



Being a prosecutor is one of the most rewarding careers imaginable for a lawyer. Prosecutors have a unique opportunity to enhance public safety by serving the community in a court of law.

As the nation's largest local prosecutorial agency, the Los Angeles County District Attorney's Office offers a wide range of exciting career opportunities to lawyers and valuable training for law students.

The selection process is highly competitive. Candidates must demonstrate integrity and uncompromising ethics. Commitment to justice is so essential that Los Angeles County deputy district attorneys must take an oath to uphold the law and successfully complete a five-week training program.

Deputy district attorneys prosecute felony and misdemeanor cases, ranging from vehicle violations to murders, at courthouses throughout the county. They also staff specialized units, such as family violence, sex crimes, hardcore gangs, major crime, white collar crime and high tech crime.

If you plan to pursue a career of public service in a prosecutor's office, you may want to consider applying for one of several law clerk positions offered by the Los Angeles County District Attorney's Office. Each provides learning and personal growth opportunities that will benefit your future career and make you a better lawyer.

For more information about the District Attorney's Office, visit our website at <http://da.lacounty.gov>.

Jackie Lacey

Jackie Lacey
District Attorney
Los Angeles County

PROTECTING THE PEOPLE OF LOS ANGELES COUNTY

With 10.4 million residents, Los Angeles County is the most populous county in the nation and is larger than 42 states. The county spans 4,083 square miles, stretching from the Antelope Valley to Long Beach and from Pomona to Malibu.

The Los Angeles County District Attorney's Office employs more than 2,100 people, including about 1,000 lawyers. Approximately 300 D.A. investigators have full peace officer status with the same jurisdictional authority as Los Angeles County deputy sheriffs. The office also employs paralegals, law clerks, witness assistants and victim services representatives.

Felony cases are prosecuted in courthouses throughout the county. The District Attorney's Office also prosecutes misdemeanors in 78 of the county's 88 cities and in unincorporated areas.

FOR INFORMATION

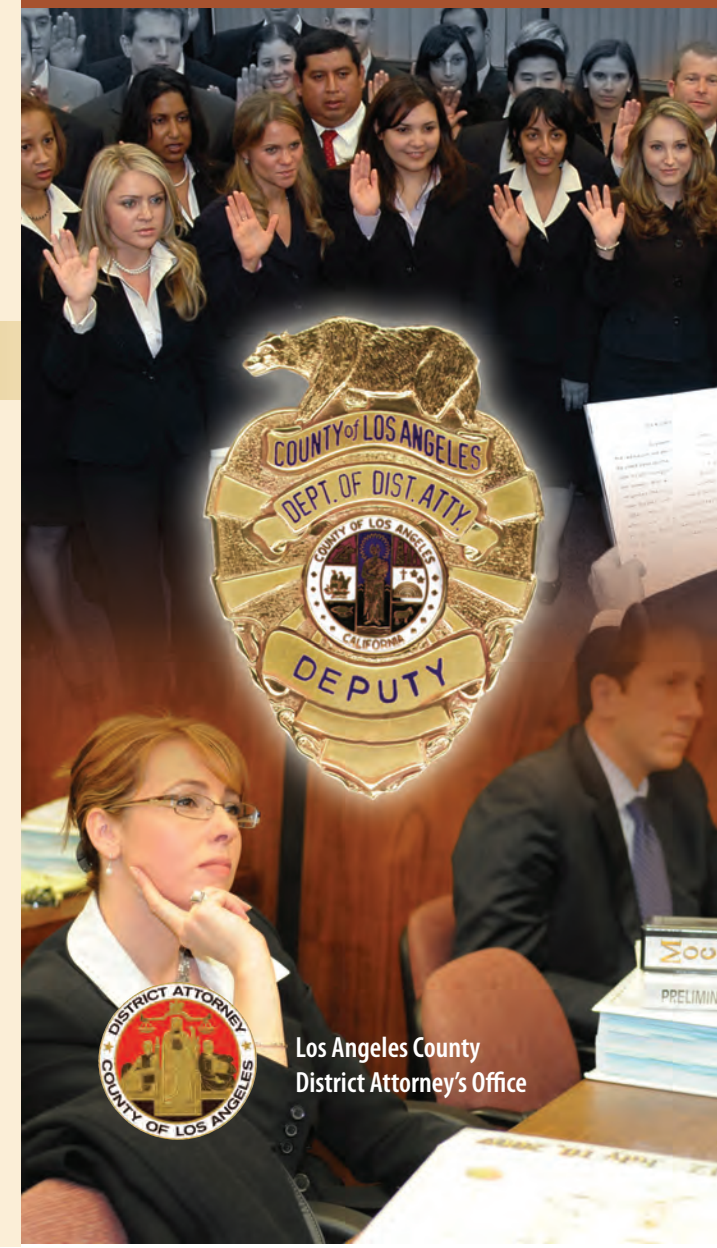
Write to:

Regina Mayo, Recruitment Coordinator
Los Angeles County District Attorney's Office
210 West Temple Street, Room 18-215
Los Angeles, California 90012
E-mail: rmayo@da.lacounty.gov
Telephone: 213-974-7788 or 213-893-0174
Facsimile: 213-626-5862

For other career opportunities in the District Attorney's Office, contact:

Human Resources Division
Los Angeles County District Attorney's Office
201 North Figueroa Street, Suite 1300
Los Angeles, California 90012
Telephone: 213-202-7701
Website: <http://da.lacounty.gov>

PREPARING FOR A CAREER AS A DEPUTY DISTRICT ATTORNEY



Los Angeles County District Attorney's Office
Clara Shortridge Foltz Criminal Justice Center
210 West Temple Street, Room 18-215
Los Angeles, CA 90012



VOLUNTEER LAW CLERK

Early in your legal education you can lay the foundation for a career in a public prosecutor's office by serving as a volunteer law clerk. Volunteer law clerks assist deputy district attorneys in all phases of prosecution of misdemeanor and felony crimes and will likely attend court proceedings.

In addition, volunteer law clerks may be asked to assist in:

- Legal research and writing
- Reviewing transcripts
- Trial strategy discussions
- Collecting and analyzing statistics
- Composing drafts of motions
- Obtaining restitution information
- Preparing reports, documents and memoranda
- Contacting victims and witnesses
- Sorting and evaluating evidence
- Assembling trial notebooks
- Related tasks, including clerical work

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.

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

HOW TO APPLY

- Send a cover letter and resume to the District Attorney's Recruitment Coordinator (see back panel).

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.

Students who have completed at least one full year at an accredited law school and have either successfully completed, or are currently enrolled in, courses on evidence and civil procedure are eligible to apply to be certified law students. Certification forms are available from the State Bar and at most law schools.

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:

- February 15 for summer
- June 15 for fall
- October 15 for spring

HOW TO APPLY

- Send a cover letter and resume to the District Attorney's Recruitment Coordinator (see back panel).

SENIOR LAW CLERK

Law School Graduates

The senior law clerk positions offer hands-on case development and trial preparation experience. Importantly, these are not deputy district attorney-trainee positions. Also, senior law clerks who have been admitted to the State Bar or have been informed of their prospective admission to the Bar are not permitted to make appearances in court, even under the supervision of a deputy district attorney.

Placement is limited to certain divisions and occurs throughout the year. You must have graduated from law school and received your final law school transcript in order to apply for these full-time positions.

All paid senior law clerks must pass a background investigation. District Attorney's 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 the Human Resources Division (see back panel).

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 I. 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.

- 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 back panel).