DISTRICT ATTORNEY OFFICES IN SELECTED METROPOLITAN AREAS

HIRING INFORMATION 2002-2003
# TABLE OF CONTENTS

**ARIZONA**  
Phoenix District Attorney’s Office ................................................................. 3

**CALIFORNIA**  
L.A. County District Attorney’s Office .............................................................. 4  
San Diego County District Attorney’s Office ...................................................... 5  
San Francisco District Attorney’s Office ............................................................ 6

**COLORADO**  
Denver District Attorney’s Office .......................................................................... 7

**FLORIDA**  
Miami-Dade State Attorney’s Office ..................................................................... 8

**GEORGIA**  
Fulton County District Attorney’s Office - Atlanta ............................................ 9

**ILLINOIS**  
Cook County State Attorney’s Office - Chicago .............................................. 10

**MARYLAND**  
Baltimore City Office of the State Attorney ................................................... 11

**MASSACHUSETTS**  
Suffolk County District Attorney’s Office - Boston ........................................... 12

**NEW YORK**  
Bronx County District Attorney’s Office ............................................................. 13  
Kings County District Attorney’s Office - Brooklyn ........................................... 14  
New York County District Attorney’s Office - Manhattan .................................... 15

**NORTH CAROLINA**  
Charlotte District Attorney’s Office ...................................................................... 16

**OREGON**  
Multnomah County District Attorney’s Office - Portland .................................... 17

**PENNSYLVANIA**  
Philadelphia District Attorney’s Office .............................................................. 18

**WASHINGTON**  
King County Seattle Prosecutor’s Office .......................................................... 19
Phoenix City Prosecutor’s Office

Address: P. O. Box 4500
Phoenix, AZ 85030-4500
Phone: (602) 262-6461
Contact: Janet Johnson
Kathy Lubay-Johnson - Trial Bureau Chief (permanent)
# of attorneys in office: 75

Summer Intern Program
Application Deadline:

Positions available: ___ 2L (paid)
___ 1L

Interested students should submit:
___ resume ___ cover letter ___ writing sample ___ transcript ___ recs

Will you be coming on grounds to recruit interns?
No, only hire ASU law students for intern positions.

Entry Level Positions for graduating 3L’s
Average starting salary: ___ 53,976 ___
___ offers are made before the bar
___ offers are made after successful completion of bar
___ only lateral hires are made

How many positions are usually available: usually 2-7/yr

When should interest be expressed: anytime after successful completion of AZ bar

Interested students should submit:
___ resume ___ cover letter ___ writing sample ___ transcript ___ recs
___ application (call contact to obtain copy of application)

Will you be coming on grounds to recruit new hires?
No, we do not recruit at law schools.
L.A. County District Attorney’s Office

Address: 210 West Temple Street, 18th Floor
Los Angeles, CA 90012-3210
Phone: (213) 893-0174
Contact: Kathy Musick - recruitment coordinator (intern program) (213) 893-0174
# of attorneys in office: a little less than 1,000
Web address: http://da.co.la.ca.us/

Summer Intern Program
Application Deadline: October 15 (for Law Clerk class), March 15 (for 2L’s & 1L’s)

Positions available:
- 20-30 Law Clerk class (paid)
- 30-40 2L (unpaid)
- 50 1L (unpaid)

Interested students should submit:
Law Clerk class:
- resume
- cover letter
- writing sample
- transcript
- recs

2L’s & 1L’s:
- resume
- cover letter
- writing sample
- transcript
- recs

Will you be coming on grounds at UVA School of Law to recruit interns?
Only recruit at law schools in L.A. because there is no money to travel. Would be happy to meet with students in L.A.

Entry Level Positions for graduating 3L’s
Average starting salary: $35K-38
- offers are made before the bar
- offers are made after successful completion of bar
- only lateral hires are made

How many positions are usually available: depends on the budget, could be anywhere from 10-50.

When should interest be expressed: 4-6 months before you wish to be considered, the position opens up 2 times a year, (July & November) and so the office hires from resumes that are on file from the previous 6 months.

Interested students should submit:
- resume
- cover letter
- writing sample
- transcript
- recs
- application - only when there is a position open

Will you be coming on grounds to recruit new hires?
Only recruit at law schools in L.A. because there is no money to travel. Would be happy to meet with students in L.A.
San Diego County District Attorney’s Office

Address: Hall of Justice, 330 West Broadway, Suite 920
San Diego, CA 92101
Phone: (619) 531-3182
Contact: Karen St. Charles (619) 531-3182 (permanent)
Terrie Gonzalez (summer)
# of attorneys in office: 275
Web address: www.co.san-diego.ca.us/cnty/cntydepts/safety/da

Summer Intern Program
Application Deadline: accept resumes from Sept.-Dec./ interview Jan.-March

Positions available: X 2L (unpaid) - Graduate Law Clerk program is paid, see below.
X 1L

Interested students should submit:

unofficial

X resume X cover letter ___ writing sample X transcript ___ recs

Will you be coming on grounds to recruit interns?
No.

Entry Level Positions for graduating 3L’s
Average starting salary: $45,000 - $52,000
X offers are made before the bar for the Grad Law Clerk position, but must pass bar (6 mo.,
$14.33/hr)

X offers are made after successful completion of bar in CA for ADA1 position

X only lateral hires are made

How many positions are usually available: depends on job openings

When should interest be expressed: Send resumes from Sept.-Dec., interviews take place from
Nov.-Feb., offers take place around March for the Grad Law Clerk position.

Interested students should submit:

X resume X cover letter ___ writing sample X transcript ___ recs

X application (call in Nov. to get your name on list for application)

Will you be coming on grounds to recruit new hires?
No, because they receive around 200 applications for the Grad Law Clerk position and around 500-600
applications for the ADA1 positions. They do prefer candidates interview in person if it gets to that stage,
however, they have made some exceptions for students who are not able to make it to that region
because of cost and will conduct telephone interviews.
San Francisco District Attorney’s Office

Address: 850 Bryan Street
San Francisco, CA 94103
Phone: (415) 553-1743
Contact: Paul Cummins, Chief Asst. D.A. (permanent positions)
Maria Bee or Sarah Wright (internship program)

# of attorneys in office: 120
Web address: www.ci.sf.ca.us/da

Summer Intern Program
Application Deadline: begins in Jan.-May

Interested students should submit:
- [ ] resume  [ ] cover letter  [ ] writing sample  [ ] transcript  [ ] recs
- [ ] application packet  [ ] passport photo

Will you be coming on grounds to recruit interns?
No.

Entry Level Positions for graduating 3L’s
Average starting salary: ______Low $50,000’s____
- [ ] offers are made before the bar
- [ ] offers are made after successful completion of bar (must pass bar before interview)
- [ ] only lateral hires are made

How many positions are usually available: whenever they become open, varies

When should interest be expressed: resumes are reviewed when a position becomes available

Interested students should submit:
- [ ] resume  [ ] cover letter  [ ] writing sample  [ ] transcript  [ ] recs
- [ ] application (e-mail following for application - andrew_a_vu@ci.st.ca.us)

Will you be coming on grounds to recruit new hires?
No, we do not recruit anywhere.
Denver District Attorney’s Office

Address: 303 West Colfax Avenue, Suite 1300
          Denver, CO 80204
Phone: (720) 913-9000
Contact: Kim Dechant, Norm Brisson (intern program) (720) 913-9000
         Lamar Sims, Chief Deputy (permanent positions)
# of attorneys in office: 60
Web address: www.denvergov.org

Summer Intern Program (informal)

Application Deadline: not rigid, sometime in the fall prior to the summer wanted to intern but the earlier the better.

Positions available: (flexible)
- 3-6 2L (unpaid) [usually 1-2 in appeals, 1 in county court, 1 in juvenile court, 1 in economic crimes division, 1 in drug court, have to encourage attorneys to take on an intern for the summer]
- rarely 1L (unpaid)

Interested students should submit:
- resume
- cover letter
- writing sample
- transcript
- recs

Will you be coming on grounds to recruit interns?
They hire so few interns there is no need to recruit.

Entry Level Positions for graduating 3L’s

Average starting salary: $43K

offers are made before the bar
- X offers are made after successful completion of bar in Colorado
- only lateral hires are made

How many positions are usually available: 2-3

When should interest be expressed:
- Rolling

Interested students should submit:
- resume
- cover letter
- writing sample
- transcript
- recs
- application

Will you be coming on grounds to recruit new hires?
No.
Miami-Dade County State Attorney’s Office

Address: 1350 NW12th Avenue
         Miami, FL  33136
Phone:   (305) 547-0561
Contact: Estella Diaz
# of attorneys in office:  280

Summer Intern Program

Application Deadline: end of January

Positions available:  
   X  2L (unpaid, volunteer or for credit)  
   X  1L (unpaid, volunteer or for credit)

Interested students should submit:

CALL ESTELLA DIAZ BEFORE SENDING ANYTHING.

   X resume   X cover letter   ___ writing sample   ___ transcript   ___ recs
   X application

Will you be coming on grounds to recruit interns?
No, we do not recruit for interns.

Entry Level Positions for graduating 3L’s

Average starting salary:  $30K rises to $36K 6 months after bar admission if attorney receives positive performance evaluations

   X offers are made before the bar
   ___ offers are made after successful completion of bar
   ___ only lateral hires are made

How many positions are usually available:  30

When should interest be expressed:  call in August, will accept calls through November

Interested students should submit:

CALL ESTELLA DIAZ BEFORE SENDING ANYTHING.

   X resume   X cover letter   ___ writing sample   ___ transcript   ___ recs
   ___ application

Will you be coming on grounds to recruit new hires?
No, but we can arrange for an interview in Miami or when we recruit in DC.
Fulton County District Attorney’s Office

Address: 136 Pryor Street
Atlanta, GA, 30303
Phone: (404) 730-4980
Contact: Yvonne Conway (permanent) 404-302-8516
Betty Ann Hart (intern) 404-730-4972
# of attorneys in office: 76
Web address: www.fulton.ga.us/districtattorney/da.html

Summer Intern Program
Application Deadline: end of March

Positions available: 4 positions available each summer - four paid and a significant # of unpaid positions
X 2L $5.00-$6.00 per hour
X 1L

Interested students should submit:
X resume  X cover letter  ___ writing sample  ___ transcript  ___ recs

Will you be coming on grounds to recruit interns?
No, we only recruit locally.

Entry Level Positions for graduating 3L’s
Average starting salary: $48,000
X offers are made before the bar
X offers are made after successful completion of bar
___ only lateral hires are made

How many positions are usually available: 1-5 a year

When should interest be expressed: send resume after bar has been passed, as vacancies come up, resumes on file will be reviewed. Ongoing review process.

Interested students should submit:
X resume  X cover letter  X (2) writing sample  ___ transcript  ___ recs
___ application

Will you be coming on grounds to recruit new hires?
No, we only recruit locally.
Summer Intern Program

Application Deadline: unclear, probably mid-March, students were still calling in June for that summer’s positions, though

Positions available:  
- X 2L (some paid, but mostly unpaid)  
- X 1L (unpaid)

Interested students should submit:
- X resume  
- X cover letter  
- X writing sample  
- X transcript  
- X recs  
- X application (available on web site–see below)

Will you be coming on grounds to recruit interns?
No.

Entry Level Positions for graduating 3L’s

Average starting salary:  $39,738
- ___ offers are made before the bar  
- ___ offers are made after successful completion of bar  
- ___ only lateral hires are made

How many positions are usually available: depends on the openings at the time

When should interest be expressed:  September; deadline for application is October 1.

Interested students should submit:
- X resume  
- X cover letter (stating divisions interested in)  
- X writing sample  
- X transcript  
- X recs  
- X application (available on web site: www.statesattorney.org).

Will you be coming on grounds to recruit new hires?
No.
Baltimore City Office of the State Attorney

Address: Clarence Mitchell, Jr. Courthouse, Rm 208
110 North Calvert
Baltimore, MD 21202

Phone: (410) 396-4010

Contact: Stephanie Royster (410) 396-4010 (permanent); Francine Stokes (410) 396-1921 (summer interns)

# of attorneys in office: 177

Summer Intern Program

Application Deadline: before December

Positions available: __X__ 2L (8 paid clerkships; unlimited volunteer internships)

__X__ 1L

Interested students should submit:

__X__ resume  __X__ cover letter  __X__ writing sample  ____ transcript  ____ recs

Will you be coming on grounds to recruit interns?
No, we don’t recruit.

Entry Level Positions for graduating 3L’s

Average starting salary: ___ $36,200

__X__ offers are made before the bar

___ offers are made after successful completion of bar - must have passed Bar before applying but graduating students can be hired on as law clerks(with a one-year commitment) before passage of the bar.

___ only lateral hires are made

How many positions are usually available: depends on vacancy

When should interest be expressed: ___ at any time

Interested students should submit:

__X__ resume  __X__ cover letter  __X__ writing sample  ____ transcript  ____ recs

___ application

Will you be coming on grounds to recruit new hires?
No, we don’t recruit.
Suffolk County District Attorney’s Office

Address: 1 Bullfinch Place  
      Boston, MA  02114  
Phone: (617) 619-4000  
Contact: Lupita Donovan, Legal Hiring  
# of attorneys in office: __@100__  
Web address: www.state.ma.us/da/suffolk/suffolk.html.

Summer Intern Program

Application Deadline: Revolving but should apply by December  
Positions available:  

X  2L (unpaid-20hr/wk)  
X  1L (unpaid-20hr/wk)

Interested students should submit:  
X  resume  X  cover letter  ___  writing sample  ___  transcript  ___  recs

Will you be coming on grounds to recruit interns?  
No, we don’t have the money to travel and recruit for positions, but will do phone interviews.  
Applicants for intern positions should call shortly after submitting resume.

Entry Level Positions for graduating 3L’s

Average starting salary: __$35,000___  
___  offers are made before the bar  
X  offers are made after successful completion of bar - (the more experience the better)  
___  only lateral hires are made

How many positions are usually available: depends on what is open 

When should interest be expressed: express interest when you pass the bar

Interested students should submit:  
X  resume  X  cover letter  ___  writing sample  ___  transcript  ___  recs

Will you be coming on grounds to recruit new hires?  
No, we don’t have the money to travel and recruit for positions.
Bronx County District Attorney’s Office

Address: 198 East 161st Street
Bronx, NY 10451
Phone: (718) 590-2000
Contact: Maria Rivero, Director of Legal Recruiting (718) 590-2258
# of attorneys in office: 400

Summer Intern Program

Application Deadline: January

Positions available: 
___ 2L (paid)
___ 1L (paid)

Interested students should submit:
___ resume  ___ cover letter ___ writing sample ___ transcript ___ recs

Will you be coming on grounds to recruit interns?
No, we recruit only in the NY area or at Minority Job Fairs in Washington, Boston, and Philadelphia.

Entry Level Positions for graduating 3L’s

Average starting salary: ___ $46K ___
___ offers are made before the bar
___ offers are made after successful completion of bar
___ only lateral hires are made

How many positions are usually available: it varies

When should interest be expressed: June-September prior to the spring of graduation

Interested students should submit:
___ resume  ___ cover letter ___ writing sample ___ transcript ___ (3) recs
___ passport size photo

Will you be coming on grounds to recruit new hires?
No, we recruit only in the NY area or at Minority Job Fairs in Washington, Boston, and Philadelphia.
Kings County - Brooklyn District Attorney’s Office

Address: 350 Jay Street, 17th Floor
Brooklyn, NY 11201

Phone: (718) 250-2000
Contact: Patricia Gatling (718) 250-2253

# of attorneys in office: @505

Web address: www.brooklynnda.org

Summer Intern Program

Application Deadline: January

Positions available: X 2L ($300/wk, Federal work study)
X 1L ($300/wk)

Interested students should submit:
X resume  X cover letter    X writing sample ___ transcript ___ recs

Will you be coming on grounds to recruit interns?
No

Entry Level Positions for graduating 3L’s

Average starting salary: $44K
X offers are made before the bar
___ offers are made after successful completion of bar
___ only lateral hires are made

How many positions are usually available: 50-70

When should interest be expressed: December

Interested students should submit:
X resume  X cover letter    X writing sample ___ transcript ___ recs
___ application

Will you be coming on grounds to recruit new hires?
We do recruit at law schools, but not Virginia. Most interested UVA students come to our job fair.
New York County - Manhattan District Attorney’s Office

Address: One Hogan Place, Room 838
New York, NY 10013
Phone: (212) 335-9361
Contact: Robin Edwards
# of attorneys in office: 500
Web address: www.manhattanda.org

Summer Intern Program

Application Deadline: 2L’s: 1/1 - 3/15
1L’s: 1/1 - 3/15

Positions available:

- X 2L (paid-500/wk)
- X 1L (paid-500/wk)

Interested students should submit:

- X resume  X cover letter  ___ writing sample  ___ transcript  ___ recs

Will you be coming on grounds to recruit interns?
Yes - Fall, 2001–check CASE

Entry Level Positions for graduating 3L’s

Average starting salary: ___ $47,500 before bar; $48,000 after bar___
- X offers are made before the bar
- ___ offers are made after successful completion of bar
- ___ only lateral hires are made

How many positions are usually available: 50-55

When should interest be expressed: ___ September with a November 12 deadline ___

Interested students should submit:
Go through on grounds process for consideration or apply directly if not selected for an interview.

Will you be coming on grounds to recruit new hires?
Yes - Fall 2001–check CASE.
Charlotte District Attorney’s Office

Address: 700 East Trade Street
          Charlotte, NC  28202
Phone: (704) 347-7891
Contact: Michael Greene (704) 347-7891
# of attorneys in office: 45

Summer Intern Program
Application Deadline: open

Positions available: about 15
  X  3L (unpaid)
  X  2L (unpaid)
  X  1L (unpaid)

Interested students should submit:
  X  resume  X  cover letter  ___ writing sample  ___ transcript  ___ recs

Will you be coming on grounds to recruit interns?
No, not in the budget.

Entry Level Positions for graduating 3L’s
Average starting salary: depends on position (entry level approx. upper $20,000’s) offers are made before the bar
  X  offers are made after successful completion of bar
  ___ only lateral hires are made

How many positions are usually available: 1-2 a year ______________________

When should interest be expressed: ___ rolling ___

Interested students should submit:
  X  resume  X  cover letter  ___ writing sample  ___ transcript  ___recs
  ___ application

Will you be coming on grounds to recruit new hires?
No, we have an extraordinary amount of resumes coming in.
Summer Intern Program

Application Deadline: end of February, screening in March

Positions available:  
X 2L (paid $10.47/hour & unpaid)  
__ 1L

Interested students should submit:

X resume  X cover letter  ___ writing sample  ___ transcript  ___ recs

Will you be coming on grounds to recruit interns?
No.

Entry Level Positions for graduating 3L's

Average starting salary: ___$46,792___

X offers are made before the bar
 ___ offers are made after successful completion of bar
 ___ only lateral hires are made

How many positions are usually available: ___ varies ________________

When should interest be expressed: send application in advance, will interview in June if know a position will be available in Sept.

Interested students should submit to District Attorney Michael D. Schrunk:

X resume  X cover letter  ___ writing sample  ___ transcript  ___ recs

X application–available on the web site: www.co.multnomah.or.us.

Will you be coming on grounds to recruit new hires?
The office only conducts regional interviewing at local law schools.
Philadelphia District Attorney’s Office

Address: 1421 Arch Street
Philadelphia, PA 19102
Attention: Hiring Coordinator
Phone: (215) 686-8704
Contact: Annette Scott

# of attorneys in office: 250
Web address: www.phila.gov/districtattorney

Summer Intern Program

Application Deadline: For 2L’s & 3L’s: Nov 1; decisions made in Dec/Jan
For 1L’s: Jan-March; decisions made in April

Positions available: X 2L (paid-450/wk or work study), usually 15 pd & 15 work study
X 3L (unpaid)

Interested students should submit:
X resume X cover letter ___ writing sample ___ transcript ___ recs

Will you be coming on grounds to recruit interns?
Depends on interest.

Entry Level Positions for graduating 3L’s

Average starting salary: $42,250
X offers are made before the bar
___ offers are made after successful completion of bar
___ only lateral hires are made

How many positions are usually available: Hired 33 in 2001

When should interest be expressed: Throughout the year

Interested students should submit:
X resume X cover letter ___ writing sample ___ transcript ___ recs
___ application

Will you be coming on grounds to recruit new hires?
Depends on interest. Would love to hire UVA students.
King County - Seattle Prosecutor’s Office

Address: W554 King County Courthouse
516 Third Avenue
Seattle, WA  98104
Phone: (206) 296-9008
Contact: Rebecca Gifford, Personnel Manager
# of attorneys in office: 240
Web address: www.metrokc.gov/proatty

Summer Intern Program
Application Deadline: September 7 (must be Rule 9 qualified)

Positions available: 17 2L (paid-2,500/mo, 35hrs/wk)
                 extern prg 1L (unpaid)

Interested students should submit:
X resume  X cover letter  ___ writing sample  ___ transcript  ___ recs

Will you be coming on grounds to recruit interns?
No.

Entry Level Positions for graduating 3L’s
Average starting salary: $42,000 rises to $43,700 after 6 months
offers are made before the bar
X offers are made after successful completion of bar
___ only lateral hires are made

How many positions are usually available: depends on openings

When should interest be expressed: there are two hiring cycles: November and March.
Applications are only accepted during those months.

Interested students should submit:
X resume  X cover letter  ___ writing sample  ___ transcript  ___ recs
___ application

Will you be coming on grounds to recruit new hires?
No, most of their recruitment takes place regionally.