviewed by our Bureau of Investigation, and students are encouraged to be candid. Acceptance into any one of the Internship Programs is conditioned upon the candidate passing a background check.

**Deadlines:**

Fall Session (2Ls, 3Ls, part-time 4Ls): April 17, 2015

Spring Session (2Ls, 3Ls, part-time 4Ls): September 12, 2014

2L Honors Summer Session: September 22, 2014

Summer Session for 1Ls only: February 6, 2015

February Post Bar: September 12, 2014

July Post Bar: November 14, 2014 (Early Admissions); February 20, 2015 (Regular Admissions)

**Deputy District Attorney**

**Contact** Jay Boyarsky, Chief Assistant District Attorney  
[JBoyarsky@da.sccgov.org](mailto:JBoyarsky@da.sccgov.org)  
(408) 792-2821

**Application Process**

Job announcements are now posted on the official county website [www.sccjobs.org](http://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.

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](http://HastingsCareersOnline) for recruiting contacts or old listings which may provide additional guidance.

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**County:** Santa Cruz

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

**Telephone:** (831) 454-2400

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

**Contact** [dao@co.santa-cruz.ca.us](mailto:dao@co.santa-cruz.ca.us)  
831-454-2400

#### **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; may conduct hearings and trials in municipal courts, under supervision of an attorney, when certified by State Bar.

#### **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, appear in litigation and other proceedings and appear in prosecution of lesser criminal offenses.

#### **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 e-mail a resume to [dao@co.santa-cruz.ca.us](mailto:dao@co.santa-cruz.ca.us). Recruitment is ongoing and continuous.

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](#) for recruiting contacts or old listings which may provide additional guidance.

### 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 at the above contact information so that when an open recruitment becomes available the office can contact potential candidates.

<b>County:</b>	<b>Shasta</b>
<b>Address:</b>	1355 West Street Redding, CA 96001-1632
<b>Telephone:</b>	(530) 245-6300
<b>Fax:</b>	(530) 245-6334
<b>Web Address:</b>	<a href="http://www.da.co.shasta.ca.us/">http://www.da.co.shasta.ca.us/</a>

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](http://www.hastingscareers.com) for recruiting contacts or old listings which may provide additional guidance.

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**County:** Sierra  
**Address:** 100 Courthouse Sq, Second Floor  
P.O. Box 457  
Downieville, CA 95936  
**Telephone:** (530) 993-4617  
**Fax:** (530) 289-2822  
**Web Address:** <http://www.sierracounty.ws>

The office does not hire student interns.

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**County:** Siskiyou  
**Address:** 311 4th Street, Room 204  
P.O. Box 986  
Yreka, CA 96097  
**Telephone:** (530) 842-8125  
**Fax:** (530) 842-8137  
**Web Address:** <http://www.co.siskiyou.ca.us/page/district-attorneys-office>  
**E-mail:** [da@siskiyouda.org](mailto:da@siskiyouda.org)

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**County:** Solano  
**Address:** 675 Texas Street, Suite 4500  
Fairfield, CA 94533-6340  
**Telephone:** (707) 784-6800  
**Fax:** (707) 784-7986  
**Web Address:** <http://www.solanocounty.com/depts/da/default.asp>  
**E-mail:** [SolanoDA@solanocounty.com](mailto:SolanoDA@solanocounty.com)

#### **Student Intern**

Submit cover letter, resume, application and commitment form to [solanoda@solanocounty.com](mailto:solanoda@solanocounty.com) or mail to 675 Texas Street, Ste. 4500, Fairfield, CA 94533. Applications are available at: [http://www.solanocounty.com/depts/da/volunteer\\_program/default.asp](http://www.solanocounty.com/depts/da/volunteer_program/default.asp).

#### **2<sup>nd</sup> Year Law Student**

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

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](http://www.hastingscareers.com) for recruiting contacts or old listings which may provide additional guidance.

**3<sup>rd</sup> Year Law Student**

Under supervision of the District Attorney or his designee, perform more correspondence, and may work directly with victims and witnesses. If eligible, the 3L will obtain a student certification from the California State Bar. If so, the District Attorney may authorize a 3L to make appearances in Court to assist a Deputy District Attorney in the performance of his or her duties.

Terms are typically one semester or school quarter basis. This may be extended by the District Attorney or his designee.

**Bar Pending 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:** Sonoma County District Attorney's Office  
600 Administration Drive, Room 212-J  
Santa Rosa, CA 95403

**Telephone:** (707) 565-2311

**Web Address:** <http://www.sonoma-county.org/da/index.htm>

**Recruiting Contact:** Administrative Services Officer  
Sonoma County District Attorney

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on HastingsCareersOnline for recruiting contacts or old listings which may provide additional guidance.

600 Administration Drive, Room 212-J  
 Santa Rosa, CA 95403  
 (707) 565-2311

**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 letter of interest and a current resume to the recruiting contact.

**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:**            823 12th Street, Suite 300  
 Modesto, CA 95354

**Telephone:**        (209) 525-5550

**Fax:**                 (209) 525-4027

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

**County:**                **Sutter**

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

**Telephone:**        (530) 822-7330

**Web Address:**     [http://www.co.sutter.ca.us/doc/government/depts/da/da\\_home](http://www.co.sutter.ca.us/doc/government/depts/da/da_home)

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](#) for recruiting contacts or old listings which may provide additional guidance.



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**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.co.tehama.ca.us/district-attorney>

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**County:** Trinity  
**Address:** Trinity County Courthouse  
 11 Court St.  
 Weaverville, CA 96093  
**Mailing Address:** Trinity County District Attorney  
 PO Box 310  
 Weaverville, CA 96093  
**Telephone:** (530) 623-1304  
**Fax:** (530) 623-8346  
**Web Address:** <http://www.trinitycounty.org/index.aspx?page=62>

Visit <http://www.trinitycounty.org/index.aspx?page=34> to view vacancies and application instructions.

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

**Paid/Unpaid**                      **Student Intern**  
 Unpaid

Interested students should call the office about opportunities.

**Deputy District Attorney**

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](#) for recruiting contacts or old listings which may provide additional guidance.

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

**County:** Tuolumne

**Address:** 423 N. Washington Street  
Sonora, CA 95370

**Telephone:** (209) 588-5450

**Fax:** (209) 588-5445

**Web Address:** <http://www.tuolumnecounty.ca.gov/Index.aspx?NID=166>

**E-mail:** [da@tuolumnecounty.ca.gov](mailto:da@tuolumnecounty.ca.gov)

**County:** Ventura

**Address:** Hall of Justice  
800 S. Victoria Avenue, Suite 314  
Ventura, CA 93009

**Telephone:** (805) 654-2500

**Web Address:** <http://www.vcdistrictattorney.com/>

**Primary Contact:** Michael D. Schwartz, Special Assistant District Attorney

Cynthia.Klante@ventura.org  
Telephone: (805) 654-5048  
Fax: (805) 654-3046

#### Student Intern

**Application process:**

Interested applicants to send a resume and letter of interest to Chief Deputy District Attorney Michael K. Frawley, c/o Legal Management Assistant Cynthia M. Klante, at the email listed above. Our office hires student interns for the summer, fall and spring semesters. Summer program clerks are expected to honor a minimum commitment of 40 hours per week for ten weeks. During the academic year, a minimum commitment of 15 hours per week for ten weeks is required.

#### Deputy District Attorney

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

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](http://HastingsCareersOnline) for recruiting contacts or old listings which may provide additional guidance.

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**County:** Yolo

**Address:** 301 Second Street  
Woodland, CA 95695

**Telephone:** (530) 666-8180

**Fax:** (530) 666-8185

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

**Email:** [District.Attorney@yolocounty.org](mailto:District.Attorney@yolocounty.org)

**Primary Contact:** Jonathan Raven  
Chief Deputy District Attorney  
[jonathan.raven@yolocounty.org](mailto:jonathan.raven@yolocounty.org)

#### **Student Intern**

##### **Description**

If you are interested in a fall part time internship, apply between May 1 – June 15. You must commit to 12+ hours/week and also commit to working in the fall and spring semesters. If you are interested in a spring part time internship, please apply between September 1 – October 15. The commitment is full time over the summer.

##### **Application Process**

When submitting an application for any position, please include a resume and cover letter. In the cover letter please discuss why you want to work at a DA's office and why you want to work at the Yolo County DA's office. Also, tell us when you can start, how many hours/week you can volunteer, and for how many months you can volunteer. Please e-mail your resume and a cover letter to Jonathan Raven, Chief Deputy District Attorney, at the contact information listed above. Visit <http://yoloda.org/departments/join-the-da-team/> for updated information.

#### **Post Bar Clerkship**

We do not have a formal post-bar internship program but we do accept post-bar volunteers.

#### **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. We do not accept resumes unless it is otherwise noted on the Job Listing. Applications can be submitted online at <http://www.yolocounty.org/general-government/general-government-departments/human-resources/employment-opportunities>.

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**County:** Yuba

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](#) for recruiting contacts or old listings which may provide additional guidance.

**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/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.

**Note:** Please contact the Career Office directly for names of alumni with any of these offices and make sure to check on [HastingsCareersOnline](#) for recruiting contacts or old listings which may provide additional guidance.