

**MEMORANDUM**

**TO:** Dean Roger A. Fairfax  
**FROM:** Iman G. Lyons  
**SUBJECT:** Criminal Law Programs  
**DATE:** July 24, 2017

This memorandum provides a survey of hiring practices at prosecution offices in major U.S. markets including California, Florida, Georgia, Illinois, Maryland, New York, Pennsylvania, Tennessee, Texas, Virginia and Washington, D.C. The information in this memorandum is consolidated from office websites and publications from various law schools. The GW Law Career Center does not have a consolidated guide on criminal prosecution hiring.

**California**

**Los Angeles County District Attorney’s Office**

Application Requirements	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.  All deputy district attorney appointees must pass a background investigation.
Description of Interview process	Very little information available concerning, however there are multiple rounds of interviews.
Application Deadlines	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.

**San Diego County District Attorney’s Office**

Application Requirements	Qualified applicants must be an active member in good standing with the State Bar of California. The ideal candidate will have knowledge of Federal and California criminal statutory and case law; Superior Court procedures; criminal and civil law principles and procedures and their application; rules of evidence; and principles and techniques of legal research. The ideal
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	<p>candidate will also have the skills and abilities to analyze and apply legal principles and practices; prepare, organize, and prosecute criminal and civil cases; interview witnesses and complainants; advocate a wide range of criminal and/or civil cases; prepare motions, orders, pleadings and other legal documents; present statements of fact, law and argument clearly and logically orally and in writing; and establish and maintain effective working relationships with County staff and representatives from outside agencies.</p> <p>Resume and legal writing sample required.</p>
Description of Interview process	No information available
Application Deadlines	No information available
Additional Relevant Information	<p>Deputy District Attorney I is the first working-level of the five-level Deputy District Attorney class series. Incumbents prepare and prosecute cases in Superior Court as training progresses; review evidence and advise law enforcement officers and complainants on law and criminal proceedings; interview complainants and witnesses to obtain case information; prepare motions, orders, and other legal documents; and assist higher level prosecutors in preparing and prosecuting Superior Court criminal cases. <a href="#">Job locations</a> include the downtown Hall of Justice as well as branch offices in the South Bay, East County, North County and Kearny Mesa areas.</p> <p><b>Graduate Law Clerk Program</b></p> <p>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 2018. 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.</p> <p>Graduate Law Clerks are assigned to all divisions of the Office within San Diego County. They may 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</p>

	<p>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.</p>
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**Florida**

**Broward County State Attorney’s Office**

Application Requirements	The Office hires recent law school grads for entry-level attorney positions. Interested applicants should send a cover letter, resume, three references and a completed State of Florida employment application to the Human Resources Administrator – Attorneys.
Description of Interview process	Applicants will go through at least one interview before being offered a position.
Application Deadlines	The Office accepts applications year round and retains applications and resumes for four years. 3L students should submit their applications in the fall of their last year of study.
Additional Relevant Information	The Broward County State Attorney’s Office covers prosecutions for the 17th Judicial Circuit in Broward County, Florida, which includes the City of Fort Lauderdale, Florida.

**Miami-Dade State Attorney’s Office**

Application Requirements	<p>The website for the Broward County State Attorney’s Office does not have much information regarding employment opportunities. The website, located at <a href="http://www.sao17.state.fl.us/employment.html">http://www.sao17.state.fl.us/employment.html</a>, contains a pdf employment application, which must be mailed with a resume, transcript, and cover letter to:</p> <p>Office of the State Attorney Human Resources Broward County Courthouse 201 SE 6th Street, Rm 660 Fort Lauderdale, FL 33301-3360</p>
Description of Interview process	Multiple rounds of interviews. The Office usually participated in On Campus Interviews.

Application Deadlines	The Office accepts applications year round, but 3L students interested in working for this office following graduation should complete their applications in the fall.
Additional Relevant Information	In addition to its primary facility located just outside downtown Miami, the Office has five branch locations that process complaints and handle traffic violations. The Office has over 300 attorneys and 900 support staff.

**Georgia**

**Office of the Fulton County District Attorney's Office**

Application Requirements	<p>You must be licensed to practice law in the State of Georgia and be a member in good standing with the Georgia Bar.</p> <p>Please include a current resume, a cover letter outlining your experience relating to this position and your salary requirements.</p>
Description of Interview process	Applicants who are selected for an interview will be notified and interviewed by the District Attorney and two Deputy District Attorneys. The Office does hire attorneys without criminal law experience. However, it is expected that most applicants will have already achieved a sufficient level of trial and courtroom experience to enable them to handle felony level cases with a minimum amount of training.
Application Deadlines	Applications are accepted regardless of current open positions and are maintained for a period of six (6) months
Additional Relevant Information	<p>New hires undergo a thirty (30) day training program in which you will be introduced to the basics of screening, filing and handling felony cases in the Superior Court of Fulton County. Upon completion of this training, you will be assigned to the Complaint Room where you will put into practice the techniques learned as well as participate in the ongoing development of this exciting new concept in the intake of criminal cases in Fulton County.</p> <p>During this time you will also be expected to participate in a more intensive training program conducted by the Deputy District Attorney for Administration and Training. This program covers all aspects of criminal litigation. It also includes several "mock" trials that encompass areas such as voir dire, direct examination of</p>

witnesses and introduction of physical evidence, opening statements and closing statements. The training program is specifically designed to provide you with the tools needed to become a successful litigator.

Upon completion of your service in the Complaint Room, and having demonstrated that you are deserving of promotion, you will be assigned to the Non-Complex Trial Division. Non-Complex trial attorneys handle all felony cases involving drug, theft and weapon offenses, and all other lower level felony offenses. Once you have completed the training requirements within the Non-Complex Trial Division, you will be assigned to either the Standard Trial Division or to the Complex Trial Division where you will be assigned to handle serious felony cases before one of the sixteen (16) Superior Court judges currently sitting in the Atlanta Judicial Circuit. Here you will have the opportunity to gain valuable experience in the handling of jury trials as well as general motions practice. The types of cases handled by our Assistant District Attorneys in the Complex and Standard Trial Divisions are serious felony crimes such as Armed Robbery, Aggravated Assault, Terroristic Threats, Burglary and other serious crimes.

Once you have demonstrated your abilities and expertise as a seasoned litigator in these divisions, you will become eligible for selection for one of the many specialized prosecution units maintained by our office. Attorneys in these units develop expertise in specific areas of criminal law and are expected to handle the most serious cases within those areas. A detailed description of these units can be found in the "Office Overview" area of this website.

Illinois

**Cook County State's Attorney - Chicago, IL**

Application Requirements	<p>The Office of the Cook County State’s Attorney, the second largest county prosecution office in the country, is an equal opportunity employer — employing more than 700 lawyers. All job offers are contingent upon being a licensed attorney in the State of Illinois and a background check.</p> <p>Each applicant is given individual consideration. The following criteria are included:</p> <ul style="list-style-type: none"><li>• Favorable Academic Standing</li><li>• Excellent Writing Ability</li><li>• Law School Activities- ie, Mock Trial</li><li>• Competition or Moot Court, Trial Team, Law Society, etc.</li><li>• Course Selections - ie, Criminal Law, Criminal Procedure, Evidence, Trial Advocacy, Advanced Trial Advocacy, Appellate Advocacy, Clinical courses or Public Interest Law, etc.</li><li>• Documented interest in public service and/or criminal law</li><li>• Highest standards of professional and personal integrity</li></ul> <p>A completed application consists of:</p> <ul style="list-style-type: none"><li>• Application (download <a href="#">here</a>; PDF)</li><li>• A signed and dated Release Form</li><li>• Official or /Un-Official Transcript</li><li>• Resume</li><li>• One Letter of Recommendation</li><li>• One Legal Writing Sample</li><li>• Cover Letter</li></ul>
Description of Interview process	<p>The Cook County State’s Attorney’s Office follows a standard interviewing and hiring process of third-year law students each year. In August, September and October, representatives from our office participate in</p>

	<p>national and local job fairs and visit more than 20 law schools to conduct on-campus interviews (OCI).</p> <p>During the on-campus interview process, we interview third-year law students who are graduating in January and June and planning to take the Illinois Bar Examination. If you attend a school that is part of our OCI program, you must obtain an interview through your school. If the schedule is full, the law school will notify us of students who attempted to obtain an interview, but through no fault of their own, were unable to make the schedule. We will make every effort to accommodate these students.</p> <p>After the first round of interviews, we review the interviewers' evaluations and select applicants to advance to a second and final round of interviews at our downtown Chicago office in late November and December. While there is no deadline to submit an application, all 3Ls are strongly encouraged to apply by October 1 for applicants attending schools where we do not conduct on-campus interviews.</p>
Application Deadlines	While there is no deadline to submit an application, all 3Ls are strongly encouraged to apply by October 1 for applicants attending schools where we do not conduct on-campus interviews.
Additional Relevant Information	Please note that all offers are conditioned upon taking and passing both the Illinois Bar Examination and a comprehensive background check.

**Maryland**

**Baltimore City State's Attorney's Office**

Application Requirements	<p>To receive consideration for a position as an Assistant State's Attorney, submit a resume and cover letter to <a href="mailto:resume@statorney.org">resume@statorney.org</a>. Reference "ASA application" (include "Entry Level" if applicable) in the subject line. You may address your cover letter to "Hiring Director." Documents must be in word or pdf format. Please do not mail hard copies of resumes and cover letters submitted to the resume mailbox.</p> <p>Successful applicants must be admitted to the Maryland Bar before start of employment</p>
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	Applicants must submit to a background check and drug and alcohol testing.
Description of Interview process	Applicants go through multiple rounds of interviewing.
Application Deadlines	Apply before the end of August as the office usually begins their interviews in the fall.

### Howard County State's Attorney's Office

Application Requirements	<p>Job openings for the County, including for Assistant State's Attorney positions, can be found at <a href="http://agency.governmentjobs.com/howardcounty/default.cfm">http://agency.governmentjobs.com/howardcounty/default.cfm</a>.</p> <p>The office does hire newly graduated law students who have been admitted to the Maryland Bar. They generally seek candidates with an excellent academic record who have demonstrated an interest in public service.</p>
Description of Interview process	After multiple rounds of interviews, the office usually makes an offer in the winter.
Application Deadlines	Application is typically due in early fall.

### Montgomery Country State's Attorney's Office

Application Requirements and Description of Interview Process	When the Office has a job opening, active resumes on file are reviewed, and the most qualified candidates are selected for an interview. If there are no qualified candidates on file, a job announcement will be posted on the website at <a href="http://www.montgomerycountymd.gov/sao/employment/attorneyandstaff.html">www.montgomerycountymd.gov/sao/employment/attorneyandstaff.html</a> .
Application Deadlines	<p>Personal resumes are received on a continuing basis and should be submitted by anyone interested in employment with the Office</p> <p>Resumes are retained for one year .</p>

### Prince Gorges County State's Attorney's Office

Application Requirements	<p>Vacancy announcements for this office can be found at: <a href="http://www.princegeorgescountymd.gov/Jobs.aspx">http://www.princegeorgescountymd.gov/Jobs.aspx</a>.</p> <p>The Office looks to fill both entry- level and senior-level Assistant State's Attorney positions. Entry-level candidates must have graduated from an accredited law</p>
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	<p>school and be eligible to practice law in the state of Maryland.</p> <p>Mid-level to Senior-level positions require that candidates also have 5 years of felony trial experience.</p>
Description of Interview process	No information available.
Application Deadlines	Apply in the Fall. Offers are usually made the following winter.
Additional Information	91 Attorneys in this office

**New York**

**New York County District Attorney's Office - Manhattan**

Application Requirements	All applications must be submitted online. Applicants will be required to attach a cover letter, resume, law school transcript, writing sample, and the names and telephone numbers of three professional references. Only complete applications are reviewed.
Description of Interview process	<p>New York County District Attorney's Office (Manhattan):</p> <ol style="list-style-type: none"> <li>1. First interview with one Hiring Board member</li> <li>2. Panel interview with three Hiring Board members</li> <li>3. Executive Panel interview with the Director of Legal Hiring and two ADAs from the Executive Staff</li> <li>4. Interview with District Attorney Cyrus R. Vance, Jr.</li> </ol>
Application Deadlines	Applications are accepted from August 1st through October 1st. All submissions must be submitted by 5:00 pm (EST).
Additional Relevant Information	<p>New Assistant District Attorneys commit themselves to serving the office for three years.</p> <p>Traditionally, the new class joins the office several weeks after taking the bar examination. After completing a six-week orientation and training program, ADAs begin work in their bureaus.</p> <p>Unlike many other prosecutor's offices, office prosecutes cases vertically, meaning that one ADA handles a case from its inception to final disposition.</p>

	<p>United States citizenship is required of all Assistant District Attorneys upon commencement of their employment, as is New York State residency.</p>
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**Nassau County District Attorney’s Office**

<p>Application Requirements</p>	<p>Applicants for an assistant district attorney position must submit the following materials in PDF FORMAT ONLY</p> <ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• Resume</li> <li>• Statement of Interest – (Labeled as such) Indicate why you want to work as a prosecutor and specifically in the Nassau County District Attorney’s Office.</li> <li>• Transcript – A transcript from your law school containing your most recent class rank calculated by your law school. If your law school does not rank, a transcript with your grades is still necessary. An unofficial transcript may be submitted for the initial application review. Admitted attorneys practicing for more than three years do not need to submit a transcript.</li> <li>• Position Paper – The position paper should be limited to three (3) double-spaced pages and must be an original position paper and not an abstraction or adaptation of earlier research from law school assignments. You should choose a current issue in the criminal justice system about which you feel strongly and prepare a paper presenting your position on that issue. This is neither a research paper nor a legal brief, but a sample of your ability to: <ul style="list-style-type: none"> <li>Recognize a significant issue in the criminal justice system;</li> <li>Adopt a specific, reasoned position on that issue; and</li> <li>Articulate that position in a logical and persuasive manner.</li> </ul> </li> </ul>
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Description of Interview process	<p><b>First Stage (Initial) Interview – Certified Transcript and Photo ID Required:</b></p> <p>Upon notification of advancement to the first stage of the interview process, you must request a certified transcript be sent to us directly from your law school. Your first stage interview is not complete until we have received and reviewed your official transcript.</p> <p>You must bring a government-issued photo identification to your first stage interview.</p> <p><b>Second Stage (Panel) Interview:</b></p> <p>Upon notification of advancement to the second stage of the interview process submit any additional materials you would like to be included in your interview file. This may include updated materials, letters of recommendation, or anything of interest. <b><i>Do not send duplicates of previously submitted materials.</i></b> Any additional materials submitted must be received no less than two weeks prior to interview date.</p> <p><b>Third Stage (Final) Interview – No additional materials required, unless requested by this office.</b></p> <p><b>Offer of Employment –</b> If the District Attorney extends an offer of employment applicant accept it, office will conduct a complete background investigation. <b>The offer is contingent on the results of that investigation.</b></p>
Application Deadlines	<p>The DA’s Office will begin accepting applications for the Fall 2018 hiring class on August 1st, 2017.</p> <p>All applications must be received on or before October 31, 2017 by 5pm.</p>
Additional Relevant Information	<p><b>Training</b></p> <p>The Nassau County District Attorney's Office has been designated by the New York State Continuing Legal Education Board as an Accredited Continuing Legal Education Provider. In that regard, and in conjunction with the office's commitment to excellence, all new attorneys are given the benefit of an extensive training course before being asked to appear in court. The course runs for a full month and is conducted by members of the staff who are also professors of law and published authors in the field of criminal trial practice.</p>

	<p>The curriculum for the course includes lectures, demonstrations and participation in investigation, case preparation, jury selection, opening statements, direct examination, cross-examination, summation, pre-trial suppression hearings, and constitutional criminal law.</p> <p>1. The District Attorney requires a three year commitment of all assistant district attorneys. Any person not willing to make this commitment should refrain from applying to this office. Anyone who seeks to breach this commitment is subject to termination and forfeiture of accumulated leave time. Our response to any subsequent requests for employment histories and recommendations will include any such violation of this commitment.</p>
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**Bronx District Attorney - Bronx, NY**

Application Requirements	<ul style="list-style-type: none"> <li>- cover letter</li> <li>- resume</li> <li>- unofficial transcript - writing sample</li> <li>- application</li> </ul>
Description of Interview process	<p>First-round interviews are conducted by selected individual Assistant District Attorneys and are generally conducted from August through October.</p> <p>Upon successful completion of the first interview, the applicant may be invited to return for a panel interview, generally conducted in October and November.</p> <p>The final interview is with District Attorney Johnson in December.</p>
Application Deadlines	<p>Law school students interested in applying for Assistant District Attorney positions must apply by October 20th of their last year of study.</p>
Additional Relevant Information	<p>New ADAs are required to abide by a commitment of three years of initial service to the Office of the District Attorney. Assistant District Attorneys are routinely required to perform evening, night, weekend and holiday assignments and to respond, on a 24 - hour basis, to crime scenes, police precincts and booking facilities.</p>

**Kings County District Attorney - Brooklyn, NY**

Application Requirements	<ul style="list-style-type: none"> <li>- cover letter</li> <li>- resume</li> <li>- writing sample</li> <li>- statement of interest</li> </ul>
Description of Interview process	<p>First stage involves reviewing the application materials. Next stage is Executive Interviews, which could be conducted with an individual or a panel of two or more. The final stage is an interview with District Attorney</p>
Application Deadlines	<p>Send materials beginning in fall of 3rd year (deadline is March 1). They start interviewing in January of the 3rd year, but they don't make any offers until the following January (after bar results are released).</p>

**Queens County District Attorney - Queens, NY**

Application Requirements	<p>In addition to a solid academic record, potential litigation skills, and a demonstrated interest in criminal justice, the Office seeks candidates with impeccable character and judgment who are drawn to public service and the ideals it embodies.</p> <p><b>At time of interview:</b> writing sample and transcript are required</p>
Description of Interview process	<p>Initial interview with one attorney, followed by a panel interview with two senior Assistant District Attorneys. Those recommended for the third and final interviews meet with the Counsel to the Chief Assistant District Attorney. Candidates must present an opening statement (materials sent in advance)</p>
Application Deadlines	<p>It is recommended that interested candidates submit their applications before October 1 to be included in that year's round of interviews and hiring.</p>

## Pennsylvania

### Philadelphia District Attorney's Office

Application Requirements	Presently the Office has approximately 300 prosecutors on staff. Each year the Office hires a number of recent law school graduates (or judicial law clerks) for its incoming fall class. Lateral applications are accepted year round.
Description of Interview process	<p>The hiring process consists of several steps:</p> <ul style="list-style-type: none"><li>○ Resume review by the Hiring Committee Chair</li><li>○ If selected-Prescreen interview with one of the members of the Hiring Committee</li><li>○ If selected-Full panel Interview with at least 6 members of the Hiring Committee</li><li>○ If selected-Full panel interview with Office leadership</li></ul> <p>Prescreen interviews begin as early as June with full panel interviews being held August-October with offers being made on rolling basis.</p>
Application Deadlines	Application period opens on <u>June 1 with a firm deadline of September 15.</u>
Additional Relevant Information	<p><b>TRAINING PROGRAM</b></p> <p>New attorneys hired for our fall class participate in an intense training and orientation program in November. Appointment as an Assistant District Attorney cannot occur until passage of the Pennsylvania Bar Examination. The training program consists of lectures, seminars, courtroom and other observations designed to familiarize the new Assistant District Attorney with the Philadelphia criminal justice system as well as the Office of the District Attorney. Training continues throughout the Assistant District Attorney's career as a prosecutor. Additionally, a full Continuing Legal Education program is available to the entire legal staff.</p>

Tennessee

**Nashville District Attorney's Office (20<sup>th</sup> judicial district)**

Application Requirements	The Office does not seem to be hiring now, but they post jobs through the county website found at <a href="http://www.nashville.gov/Human-Resources/Employment-Opportunities.aspx">http://www.nashville.gov/Human-Resources/Employment- Opportunities.aspx</a> .
Description of Interview process	No information available.
Application Deadlines	The Office posts jobs as needed throughout the year.

Texas

**Harris County District Attorney**

Application Requirements	<b>ASSISTANT DISTRICT ATTORNEY (NOT CURRENTLY ACCEPTING APPLICATIONS)</b>  The Harris County District Attorney's Office is always interested in receiving resumes from qualified candidates for its various positions. We offer competitive salaries and a comprehensive benefit package.  Most lawyers are hired after being licensed to practice law in Texas. If you are a licensed attorney in Texas, or have taken the Texas bar exam and are awaiting results and you wish to apply for a position as an Assistant District Attorney, send a letter, resume and completed application with a non-electronic signature to <a href="mailto:ADAResumes@dao.hctx.net"><b>ADAResumes@dao.hctx.net</b></a> .
Description of Interview process	No information available.
Application Deadlines	The Harris County District Attorney's Office continually reviews resumes of applicants interested in employment as prosecutors.

**Dallas County District Attorney**

Application Requirements	Clean criminal history  Graduate from High School or complete GED  Graduate from College with a Bachelor's Degree - (4 years full time)
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	Graduate from Accredited Law School - (3 years full time)
	Pass the Texas Bar Exam - (test offered 2x/year)
Description of Interview process	Very limited information available about this office.
Application Deadlines	No information available
Additional Relevant Information	Typically only hire people who worked for them over the summers.

**Virginia**

**Alexandria County Commonwealth’s Attorney’s Office**

Application Requirements	<p>Hiring is handled through various online job sites (indeed.com, etc.) as well as the human resources page on the City of Alexandria’s website found at <a href="http://agency.governmentjobs.com/alexandria/default.com">agency.governmentjobs.com/alexandria/default.com</a>.</p> <p>Entry-level Assistant Commonwealth’s Attorneys handle misdemeanor offenses in the General District Court for the City of Alexandria.</p> <p>The Office seeks candidates with excellent academic achievement, strong verbal and written communication skills, some knowledge of prosecution and/or criminal litigation, a J.D. degree, and admission to the Virginia Bar.</p>
Description of Interview process	Contact the Office for more information concerning the application process.
Application Deadlines	Early fall is the best time to search for jobs.
Additional Relevant Information	Summer or semester internship experience is very beneficial in application process.

**Arlington County Commonwealth’s Attorney’s Office**

Application Requirements	Jobs are advertised through various “job search” websites as well as on the county human resources site. Successful entry-level Assistant Commonwealth’s Attorneys possess a strong interest in criminal justice and public service, a good academic record, and strong written and verbal communication skills. The position requires a J.D. and admission to the Virginia Bar.
Description of Interview process	Very little information available.
Application Deadlines	Early fall is usually the best time to look for openings.

**Fairfax County Commonwealth Attorney’s Office**

Application Requirements	<p>The Office does hire newly graduated law students who have been admitted to the Virginia Bar to be Assistant Commonwealth’s Attorneys.</p> <p>It generally seeks candidates with an excellent academic record who have demonstrated an interest in public service.</p> <p>The Office also seeks candidates with strong research, writing, and verbal communication skills, as well as some knowledge of trial procedures and the rules of evidence.</p> <p>Resume and cover letter are required.</p>
Description of Interview process	Applicants should expect multiple rounds of interviews.
Application Deadlines	Early fall. However, Assistant Commonwealth Attorney applicants must be admitted to the Virginia Bar.

**Washington, D.C.**

**United States Department of Justice**

<https://www.justice.gov/usao-dc/assistant-us-attorney-positions/application-requirements>

*Criminal Division*

<p>Application Requirements</p>	<p>This Office seeks attorneys who are citizens of the United States and have outstanding legal ability, high moral character, mature judgment, a keen desire for public service, and an exceptional aptitude for litigation. Selections are made of the most highly qualified attorneys who apply, without regard to race, sex, creed, color, national origin, handicap, age, or political affiliation. Although experience in the criminal justice system as either a prosecutor or defense attorney is not necessary, we do require at least one year of legal experience following admission to the Bar.</p> <p>Admission to the Bar is a requirement for employment with this Office. Moreover, although admission to the District of Columbia Bar is not a prerequisite for consideration, it is recommended that attorneys to whom employment offers are made seek admission to the District of Columbia Bar. Also, newly appointed Assistant United States Attorneys are expected to obtain admission to the United States District Court for the District of Columbia and to the United States Court of Appeals for the District of Columbia Circuit</p> <p>An application for a position with this Office should include a letter of application, resume, legal writing sample, an official law school transcript and a list of at least three references. The writing sample selected for submission should be the applicant's exclusive work product. If the writing sample was edited, or if there were other contributors, applicants are expected to identify those portions of the writing sample not exclusively their own work product and the extent of editing done by others. Applicants may also submit letters of reference from persons recommending appointment.</p>
<p>Description of Interview process</p>	<p>Because we receive a very large number of applications, it is impossible to interview all who apply. Our objective, however, is to give full and fair consideration to each applicant and make hiring commitments to the most highly qualified.</p>

	<p>The first step of the hiring process is an initial review of all applications. Upon the completion of this initial review, a limited number of applicants are scheduled for interviews. The first series of interviews is conducted by two or three senior attorneys. Based upon the recommendations made by the initial panel of interviewers, an interview may be scheduled with the United States Attorney. After the completion of all interviews, final hiring decisions are made following an analysis of writing samples, consideration of letters of recommendation, and a reference check.</p>
<p><b>Application Deadlines</b></p>	<p>Interviews are scheduled when actual vacancies occur.</p>
<p><b>Additional Relevant Information</b></p>	<p>Pursuant to the requirements of 28 U.S.C. § 545, Assistant United States Attorneys for the District of Columbia must reside within the District of Columbia or within 25 miles thereof.</p> <p>As a prerequisite to employment, attorneys are asked for a commitment that they will serve with the Office for a period of not less than four years. Assistant United States Attorneys must also agree to provide at least 60 days' notice before resignation.</p> <p>At the time an employment offer is made, a prospective Assistant United States Attorney will be advised of a precise starting date, generally within six to eight weeks following the date of the offer.</p> <p><b>Legal Fellowship Program</b>  The U.S. Attorney's Office has established a Legal Fellowship program, which employs attorneys for a minimum of seven months as unpaid Special Assistant United States Attorneys, and that provides them with the opportunity to gain significant criminal prosecution experience during their tenure in the Office. The program is meant to serve both recent law school graduates and experienced attorneys who have a desire to get unparalleled criminal prosecution and litigation experience in a unique U.S. Attorney's Office setting. Although uncompensated, Legal Fellows will have the opportunity to participate in the same training and trial experience as any new Assistant United States Attorney in the USAO-DC.</p>

*Office of the Attorney General of the United States*

Application Requirements	Like nearly all of the federal agencies, the Office of the Attorney General posts job announcements directly to USAjobs.gov, which allows applicants to search openings by location or keyword, or with a specific Department of Justice agency. Openings for the entry-level honors program as well as vacancies for experienced attorneys are also posted at <a href="http://www.justice.gov/careers/careers.html">http://www.justice.gov/careers/careers.html</a> .
Description of Interview process	Applicants should expect more than one round of interviewing for any given position.
Application Deadlines	The deadline for the honors program is September 8. General openings are available year round as advertised on USAjobs.gov.

*Office of the Solicitor General*

Application Requirements	The Office of the Solicitor General (OSG) carries a heavy and important workload with a relatively small legal staff. The Office, therefore, typically hires only attorneys with strong academic records and relevant legal experience, such as a federal judicial clerkship at the appellate level or significant appellate litigation experience.
Description of Interview process	Applicants should expect more than one round of interviewing for any given position.
Application Deadlines	Turnover in Assistant positions is also sporadic and often very difficult to predict. There is, therefore, no predictable annual or periodic "hiring cycle."
Additional Relevant Information	Please visit the Department's Office of Attorney Recruitment and Management's website at <a href="http://www.justice.gov/osg">www.justice.gov/osg</a> to obtain specific hiring information.