

HIRING PRACTICES

OF

**CALIFORNIA
DISTRICT ATTORNEY
OFFICES**

2019-2020

County Map of California



California District Attorney Office Hiring Practices

INTRODUCTION

This directory was compiled by Berkeley Law in the Fall of 2019. 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, a survey sent to DA offices, and follow-up telephone calls.

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

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

Good luck!

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County: Alameda

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

Telephone: (510) 272-6222

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

Email: Info@alcoda.org

Contact: **Mike Nieto, Assistant District Attorney**
Director of Recruitment and Development
Alameda County District Attorney;s Office
661 Washington St., Suite 225
Oakland, CA 94607
Mike.Nieto@acgov.org
(510) 268-7500

Student Law Clerk

The majority of our attorney hiring is accomplished through our renowned Summer Law Clerk Program, a rigorous ten-week paid program for second-year law students. The program extends from May through to August. 1L students may also be hired for summer positions in the departments of consumer protection, environmental protection and insurance fraud, and the deadline for their applications will be in Spring.

Each year, we conduct on-campus interviews with hundreds of second-year law students from the eight major law schools in Northern California: Hastings, Golden Gate, Davis, University of San Francisco, Santa Clara, Berkeley, McGeorge, and Stanford. Students from these schools should contact their career services office for details on the on-campus interview process at each school. We also participate in the annual PI/PS day at UC Hastings.

Qualified and interested students from other law schools not covered by our interview series should submit a cover letter, resume, references and transcript directly to our Director of Recruitment and Development no later than the OCI deadline for the Summer Law Clerk Program.

Of the initial pool of interviewed applicants, approximately forty students advance to a second round interview, with clerk positions ultimately offered to eight to twelve clerks.

Our Summer Law Clerks are certified under the State Bar of California rules concerning the Practical Training of Law Students. Under attorney supervision, our clerks conduct many different types of evidentiary hearings, including misdemeanor jury trials. The clerks also receive training and mentoring from our most experienced trial attorneys.

Based on their performance, each student in the Summer Law Clerk Program is considered for future employment as a Deputy District Attorney in Alameda County.

Our post-bar Law Clerk positions are only available to candidates who have participated in our Summer Law Clerk program.

Volunteer opportunities during the academic year for 2L and 3L law students are filled on an as-needed basis.

Please note: We do not offer volunteer attorney positions of any sort.

Application Process

To apply for the Summer Law Clerk Program, students must apply through On-Campus Interviewing in the fall prior to the summer they intend to clerk. Applications sent directly to the office will not be considered.

County: **Alpine**

Mailing Address: PO Box 248
Markleeville, CA 96120

Street Address: 17300 U.S. Hwy. 89
Markleeville, CA 96120

Telephone: (530) 694-2971

Fax: (530) 694-2980

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

Contact: **Michael Atwell, District Attorney**
daoffice@alpinecounty.ca.gov

Alpine County District Attorney is a single attorney office and does not accept applications for summer interns or post graduate law clerks.

County: **Amador**

Address: 708 Court Street
Jackson, CA 95642

Telephone: (209) 223-6444

Fax: (209) 223-6304

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

Contact: **Jamie Cone**, jcone@amador.gov.org

Interested students and graduates should contact Jamie Cone at the email above to inquire about law clerk or attorney positions. Applications require a resume and letter of interest and are accepted on a rolling basis.

County: **Butte**

Address: 25 County Drive Center
Suite 245
Oroville, CA 95965

Telephone: (530) 538-7411

Fax: (530) 538-7071

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

Email Address: jmcdonald@buttecounty.net

Students interested in law clerk positions should complete the online application and Live Scan Document at <http://www.buttecounty.net/da/intern.htm>, or print and complete them, and email a cover letter and resume to the Office of the District Attorney, email address above. There is a chance for a post-grad offer to be extended to 2L summer interns. There is a post-bar program available if there is a need at the present time.

We are now recruiting for a DDA I, so if you have taken the bar in July and awaiting your results you can apply, if chosen, you would have to pass the bar.

Check the county's Human Resources website for attorney job postings.

County: **Calaveras**

Address: Mountain Ranch Road
San Andreas, CA 95249

Telephone: (209) 754-6303

Fax: (209) 754-6645

Web Address: http://www.co.calaveras.ca.us/departments/district_atty.asp

Contact: Deborah Schoeman
dschoeman@co.calaveras.ca.us

This county does not currently have a summer program for law school students but is in the process of developing one, hopefully by Spring 2020. Please check their website for updates.

County: Colusa
Address: 346 Fifth Street, Suite 101
Colusa, CA 95932
Telephone: (530) 458-0545
Fax: (530) 458-0518
Web Address: <http://www.colusada.net>

This county does not currently have a summer program for law school students

County: Contra Costa
Contact: Ryan Wagner
Address: 900 Ward Street
Martinez, CA 94553
Telephone: (925) 957-2200
Web Address: <http://www.co.contra-costa.ca.us/203/District-Attorney>

Student Law Clerk

Prosecutor Academy:

First year law students are encouraged to spend one week learning from some of the top trial attorneys in the state at Prosecutor Academy. How do prosecutors decide what cases to file? How does a case proceed from arrest to jury trial? This one-week intensive training program will afford 1L students the opportunity to learn the skills necessary to succeed in the courtroom. During the five day seminar, experienced prosecutors from our country will instruct you on the various phases of a jury trial, including: opening statements, direct examinations, cross examinations, and closing arguments. In addition, you will put our knowledge into action with daily practical exercises in an actual courtroom. Following each exercise, your instructors will give individualized feedback and the opportunity for you to perfect your craft. The program will take place in May. If you are interested, please contact DDA Ryan Wagner at rwagner@contracostada.org.

2L Summer Clerkship:

The Contra Costa County District Attorney's Office recruits 2L students for the position of Summer Law Clerk. Law Clerks will receive orientation beginning after Memorial Day,

including specific prosecution skills as well as basic office procedures. This will include a full day of training from the California District Attorneys' Association on prosecuting Driving Under the Influence (DUI) cases, as well as discussion of Domestic Violence and the opportunity to observe a portion of a felony trial. From there, the Law Clerks will begin a rotation through three different units in the office for a period of three weeks each. These units include: Misdemeanor Prosecutions, Felony Preliminary Hearings, and Felony Law and Motion. Each Law Clerk must be certified by the State Bar to make supervised court appearances.

During the misdemeanor rotation, law clerks will participate in all facets of misdemeanor prosecution, including drafting complaints after reviewing police reports, preparing cases for trial, participating in pretrial conferences, and even trying a case to a jury. The majority of our summer law clerks have been able to complete a jury trial from start to finish. Law clerks will also respond to speedy trial motions and motions to suppress evidence and argue to legal issues in court. On the spot feedback will be given during and at the conclusion of court proceedings.

The felony preliminary hearing rotation will consist of preparing cases for preliminary hearing, including witness interviews and motion preparation, as well as present the evidence to a magistrate. The law clerk will write an evaluation of the hearing presented and make a recommendation regarding the filing of felony charges. The work will be reviewed and critiqued by a felony supervisor.

Attorneys in our Law and Motion Unit respond to motions for the Felony Trial Team. Generally these are motions to set aside information pursuant to California Penal Code section 995, or motions to suppress evidence pursuant to California Penal Code section 1538.5. Law Clerks will be assigned individual motions and write a written response under the guidance of the unit supervisor. They will also argue the motion in court, including calling and questioning of witnesses as necessary. Law clerks will also be encouraged to observe as many court proceedings as possible during their time in the office. In addition, previous summer clerks have attended a Comp Stat meeting of the Richmond Police Department Command Staff, an autopsy at the coroner's office, and a tour at San Quentin State Prison and the County's Main Detention Facility.

Requirements

Second and third year students may apply.

Description

Application Process

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

we set aside time for interviews in our office for interested students attending non-OCI law schools.

Interested students should contact Career Services and follow their instructions for OCI.

Spring Clerkships:

Occasionally, our office is able to hire second or third year law students for Spring Law Clerk positions. Spring Clerks work in our Law and Motion Unit and respond to motions for the Felony Trial Team. Generally these are motions to set aside any information pursuant to California Penal Code section 995, or motions to suppress evidence pursuant to California Penal Code section 1538.5. Law Clerks will be assigned individual motions and write a written response under the guidance of the unit supervisor. They will also argue the motion in court, including calling and questioning of witnesses as necessary. If you are interested in applying for this position, please contact DDA Brian Feinberg at bfeinberg@contracostada.org.

Post Graduate Law Clerk

Description

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

Application Process

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

Deputy District Attorney

Fixed Term:

Every fall, our office opens up recruitment for DDA-FT positions. This is an entry level position. Applicants can apply who are awaiting results for the California Bar Examination. All interested applicants are encouraged to subscribe for the position on the county's HR website to ensure notification of future recruitments. Please visit <http://www.co.contra-costa.ca.us/index.aspx?NID=944> to subscribe for the position.

County: Del Norte

Address: 450 H Street, Room 171
Crescent City, CA 95531

Telephone: (707) 464-7210

Fax: (707) 465-6609

Web Address: <http://www.co.del-norte.ca.us/departments/district-attorney>

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

County: El Dorado

Address: 778 Pacific Street
Placerville, CA 95667

Telephone: (530) 621-6472

Fax: (530) 621-1280

Second 1360 Johnson Blvd.

Location: South Lake Tahoe, CA 96150

Telephone: (530) 573-3100

Fax: (530) 544-6413

Web Address: <https://www.eldoradoda.com/>

Hiring Contact: **James A. Clinchard**, Assistant District Attorney
james.clinchard@edcgov.us
(530) 621-6472

Student Law Clerk

The El Dorado County DA currently hires both 1L and 2L students for summer positions. To apply for an unpaid summer internship, please email your resume, cover letter and any supplemental materials to James Clinchard at the above email address by January. At this time, the DA does not extend post-grad employment offers to 2L interns.

Post-Grad Opportunities

The El Dorado DA does interview 3L students for post-grad positions and has a post-bar program for recent graduates.

Deputy District Attorney

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

County: Fresno

Address: 2220 Tulare Street, Suite 1000
Fresno, CA 93721

Telephone: (559) 600 3141

Fax: (559) 600-4400

Web Address: <http://www.co.fresno.ca.us/departments/district-attorney>

Email: damail@fresnocounty.ca.gov

Student Law Clerk

Law Students Not Yet Qualified to be Certified

Law students not yet qualified to be certified will be assigned to a prosecution unit within the office where they will be involved in legal research and writing projects. Students will accompany prosecutors to court and assist in the preparation of felony and misdemeanor prosecutions and observe preliminary hearings, trials, and other court proceedings.

Certified Law Students

Certified Law Students will be assigned to a prosecution unit where they will research and write motions that they may then argue in court, conduct felony preliminary hearings and misdemeanor prosecutions, and assist the prosecutors in court and in the office. The students will experience what it is like to be a prosecutor.

All interns are required to commit to the program for a minimum of six weeks. Additional time in the program is strongly suggested.

Application Process:

Application Deadlines:

Summer 2020:

- Law Students: February 24, 2020

All Intern Candidates must submit the following documents:

- Cover Letter
- Resume
- Grade Transcripts (unofficial transcripts are acceptable)

- Law Student Candidates must also submit a Writing Sample (5-10 pages in length)

Submit the required documents in a single .pdf file to [Traci Fritzler-Kirkorian](#) or [Stacey Phillips](#). Upon receipt and evaluation of the application materials, a panel interview may be scheduled. A phone interview may be scheduled for students attending school out of the county. Deadlines will be strictly adhered to as the Internship Program is often impacted. Interns are accepted into the program for the specific semester applied for, however, an application in the form of a letter requesting to remain in the program for the following semester will be considered noting that space is limited.

Post Graduate Law Clerk

The competitive Post Bar Law Clerk Program of the Fresno County District Attorney's Office affords individuals who have taken the California Bar examination the opportunity to develop their legal analysis and courtroom presentation skills in a fast-paced, collaborative, dynamic prosecuting agency while awaiting California Bar results. Employment in this position, while subject to some flexibility, begins no more than four weeks after the Bar exam is completed. Successful Post Bar applicants are expected to be certified to appear in court by the California State Bar and to work 28 hours per week with possible hourly compensation.

Post Bar Law Clerks are generally assigned to the busiest units within the Fresno County District Attorney's Office to maximize the amount of experience and exposure each Post Bar Law Clerk receives while participating in our Program. Program participants shall gain essential prosecutorial experience by answering defense motions, conducting legal research and writing memoranda thereon, assisting attorneys in trial preparation, conducting felony preliminary hearings, opposing motions to suppress evidence, and possibly assisting in misdemeanor jury trials, all under the supervision of experienced Deputy District Attorneys.

Application Process:

The requirements to apply to the Fresno County District Attorney Post Bar Program are as follows:

- 3L (or equivalent part-time JD program last-year) standing, with JD degree to be awarded the Spring term before Program participation.
- Commitment to taking the California Bar exam when next offered of the year of Program participation
- The ability to be certified through the PTLIS Program of the State Bar during the Program period
- Resume, cover letter and transcript
- Writing Sample (not to exceed 10 typed pages)
- 2 Letters of Recommendation (Please provide two only)

- Submit to a thorough background investigation, receiving a positive determination

Deadlines:

- December 2, 2019 (for February Bar takers)
- January 27, 2020 (for July Bar takers)

Those interested in joining our Office as Post Bar Law Clerks must timely submit their required application materials, in a single .pdf file to [Traci Fritzler-Kirkorian](#) or [Stacey Phillips](#).

Deputy District Attorney

Description

Deputy District Attorneys practice criminal/civil law in the prosecution of individuals accused of violating state and 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

- Education: Graduation from an accredited school of law.
- License: 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 1 – 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. The experience must be acceptable to the District Attorney
 District Attorney IV – Three years as an attorney at law. The experience must be acceptable to the District Attorney.

Please Note: Prior to employment, selected candidates must submit to and clear a background check conducted by the Bureau of Investigations of the Fresno County District Attorney's Office.

Selection Process:

Based on the information provided in the application documents, the best qualified applicants may 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 applicants received, the selection process may consist of a screening of application materials, with the best-qualified applications invited to Fresno to participate in oral interviews.

Application Process:

Email a letter of interest, current resume, writing sample, and County of Fresno Employment Application to DAHiringComittee@FresnoCountyCA.gov

Hiring Committee
Fresno County Office of the District Attorney
2220 Tulare Street, Ste. 1000
Fresno, CA 93721

County: Glenn

Address: P.O. Box 430
Willows, CA 95988

Telephone: (530) 934-6525

Fax: (530) 934-6529

Web Address: http://www.countyofglenn.net/govt/departments/district_attorney/

Contact: Dwayne Stewart, District Attorney
dstewart@countyofglenn.net

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

County: Humboldt

Address: 825 5th Street, Fourth Floor
Eureka, CA 95501

Telephone: (707)445-7411

Fax: (707) 445-7416
E-Mail: districtattorney@co.humboldt.ca.us
Web Address: <http://co.humboldt.ca.us/distatty/>

Contact: **Maggie Fleming**, District Attorney

Students Interested in law clerk position should contact District Attorney Maggie Fleming at email listed. Check the county's Human Resources website for attorney job postings.

County: **Imperial**

Address: 940 West Main Street, Suite 102
El Centro, CA 92243

Telephone: (442) 265-1184
(442) 265-1145 [HR number]

Web Address: <http://www.co.imperial.ca.us/districtattorney/index.html>

Contact: **Dora Alverado**
doraalverado@co.imperial.ca.us

Imperial County does not currently have a program for current law school students. However, there is occasionally a need for interns, and students interested in an internship should contact the office directly.

County: **Inyo**

Address: PO Drawer D
Independence, CA 93526

Telephone: (760) 878-0282

Fax: (760) 878-2383

Web Address: Currently, we do not have a DA website. Here is the Inyo County directory, https://www.inyocounty.us/county_directory.htm

Contact: **Maureen McVicker**, Assistant to the District Attorney
mmcvicker@inyocounty.us

Student Law Clerk

The District Attorney's Office of Inyo County offers volunteer student internships. Please call the office at the number listed above to inquire about student internships.

The District Attorney's Office of Inyo County will consider requests from students interested in volunteer student internships, but does not maintain a formal internship program.

Deputy District Attorney

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

County: Kern

Address: 1215 Truxtun Avenue, 4th Floor
Bakersfield, CA 93301

Telephone: (661) 868-2340

Fax: (661) 868-2700

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

E-Mail: DA@co.kern.us

Contacts: **For Graduates with Bar Results or Pending Bar Results:**
Mark Pafford, Chief Deputy District Attorney
Mpafford@co.kern.ca.us

For Student Law Clerk Positions
Melissa Allen, Supervising Deputy District Attorney
mallen@co.kern.ca.us

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

County: Kings

Address: 1400 West Lacey Blvd.
Hanford, CA 03230

Telephone: (559) 582-0326

Fax: (559) 583-9650

Web Address: <http://www.countyofkings.com/departments/public-safety/district-attorney>

Law Students

Interested Law Students should contact the office directly to inquire about legal internship opportunities.

Deputy District Attorney

Visit <http://agency.governmentjobs.com/kingscounty/default.cfm> for open opportunities and apply online.

County: Lake

Address: 255 N. Forbes Street
Lakeport, CA 95453

Telephone: (707) 263-2251

Fax: (707) 263-2328

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

Contact: Don Anderson, District Attorney

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

County: Lassen

Address: 2950 Riverside Drive, Suite 102
Susanville, CA 96130

Telephone: (530) 251-8283

Fax: (530) 251-2692

E-Mail: LassenDA@co.lassen.ca.us

Web Address: <http://www.lassencounty.org/dept/district-attorney/welcome>

For information about current openings, go to Lassen County Personnel Department at <http://old.lassencounty.org/govt/dept/personnel/LassenCountyJobOpportunities.asp>.

County: Los Angeles

Address: 211 West Temple Street, Suite 1200
Los Angeles, CA 90012

Telephone: (213) 974-3501

Fax: (213) 974-3501

Web Address: (213) 974-1484

Contact: **Tina Hooks**, Deputy District Attorney
LADArecruitment@da.lacounty.gov
(213) 257-2900

Volunteer Law Clerk

1L and 2L students are eligible to volunteer as a law clerk during the summer. Volunteer law clerks are placed in offices where they will be involved primarily in legal research-related assignments in specialized units and divisions located in the Downtown Los Angeles area and outlying branch and area offices. They may assist in the preparation of felony and misdemeanor prosecutions, observe courtroom activities and assist with any of the following duties:

- Reviewing transcripts for inconsistent statements
- Sitting in on trial strategy discussions
- Composing drafts of motions and memoranda
- Obtaining restitution information
- Contacting or checking in victims or witnesses
- Assembling case evidence notebooks; sorting and analyzing evidence
- Assist with any of the duties listed above for undergraduate students

Volunteer positions are available during the fall and spring semesters and during summer sessions at many of the non-administrative offices maintained by the District Attorney's Office. Interested students should consider reviewing the District Attorney's Office Directory for a list of the locations of its offices and additional information about office operations: <http://da.lacounty.gov/dao.htm>.

Volunteer positions are not available to individuals who have either been admitted to the California State Bar or have been informed of their prospective admission to the Bar.

The LA DA will also be participating in the PI/PS day at UC Hastings.

All volunteer law clerks must pass a background investigation.

How to Apply

Students must complete the DA's volunteer application and background forms as well as include a resume and copy of their driver's license. This must all be sent via email to the District Attorney's Recruitment Coordinator by April 15th, 2020. Interviews are then completed during April and May.

Certified Law Clerk Externships

Direct courtroom experience is the goal of this externship with a focus on courtroom trial skills. Under State Bar of California rules, “certified law students” may make appearances in court under the supervision of a deputy district attorney.

Certified law clerk positions are available during the fall and spring semesters and during summer sessions. Certified law students are generally assigned to the office’s Preliminary Hearing Unit at the Foltz Criminal Justice Center in downtown Los Angeles or to a branch, area or juvenile office. Interested students should consider reviewing the District Attorney’s Office Directory for a list of the locations of its offices and additional information about office operations: <http://da.lacounty.gov/dao.htm>

Students must be available to attend a one-day training program on how to present evidence in a criminal proceeding and how to conduct a preliminary hearing or juvenile adjudication.

Minimum commitment: 16-24 hours per week, for a minimum of six weeks. All volunteer law clerks must pass a background investigation.

Application deadlines and method of application are the same as above.

Post-Bar Law Clerk

Recent Law School Graduates

Law school students who have received a Juris Doctorate (J.D.) degree and are waiting for results of the California Bar examination may participate in the volunteer program as a volunteer law clerk. However, once an individual has successfully passed the California Bar examination, they are no longer eligible or authorized to participate in the District Attorney’s Office volunteer program. Any exception requires the approval of the Assistant District Attorney for Administration. The deputy district attorney requesting the exception must do so in writing through their chain of command.

Office divisions where senior clerk positions may be available include:

- Appellate Division, Habeas Corpus Litigation Team
- Automobile Insurance Fraud Division
- White Collar Crime Division, Real Estate Fraud Section
- Public Integrity Division, Internal Welfare Fraud Section
- Target Crimes Division, Child Abduction Section
- Consumer Protection Division, Elder Abuse Section
- Public Assistance Fraud Division
- Healthcare Fraud Division

How to Apply

- Complete a District Attorney employment application.
- Applications are available on the District Attorney’s website at: <http://da.lacounty.gov/hr/>.

- Attach a copy of your official final law school transcript showing the date your degree was awarded. Attach your resume.
- Send the original application to:

Human Resources Division
 Los Angeles County District Attorney's Office
 201 North Figueroa Street, Suite 1300
 Los Angeles, California 90012
 Telephone: 213-202-7701

Deputy District Attorney

Law School Graduates

A genuine interest in a career in public service, the ability to think clearly on your feet and the energy and enthusiasm to do trial work are all qualities we seek in a good candidate for deputy district attorney. You can prepare for this career while still in law school by:

- Participating in moot court and/or trial advocacy programs and competitions
- Taking advanced level criminal law course work
- Doing an externship in a prosecutor's or public defender's office

You must pass the California Bar examination in order to file for the position of deputy district attorney. U.S. citizenship is required at time of appointment.

Two-week application filing periods are traditionally held in June and December, immediately after bar examination results are announced. However, this schedule is dependent on office needs and budgetary considerations. All deputy district attorney appointees must pass a background investigation.

How to Apply

- Send a cover letter and resume to the Recruitment Coordinator (see back panel), and you will be notified of the next application period.
- Applications are available on the District Attorney's website at **<http://da.lacounty.gov/hr/>**.
- Send the completed application to the Human Resources Division (see address above)

County: Madera

Address: 209 West Yosemite Avenue
 Madera, CA 93637

Telephone: (559) 675-7726

Fax: (559) 673-0430

E-Mail: sally.moreno@maderacounty.com

Web Address: <https://www.maderacounty.com/government/district-attorney>

Contact: Sally O. Moreno, District Attorney

Other Hiring Info:

Madera County exclusively interviews 2L students for summer internships and only participates in OCI locally. The application deadline for consideration is April 15th. When applying, students will be asked to submit references and a writing sample. Interviews are conducted during the month of May. Madera County does extend post-grad employment offers to 2L summer interns and interviews 3L student for post-grad positions. Interviews for 3L students are also conducted in May. There is also a post-bar program for recent graduates.

Students interested in law clerk positions should contact **Sally O. Moreno** at the number listed above. Check the county's Human Resources website for attorney job postings.

County: Marin

Address: 2501 Civic Center Drive, Room 145
San Rafael, CA 94903

Telephone: (415) 473-6450
(415) 473-6104 [HR number]

Fax: (415) 473-6734

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

Contact: Rosemary Slote

Student Law Clerk

The Marin County District Attorney's Office will offer to California State Bar legally certified interns an opportunity to work in our office under the supervision of one of our regular-hire deputy district attorneys. The permitted scope of work will be limited to providing legal research assistance which may include the preparation of legal briefs and assistance in case preparation. The certified legal intern shall not be permitted to make court appearances, handle calendar appearances, or conduct and participate in hearings or trials. Any deputy district attorney may refer any interested law student to the Chief Deputy District Attorney for information on becoming a certified legal intern in this office. If a deputy district attorney has been in communication with a certified legal intern who is interested in working in our office, the deputy district attorney shall notify and review the potential certified legal intern with the Chief Deputy District Attorney to obtain approval before the legal intern commences his or her work assignments. It shall be required that any legal intern working in our office be certified under the

California State Bar regulations and be supervised consistent with the Bar's guidelines and required procedures.

All internships are UNPAID. Interested law students may submit a cover letter and resume to Chief Deputy District Attorney **Rosemary Slote** at rslote@marincounty.org . We will only respond to applications if we have need for an intern and we are interested in further pursuing the law student application. Please, no phone calls.

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. A list of current recruitments may be obtained by accessing the Marin County Job Postings List, by calling the job hotline at (415) 473-7800, or by going to the Marin County Human Resources Department at <https://www.governmentjobs.com/careers/marincounty>.

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

Any year student (1L or 2L) interested in law clerk positions should contact the office directly. Check the county's Human Resources website for attorney job postings. Internships are paid and are available only if there is a need in the office. Applications are taken on a rolling basis after preliminary contact with the DA office.

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

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

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

Students interested in law clerk positions should contact the offices directly. There is no defined internship program, but the office usually has one paid internship position as well as unpaid positions depending on need. Check the county's Human Resources website for attorney job postings.

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

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

County: Mono
Mailing Address: PO Box 617
Bridgeport, CA 93514
Physical Address: Old Courthouse Main
278 Main Street
Bridgeport, CA 93514
Telephone: (760) 932-5550
Fax: (760) 932-5551
E-Mail: districtattorney@mono.ca.gov
Web Address: <http://www.monocounty.ca.gov/da>

Student Law Clerk

Applicants interested in student internships should contact **District Attorney Tim Kendall** directly at the number above to inquire about current opportunities.

Deputy District Attorney

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

County: Monterey
Address: PO Box 1131
Salinas, CA 93902
142 West Alisal, Suite A
Salinas, CA 93901
Telephone: (831) 755-5070 (Main office in Salinas)
(831) 647-7770 (Monterey office)
(831) 755-5058 (public defender)
Fax: (831) 769-3389
Web Address: <http://www.co.monterey.ca.us/da/>
Contact: **Sherri Hall**
halls@co.monterey.ca.us

Student Law Clerk

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 download, complete and send a volunteer/intern application (<http://www.co.monterey.ca.us/da/pdfs/davolunteerform.pdf>) along with a cover letter, a copy of their resume and a writing sample to Ms. Hall via email at the email address listed above. All applicants are required to complete and successfully pass a civilian background investigation prior to acceptance. Receipt of background results can take approximately 2- 4 weeks.

Post Graduate Law Clerk

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

Deputy District Attorney

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

County: Napa

Address: Carithers Building
1127 First Street
Suite C
Napa, CA 94559

Telephone: (707) 253-4211

Fax: (707) 253-4041

E-Mail: DA@countyofnapa.org

Web Address: <http://www.countyofnapa.org/2086/District-Attorney>

Hiring Contact: **Katy Yount**, Deputy District Attorney
katy.yount@countyofnapa.org
(707) 259-8616

2L students interested in 10-week full-time summer law clerk positions should email cover letter and resume to Deputy District Attorney Katy Yount at katy.yount@countyofnapa.org. The application deadline is flexible, and interviews for summer positions are typically conducted the summer or fall of the year before the clerkship begins. Napa County will consider extending a post-grad employment offer to 2L summer interns on a case-by-case basis.

Post Graduate Opportunities

Napa County DA also interviews 3L students for post-grad employment. These interviews are usually conducted during fall OCI of the year preceding. There is also a post-bar program that allows clerks to work closely with a mentor and engage in experiences such as court appearances, writing assignments, and attending a CDCR “lifer” hearing. These clerkships may or may not result in a job offer. Check the county’s Human Resources website for attorney job postings.

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: Kathy Miller
kathy.miller@co.nevada.ca.us

Student Law Clerk

Description

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

Application Process

The office gives preference to second year law students eligible for certification by the California State Bar. Interested students may contact the office at District.Attorney@co.nevada.ca.us. 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

Visit <http://www.mynevadacounty.com/nc/hr/Pages/Home.aspx> for job descriptions, application information and current openings.

County: Orange
Address: 401 Civic Center Drive West
Santa Ana, CA 92701
Telephone: (714) 384-3600
Email: Director-LCIProgram@da.ocgov.com
Web Address: www.orangecountyda.com
Contact: Kelly Manley, Deputy District Attorney,
(714) 834-3600

Student Law Clerk

2L students interested in full-time volunteer law clerk positions should apply directly. There are 19 prosecutorial units where clerks can work. Clerks are assigned to one unit for the summer based on need and clerk's preference. Application process is to email cover letter and resume to director-lciprogram@da.ocgov.com. The application deadline will be sometime in March. Once the office receives emailed application, they will review materials, schedule phone or Skype interviews and make offers shortly after interviews.

Hiring Process: The Orange County District Attorney's Office will review emailed materials, schedule phone or Skype interviews and make offers shortly after interviews. Please note that the Orange County DA only conduct local OCI interviews at Southern California schools. At this time, OCDA does not extend post-grad employment offers to 2L summer interns.

Post Graduate Fellows Program

Fellowship term runs from early August through early May. Interviews for program are conducted through on-campus interviews in January prior to graduation, and the application process typically begins in September. Only current 3Ls graduating in May are eligible to apply. Positions are paid. Applications are not sent to the email above, all applications for the post-grad program are coordinated exclusively through each school's career services office.

Deputy District Attorney

Check the county's Human Resources website for attorney job postings.

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

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

County: Plumas

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

Telephone: (530) 283-6303

Fax: (530) 283-6340

Web Address: <https://www.plumascounty.us/1889/District-Attorney>

Contact: **David Hollister**, District Attorney
(530) 283-6303
DavidHollister@countyofplumas.com

Student Law Clerk

Requirements

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

Application Process

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

Post Graduate Law Clerk

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

Deputy District Attorney

Application Process

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

County: **Riverside**
(Offices in Riverside, Murrieta/Temecula, and Indio)
Address: 3960 Orange Street
Riverside, CA 92501
Telephone: (951) 955-5400
Web Address: <http://rivcoda.org/opencms/daoffice/employment.html>
Hiring Contact: **Mike Romney**, Deputy District Attorney
ExternshipProgram@rivcoda.org

Law Student/Post Graduate Law Clerk

The district attorney recruits first- and second- year law students for summer externships and third-year law students for post-bar clerking positions. The district attorney seeks students with a demonstrated commitment to excellence and community service. The district attorney believes excellence in prosecution can only be achieved by ethical, assertive, articulate, persuasive advocates with high levels of initiative, creativity, maturity, work ethic, and good judgement and 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.

On-campus interviews are normally scheduled at most Southern California accredited law schools. Each January and February the office participates in the Northern California Public Interest Public Career Day (typically held at UC Hastings) and the Southern California Public Interest/Public Sector Career Day (typically held at UCLA). Students attending other law schools or that are unable to attend a career fair are invited to submit their resumes and cover letters for externships to the extern recruitment coordinator at externshipprogram@RivCoDA.org. These applications are accepted on a rolling basis. A list of positions that are currently available can be obtained from the county's Human Resources Web Page. All positions require that a resume be submitted to Human Resources online via their web site.

The Riverside DA extends post-grad employment offers to 2L summer clerks, budget permitting. While 3L students are interviewed for post-grad employment, the DA prefers to hire out of 2L summer interns.

Attorney Applicants

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

County: Sacramento
Address: 901 G Street
Sacramento, CA 95814
Telephone: (916) 874-8847
E-Mail: dahiringteam@sacda.org
Contact: Regina Reichenberg
(916) 874-6189
Web Address: <http://www.sacda.org/>

Student Law Clerk

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

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

Please submit a letter of interest and resume to Deputy District Attorney Sheri Greco at GrecoS@sacda.org or fax 916.321.2233 or mail to 901 G Street, Sacramento, CA 95814.

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

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

The qualifications for this position require full-time enrollment at an ABA or California accredited university leading to a degree in law and applicants should have completed the second year day or third year evening of law school and have taken or enrolled in a course in Evidence. Completing courses in Criminal Law, Criminal Procedures &

Constitutional Law by the time the program begins would be helpful. This is a 10 week program. Compensation will be at a rate of \$17.50/hour.

If you are interested, check fall OCI schedule to apply. Please submit a letter of interest and resume on or before September 30, 2019 to Mercy Baylis at DAhiringteam@sacda.org. Address cover letters to Supervising Deputy District Attorney Scott Triplett. Final Interviews will be conducted in October and November 2019.

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

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

Please submit a letter of interest and resume on or before TBD to Deputy District Attorney Sheri Greco at GrecoS@sacda.org or fax 916.321.2233 or mail to 901 G Street, Sacramento, CA 95814.

Application Deadline:	February 8, 2020
Interviews Conducted:	February 2020
Mandatory Training:	May 18-22, 2020
Internship Timeline:	May 18-July 24, 2020

Post-Bar Legal Research Assistants

APPLICATION DEADLINE: A letter of interest and your resume must be received on or before September 30, 2019.

The Sacramento County District Attorney's Office is accepting applications for post-bar Legal Research Assistants to begin work in August 2020 after taking the February or July 2020 California Bar Exam. The position is limited to those taking the first California Bar exam offered after graduation.

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. 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, Legal Research Assistants will begin a 12-month term as misdemeanor trial attorneys. This can then transition to permanent deputy district attorney positions.

Qualifications for this position include graduation from an ABA or California accredited law school in 2020, with plans to take the next available California State Bar exam.

Please do not send a resume unless you meet the criteria. Candidates must be available for assignment within approximately one to two weeks after taking the California State Bar exam. Compensation will be at a rate of \$23.90/hour.

If you are interested:

- Submit a letter of interest and resume on or before September 30, 2019 to Mercy Baylis at DAhiringteam@sacda.org.
- Address cover letters to Supervising Deputy District Attorney Scott Triplett.
- Interviews will be conducted in October and November 2019

County: San Benito

Address: 419 4th Street
Hollister, CA 95023-3801

Telephone: (831) 636-4120

Fax: (831) 636-4126

Contact: **Ellen Campos**
ecampos@cosb.us

Web Address: <http://www/san-benito/ca/us/departments/>

San Benito does not currently have a program for law school students. Students interested in a volunteer position should contact Ellen Campos at the email address above to check for availability.

County: San Bernardino

Address: 303 West 3rd Street
San Bernardino, CA 92415- 0502

Telephone: (909) 382-7674

Fax: (909) 784-0315

Volunteers

Depending upon State of California Bar admission, certification status under the State Bar of California's Office of Certification/Practical Training of Law Students program, and level of legal or undergraduate education, Attorney Volunteers; Certified Law Student and Certified Post-Bar Volunteers; and Law Student, Noncertified Post-Bar, and Undergraduate Student Volunteers can be assigned a variety of duties, such as:

- Assemble case evidence notebooks
- Review and assemble documents in response to records requests
- Conduct preliminary hearings
- Draft trial motions and misdemeanor appeals

- Research and writing
- Review transcripts
- Sort and analyze evidence
- Try misdemeanor and felony cases
- Write and argue trial motions and misdemeanor appeals

All applicants are assigned to a Supervising Deputy District Attorney in a trial unit and/or the appellate unit. Please see below for a description of each type of volunteer position and a link for that position's application.

In addition to the application, please submit a cover letter and your resume. All Attorney, Law Student, and Post-Bar Volunteers should submit two writing samples (approximately 10 pages or less). If appropriate to the assigned position, Attorney, Certified Law Student, and Certified Post-Bar Volunteers must be available to attend trainings in our office on matters such as how to present evidence in a criminal proceeding and how to conduct a preliminary hearing.

If you have any questions after reviewing or submitting an application, please email: lawvolunteers@sbcda.org.

Law Student, Noncertified Post-Bar, and Undergraduate Student Volunteers

Law Student Volunteers are those who have completed their first year of law school and remained enrolled in law school, who wish to gain valuable experience assisting our trial and/or appellate attorneys.

Noncertified Post-Bar Volunteers are those who have completed law school and have taken the most recent California Bar examination, but are not certified under the State Bar of California's Office of Certification/Practical Training of Law Students program to appear in court.

Undergraduate Student Volunteers are students who are currently enrolled in a university or college who wish to gain some legal or criminal justice experience, typically for school credit.

Certified Law Student and Certified Post-Bar Volunteer

Certified Law Student and Certified Post-Bar Volunteers are those enrolled in their second, third, or fourth year of law school who seek to gain valuable criminal trial and/or appellate experience. Certified Law Student Volunteers have either successfully completed or are currently enrolled in evidence and civil procedure, and are permitted to make appearances in the California courts under the supervision of a Deputy District Attorney under the State Bar of California's Office of Certification/Practical Training of Law Students program.

Certified Post-Bar Volunteers have taken the most recent California Bar examination and are permitted to make appearances in the California courts under the supervision of a Deputy District Attorney under the State Bar of California's Office of Certification/Practical Training of Law Students program.

Law student and post-bar applicants wishing to become certified under the State Bar of California's Office of Certification/Practical Training of Law Students program should first speak with their law school and obtain the necessary materials from the State Bar of California. All certification paperwork and fees are the responsibility of the applicant.

Deputy District Attorney

Please contact the County's [Human Resources Department](#) or call 909-387-8304. Human Resources can assist you with all employment inquiries.

County: San Diego

Address: San Diego District Attorney's Office
Hall of Justice
330 West Broadway
San Diego, CA 92101

Telephone: (619) 531-4040

Fax: (619) 237-1351

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

Student Law Clerk

Certified Legal Internship Program

Job Description

The Certified Legal Intern Program of the San Diego District Attorney's Office offers volunteer positions to law students who are interested in a career in the field of criminal law. Interns are expected to answer defense motions, conduct legal research, and appear in court with a supervising attorney. All Certified Legal Interns work closely with Deputy District Attorneys in all phases of prosecution.

Interns may be assigned to work in any one of a variety of divisions within the Office, as well as to any of the locations served by the Office, according to staffing needs. In addition to the Hall of Justice downtown, branch offices are located in the South Bay, East County, North County and Kearny Mesa areas.

The Certified Legal Intern Program is divided into two categories: (1) Summer Legal Interns; and (2) Fall/Spring interns. The Summer Legal Internship program is a volunteer internship position open to 2L students. The Fall/Spring Legal Internship

program is a volunteer position open to 2L and 3L students who are enrolled in the local San Diego area law schools.

Training

Every Certified Legal Intern participates in an introductory training course before being assigned into a particular division. Experienced trial deputies administer this training to familiarize Certified Legal Interns with the California criminal justice process and our Office. After the initial training, each Certified Legal Intern will receive on the job mentorship from an experienced prosecutor who will provide relevant training for each assignment.

All Certified Legal Interns are expected to apply with the State Bar for their certification. Such certification status allows those then Certified Legal Interns to research, write, and argue motions, conduct preliminary hearings, assist in the preparation of serious felony cases including such crimes as rape, felony assault, kidnap or murder trials.

Summer Legal Intern Application Process

The Summer Legal Intern program is a volunteer internship position open to 2L students only. These internship positions can provide invaluable experience to law students interested in a career in the field of criminal law. Summer Legal Interns work closely with Deputy District Attorneys in all phases of prosecution. Employment in this position would start in mid-to-late May 2020 and end in mid-to-late August 2020.

Last year our Office had Summer Legal Interns from 23 different law schools. We hope to continue to attract dedicated, diverse and passionate law students who aspire to pursue a career in criminal prosecution.

The requirements for the Summer Legal Intern position are as follows:

- 2L Status and completion of Evidence and Civil Procedure Courses
- Resume, cover letter, and unofficial transcript
- Must be available to work a minimum of 40 hours per week
- Grade Point Average of 3.0
- Subject to background clearance
- If you have worked for our office before, please include in your application the names of any supervisors to whom you have been previously assigned or other DDAs who can speak to your work.

Please coordinate with your respective law school about any potential funding available through your institution for these volunteer positions. Some law schools also provide for school credit for participation in our Summer Legal Internship program. While the Office would prefer a commitment by Summer Legal Interns to work the entire summer, splitting the summer with another employer will be considered on a case-by-case basis.

For the Summer Intern position, interviewing will take place either through on-campus interviewing or through Skype/teleconferencing in early to mid-October and offers will be sent out late October.

To apply for the Summer Legal Intern position, please submit a (1) Resume, (2) Cover Letter, (3) Official or Unofficial Transcript, (4) 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. The applications are due September 6, 2019.

Note for applicants for which our Office conducts on-campus interviewing:

Please apply through your law schools' Symplicity website. You do NOT need to send the requested materials directly to recruiting@sdcca.org. Your law school will organize and provide us with the requisite materials. If you are unsure if our Office is conducting on-campus interviews at your school, please email your Career Service Office.

Robert Eacret and Jessica Coto, Hiring Deputies – Summer Legal Intern Program
Office of the District Attorney
330 W. Broadway, Suite 1100
MS: D-422
San Diego, CA 92101

Post Graduate Law Clerk

Contact **Tori Mullenix**
(619) 515-8186
330 W. Broadway, Suite 1330
San Diego, CA 92101
tori.mullenix@sdcca.org

Description

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

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

Deputy District Attorney

Description

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

Requirements

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

Application Process

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

County: San Francisco

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

Telephone: (415) 553-1763

Fax: (415) 575-8815

E-Mail: SFDAInternship@sfgov.org

Web Address: <http://sfdistrictattorney.org/law-student-opportunities>

Legal Internship Program

The San Francisco District Attorney's Office offers a volunteer law clerk internship program throughout the year to students who have completed at least one full year of law school. The internship positions provide invaluable experience to individuals interested in a career in the field of criminal law. Interns have the opportunity to work closely with prosecutors in a wide variety of areas of prosecution. Interns may also attend the in-house trainings.

First, second, and third year law students are eligible to apply for part-time internship positions during their respective Fall, Spring, and Summer semesters.* Internships are unpaid. Students who have completed at least their first year of law school are placed in areas where they will be involved primarily in legal research related assignments (subject to attorney approval and supervision.)

- Legal Interns may assist in the preparation of felony and misdemeanor prosecutions and be allowed to observe courtroom activities.
- Legal Interns will be responsible for a wide variety of both clerical and legal tasks including review of case files and production of discovery.
- Legal Interns may be asked to review transcripts and listen to tapes and or CDs.

- In addition, these volunteer legal interns may be asked to assist with any of the functions listed above for high school, undergraduate, graduate or paralegal interns, depending on the needs of the office or unit.

*Note: Third year law students are ineligible to apply for Summer positions.

Certified Legal Internship Program

The Certified Legal Intern Program of the San Francisco District Attorney's Office offers volunteer positions to law students who are interested in a career in the field of criminal law. Students must have completed courses in Civil Procedure and Evidence. Interns are expected to answer defense motions, conduct legal research, and appear in court with a supervising attorney. All Certified Legal Interns work closely with Deputy District Attorneys in all phases of prosecution. Students who apply for this program must be prepared to spend a minimum of 20 hours per week in their assignments. While consecutive days are desirable, they are not mandatory.

Interns may be assigned to work in any one of a variety of divisions within the Office, as well as to any of the locations served by the Office, according to staffing needs. In addition to the Hall of Justice, branch offices are located at the Juvenile Youth Guidance Center, the Special Operations Department and the Community Justice Court. In an effort to broaden the legal experience, the Intern is given the opportunity to rotate into different assignments within the office to assist in their legal proficiency and expertise in particular practice areas.

All Certified Legal Interns are expected to apply with the State Bar for their certification. (Current requirements, instructions, and fees for certification can be found at: <http://calbar.ca.gov>.) Such certification status allows those Certified Legal Interns to research, write, and argue motions, present evidence at suppression motions and conduct hearings in the Superior Court under the direct supervision of an experienced prosecutor. Additionally a Certified Legal Intern may gain valuable experience in preparation of high profile cases or assist in the preparation of serious felony cases including such crimes as rape, felony assault, kidnap or murder trials.

Law School Fellows

Students attending participating law schools are eligible to apply for full-time internship positions during their respective Fall and Spring semesters. Internships are unpaid. Fellows typically receive academic credit from their respective law schools in exchange for their work for the District Attorney's Office. These positions require prior approval from the student's law school and eligibility for certification by the California State Bar. The goal of this program is to further the student's understanding of and ability to apply legal principles learned in the classroom to actual legal issues. Law School Fellows will be assigned to specific units within the District Attorney's Office but will be required to work on other matters when the need arises. Law School Fellows must be self-motivated, well organized and have the ability to efficiently manage a number of

responsibilities. Law School Fellows are required to draft legal motions, conduct hearings, and help Assistant District Attorneys prepare cases for jury trial.

Summer Law Clerks

Second year law students applying for the Summer Law Clerk program at the San Francisco District Attorney's Office are eligible for certification by the California State Bar. The program is designed to expose Law Clerks to the different units within the District Attorney's Office while providing them with the practical experience necessary to become effective litigators. Summer Law Clerks participate in an extensive 12 week training program that includes lectures on various aspects of trial work. Clerks perform legal research and writing, litigate motions, conduct evidentiary hearings, and assist attorneys in case preparation for trial. A limited number of Summer Law Clerks will be eligible to receive a stipend for successful completion of their duties.

Post-Bar Clerks

For law school graduates who have taken the California Bar Exam and area waiting results, we offer an intensive full-time clerkship. "Post Bars" assist attorneys in every aspect of case preparation and advocate on behalf of clients in court proceedings (subject to attorney approval and supervision). All Post Bar candidates will need to be "PTLS certified" by the California State Bar. A limited number of Post Bar Clerks will be eligible to receive a stipend for successful completion of their duties.

Upcoming Sessions & Application Deadlines:

Summer 2020 Session

2Ls only

Application Deadline: September 27, 2019

1Ls, Paralegals, Undergrads and High School students

Application Deadline: February 14, 2020

Internship Application Process

The San Francisco District Attorney's Office receives applications for our Internship programs from candidates who have attended law schools in California and throughout the United States. The number of potential applicants well exceeds the number of interns accepted into each program. Students applying for any one of the programs must submit a completed packet at the time of application. A detailed list of the documents an applicant needs to submit is listed below.


California Government Code §§1125 through 1127 prohibits local agency officers and employees from engaging in activities that are incompatible, inconsistent, in conflict, or inimical with their agency employment. As a volunteer intern with our office, interns are bound by these sections of the Government Code. Students selected for any of the intern programs are advised that they may not perform any work (paid or unpaid) for any criminal defense attorney during the pendency of their internship with this office. This applies even if the criminal defense work is in a different county. Students who have other outside employment/incompatible activity during the pendency of their internship must disclose this to our office for review prior to accepting the internship.

Should an intern engage in outside employment/incompatible activity after commencing the internship, the intern must immediately advise the Program Director, Deputy District Attorney Wade Chow. If the outside employment/incompatible activity is deemed to fall within the prohibitions of California Government Code §1125 through 1127, the intern will not be able to remain in our program. If an intern has any questions concerning other employment/incompatible activity, they should contact the Program Director.

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 conditional upon the candidate passing a background check and Department of Justice Security Awareness test.

Due to the high number of applications received for all of the programs, the following applications deadlines will be strictly enforced. Below are the application deadlines for all internship positions. Deadlines apply to all current interns and new applicants.

All applicants must complete and submit the following materials in one combined PDF file in the following order

- Cover letter
- Resume
-  Adult Background Investigation Form (The background form can be typed in, do a save as, print it and sign before adding to the PDF file)
- A copy of photo Identification
- Writing Sample not to exceed ten pages in length(Optional - Not required for high school applicants)

Upon acceptance you may be asked to furnish the following:

- Current Unofficial Transcripts (PDF)
- Three References (PDF)
- School Verification

NOTE: Submissions that fail to meet the previous guidelines will be rejected immediately. **Email questions and application material to:**
SFDALInternship@sfgov.org

Assistant District Attorney Positions

Applicants who are current, active members of the California State Bar may apply for full-time attorney positions by submitting a cover letter, resume, writing sample, and two letters of reference to:

Human Resources Manager
Office of District Attorney George Gascón
850 Bryant Street, Room 322
San Francisco, CA 94103

County: San Joaquin

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

Telephone: (209) 468-2400

Fax: (209) 465-0371

Web Address: <http://www.sjgov.org/da>

Contact: **Patricia Rieta Garcia**, Chief Deputy District Attorney
Pat.rieta-garcia@sjcda.org

Students interested in internships during law school as well as post-bar internships may send a letter of intent, resume, and writing sample to Applications@sjcda.org.

Student Law Clerk

Interested 1L and 2L (certified) students should check websites for both District Attorney's Office and San Joaquin County Employment for current internship opportunities. Positions for certified interns are paid. Questions may be directed to Cindy De Silva at the email listed above.

Post Bar Law Clerk

Graduates who have taken the bar exam may apply for paid post bar law clerk positions. Visit both DA and county employment websites for more information.

Deputy District Attorney

Check the county's employment website for attorney job postings

County: San Luis Obispo

Address: 1035 Palm Street, 4th Floor
San Luis Obispo, CA 93408

Telephone: (805) 781-5800

Fax: (805) 781-4307

Web Address: <http://www.slocoutny.ca.goc/DA/html>

Contact: **Mja Thiesmeyerat**, Deputy District Attorney
mthiesmeyer@coa.slo.ca.us

Student Law Clerk

The San Luis Obispo District Attorney's Office is pleased to offer a limited number of volunteer clerkships to law students and post-bar applicants awaiting bar results.

1L law students typically conduct legal research, do legal writing, and assist in law & motions or trial preparation under the direct supervision of a trial attorney. In addition, 2L law students and post-bar applicants may also appear in court to represent the People in contested hearings and trials, if certified to do so by the California Bar. The positions are volunteer, although many law schools offer academic credit for participation in the law clerk program. Applicants must pass a background investigation. For further information, or to apply for a clerkship, contact Deputy District Attorney Mja Thiesmeyer at (805) 781-5899 or mthiesmeyer@co.slo.ca.us. Students interested in law clerk positions should contact the offices directly.

Deputy District Attorney

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

County: San Mateo

Address: Hall of Justice and Records
400 County Center, 3rd Floor
Redwood City, CA 94063

Telephone: (650) 363-4636

Fax: (650) 363-4873

Web Address: <http://www/co/sanmateo.ca.us/portal/sute/districtattorney>

Contact: **James Wade**, Assistant District Attorney
jwade@smcgov.org

Student Law Clerk

Description

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

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

Requirements

All applicants must meet the following qualifications:

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

Application Process

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

Deputy District Attorney

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

County: Santa Barbara

Address: 1112 Santa Barbara Street
Santa Barbara, CA 93101

Telephone: (805) 568-2300

Fax: (805) 568-2398

Web Address: https://www.countyofsb.org/da/da_about_us.html

Contacts: **John Savrnoch**, Chief Deputy District Attorney
jsavrnoch@co.santa-barbara.ca.us

Student Law Clerk

Law students can many different court proceedings including arraignment, search and seizure motions, bail hearings, trials, sentencing, and probation violations. 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.

District Attorney Externship Program

The District Attorney's office provides an externship program to introduce new lawyers to the field of criminal prosecutions. Presently, in District Attorney's offices across the state, there are many more applicants than are there open positions. We are often asked by new attorneys for the opportunity to clerk and gain valuable prosecution experience. New attorneys willing to commit to a six month externship program will do research and writing, argue motions, resolve cases on the readiness and settlement calendar, conduct preliminary hearings and when ready, will try cases before juries. They will also participate in the same training programs our lawyers are given. Our externs must pass a background check have the requisite Juris Doctor degree and be licensed to practice law in the State of California.

County: **Santa Clara**

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

Telephone: (408) 299-7400

Fax: (408) 286-5437

Email: publicinformation@dao.sccgov.org

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

Student Law Clerk/Post Bar Clerkship

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

The District Attorney's Office has internships for 1Ls 2Ls 3Ls, 4Ls (part-time) and the takers of the February and July Bar Exams. The sessions are in the fall, spring, February Post Bar periods, summer and July Post Bar.

Legal Internship – First Year Law Student

Students who have completed their first year of law school are placed in a division of the office where they will be involved primarily in legal research-related assignments. They may assist in the preparation of felony and misdemeanor prosecutions and observe courtroom activities. They will learn about the anatomy of a criminal trial.

In addition, these volunteer law clerks may be asked to assist with contacting witnesses, assembling trial notebooks, reviewing transcripts, listening to tapes and CDs and helping out in other areas depending on the needs of the office.

The summer session for 1Ls requires a commitment of a minimum 40 hours a week.

2L Honors Program-Summer Only

The Santa Clara County District Attorney's Office 2L Honors Program was inaugurated in 2012 with the purpose of recruiting the most qualified 2L law clerks and training them 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. The application process is highly competitive and only ten students are selected for the 2L Honors Program. **There is no other program available to 2L law clerks in the summer other than the Honors Program.** 2L honors Law Clerks are Paid for ten weeks. This is the only paid internship at the District Attorney's Office.

2L law clerks hired through the Honors 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, including the Misdemeanor Unit where **there will be an opportunity to conduct a jury trial under the supervision of an attorney.** In addition, 2L Honors Program 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 Honors Program 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.

2020 Program Schedules/Deadlines:

Spring Session for 2Ls, 3Ls or 4Ls (part-time) (commitment minimum 20 hours a week)

January 6, 2020 – April 17, 2020

Deadlines:

- Application Deadline: September 27, 2019
- Interviews: September 30 – October 11, 2019
- DA Notification of Candidate's Acceptance into Program: October 18, 2019
- Candidate's Decision to Participate in Program: November 1, 2019

February Post Bar (commitment minimum 40 hours a week)

March 2, 2020 – May 15, 2020

Deadlines:

- Application Deadline: November 29, 2019
- Interviews: December 2 – December 13, 2019
- DA Notification of Candidate's Acceptance into Program: December 20, 2019
- Candidate's Decision to Participate in Program: January 3, 2020

2L Honors Summer Session (commitment minimum 40 hours a week)

June 1, 2020 – August 7, 2020

Deadlines:

- Application Deadline: August 30, 2019
- Interviews: September 09 – 13, 2019
- DA Notification of Candidate's Acceptance into Program: September 13, 2019
- Candidate's Decision to Participate in Program: September 18, 2019 (tentative)

Summer Session for 1Ls only (commitment minimum 40 hours a week)

May 26, 2020 – August 7, 2020

Deadlines:

- Application Deadline: February 7, 2020
- Interviews: February 10 – 21, 2020

- DA Notification of Candidate's Acceptance into Program: February 28, 2020
- Candidate's Decision to Participate in Program: March 13, 2020

July Post Bar (commitment minimum 40 hours a week)

August 24, 2020 – November 27, 2020

Deadlines:

- *Early Admissions* Application Deadline: November 15, 2019
- Interviews: November 18 – November 29, 2019
- DA Notification of Candidate's Acceptance into Program: December 6, 2019
- Candidate's Decision to Participate in Program: December 20, 2019
- *Regular Admissions* Application Deadline: March 6, 2020
- Interviews: March 9 – 20, 2020
- DA Notification of Candidate's Acceptance into Program: March 27, 2020
- Candidate's Decision to Participate in Program: April 10, 2020

NOTE: While each internship has a specific start and end date, we realize that school schedules or other issues might necessitate minor adjustments. With advance notice, our office will do our best to accommodate these requests.

WHEN APPLYING:

Please submit the following documents preferably scanned in one PDF file:

1. Cover letter stating: a) which law clerk program you are applying for, and b) why you are interested in an internship with our office;
2. Copy of your resume;
3. Writing sample;
4. Proof of graduation from college (a photocopy of your diploma will suffice);
5. Proof that you are enrolled in law school and in good standing (a note from the registrar will suffice);
6. Copy of your law school transcript;
7. A color copy of your driver's license;
8. Complete the Personal History Questionnaire (PHQ), which is a separate attachment at the bottom of this page. Please leave the "Directed to:" line blank; and
9. Complete the Live Scan Form, which is a separate attachment at the bottom of this page.

Anyone interested in the law clerk programs with the District Attorney's Office should submit the above documentation to:

Santa Clara County District Attorney's Office - HR Service Center
Law Clerk Internship Program
County Government Center –West Wing
70 West Hedding Street
San Jose, CA 95110

Email: DAOHR@dao.sccgov.org

Deputy District Attorney

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

County: Santa Cruz

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

Telephone: (831) 545-2400

Fax: (831) 454-2227

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

Contact: Tara George
Tara.george@scdao.org
(831) 454-2400

Student Law Clerk

2L students interested in volunteer law clerk positions should contact Tara George. Applications are accepted on a rolling basis. Santa Cruz DA will also be attending PI/PS day at UC Hastings. At this time, the county does not extend post-grad employment offers to 2L summer interns nor interview 3L students.

Deputy District Attorney

Contact the County Personnel Department at <https://www.jobaps.com/SCRUZ/default.asp> to complete a job interest form.

County: Shasta

Address: 1355 West Street
Redding, CA 96001

Telephone: (530) 245-6300

Fax: (530) 245-6334

Web Address: http://www.co.shasta.ca.us/index/da_index.aspx

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

County: **Sierra**

Address: 100 Courthouse, PO Box 886
Downieville, CA 95936

Telephone: (530) 289-3269

Fax: (530) 289-2822

Web Address: <http://www.sierracounty.ca.gov>

Contact: **Lawrence Allen**, District Attorney

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

County: **Siskiyou**

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

Telephone: (530) 842-8125

Fax: (530) 842-8137

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

E-Mail: da@siskiyouda.org

Contact: **J. Kirk Andrus**, District Attorney

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

County: **Solano**

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

Telephone: (707) 784-6800

Fax: (707) 784-7986

E-Mail: SolanoDA@solanocounty.com

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

Student Intern

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

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

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

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

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

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

Admitted - under supervision of the District Attorney or his designee, perform more complex legal research and analysis, legal writing, draft motions, draft legal memorandum, correspondence and may work with victims, witnesses, law enforcement agencies, or other persons or agencies in the performance of volunteer duties. Volunteers may also be assigned misdemeanor cases or felony motions, but no serious felony trials, and may be authorized to make appearances in Court to assist a Deputy District Attorney in the performance of their duties.

Term: Up to six months in duration. This may be extended by District Attorney or his designee. Admitted Attorney volunteers must be in good standing with the California State Bar and may not be subject to current or pending Bar investigation, and have no criminal actions pending or be under criminal investigation. Use of volunteer hours shall be limited to 12% of annual Professional Staff work hours (for one calendar year prior). Bar Pending shall not be affected by the Admitted limitation until Bar Pending is

admitted to the State Bar, and has worked for six months as a volunteer. No Admitted Attorney Volunteer may work in excess of 990 volunteer hours. There shall be no limit for Admitted volunteers in the Family Violence Prevention program/Family Justice Center, or DUI in the High School Program.

Application Process

Once we have received your cover letter, resume, application and commitment form, we will review your application materials and invite the best qualified applicants to participate in person interviews with our office.

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

Deputy District Attorney

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

County: Sonoma

Address: Hall of Justice
600 Administration Drive, Room 212-J

Telephone: (707) 565-2311
(707) 565-2762

Web Address: <http://da/sonoma-county.org>

Student Law Clerk

The Sonoma County District Attorney also offers opportunities to work as a Law Clerk. We have both paid and unpaid internships available. Prior to beginning work as a Law Clerk, all applicants must have completed their first year of law school and a course in criminal law. It is preferred that applicants will have completed, or be enrolled in, criminal procedure and evidence. Applicants for the Law Clerk Internship should send the completed application (PDF: 392 kB), cover letter, resume, and a short writing sample to DistrictAttorney@Sonoma-County.org, attention Administrative Services Officer.

Deputy District Attorney

Employment with the Sonoma County District Attorney's Office offers excellent opportunities for growth and development, benefits, and competitive salaries. It also provides the personal satisfaction and fulfillment that comes with knowing you are contributing essential services to the citizens of Sonoma County.

Check the county's Human Resources website for attorney job postings at <https://www.governmentjobs.com/careers/sonoma>.

County: Stanislaus

Address: 832 12th Street, Suite 300
Modesto, CA 95354

Mailing Address: P.O. Box 442
Modesto, CA 95354

Telephone: (209) 525-5550

Fax: (209) 558-4027

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

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

County: Sutter

Address: 463 Second Street, Suite 102
Yuba City CA 95991

Telephone: (530) 822-7330

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

Contact: Amanda Hopper, District Attorney

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

County: Tehama

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

Telephone: (530) 527-3053

Fax: (530) 527-4739

Web Address: <https://www.co.tehama.ca.us>

Contact: **Matthew Rogers**, District Attorney
mrogers@tehamada.org

Other Hiring Info: 1L and 2L students are welcome to apply. Interviews for summer positions are typically conducted in February and April. Additionally, Tehema County DA participates in some OCI programs and will participate in PI/PS day at UC Hastings. At this time, the DA does not extend post-grad employment offers to 2L summer interns.

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings at <https://www.governmentjobs.com/careers/tehama>

County: **Trinity**

Address: 11 Court Street
P.O. Box 310
Weaverville, CA 96093

Telephone: (530) 623-1304

Fax: (530) 623-8346

Contact: **Eric Heryford**, District Attorney

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings at <http://www.trinitycounty.org/index.aspx?page=34>.

County: **Tulare**

Address: 221 S. Mooney Boulevard, Rm. 224
Visalia, CA 93291

Telephone: (559) 636-5494

Fax: (559) 730-2658

Web Address: <http://www.da-tulareco.org/index.htm>

Contact: **Tim Ward**, District Attorney

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings at <http://agency.governmentjobs.com/tulare/default.cfm>.

County: Tuolumne

Address: 423 N. Washignton Street
Sonora, CA 95370

Telephone: (209) 588-5450

Fax: (209) 588-5445

E-Mail: da@tuolumnecounty.ca.gov

Web Address: <http://www.touolumnecounty.ca.gov/index.aspx?NID=166>

Contact: Laura Krieg, District Attorney

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings at <http://www.tuolumnecounty.ca.gov/index.aspx?NID=923>.

County: Ventura

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

Telephone: (805) 654-2500

Fax: (805) 654-3046

Web Address: <https://www.vdistrictattorney.com>

Volunteer Law Student Clerk

Law students at any stage of their education are encouraged to apply. Students are typically assigned to work with attorneys prosecuting homicide, gang, narcotics, sexual assault, domestic violence, fraud and a wide variety of felony and misdemeanor cases including robberies, burglaries, assault with a deadly weapon and vandalism cases. A student may also be assigned to work in the writs and appeals unit, researching novel legal issues and writing pleadings and memoranda for distribution both within the District Attorney's office and to local law enforcement agencies. Law students may be asked to assist in:

- Legal research and writing motions
- Reviewing transcripts of victims, defendants, witnesses
- Trial strategy discussions
- Collecting and analyzing statistics

- Preparing reports and memoranda
- Assembling trial notebooks
- Organizing evidence

Certification is not required but students who are certified are eligible to conduct evidentiary and law and motion hearings, including preliminary examinations, Penal Code section 995 motions, *Miranda* motions, and motions to suppress evidence. Certified law students appearing on the record in court are always accompanied by a supervising attorney. Training in how to conduct court hearings is provided.

Guided tours of the main jail and the Ventura County Sheriff's Crime Laboratory are arranged for summer student interns.

How to apply: Submissions are encouraged year-round, including from first, second and third year students. There are no deadlines. Law students who would like to volunteer for an internship opportunity should contact Chief Deputy Miles Weiss via email, c/o Legal Management Assistant Cynthia M. Klante at Cynthia.Klante@ventura.org. Applicants should include a letter expressing their interest, including when they are available to volunteer, along with a resume. Law students are required to make a minimum commitment of 15 hours/week for 10 weeks during the school year and 40 hours/week for 10 weeks during the summer.

Deputy District Attorney

Check the county's Human Resources website for attorney job postings.

County: Yolo

Address: 301 Second Street
Woodland, CA 9565

Telephone: (530) 666-8180

Fax: (530) 666-8185

E-Mail: district.attorney@yolocounty.org

Web Address: <http://district.attorney@yolocounty.org>

Contact: jonathan.raven@yolocounty.org

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.

A background check is required to work in these positions and those with a prior felony will not be considered. Because the background check can take 4-6 weeks to complete,

please anticipate that if you are selected, you would potentially start for 8-10 weeks after we receive your application.

Student Law Clerk

Description

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

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

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

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

If you are interested in our Summer/Fall legal internship program, we will be interviewing at OCI at McGeorge and King Hall in the Spring. The commitment is full time over the summer and part time in the fall. If you do not attend McGeorge or King Hall, you may submit a cover letter and resume between January 15 – February 15.

Send letters to Chief Deputy District Attorney Jonathan Raven at jonathan.raven@yolocounty.org. More information may be obtained at <http://yoloda.org/departments/join-the-da-team/>.

prosecutors, local government and non-profit based advocates and the clients they serve. Most of the clients served, whom are in the process of working through a victimization of a violent crime.

The job duties of Victim Services Program Interns/Volunteers consist of: Court Coverage; locating case status/disposition as well as Warrant case status; data entry; assisting with preparation of mailed documents to victim service clients; doing the work up and submittal for California Victims of Crime applications; filing files and documents; photo copying brochures and documents as requested by the advocates and other job duties as assigned and directed.

Please contact Victim Services Program Manager Laura Valdes at laura.valdes@yolocounty.org for more information.

Crime Strategies and Investigation Internship Program

The Yolo County District Attorney's Office is starting a new internship program with a focus on crimes strategies and investigation. We are seeking qualified students who

Deputy District Attorney

For those interested in deputy district attorney positions in Yolo County, please note that we do not consider applications until passage of the California State Bar. Send a resume and cover letter to our Office and also complete a Yolo County application and send it to the Yolo County Human Resources Department. Applications can be submitted online at <http://www.yolocounty.org/general-government/general-government-departments/human-resources/employment-opportunities>.

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

There are no opportunities for student interns.

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

