Summer Law Clerk Program

The majority of our attorney hiring is done through our Summer Law Clerk Program. Each year, we conduct on-campus interviews of over 200 second year law students from the 8 major law schools in Northern California. Of the initial applicants, approximately 40 students advance to a second round interview, with clerkships ultimately offered to 8 to 12 students. The selected students participate in a 10 week paid program in which they are certified under the State Bar of California rules concerning the Practical Training of Law Students. Under attorney supervision, the students put on many different types of evidentiary hearings, including misdemeanor jury trials. Based on their performance, this becomes the main hiring vehicle for future employment as a Deputy District Attorney in Alameda County.

We do not offer volunteer attorney positions or outside post-bar clerkships. Volunteer opportunities during the year for law students are done on an as-need basis.

Please direct all inquiries to our Director of Recruitment and Development:
Michael Nieto, Assistant District Attorney and Director of Recruitment and Development
Deputy District Attorney

Description

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

Application Process

To apply directly, send a resume and cover letter to Michael Nieto at the above address. Listings for open positions may also be found at http://www.alcoda.org/employment_opportunities.

ALPINE COUNTY

Mailing Address: PO Box 248 Markleeville, CA 96120
Street Address: 270 Laramie Street
Markleeville, CA 96120
Telephone: (530) 694-2971
Fax: (530) 694-2980
Web Address: http://www.alpinecountyca.gov/district_attorney
Contact: Terese Drabec, District Attorney
tdrabec@alpinecountyca.gov
Please email your cover letter, resume, and writing sample to Terese Drabec, District Attorney, at the above email address.

AMADOR COUNTY

Address: 708 Court Street
Jackson, CA 95642
Telephone: (209) 223-6444
Fax: (209) 223-6304
Web Address: http://www.co.amador.ca.us/index.aspx?page=64

BUTTE COUNTY
Address: Administration Building
25 County Center Drive, Suite 245
Oroville, CA 95965
Telephone: (530) 538-7411
Fax: (530) 538-7071
Web Address: http://www.buttecounty.net/da/
Email: da@buttecounty.net

CALAVERAS COUNTY
Address: 891 Mountain Ranch Road San Andreas, CA 95249
Telephone: (209) 754-6330
Fax: (209) 754-6645
Web Address: http://da.calaverasgov.us/

COLUSA COUNTY
Telephone: (530) 458-0545
Fax: (530) 458-8265
Web Address: http://www.colusada.net
Contact: John R. Poyner, District Attorney
346 Fifth Street Suite 101
Colusa, CA 95932

CONTRA COSTA COUNTY
Address: 725 Court Street, Fourth Floor, Room 402
Martinez, CA 94553
Telephone: (925) 646-4500
Fax: (925) 957-2240
Web Address: http://www.co.contra-costa.ca.us
Contact: Senior DDA Tom Kensok
tkensok@contracostada.org

Student Law Clerk
Paid

Requirements
Second and third year students may apply.

**Description**

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

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

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

**Application Process**

In the fall of each year, we interview law students for paid law clerk positions for the following summer and fall. We participate in on-campus interviewing (OCI) at many northern California law schools and a few southern California law schools. In addition, we set aside time for interviews in our office for interested students attending non-OCI law schools. Interested students should contact their law school career services department and follow their instructions for OCI. If we do not do OCI at your law school, you may contact our Office directly, preferably by E-mail. In-office interviews will take place during late September and early October.

**Post Graduate Law Clerk**

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.

**Deputy District Attorney**

DEL NORTE COUNTY

Address: 450 H Street, Room 171
Crescent City, CA 95531
Telephone: (707) 464-7210
Fax: (707) 465-6609
Web Address: http://www.co.del-norte.ca.us
In order to apply for an unpaid summer internship position, please mail a hard copy of your resume and letter of interest to Del Norte District Attorney’s Office, 450 H Street, Crescent City, CA 95531.

EL DORADO COUNTY

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

Student Intern

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

Deputy District Attorney

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

FRESNO COUNTY

Address: 2220 Tulare Street, Suite 1000
Fresno, CA 93721
Telephone: (559) 488-3141
Fax: (559) 488-2800
Web Address: http://www.co.fresno.ca.us/Departments.aspx?id=156
Student Internship Program

Students interested in a career in the criminal justice system have a unique opportunity to work with prosecutors and investigators at the District Attorney's Office. Whether planning to enter into law school or a career in criminal investigations, interns will be able to gain a wide range of experience in one or more of the following prosecution units:

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

See the following link for detailed job descriptions and application instructions: http://www.co.fresno.ca.us/DepartmentPage.aspx?id=14263.

Attorney Volunteers

The District Attorney's Office recognizes that many attorneys wish to volunteer their time and provide pro-bono services on behalf of their community. We also recognize that some of these attorneys are interested in assisting the District Attorney's Office in its pursuit of justice and public safety. Therefore, we have created unique pro-bono opportunities within our office for those attorneys who wish to contribute their services.

See the following link for application materials and more information: http://www.co.fresno.ca.us/DepartmentPage.aspx?id=42749

Deputy District Attorney

Deputy District Attorneys practice criminal/civil law in the prosecution of individuals accused of violating state and/or local laws. Deputy District Attorney's 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 Attorney’s also perform other varied duties as assigned by the District Attorney.

See the following link for more information: http://www.co.fresno.ca.us/uploadedFiles/Departments/District_Attorney/Employment_Opportunities/DDA%20Flyer%20(revised%202012).pdf
GLENN COUNTY

Address: PO Box 430
Willows, CA 95988
Telephone: (530) 934-6525
Fax: (530) 934-6529
Web Address: http://www.countyofglenn.net/govt/departments/district_attorney/
Students interested in internships should call the office directly at the number above to inquire about available opportunities.

HUMBOLDT COUNTY

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

IMPERIAL COUNTY

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

Deputy District Attorney

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

INYO COUNTY
Student Interns

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

Deputy District Attorney

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

KERN COUNTY

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

Student Law Clerk

Unpaid

Requirements

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

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

**Post Graduate Law Clerk**

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

**Deputy District Attorney**

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

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

**KINGS COUNTY**

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

**Deputy District Attorney**

**Description**

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

Must be a member of the California State Bar.

**Application Process**

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

**LAKE COUNTY**

Address: 255 N. Forbes Street Lakeport, CA 95453  
Telephone: (707) 263-2251  
Fax: (707) 263-2328  
Web Address: http://www.co.lake.ca.us/Government/Directory/District_Attorney.htm  
E-mail: daluck@co.lake.ca.us

**LASSEN COUNTY**

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

**LOS ANGELES COUNTY**

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

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

First-Year Law Students

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

Certified Law Students

Purpose

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

Requirements

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

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

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

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

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

Students who apply for this program must be prepared to spend a minimum of 16 hours per week in their assignments. While consecutive days are desirable, they are not mandatory. Students are encouraged to avoid Fridays as one of their court days since this day is typically less busy and therefore provides less opportunity for courtroom work.
While the District Attorney’s Office has many offices throughout the County, not all of them offer assignments for certified law students. Therefore, while a car is not required, students must be cognizant of the fact that not all individuals can be assigned close to home or close to school, and geographical flexibility is highly desirable.

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

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

**Application Process**

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

Deadline for submission of applications
To provide students with the utmost experience, we have set deadlines for submission of applications as follows:
Summer Semester -- February 15
Fall Semester -- June 30
Spring Semester -- October 15

**Deputy District Attorney**

Visit http://da.co.la.ca.us/hr/default.htm to view open opportunities and read application instructions.

**MADERA COUNTY**

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

**MARIN COUNTY**

Address: 3501 Civic Center Drive, Room 130
San Rafael, CA 94903
Telephone: (415) 499-6450
Fax: (415) 499-3719
Currently does not have a law clerk or post bar law clerk program.

**Volunteer attorney**

The Marin County District Attorney's Office is seeking applications from attorneys who are willing to accept unpaid, temporary positions that offer a valuable opportunity to gain courtroom experience including trying misdemeanor jury trials. Successful applicants will serve as sworn Deputy District Attorneys with responsibilities that include handling daily criminal calendars, handling various motions, trying misdemeanor jury trials, and conducting legal research. These are FULL TIME positions that require a minimum commitment of six months and may continue for up to one year. Due to budgetary constraints, the Marin County District Attorney’s Office is unable to hire successful applicants at the conclusion of their uncompensated term. Successful applicants may not engage in the practice of law outside of the office during their uncompensated term.


**MARIPOSA COUNTY**

Address: 5101 Jones Street  
P.O. Box 730  
Mariposa, CA 95338  
Telephone: (209) 966-3626  
Fax: (209) 966-5681  
E-mail: mcda@mariposacounty.org

**MENDOCINO COUNTY**

Address: PO Box 1000  
100 North State Street, Room G-10  
Ukiah, CA 95482  
Telephone: (707) 463-4211  
Fax: (707) 463-4687  
Web Address: [http://www.co.mendocino.ca.us/da/](http://www.co.mendocino.ca.us/da/)  
E-mail: [da@co.mendocino.ca.us](mailto:da@co.mendocino.ca.us)
**MERCED COUNTY**

Address: 550 W. Main Street Merced, CA 95340  
Telephone: (209) 385-7381  
Fax: (209) 725-3669  
E-mail: dainfo@co.merced.ca.us

**MODOC COUNTY**

Address: 204 South Court Street, Ste 202  
Alturas, CA 96101  
Telephone: (530) 233-6212  
Fax: (530) 233-4067  
Web Address: http://www.co.modoc.ca.us/departments/district-attorney  
Email: da@co.modoc.ca.us

**MONO COUNTY**

Mailing Address: PO Box 617  
Bridgeport, CA 93517  
Physical Address: Old Courthouse Main Street Bridgeport, CA 93517  
Telephone: (760) 932-5550  
Fax: (760) 932-5551  
Email: districtattorney@mono.ca.gov  
Web Address: http://www.monocounty.ca.gov/da

**Student Intern**

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

**Deputy District Attorney**

Visit http://monocounty.ca.gov/hr/page/job-openings 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.
**MONTERAY COUNTY**

Address: PO Box 1131, Salinas, CA 93902  
230 Church Street, Salinas, CA 93901  
Telephone: (831) 755-5070 (Main office in Salinas)  
(831) 647-7770 (Monterey office)  
(831) 755-5068 (Fax)  
Web Address: http://www.co.monterey.ca.us/da/

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

**Student Law Clerk**

Unpaid

**Description**

Individuals who have completed their first year of law school qualify to volunteer in this office. There are two types of programs, the Certified Legal Intern Program (pursuant to rules established by the California State Bar Practical Training of Law Students Program), and a non-certified program. Interns in both programs are assigned to a specific unit, e.g. Gangs, Domestic Violence, White Collar crime, Sexual Assault and work alongside one to four attorneys. They handle research projects, law and motion issues, trial preparation (file organization, transcript summaries, etc.) and other tasks as needed by the trial attorney(s). Certified interns are also assigned to our traffic division where they prepare and present all traffic court cases including bench trials. They may also be assigned to a misdemeanor court where they handle all facets of the caseload (potentially including jury trials depending upon the respective skills and talents of the student).

**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. Students wishing to participate in the Certified Intern Program must meet the requirements of the State Bar Practical Training of Law Students Program. Details on this program can be found at:

http://admissions.calbar.ca.gov/Education/LegalEducation/PracticalTrainingofLawStudentsProgram.aspx.

**Application Process**

Interested parties should forward a copy of their resumes to Ms. Hall via email at: Halls@co.monterey.ca.us.

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

**Post Graduate Law Clerk**

Prior to passing the bar, interested parties may apply for a volunteer law clerk position. However, volunteers are welcome at anytime, see the information for student law clerks above. Students who have taken the Bar exam are permitted to remain in the certified law clerk program up to the time the results from the first opportunity to take the Bar are released.

**Deputy District Attorney**

Visit [http://www.co.monterey.ca.us/personnel/](http://www.co.monterey.ca.us/personnel/) to view current openings and application instructions.

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**NAPA COUNTY**

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

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**NEVADA COUNTY**

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

Contact: Anna Ferguson  
Assistant District Attorney  
anna.ferguson@co.nevada.ca.us

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**Law Clerk Program**

Paid/Unpaid Unpaid/Course Credit (academic year)

**Description**

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

**Application Process**

The office gives preference to second year law students eligible for certification by the California State Bar. Interested students should fill out the county application form (available at http://new.mynevadacounty.com/hr/) and send directly to Anna Ferguson, Assistant District Attorney, at the above address. Applicants offered a law clerk position will be required to successfully pass a drug test (which tests for marijuana) and a background check.

**Deputy District Attorney**

**Application Process**

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

**ORANGE COUNTY**

Address: 401 Civic Center Drive West  
Santa Ana, CA 92701  
Telephone: 714-347-8402  
Web Address: www.OrangeCountyDA.com  
Contact Jim Tanizaki  
Senior Assistant District Attorney  
jim.tanizaki@da.ocgov.com  
714-347-8402

**Student Law Clerk**

Unpaid

**Description**

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

**Requirements**
2L or 3L

**Application Process**

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

**Deputy District Attorney**

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

**PLACER COUNTY**

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: infopceda@placer.ca.gov

**PLUMAS COUNTY**

Address: 520 Main Street, Room 404
Quincy, CA 95971
Telephone: (530) 283-6303
Fax: (530) 283-6340
Web Address: http://www.plumascountyda.org/

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

**Student Intern**

Paid/Unpaid Unpaid at the moment

**Requirements**

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

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

**Post-Bar Clerkship**

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

**Deputy District Attorney**

**Application Process**

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

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**RIVERSIDE COUNTY**

(Offices in Riverside, Murrieta/Temecula, & Indio)
Address: 4075 Main Street
Riverside, CA 92501
Telephone: (951) 955-0200
Fax: (951) 955-0190
Web Address: [http://www.rivcoda.org](http://www.rivcoda.org)

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

**Law Student Applications**

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

Second- and Third-year students' resumes should be submitted by September 15. First-year students should submit their resumes between December 15 and January 20. See the following link for the complete Office Resume: [http://www.rivcoda.org/pdf/Office_Resume.pdf](http://www.rivcoda.org/pdf/Office_Resume.pdf).

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

**SACRAMENTO COUNTY**

Address: 901 G Street  
Sacramento, CA 95814  
Telephone: 916.874.6218  
Fax: 916.874.5340  
Web Address: [http://www.sacda.org/](http://www.sacda.org/)

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

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

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

Submit a letter of interest and resume on or before November 16, 2012 to Cecile Velasco at [velascoc@sacda.org](mailto:velascoc@sacda.org) or fax (916) 874-5340 or standard mail to 901 G Street, Sacramento, CA 95814.

Address cover letters to Chief Deputy District Attorney Cynthia Besemer.

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

**Volunteer Summer Law Student Internship Program**  
*(1st year students)*

Students who have completed their first year of law school, or second year if enrolled in an evening program, may work over the summer months with Deputy District Attorneys doing legal research, assisting in court and handling assignments in the misdemeanor arraignment courts. Enrollment in or completion of a course in Evidence or Civil Procedure is preferred, but not required.
Please submit a letter of interest and resume to Supervising Deputy District Attorney Richard Miller at milleri@sacda.org or fax 916.874.8859 or mail to 901 G Street, Sacramento, CA 95814.

Mandatory Training: May 20, 21, 22, 2013
Start of Semester: May 20, 2013

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

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

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

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

**SPRING**
Mandatory Training: January 4, 2013
Start of Semester: January 7, 2013

**SAN BENITO COUNTY**

Address: 419 4th Street
Hollister, CA 95023-3801
Telephone: (831) 636-4120
Fax: (831) 636-4126
Web Address: [http://www.cosb.us/county-departments/district-attorney/#.Ub-CaynVCLo](http://www.cosb.us/county-departments/district-attorney/#.Ub-CaynVCLo)

**Student Intern**

**Application Process**

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

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

**SAN BERNADINO COUNTY**

Address: 316 North Mountain View Avenue  
San Bernardino, CA 92415-0440  
Telephone: (909) 387-8309  
Web Address: [http://sbcountyda.org/](http://sbcountyda.org/)  
Email: da@sbcda.org

For inquiries regarding the Volunteer / Intern Programs only, you may contact the Policy and Staff Development Unit: training@sbcda.org

**General Information**

The District Attorney's Office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

All applicants must pass a criminal background check prior to being accepted into any of these programs.

Application deadlines are as follows:

- November 15    Spring Session     (Jan. — April)
- March 15       Summer Session     (May — Aug.)
- July 15        Fall Session       (Sept. — Dec.)

The District Attorney's Office has three volunteer/intern programs. These are non-paid positions. See below for a brief description of each:

**Law Interns:**

We have three types of Law Interns: General Law Interns, Appellate Services Unit Law Interns and Volunteer Attorneys. Below are the descriptions of each:

**(1) Law Interns - General**

These law interns will be assigned to assist our various trial attorneys throughout the county. They should have some legal education. Depending on the level of legal education, law interns can be assigned a variety of duties from research and writing to limited court appearances. Certified interns may be assigned to argue motions or preliminary hearings. (See the California State Bar Website for certification requirements and information on the Practical Training of Law Students Program.)

**(2) Law Interns - Appellate Services Unit**

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

(3) Law Interns - Volunteer Attorneys

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

Prospective candidates should submit a cover letter, resume, the intern application, and a writing sample.

Victim Services Volunteers

Victim Services Volunteers will be assigned to assist Victim Services Advocates. They should have an interest in assisting victims and witnesses of crimes. No special education or experience is necessary. However, depending on the level of experience, Victim Services Volunteers may be assigned to assist with clerical work, contacting victims and witnesses or accompanying them to court. Non-paid student intern programs are also available.

General Volunteers

If you are interested in volunteering your time to assist in any capacity at the District Attorney's Office, you may apply to be a General Volunteer. No special education or background is necessary. However, these positions will be granted on a case-by-case basis depending on office needs.

Deputy District Attorneys

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

SAN DIEGO COUNTY

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/

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

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 will have the opportunity to work in a variety of divisions within the department. In addition to the Hall of Justice downtown, branch offices are located in the South Bay, East County, North County and Kearny Mesa areas.

The Certified Legal Intern Program is divided into two categories: (1) Summer Legal Interns; and (2) Fall/Spring Legal 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 and may even be assigned to assist with some aspects of case preparation in rape, kidnap and murder trials.

**Requirements**

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

- 2L Status and completion of Evidence and Criminal Law Courses
- Resume – Please include your GPA in your resume
- 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 previously been assigned or other DDAs who can speak to your work.

The requirements for the Fall/Spring Legal Intern position are as follows:

- 2L or 3L Status and completion of Evidence and Criminal Law Courses
- Resume – Please include your GPA in your resume
- Must be available to work a minimum of 20 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 previously been 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 Certified 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.

**Application Information**

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@sdcda.org.

For the Spring Legal Intern position, interviewing will take place through on campus interviewing at the local San Diego area law schools. For the Summer Legal Intern position, interviewing will take place either through on campus interviewing or through Skype/teleconferencing.

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@sdcda.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.

**Post Bar Graduate Law Clerk Program**

**Job Description**

The Graduate Law Clerk Program of the San Diego District Attorney’s Office affords individuals who have taken the California Bar examination the opportunity to work for a prosecutor’s office while awaiting California Bar results. Employment in this position would start in August 2013. The Graduate Law Clerk Program offers full time, paid positions, and Graduate Law Clerks will be expected to work at least 40 hours a week.

Graduate Law Clerks are assigned to all divisions of the Office within San Diego County. They will be assigned to answer defense motions, do legal research and write reports thereon, and assist attorneys in trial preparation. If certified, they have the opportunity to conduct felony preliminary hearings and misdemeanor jury trials under the supervision of Deputy District Attorneys.

Because San Diego is a civil service county, employment as a Deputy District Attorney is by competitive application and interviewing after the Graduate Law Clerk has passed the California Bar examination. Temporary employment as a Graduate Law Clerk is NOT a guarantee or promise of employment as a Deputy District Attorney I. Graduate Law Clerks can be employed for no longer than a year. If a Graduate Law Clerk has passed the California Bar, he or she can apply for a position as a Deputy District Attorney during open recruitment for that position.
Training

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

All Graduate Law Clerks are expected to apply with the State Bar for their certification. Such certification status allows these then Certified Graduate Law Clerks to research, write, and argue motions, conduct preliminary hearings, assist in the preparation of serious felony cases and may even be assigned to assist with some aspects of case preparation in rape, kidnap and murder trials.

Requirements

The requirements for the Graduate Law Clerk positions are as follows:

- 3L Status
- Commitment to taking the California Bar examination in July 2013
- Resume, cover letter and transcript
- Writing Sample (not to exceed three typed pages)
- Grade Point Average of 3.0
- 2 Letters of Recommendation (Please provide 2 only)
- Subject to background and medical clearance
- If you have worked for our Office before, please include in your application the names of any supervisors to whom you have previously been assigned or other DDAs who can speak to your work.

The requirements for Graduate Law Clerk position consist of a review of the individual’s cover letter, resume, writing sample, letters of recommendation and transcript. After the written application materials have been reviewed, some applicants will be scheduled for a personal interview.

For the Graduate Law Clerk position, interviewing will take place either through Skype/teleconferencing or in person at the San Diego County District Attorney's Office.

Application Information

To apply for the Graduate Law Clerk position, please submit a (1) Cover Letter, (2) Resume, (3) Writing Sample (not to exceed three typed pages), (4) Two Letters of Recommendation, (5) Official or Unofficial Transcript, and (6) 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@sdcda.org. The applications are due on October 11, 2012.

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/.

**SAN FRANCISCO COUNTY**

Address: 850 Bryant Street, Room 322 San Francisco, CA 94103  
Telephone: (415) 553 -1754  
Fax: (415) 553 -1737  
Web Address: http://www.sfdistrictattorney.org/

Contact: Internship Program Manager  
Office of District Attorney George Gascón  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
E-mail: SFDAInternship@sfgov.org

**Internship Opportunities**

The District Attorney's Office is seeking motivated students who are interested in gaining hands on experience in the criminal justice system and working to help the District Attorney represent the People of San Francisco. The District Attorney's Office offers a variety of opportunities for eligible students.

For application materials and internship details please see:


**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:

Evette Taylor-Monachino  
Human Resources Manager  
Office of District Attorney George Gascón
SAN JAOQUIN COUNTY

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

Legal Interns

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

Law Clerk Program

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

Requirements

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

Application Process

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

Deputy District Attorney

**SAN MATEO COUNTY**

Address: 400 County Center 3rd Floor  
Redwood City, CA 94063  
Telephone: (650) 363-4636  
Fax: (650) 363-4873  
Web Address: http://www.co.sanmateo.ca.us/portal/site/districtattorney

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

**Student Law Clerk**

Paid/Unpaid Unpaid

**Description**

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

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

**Requirements**

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

**Application Process**

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

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

SANTA BARBARA COUNTY

Address: 1112 Santa Barbara Street
Santa Barbara, CA 93101
Telephone: (805) 568-2300
Fax: (805) 568-2398
Web Address: http://www.countyofsb.org/da/index.asp

Contact: Chief Deputy DA Gordon Auchincloss
1112 Santa Barbara St
Santa Barbara, CA 93101
Tel: (805) 568-2300
Email: gauchin@co.santa-barbara.ca.us

Student Law Clerk

Unpaid

Description

Throughout the year we have college students and law students who intern or clerk in our office. College students can obtain a first hand look at the inner workings of our office, as well as attending many different court proceedings: Arraignment, Search and Seizure motions, Bail hearings, trials, sentencing, and probation violations, to name a few. These internships provide a good insight and preliminary knowledge regarding law as a career.

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

Deputy District Attorney

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

SANTA CLARA COUNTY

Address: 70 West Hedding Street, West Wing
County Government Center
San Jose, CA 95110
The Law Clerk Internship Program

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

The District Attorney’s Office has internships for 1Ls, 2Ls, 3Ls, 4Ls (part-time) and the takers of the February and July Bar Exams. The sessions are in the Fall, Spring, February Post Bar period, Summer, and July Post Bar period. The District Attorney’s Office has a paid 2L Honors Program which is described below. The relevant dates including the deadlines for application to each of these programs are listed below.

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

SANTA CLARA COUNTY DISTRICT ATTORNEY'S OFFICE
Deputy District Attorney Jarisse Moore
Law Clerk Internship Program
County Government Building –West Wing
70 West Hedding Street
San Jose, CA 95110

See http://www.sccgov.org/sites/da/Pages/LAWCLERKINTERNSHIPS.aspx for more information.

Deputy District Attorney

Application Process

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

Contact:
Jay Boyarsky
Chief Assistant District Attorney
70 West Hedding Street, West Wing
San Jose, CA 95110
Phone: (408) 792-2821
Email: JBoyarsky@da.sccgov.org

SANTA CRUZ COUNTY

Address: 701 Ocean Street, Room 200
Santa Cruz, CA 95060
Telephone: (831) 454-2400
Fax: (831) 454-2227
Web Address: http://datinternet.co.santa-cruz.ca.us/

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

Student Law Clerk

Unpaid

**Description (Uncertified Student)**

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

**Description (Certified Student)**

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

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

**Application Process**

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

**Deputy District Attorney**

**Description**

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

**Requirements**

Applicants must be bar members.

**Application Process**

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

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

**SIERRA COUNTY**

Physical Address: 100 Courthouse Square, Room B1  
Downieville, CA 95936  
Mailing Address: PO Box 886  
Downieville, CA 95936  
Telephone: (530) 289-3269  
Fax: (530) 289-0130  
Web Address: http://www.sierracounty.ws

**SISKIYOU COUNTY**

Physical Address: 311 4th Street, Room 204  
Yreka, CA 96097  
Mailing Address: PO Box 986  
Yreka, CA 96097  
Telephone: (530) 842-8125  
Fax: (530) 842-8137  
Web Address: http://www.co.siskiyou.ca.us/da/da.aspx  
E-mail: da@co.siskiyou.ca.us

**SOLANO COUNTY**

Address: 675 Texas Street, Suite 4500  
Fairfield, CA 94533-6340  
Telephone: (707) 784-6800  
Fax: (707) 784-7986  
Web Address: http://www.co.solano.ca.us/da/  
E-mail: SolanoDA@solanocounty.com

**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 personal interviews with our office.
Submit these documents to solanoda@solanocounty.com or standard mail to 675 Texas Street, Ste. 4500, Fairfield, CA 94533.

For internship descriptions and application forms, see http://www.co.solano.ca.us/depts/da/volunteer_program/default.asp.

SONOMA COUNTY

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

Recruiting Contact: William Mount
Deputy District Attorney
(707) 565-2220 bmount@sonoma-county.org

Law Clerk

The Sonoma County District Attorney also offers opportunities to work as a Law Clerk. We have both paid and unpaid internships available. If you have completed at least one year of law school, please send a letter of interest and a current resume to William Mount at the above address.

Deputy District Attorney

All hiring is done through the county personnel office. Visit http://agency.governmentjobs.com/sonoma/default.cfm to search open opportunities and apply online. Information about current openings can also be obtained from the job line at (707) 565-2331. Applications are not kept on file, and are only accepted when there is a hiring window. Individuals may send a resume with the completed application.

STANISLAUS COUNTY

Physical Address: 832 12th St Suite 300
Modesto, CA 95354
Mailing Address: P.O. Box 442
Modesto, CA 95353
Telephone: (209) 525-5550
Fax: (209) 525-5545
Web Address: http://www.stanislaus-da.org/
SUTTER COUNTY

Address: 446 Second Street
Yuba City, CA 95991
Telephone: (530) 822-7330
Web Address: http://www.co.sutter.ca.us/doc/government/depts/da/da_home

TEHAMA COUNTY

Address: 444 Oak Street, Room L
PO Box 519
Red Bluff, CA 96080
Telephone: (530) 527-3053
Fax: (530) 527-4735
Web Address: http://www.co.tehama.ca.us/index.php/departments-mainmenu-145/district-attorney-mainmenu-267

TRINITY COUNTY

Address: 11 Court Street
PO Box 310
Weaverville, CA 96093
Telephone: (530) 623-1304
Fax: (530) 623-2865

TULARE COUNTY

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/
Email: DAmail@co.tulare.ca.us

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

Deputy District Attorney

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

TUOLUMNE COUNTY

Address: 423 No. Washington Street
Sonora, CA 95370
Telephone: (209) 588-5450
Fax: (209) 588-5445
Web Address: http://portal.co.tuolumne.ca.us/psp/ps/TUP_DIST_ATTORNEY/ENTP/c/TU_DEPT_MENU.TUOCM_HTML_COMP.GBL?action=U&CONTENT_PNM=EMPLOYEE&CATGID=1829&FolderPath=PORTAL_ROOT_OBJECT.ADMN_TUOCM_MENUREF_1829&IsFolder=false&IgnoreParamTempl=FolderPath%26IsFolder=E-mail: da@tuolumnecounty.ca.gov

VENTURA COUNTY

Address: Hall of Justice
800 S. Victoria Avenue, Suite 314
Ventura, CA 93009
Telephone: (805) 654-2500
Fax: (805) 654-3046
Web Address: vcdistrictattorney.com
Primary Contact: Cynthia M. Klante, Legal Management Assistant
Cynthia.Klante@ventura.org

Attorney / Law Clerk Volunteer

The first step for consideration is submission of a resume with letter of interest, via e-mail, to Chief Deputy District Attorney Michael K. Frawley, c/o Legal Management Assistant Cynthia M. Klante at Cynthia.Klante@ventura.org. Applicants may expect a timely response. Should there be available openings, an interview will be arranged. If offered a volunteer opportunity, the applicant is required to pass a background check conducted by our Bureau of Investigation. Applicants for the summer program are expected to honor a minimum commitment of 40 hours per week for ten weeks. During the academic year, a minimum commitment of 15 hours per week for ten weeks is required. Please note: applicants are advised to plan ahead regarding their schedules and availability, as the background process takes six to eight weeks to complete.
Deputy District Attorney

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

YOLO COUNTY

Address: 301 Second Street
Woodland, CA 95695
Telephone: (530) 666-8180
Fax: (530) 666-8185
Web Address: http://www.yoloda.org/
Email: yoloda@yoloda.org
Primary Contact: Jonathan Raven Assistant Chief Deputy District Attorney
jonathan.raven@yolocounty.org

Student Intern

Description

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

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

Interns are involved in a wide variety of cases, both misdemeanor and felony. A day in the life of a typical intern involves drafting motions and memoranda of points and authorities, conducting research on complicated legal issues, and, if you are certified, arguing the People’s position in the courtroom. We also encourage interns to observe ongoing trials to learn about the criminal justice system and gain better insight into what it is like to be a prosecutor. Ultimately, you may have the opportunity to conduct a jury trial in a misdemeanor case. During the fall and spring semesters, scheduling is flexible. We are willing to work around your school schedule, providing you a convenient way to intern while you are a student. Positions in our summer program will be available as well, however, being that these positions are more competitive, we expect a greater commitment. Summer interns work full-time. There is more time to observe jury trials and greater opportunity to conduct a jury trial. You will start the summer with a 2-day Training and Orientation Program. You will be exposed to a multitude of areas of the criminal justice system and the many personalities. You will also have an opportunity to socialize with Yolo DA staff. We are investing in you, and we expect a commitment from you. We require summer interns to continue working part-time in the fall. Check with your school’s administration to learn about receiving academic credits and your eligibility for our work-study program. "Success for us is when you leave here convinced you want to make a career as a prosecutor and that you want to do that at the Yolo County District
Attorney's Office." This is an opportunity to begin making a reputation for yourself so that down the road, if a deputy district attorney position becomes available, and you are interested, you will be a top-choice for the position. If there are no deputy district attorney positions available in our office, we will do what we can and contact our friends at other offices to help you land a job on the “statewide team” of District Attorney Offices.

**Application Process**

You may send us a resume and cover letter after December 15. Please e-mail your resume and a cover letter to Jonathan Raven, Assistant Chief Deputy District Attorney, at the contact information listed above. Visit [http://www.yolocounty.org/Index.aspx?page=745](http://www.yolocounty.org/Index.aspx?page=745) for updated information.

**Post Bar Clerkship**

We do not have a post-bar internship program.

**Deputy District Attorney**

For those interested in deputy district attorney positions in Yolo County, please note that we do not consider applications until passage of the California State Bar. Send a resume and cover letter to our Office and also complete a Yolo County application and send it to the Yolo County Human Resources Department. Applications can be submitted online at [http://www.yolocounty.org/Index.aspx?page=367](http://www.yolocounty.org/Index.aspx?page=367).

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**YUBA COUNTY**

Address: 215 Fifth Street, Suite 152  
Marysville, CA 95901  
Telephone: (530) 749-7770  
Fax: (530) 749-7363  
Web Review: [http://www.co.yuba.ca.us/content/departments/da/](http://www.co.yuba.ca.us/content/departments/da/)

There are no opportunities for student interns.

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