



# CRIMINAL JUSTICE EMPLOMENT RESOURCE BOOK

WCL Criminal Justice Practice & Policy Institute  
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**Introduction:** This document is meant as a guide for current WCL students and alums seeking careers in criminal justice. It contains the contact information and hiring practices of employers across various states and jurisdictions that have hired our students in the past. More specifically, this document contains information regarding State and Federal Prosecutors' and Defenders' offices in multiple jurisdictions. This information will help students understand what these employers are looking for, when they start the hiring and interview process, and how they conduct their interviews.

*This document is provided for the exclusive use of the students and alumni of Washington College of Law and will be updated on a regular basis.*

## **DISTRICT OF COLUMBIA**

### **FEDERAL GOVERNMENT ENTITIES**

*Office of the Attorney General of the United States*  
*United States Department of Justice – Criminal Division*  
*United States Attorney’s Office for the District of Columbia*  
*Federal Public Defender for the District of Columbia*

### **LOCAL PUBLIC DEFENDER’S OFFICES**

*Public Defender Service (PDS) of the District of Columbia*

## **MARYLAND**

### **FEDERAL GOVERNMENT ENTITIES**

*U.S. Attorney’s Office for the District of Maryland*  
*Federal Public Defender’s Office for the District of Maryland*

### **STATE AND LOCAL PROSECUTOR’S OFFICES**

*Prince George’s County State’s Attorney’s Office*  
*Montgomery County State’s Attorney’s Office*  
*Baltimore City State’s Attorney*  
*Howard County State’s Attorney*

### **STATE AND LOCAL PUBLIC DEFENDER OFFICES**

*Maryland Office of the Public Defender*

## **VIRGINIA**

### **FEDERAL GOVERNMENT ENTITIES**

*United States Attorney’s Office for the Eastern District of Virginia*  
*Office of the Federal Public Defender for the Eastern District of Virginia*

### **STATE AND LOCAL PROSECUTOR’S OFFICES**

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

### **STATE & LOCAL PUBLIC DEFENDER’S OFFICES**

*Alexandria Public Defender Office*  
*Arlington County Public Defender’s Office*  
*Fairfax County Public Defender*

## **COLORADO**

### **STATE & LOCAL PUBLIC DEFENDER’S OFFICES**

*Colorado Public Defender’s Office*

## **FLORIDA**

### **STATE & LOCAL PROSECUTOR’S OFFICES**

*Miami-Dade State Attorney’s Office*  
*Broward County State Attorney’s Office*  
*Palm Beach County State Attorney’s Office*

### **STATE & LOCAL PUBLIC DEFENDER’S OFFICES**

*Miami-Dade County Public Defender’s Office*  
*Broward County Public Defender’s Office*

*Palm Beach County Public Defender's Office*

## **KENTUCKY**

STATE & LOCAL PUBLIC DEFENDER'S OFFICES

*Kentucky Department of Public Advocacy*

## **NEW HAMPSHIRE**

STATE & LOCAL PROSECUTOR'S OFFICES

*Hillsborough County Attorney's Office*

STATE & LOCAL PUBLIC DEFENDER'S OFFICES

*New Hampshire Public Defender's Office*

## **NEW JERSEY**

STATE & LOCAL PROSECUTOR'S OFFICES

*Bergen County Prosecutor's Office*

STATE & LOCAL PUBLIC DEFENDER'S OFFICES

*New Jersey Public Defender's Office*

## **NEW YORK**

STATE & LOCAL PROSECUTOR'S OFFICES

*New York County (Manhattan) District Attorney's Office*

*Queens District Attorney's Office*

*Office of the Bronx County District Attorney*

*Brooklyn District Attorney's Office*

*Richmond County (Staten Island) District Attorney's Office*

STATE & LOCAL PUBLIC DEFENDER'S OFFICES

*The Legal Aid Society*

*The Bronx Defenders*

*New York County Defender Services*

*Brooklyn Defender Services*

## **TENNESSEE**

STATE & LOCAL PROSECUTOR'S OFFICES

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

STATE & LOCAL DEFENDER'S OFFICES

*Metropolitan Public Defender Services, Inc.*

## **OTHER EMPLOYMENT RESOURCES**

CRIMINAL LAW JOB WEBSITES

*Association of Prosecuting Attorneys (APA)*

*American Bar Association Criminal Justice Section*

*National Association of Criminal Defense Lawyers (NACDL)*

*National District Attorney's Association (NDAA)*

*National Legal Aid and Defender Organization (NLADA)*

CRIMINAL LAW FELLOWSHIPS

*E. Barrett Prettyman and Stuart Stiller Fellowship*

*Gideon's Promise Law School Partnership Program*

CAREER FAIRS

*Equal Justice Works Conference and Career Fair*

*Greater Washington, D.C./Baltimore Public Service Career Fair*

## **District of Columbia**

### **Federal Government Entities**

#### **Office of the Attorney General of the United States**

- **Background:** The Attorney General represents the United States in legal matters and gives advice and opinions to the President and to the heads of the executive departments of the Government upon request. Since 1870, the Attorney General has guided the world's largest law office and the central agency for enforcement of federal laws.
- **Hiring Practices:** Like nearly all of the federal agencies, the Office of the Attorney General posts job announcements directly to [USAjobs.gov](http://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 <http://www.justice.gov/careers/careers.html>.
- **When they Hire:** The deadline for the honors program is September 2. General openings are available year round as advertised on USAjobs.gov. Applicants should expect more than one round of interviewing for any given position.
- **Contacts:**  
Office of Attorney Recruitment & Management  
Phone: 514-8900  
[AskOARM@usdoj.gov](mailto:AskOARM@usdoj.gov)

#### **United States Department of Justice – Criminal Division**

- **Background:** The mission of the DOJ's Criminal Division is to enforce federal criminal laws; ensure fair and impartial justice through the support and supervision of federal criminal laws; and develop, establish, and implement federal criminal policies.
- **Hiring Practices:** In addition to using USAjobs.gov, the Criminal Division of the DOJ posts its vacancies at <http://www.justice.gov/criminal/employment/vacancies.html>. Applicants typically go through at least two rounds of interviewing before a hiring decision is made.
- **When they hire:** As needed.

- **Contacts:**

- Rebecca Rohr

*Senior Counsel to the Assistant Attorney General*

Phone: (202) 514-2601

Address: Robert F. Kennedy Building  
950 Pennsylvania Avenue, NW, Room 2107  
Washington, DC 20530

## **United States Attorney's Office for the District of Columbia**

- **Background:** The United States Attorney's Office for the District of Columbia is unique among U.S. Attorney's Offices in the size and scope of its work. It serves as both the local and the federal prosecutor for the nation's capital. On the local side, its prosecutions extend from misdemeanor drug possession cases to murders. On the federal side, its prosecutions extend from child pornography to gangs to financial fraud to terrorism. In both roles, the Office is committed to being responsive and accountable to the citizens of the District of Columbia.
- **Hiring Practices:** The US Attorney's Office for the District of Columbia hires candidates that have considerable legal and litigation experience. Application requirements for the position can be found here:  
[http://www.justice.gov/usao/dc/programs/employment/ausa\\_app\\_requirements.html](http://www.justice.gov/usao/dc/programs/employment/ausa_app_requirements.html).  
However, there is currently an indefinite hiring freeze, and the Office is not accepting applications at this time. Check the link above for future updates on the status of the freeze.
- **When they hire:** Ongoing. Applicants go through several rounds of interviews before hiring decisions are made.
- **Contact Info:**
  - **Recruiting & Hiring**
    - Vincent H. Cohen, Jr.  
*Principal Assistant United States Attorney*  
Phone: (202) 252-6602  
Email: [vincent.cohen@usdoj.gov](mailto:vincent.cohen@usdoj.gov)  
Address: 555 Fourth Street, NW  
Washington, DC 20530
    - Tremayne Woodard  
*Executive Assistant to Principal Assistant United States Attorney*  
Phone: (202) 252-6631  
Email: [tremayne.woodard@usdoj.gov](mailto:tremayne.woodard@usdoj.gov)  
Address: 555 Fourth Street, NW  
Washington, DC 20530

- **Criminal Division**
  - Mary McCord  
*Chief of the Criminal Division, District of Columbia*  
 Phone: (202) 252-6782  
 Email: [mary.mccord@usdoj.gov](mailto:mary.mccord@usdoj.gov)  
 Address: 555 Fourth Street, NW  
 Washington, DC 20530
- **Alumni Contacts:**
  - **Marco Palmieri** (2007)  
 Assistant United States Attorney for the District of Columbia  
 Washington, DC  
[marco.a.palmieri@gmail.com](mailto:marco.a.palmieri@gmail.com)
  - **Kate Rakoczy** (2008)  
 Assistant United States Attorney for the District of Columbia  
 Washington, DC  
[rakoczy@gmail.com](mailto:rakoczy@gmail.com)
  - **L. Jackson Thomas II** (1976)  
 Assistant United States Attorney for the District of Columbia  
 Washington, DC  
[l.jackson.thomas@usdoj.gov](mailto:l.jackson.thomas@usdoj.gov)

## **Federal Public Defender for the District of Columbia**

- **Background:** The Office of the Federal Public Defender for the District of Columbia represents indigent defendants primarily before the U.S. District Court for the District of Columbia and the U.S. Court of Appeals for the D.C. Circuit. Representation includes counsel and investigative, expert, and other services necessary for an adequate defense. They handle caseloads composed of federal misdemeanors, felonies, parole and probation violations, grand jury representations, direct appeals to the U.S. Court of Appeals for the District of Columbia, and petitions for writs of certiorari to the U.S. Supreme Court.
- **Hiring Practices:** They do not hire entry-level attorneys. Applicants must have at least three years of experience, preferably in criminal litigation. Judicial clerkship experience is also helpful.
- **When to apply:** Candidates should look for job openings on the Office's website located at <http://dc.fd.org/vacancy.html>.

The Office accepts internship applications year round, but students should consider the following application deadlines:

Spring Internship – Applications due December 1.

Summer Internship – Applications due February 1.  
Fall Internship – Applications due August 1.

- **Contacts:**

- A.J. Kramer  
*Federal Public Defender, District of Columbia*  
Phone: (202) 208-7500  
Email: a.\_j.\_kramer@fd.org  
Address: 625 Indiana Ave, NW, Suite 550  
Washington, DC 20004
- Dani Jahn (attorney in charge of hiring interns)  
*Assistant Federal Public Defender, District of Columbia*  
Phone: (202) 208-7500  
Email: Dani\_jahn@fd.org  
Address: 625 Indiana Ave, NW, Suite 550  
Washington, DC 20004

### **Local Public Defender's Offices**

#### **Public Defender Service (PDS) of the District of Columbia**

- **Background:** The Public Defender Service for the District of Columbia (PDS) provides and promotes quality legal representation to indigent adults and children facing a loss of liberty in the District of Columbia and thereby protects society's interest in the fair administration of justice. PDS is regarded as one of the best public defender offices—local or federal—in the country.

**Hiring Practices:** PDS posts a number of job openings, including internships and legal clerkships, at [www.pdsdc.org/Employment/JobOpportunities.aspx](http://www.pdsdc.org/Employment/JobOpportunities.aspx). For full-time defender positions, PDS is typically looking for applicants with at least a year of post J.D. experience and litigation experience. Applications are available on its website and should be mailed to Jennifer K. Thomas, Legal Recruiting Office. Questions should be directed to Jennifer Thomas at (202) 824-2337 or [jenthomas@pdsdc.org](mailto:jenthomas@pdsdc.org).

For its summer or semester law clerks, PDS selects 20-30 applicants per semester. PDS prefers 2L or 3L students, although 1L students with relevant experience are encouraged to apply. This position is unpaid. In the Summer, PDS offers its clerks a week long substantive training class, as well as a trial advocacy skills building series taught by experienced trial attorneys.

- **When they hire:** PDS hires pre-bar. It makes offers early during the second semester of the applicant's last year of law school, so interested candidates should apply in the early fall. They usually hire 6 to 10 attorneys per year. PDS requires 3L students to sit for the first available D.C. bar exam.



- **Contacts:**

- **Recruiting & Hiring**

- Jennifer K. Thomas, Esq.  
*Legal Recruiting Manager*  
Phone: (202) 824-2137  
Address: 633 Indiana Avenue, NW  
Washington, DC 20004

- **WCL Contacts:**

- Professor Angela J. Davis  
*Former PDS attorney, Executive Editor, and Chair, Board of Directors*  
angelad@wcl.american.edu  
Office: Room 388
  - Professor Cynthia Jones  
*Former PDS attorney, Executive Editor, and Chair, Board of Directors*  
cejones@wcl.american.edu  
Office: Room 396

- **Alumni Contacts:**

- **Craig Hickein** (2007)  
Public Defender Service for DC  
Washington, DC  
[chickein@pdsdc.org](mailto:chickein@pdsdc.org)
  - **Colle Latin** (2009)  
Public Defender Service for DC  
Washington, DC  
[Clatin@pdsdc.org](mailto:Clatin@pdsdc.org)

## **Maryland**

### **Federal Government Entities**

#### **U.S. Attorney's Office for the District of Maryland**

- **Background:** The U.S. Attorney's Office for the District of Maryland prosecutes federal crimes charged in Maryland. Its two offices are located in Baltimore and Greenbelt.

- **Hiring Practices:** Information about open Assistant U.S. Attorney (AUSA) positions can be found at [www.justice.gov/usao/vae/jobs.html](http://www.justice.gov/usao/vae/jobs.html). For AUSA positions, DOJ is looking for applicants with a J.D. degree and at least two years of post-J.D. experience. Litigation experience is strongly preferred. Also, because many AUSA handle their own appeals, strong oral and written advocacy skills can be helpful in the position.

All AUSA vacancies nationwide can be searched at [www.justice.gov/careers/legal/](http://www.justice.gov/careers/legal/). The Attorney General's Honors Program (listed on the same site) is the only way for new attorneys (i.e., third-year law students and students who enter judicial clerkships, graduate law programs, or qualifying fellowships within 9 months of law school graduation) to enter DOJ in an attorney position.

- **When to Apply:** Continuous. Jobs are posted to USAjobs.gov or [www.justice.gov/careers/legal/](http://www.justice.gov/careers/legal/).

- **Contacts:**

- Stephen M. Schenning  
*First Assistant United States Attorney*  
Phone: (410) 209-4800  
Email: [stephen.schenning@usdoj.gov](mailto:stephen.schenning@usdoj.gov)  
Address: 36 South Charles Street, 4th Floor  
Baltimore, MD 21201
- **Southern Division (Greenbelt)**
  - Stuart A. Berman  
*Southern Division Chief (Greenbelt Office)*  
Phone: (301) 344-4433  
Email: [stuart.berman@usdoj.gov](mailto:stuart.berman@usdoj.gov)  
Address: 6500 Cherrywood Lane, Room 400  
Greenbelt, MD 20770
  - James A. Crowell  
*Deputy Branch Chief, Southern Division*  
Phone: (301) 344-4433  
Email: [james.a.crowell@usdoj.gov](mailto:james.a.crowell@usdoj.gov)  
Address: 6500 Cherrywood Lane, Room 400  
Greenbelt, MD 20770

## **Federal Public Defender's Office for the District of Maryland**

- **Background:** The Federal Public Defender for the District of Maryland's role is to provide effective legal representation to persons charged with federal offenses in Maryland who the court finds to be indigent and in need of representation. There are two

divisions, the Northern division located in Baltimore, and the Southern Division located in Greenbelt.

- **Hiring Practices:** The website is for the Maryland Federal Public Defender's Office is currently under maintenance.
- **When to Apply:** They hire as needed but typically take applications in the fall and make offers in the spring.
- **Contacts:**
  - **Northern Division**
    - James Wyda  
*Federal Public Defender, Northern Division*  
Phone: (410) 962-3962  
Address: Nations Bank Center Tower II  
100 South Charles Street, Ninth Floor  
Baltimore, MD 21201
  - **Southern Division (Greenbelt)**
    - John C. Chamble  
*Branch Chief, Southern Division*  
Phone: (301) 344-0600  
Address: 6411 Ivy Lane, Suite 710  
Greenbelt, MD 20770
- **Alumni Contacts**
  - **Southern Division (Greenbelt)**
    - Ebise Bayisa (2006)  
*Assistant Federal Public Defender*

### **State and Local Prosecutor's Offices**

#### **Prince George's County State's Attorney's Office**

- **Background:** The lawyers and staff in the Office of the State's Attorney are responsible for prosecuting people who are accused of committing crimes in Prince George's County. The main role of a prosecutor is to ensure that justice is done for the victims of crime as well as the community at large.
- **Hiring Practices:** Vacancy announcements for this office can be found at:  
<http://www.princegeorgescountymd.gov/sites/StatesAttorney/About/Pages/Careers.aspx>.  
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 school and

be eligible to practice law in the state of Maryland. Mid-level to Senior-level positions require that candidates also have 5 years of felony trial experience.

- **When to Apply:** In the Fall. Offers are usually made the following winter.

- **Contacts:**

- **Angela D. Alsobrooks**  
*State's Attorney, Prince George's County*  
Phone: (301) 952-3500  
Email: [adalsobrooks@co.pg.md.us](mailto:adalsobrooks@co.pg.md.us)  
Address: Courthouse  
14735 Main St., Suite M3407  
Upper Marlboro, MD 20772

- **Alumni Contacts:**

- **Nefeteria Francis** (2010)  
State's Attorney's Office for Prince George's County  
Upper Marlboro, MD  
[Riafrancis31@hotmail.com](mailto:Riafrancis31@hotmail.com)
- **Artemis Moutsatsos** (2003)  
PG County State Attorney's Office  
Upper Marlboro, MD  
[Artemis.Moutsatsos@gmail.com](mailto:Artemis.Moutsatsos@gmail.com)

### **Montgomery County State's Attorney's Office**

- **Background:** The Office prosecutes criminal violations in Montgomery County. The Office of the State's Attorney is staffed with 70 full-time Assistant State's Attorneys, the elected State's Attorney, and two appointed Deputy State's Attorneys. The Office is supported by a highly trained staff of legal assistants, investigators, victim/witness coordinators, and a devoted group of volunteers.
- **Hiring Practices:** 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 <http://www.montgomerycountymd.gov/sao/employment/index.html>.
- **When to Apply:** Personal resumes are received on a continuing basis and should be submitted by anyone interested in employment with the Office. Resumes are retained for one year. Resumes will be accepted by fax at (240) 777-7413, or they may be mailed to:

The Montgomery County  
State's Attorney's Office  
50 Maryland Avenue Judicial Center, 5th Floor Rockville, MD 20850.

- **Contacts:**

- **John McCarthy**  
*State's Attorney, Montgomery County*  
Phone: (240) 777-7413  
Email: [states.attorney@montgomerycountymd.gov](mailto:states.attorney@montgomerycountymd.gov)  
Address: Judicial Center  
50 Maryland Avenue, 5th Floor  
Rockville, MD 20850
- **Marc P. Hansen**  
*County Attorney, Montgomery County*  
Phone: (240) 777-6740  
Email: [hadi.mansouri@montgomerycountymd.gov](mailto:hadi.mansouri@montgomerycountymd.gov)  
Address: Executive Office Bldg.  
101 Monroe Street, 3rd Floor  
Rockville, MD 20850

- **Alumni Contacts:**

- **Damie Adegbuyi** (2011)  
State's Attorney's Office for Montgomery County, Maryland  
Rockville, MD  
[damie.adegbuyi@gmail.com](mailto:damie.adegbuyi@gmail.com)
- Dermot Garrett** (2009)  
Montgomery County States Attorney  
Rockville, MD  
[DermGarrett@Gmail.com](mailto:DermGarrett@Gmail.com)

### **Baltimore City State's Attorney**

- **Background:** The Baltimore City State's Attorney's Office handles criminal prosecutions charged in the City of Baltimore.
- **Hiring Practices:** Successful applicants must be admitted to the Maryland Bar before start of employment. Applicants must submit to a background check and drug and alcohol testing. Applicants go through multiple rounds of interviewing. Effective July 1, 2013 starting salary for Assistant State's Attorneys is \$55,000.

To receive consideration for a position as an Assistant State's Attorney, please submit a resume and cover letter to [resume@stattorney.org](mailto:resume@stattorney.org). Please reference "ASA application" 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.

- **When to Apply:** Before the end of August as the office usually begins their interviews in the fall.
- **Contacts:**
  - **Gregg L. Bernstein**  
*State's Attorney, Baltimore City*  
Phone: (410) 396-4000  
Email: mail@stattonney.org  
Address: Clarence M. Mitchell Courthouse  
100 North Calvert Street, Suite 210  
Baltimore, MD 21202

### **Howard County State's Attorney**

- **Background:** The Office of the State's Attorney for Howard County is responsible for the investigation and prosecution of all criminal cases within the geographical boundaries of Howard County.
- **Hiring Practices:** Job openings for the County, including for Assistant State's Attorney positions, can be found at <http://www.howardcountymd.gov/IFrameTemplate.aspx?ID=6442451745>. 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.
- **When to Apply:** Early fall. After multiple rounds of interviews they usually make an offer in the winter.
- **Contacts:**
  - **Dario Broccolino**  
*State's Attorney, Howard County*  
Phone: (410) 313-2108  
Email: dbroccolino@howardcountymd.gov  
Address: Carroll Building  
3450 Courthouse Drive  
Ellicott City, MD 21043

### **State and Local Public Defender Offices**

#### **Maryland Office of the Public Defender**

- **Background:** With over 900 employees (570 attorneys), the Maryland Office of the Public Defender (OPD) is the largest legal services organization in the state. Through its twelve district offices and seven specialized divisions, the Office provides legal services to indigent defendants. Each District conforms to the statutory geographic boundaries of the Maryland District Courts. Representation is provided in District Courts, Juvenile Courts, Circuit Courts, judicial bail reviews and related collateral hearings, Children in Need of Assistance (CINA) and termination of parental rights (TPR) cases.
- **Hiring Practices:** Vacancies are announced at <http://www.opd.state.md.us/opd/AboutOPD/Careers/AttorneyPositions.aspx>. OPD recruits entry-level attorneys to serve as Assistant Public Defenders in District Court two times a year. These attorneys serve as Assistant Public Defenders (APD I) at various locations throughout the State of Maryland and typically begin with OPD in the Spring (March) and the Fall (September).
- **When to Apply:** Two rounds of hiring throughout the year. Applications for Spring should be submitted before the end of January, and applications for the Fall round of interviewing should be submitted by August 1. It is unlikely that OPD will hire a Spring 2015 class, but check their website for more information in late 2014.
- **Contacts:**
  - **Johanna Leshner**  
*Director, Recruitment and Hiring Division*  
 Phone: (410) 767-8492  
 Email: [jleshner@opd.state.md.us](mailto:jleshner@opd.state.md.us)  
 Address: Six Saint Paul Street, Suite 1400  
 Baltimore, MD 21202
- **Alumni Contacts:**
  - **Ian Augarten** (2012)  
 Maryland Office of the Public Defender, Prince George's County  
 Upper Marlboro, MD  
[ianaugarten@gmail.com](mailto:ianaugarten@gmail.com)
  - **Ben Miller** (2005)  
 Maryland Office of the Public Defender  
 Baltimore, MD  
[bmiller33@gmail.com](mailto:bmiller33@gmail.com)
  - **Evan Wilson** (2012)  
 Maryland Office of the Public Defender, Prince George's County  
 Upper Marlboro, MD  
[evankwilson@gmail.com](mailto:evankwilson@gmail.com)

## Virginia

### Federal Government Entities

#### **United States Attorney's Office for the Eastern District of Virginia**

- **Background:** The United States Attorney's Office for the Eastern District of Virginia serves more than 6 million residents living in Northern Virginia, Richmond, and Tidewater and its surrounding communities.

As part of the U.S. Department of Justice, the Office is responsible for virtually all federal litigation in Virginia's Eastern District. This includes criminal prosecutions for violations of federal law, civil lawsuits by and against the government, and actions to collect judgments and restitution on behalf of victims and taxpayers.

- **Hiring Practices:** Information about open Assistant U.S. Attorney (AUSA) positions can be found at [www.justice.gov/usao/vae/jobs.html](http://www.justice.gov/usao/vae/jobs.html). For AUSA positions, DOJ is looking for applicants with a J.D. degree and at least two years of post-J.D. experience. Litigation experience is strongly preferred. Because many AUSA handle their own appeals, strong oral and written advocacy skills can be helpful in the position. All AUSA vacancies nationwide can be searched at [www.justice.gov/careers/legal/](http://www.justice.gov/careers/legal/). Finally, the Attorney General's Honors Program (listed on the same site) is the only way for new attorneys (i.e., third-year law students and students who enter judicial clerkships, graduate law programs, or qualifying fellowships within 9 months of law school graduation) to enter DOJ in an attorney position.
- **When to apply:** Continuous. Visit the websites above to search for openings.
- **Contacts:**
  - **Recruiting & Hiring**
    - **Zach Terwilliger**  
*Public Information Officer & Assistant United State Attorney*  
*("Office Ambassador")*  
Phone: (703) 299-3700  
Email: zachary.terwilliger@usdoj.gov  
Address: 2100 Jamieson Avenue  
Alexandria, VA 22314-5794
    - **Robert Zehmer**  
*Director of Human Resources*  
Phone: (703) 299-3700  
Email: robert.zehmer@usdoj.gov  
Address: 2100 Jamieson Avenue  
Alexandria, VA 22314-5794



## Office of the Federal Public Defender for the Eastern District of Virginia

- **Background:** The Office of the Federal Public Defender for the Eastern District of Virginia was established in 2001 and is dedicated to the defense of indigent clients charged with federal offenses. Its caseload ranges from petty offenses to the defense of complex felony prosecutions. The Eastern District of Virginia is one of two districts in the state and includes 43 of the state's 95 counties. The Eastern District of Virginia includes the Northern Virginia area, the greater Richmond area, and the Tidewater region of Virginia. Court locations are found in Alexandria, Newport News, Norfolk, and Richmond.
- **Hiring Practices:** As of 06/09/2014, the Office has no job openings. However, new employment opportunities are posted at [vaefpd.org/employment.html](http://vaefpd.org/employment.html). They also hire summer and school-year interns in all of their offices found at [vaefpd.org/intern.html](http://vaefpd.org/intern.html). For its entry-level Assistant Public Defenders positions, the office is seeking candidates with at least two years of litigation experience, exemplary academic records, strong legal research and writing skills, and a demonstrated commitment to public service.
- **When to apply:** Applications are accepted continuously throughout the year as positions are advertised on the website.
- **Contacts:**
  - **Michael Nachmanoff**  
*Federal Public Defender, Eastern District of Virginia*  
Phone: (703) 600-0800  
Address: 1650 King Street, Suite 500  
Alexandria, VA 22314
- **WCL Contacts:**
  - **Ken Troccoli**, WCL Adjunct Faculty Member  
*Assistant Federal Public Defender*  
[troccoli@wcl.american.edu](mailto:troccoli@wcl.american.edu)

## State and Local Prosecutor's Offices

### Alexandria County Commonwealth's Attorney's Office

- **Background:** Located right off the King's St. Metro station in Alexandria, VA, the Commonwealth's Attorney's Office for Alexandria handles all local prosecutions of persons charged in the city. 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 [agency.governmentjobs.com/alexandria/default.cfm](http://agency.governmentjobs.com/alexandria/default.cfm).

- **Hiring Practices:** Entry-level Assistant Commonwealth's Attorneys handle misdemeanor offenses in the General District Court for the City of Alexandria. 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.
- **When to apply:** Early fall is the best time to search for jobs. Contact the Office for more information concerning the application process.
- **Contacts:**
  - **Molly Sullivan**  
*Chief Deputy Commonwealth's Attorney, Alexandria*  
 Phone: (703) 746-4100  
 Email: [molly.sullivan@alexandriava.gov](mailto:molly.sullivan@alexandriava.gov)  
 Address: Courthouse  
 520 King St., Suite 301  
 Alexandria, VA 22314
- **Alumni Contacts:**
  - **Cathryn Evans** (1999)  
 Deputy Commonwealth's Attorney  
 Alexandria, VA  
[cathryn.evans@alexandriava.gov](mailto:cathryn.evans@alexandriava.gov)

#### **Arlington County Commonwealth's Attorney's Office**

- **Background:** The Arlington County Commonwealth's Attorney's Office handles all local prosecutions for both the county and city of Arlington.
- **Hiring Practices:** 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.
- **When to apply:** Early fall is usually the best time to look for openings.
- **Contacts:**
  - **Molly Newton**  
*Chief Deputy Commonwealth's Attorney, Arlington*  
 Phone: (703) 228-4410  
 Address: 1425 N. Court House Rd., Suite 5200  
 Arlington, VA 22201

## **Fairfax County Commonwealth Attorney's Office**

- **Background:** Located in Fairfax, Virginia, the Office handles local criminal prosecutions charged in Fairfax County.
- **Hiring Practices:** The Office does hire newly graduated law students who have been admitted to the Virginia Bar to be Assistant Commonwealth's Attorneys. It generally seeks candidates with an excellent academic record who have demonstrated an interest in public service. 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.
- **When to apply:** Early fall. Applicants should expect multiple rounds of interviews.
- **Contacts:**
  - **Casey Ligan**  
*Chief Deputy Commonwealth's Attorney, Fairfax*  
Phone: (703) 246-2776  
Address: 4110 Chain Bridge Rd., #114  
Fairfax, VA 22030

## **State & Local Public Defender's Offices**

**Statewide Hiring Practices:** Virginia hires its public defenders on a statewide basis. The State posts open public defender positions on the Virginia Indigent Defense Commission's website at <http://www.indigentdefense.virginia.gov/career.htm>.

### **Alexandria Public Defender Office**

- **Background:** The public defender specializes in representing individuals who cannot afford a lawyer. The Office receives cases by appointment from the court for both the city and the county of Alexandria.
- **Hiring Practices:** Most Virginia public defender jobs are posted on the Virginia Indigent Defense Commission's website at <http://www.indigentdefense.virginia.gov/career.htm>. For the entry level Assistant Public Defender Positions, applicants must have a J.D. and be admitted to the Virginia Bar. The office also prefers applicants with prior experience representing indigent defendants in a public defender's office. This experience can be gained as an intern.
- **When to apply:** Continuous. Applicants are encouraged to apply using the Virginia Indigent Defense Commission website before the fall semester begins which is usually when most positions across Virginia become available.
- **Contacts:**

- **Melinda Douglas**  
*Public Defender, Alexandria County*  
 Phone: (703) 746-4477  
 Email: melinda.douglas@alexandriava.gov  
 Address: 132 N. Royal Street, Suite 200  
 Alexandria, VA 22314

### **Arlington County Public Defender's Office**

- **Background:** Located just a block from the Courthouse Metro station, the Arlington County & City of Falls Church Public Defender's Office serves low-income clients who are charged with criminal offenses in the county and city. The Office handles cases in General District Court, Juvenile and Domestic Relations Courts, and in the Arlington County Circuit Court.
- **Hiring Practices:** Most Virginia public defender jobs are posted on the Virginia Indigent Defense Commission at <http://www.indigentdefense.virginia.gov/career.htm>. There, they post jobs for a variety of public defender positions across the commonwealth. For the entry level Assistant Public Defender Positions, applicants must have a J.D. and be admitted to the Virginia Bar. The office also prefers applicants with prior experience representing indigent defendants in a public defender's office. This experience can be gained as an intern.
- **When to apply:** Continuous. Applicants are encouraged to apply using the Virginia Indigent Defense Commission website before the fall semester begins, which is usually when most positions become available.
- **Contacts:**
  - **Matthew Foley**  
*Public Defender, Arlington County*  
 Phone: (703) 875-1111  
 Email: mfoley@arl.idc.virginia.gov  
 Address: 2300 Clarendon Blvd., Suite 201  
 Arlington, VA 22201
- **WCL Contacts**
  - Professor Elizabeth Boals  
*Former Assistant Public Defender*  
 eboals@wcl.american.edu

### **Fairfax County Public Defender**

- **Background:** The Fairfax County Public Defender specializes in representing individuals who cannot afford representation. The Office receives cases by appointment

from the court for the Fairfax County, the City of Fairfax, the Town of Vienna, and the Town of Herndon.

- **Hiring Practices:** Most Virginia public defender jobs are posted on the Virginia Indigent Defense Commission at <http://www.indigentdefense.virginia.gov/career.htm>. There, they post jobs for a variety of public defender positions across the commonwealth. For the entry level Assistant Public Defender Positions, applicants must have a J.D. and be admitted to the Virginia Bar. The office also prefers applicants with prior experience representing indigent defendants in a public defender office. This experience can be gained as an intern.
- **When to apply:** Continuous, but applicants are encouraged to apply using the Virginia Indigent Defense Commission website before the fall semester begins, which is usually when most positions become available.
- **Contacts:**
  - **Todd Petit**  
*Public Defender, Fairfax County*  
Phone: (703) 934-5600  
Email: [tpetit@fai.idc.virginia.gov](mailto:tpetit@fai.idc.virginia.gov)  
Address: 4103 Chain Bridge Road, Suite 500  
Fairfax, VA 22030

## Colorado

### State & Local Public Defender's Offices

#### Colorado Public Defender's Office

- **Background:** The Colorado State Public Defender is a statewide agency dedicated to providing quality representation to each and every client in the 21 regional trial offices. The system employs 420 lawyers and a total staff of 656.
- **Hiring Practices:** The majority of this Office's new hires are entry-level attorneys, and placements are made as positions become available in regional offices, normally through attrition. From the website: "The Colorado Public Defender prides itself on hiring client-centered applicants who are dedicated to protecting the constitutional rights of the underprivileged who are accused of crimes. This Office tried over 1,100 jury trials last year; therefore strong hiring preference is given to applicants who have participated in a law school clinical program or interned for a public defender program where they were actually able to represent clients in court. This Office hires few applicants who have not participated in one or both. Additionally, since this Office has an extensive and mandatory training program for newly hired attorneys (see our training page), a proven desire and ability to improve and expand an applicant's trial skills is also given preference." The Office's website is located at <http://pdweb.coloradodefenders.us>.
- **When to Apply:** Interviews for applicants taking the February or July Colorado bar examination are conducted in November, December and January, with hiring decisions announced no later than March for June graduates. Accordingly candidates should apply in the early fall.
- **Contacts:**
  - **Brian N. Connors**  
*Chief Deputy Public Defender*  
1300 Broadway, Suite 400  
Denver, CO 80203  
Phone: (303) 764-1400  
Fax: (303) 764-1478  
Email: [state.pubdef@coloradodefenders.us](mailto:state.pubdef@coloradodefenders.us)
  - **Denver Office**  
1560 Broadway, Suite 300  
Denver, CO 80202  
Phone: 303 620-4999  
Fax: 303 620-4987  
Email: [denver.pubdef@coloradodefenders.us](mailto:denver.pubdef@coloradodefenders.us).

- **Alumni Contacts:**

- **Nicholas Sarwark** (2008)  
*Deputy Public Defender*  
Colorado State Public Defender  
Centennial, CO  
[nsarwark@gmail.com](mailto:nsarwark@gmail.com)
- **Amy Smith** (2011)  
Colorado State Public Defender  
Durango, CO  
[amyrachelsmith@gmail.com](mailto:amyrachelsmith@gmail.com)
- **Sara Steele** (2010)  
Colorado State Public Defender- Glenwood Springs Regional Office  
Glenwood Springs, CO  
[sara.steele@coloradodefenders.us](mailto:sara.steele@coloradodefenders.us)

## **FLORIDA**

### **State & Local Prosecutor's Offices**

#### **Miami-Dade State Attorney's Office**

- **Background:** This Office serves as the criminal prosecutor for Miami-Dade County, which includes the City of Miami. 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.
- **Hiring Practices:** The Office recruits 3L students for entry-level positions. Those who have demonstrated an interest in litigation and/or criminal law through course work and/or internships are preferred. Clinical participation is strongly preferred. Successful candidates are required to commit to three years of service with the office.
- **When to Apply:** Interviews are generally conducted between September and January, so candidates should apply by the beginning of September. They perform on campus interviews and also attend job fairs in the region. Check OCPD or contact Gunnar Stewart below for more information on when the Office will be in the area.
- **Contacts:**
  - **Gunnar Stewart**  
*Recruitment Coordinator*  
Miami-Dade State Attorney's Office  
1350 NW 12<sup>th</sup> Avenue  
Miami, FL 33136  
Phone: 305-547-0561  
Email: [gunnarstewart@miamisao.com](mailto:gunnarstewart@miamisao.com)
- **Alumni Contacts:**
  - **Jane Anderson** (2006)  
Miami-Dade State Attorney's Office  
1350 NW 12th Avenue  
Miami, FL  
[christajaneanderson@miamisao.com](mailto:christajaneanderson@miamisao.com)
  - **Karin Curtis** (2011)  
Miami-Dade State Attorney's Office  
Miami, FL  
[Karin.curtis@gmail.com](mailto:Karin.curtis@gmail.com)
  - **Christine Rhee** (2011)  
Miami-Dade State Attorney's Office



Miami, FL  
[christine.rhee@gmail.com](mailto:christine.rhee@gmail.com)

### **Broward County State Attorney's Office**

- **Background:** The Broward County State Attorney's Office covers prosecutions for the 17<sup>th</sup> Judicial Circuit in Broward County, Florida, which includes the City of Fort Lauderdale, Florida.
- **Hiring Practices:** The website for the Broward County State Attorney's Office does not have much information regarding employment opportunities. The website, located at <http://www.sao17.state.fl.us/employment.htm>, contains a pdf employment application, which must be mailed with a resume, transcript, and cover letter to:
  - Office of the State Attorney  
Human Resources  
Broward County Courthouse  
201 SE 6th Street, Rm 660  
Fort Lauderdale, FL 33301-3360
- **When to Apply:** The Office accepts applications year round, but 3L students interested in working for this office following graduation should complete their applications in the fall.
- **Contacts:**
  - **Renata Annati**  
*Human Resources Director*  
Broward County Courthouse  
201 SE 6th Street, Rm 660  
Fort Lauderdale, FL 33301-3360  
(954) 831-5974
  - **Cathy Berkowitz**  
*Assistant State's Attorney*  
*Chairperson of the Professional Staff Interview Team*  
(954) 831-6965

### **Palm Beach County State Attorney's Office**

- **Background:** This Office is the local prosecutor for Palm Beach County.
- **Hiring Practices:** 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. Details on how to apply can be found at

<http://www.sa15.state.fl.us/stateattorney/JoinTheTeam/indexEG.htm>. Applicants will go through at least one interview before being offered a position.

- **When to Apply:** 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.
- **Contacts:**

**Main Office**

401 North Dixie Highway  
West Palm Beach, FL 33401  
561-355-7100 (Phone)  
561-366-1800 (Fax)  
1-800-353-3859 (Toll Free)  
Email: [StateAttorney@sa15.org](mailto:StateAttorney@sa15.org)

## **State & Local Public Defender's Offices**

### **Miami-Dade County Public Defender's Office**

- **Background:** Miami-Dade County is the 11th judicial circuit of Florida, the largest and busiest of Florida's 20 judicial circuits. The office is responsible for defending individuals who face the loss of their liberty and are determined by the court to be unable to pay for a private attorney. They have a team of nearly 200 attorneys that handle approximately 90,000 cases each year.
- **Hiring Practices:** Candidates must complete an intense interview session. If successful, they will then be invited to participate in a hiring conference where they will be interviewed before a panel of several assistant public defenders. The Office is seeking candidates with excellent academics and an interest in criminal defense and public services. It also prefers candidates with at least some exposure to criminal trial advocacy. See [http://www.pdmiami.com/hiring\\_process\\_for\\_attorneys.htm](http://www.pdmiami.com/hiring_process_for_attorneys.htm) for more information.
- **When to Apply:** Summer/Fall. For candidates entering their last year of law school, applications should be completed before September 1st.
- **Contacts:**
  - **Kevin Hellman**  
*Director of Training and Professionalism*  
Eleventh Judicial Circuit of Florida  
1320 NW 14th St., Miami, FL 33125  
Phone: 305.545.1600  
Email: [khellman@pdmiami.com](mailto:khellman@pdmiami.com)

- **Alumni Contacts:**

- **Valiente, Antonio** (2009)  
Miami-Dade Public Defender's Office  
Miami, FL  
[antoniofvaliente@gmail.com](mailto:antoniofvaliente@gmail.com)

### **Broward County Public Defender's Office**

- **Background:** The Broward County Public Defender's Office takes cases for criminal defendants deemed by the court as indigent.
- **Hiring Practices:** The Office accepts resumes for entry-level and felony-level positions in August and early fall. Applicants who have volunteer or intern experience within the criminal justice system, and who have participated in a Trial Skills or Trial Advocacy course in law school, are preferred.

Felony-level attorneys are required to have a minimum of two years criminal trial experience. Applicants are expected, upon a job offer, to commit to a minimum of two years employment with this Office. For more information on the hiring process see: <http://www.browarddefender.org/page9.html>.

- **When to Apply:** Resumes are reviewed periodically and on a continuing basis.
- **Contacts:**

**Law Office of the Public Defender**  
Broward County Courthouse, North Wing  
Tel: (954) 831-8650  
FAX: (954) 831-8853  
201 S.E. 6th Street, Rm 3872  
Ft. Lauderdale, FL 33301

### **Palm Beach County Public Defender's Office**

- **Background:** With a staff of more than 100 lawyers, the Public Defender's Office is always looking for quality, motivated attorneys who are dedicated to defending indigent clients. With mentoring opportunities and a fast-paced environment, the Office provides a challenging and rewarding experience.
- **Hiring Practices:** Interviews are conducted by a panel, which includes Public Defender Carey Haughwout and the chiefs of each division. The Office is seeking candidates with a good academic record, some exposure to criminal trial advocacy, either through classroom or clinical experience, and strong writing skills. Applications consist of a resume, writing sample, and references and should be sent to:

Office of the Public Defender, 15th Judicial Circuit  
421 3rd Street  
West Palm Beach, FL 33401

Applications may also email their application to: [jloyless@pd15.state.fl.us](mailto:jloyless@pd15.state.fl.us)

- **When to Apply:** The Office takes applications on a continuing basis. 3L students should submit their applications in the early fall.
- **Contacts:**
  - **Jennifer Loyless**  
*Recruitment and Volunteer Program Coordinator*  
Office of the Public Defender, 15th Judicial Circuit  
421 3rd Street  
West Palm Beach, FL 33401  
Email: [jloyless@pd15.state.fl.us](mailto:jloyless@pd15.state.fl.us)
- **Alumni Contacts:**
  - **Maurissa Jones (2007)**  
Office of the Public Defender for the 15th Judicial District of Florida  
West Palm Beach, FL  
[mrjones@pd15.org](mailto:mrjones@pd15.org)

## **Kentucky**

### **State & Local Public Defender's Offices**

#### **Kentucky Department of Public Advocacy**

- **Background:** The Kentucky Department of Public Advocacy is a statewide public defender agency representing indigent criminal defendants.
- **Hiring Practices:** Applicants go through an initial screening interview followed by multiple panel interviews that may include hypotheticals, demonstrations of litigation skills, etc. Successful candidates have a demonstrated interest in criminal law, a strong academic record, and a passion for defense work. Applications are submitted via the form available at <http://dpa.ky.gov/default.php>. Additionally, candidates should send a resume and writing sample to Londa Adkins, Recruiter for the Kentucky Department of Public Advocacy. Questions can be directed to Londa.Adkins@ky.gov.
- **When to apply:** The Office hires pre-bar between March and May. Hiring is based on need, but 3L candidates should submit applications early in the first semester of their last year of school. Requires a two-year commitment.
- **Contacts:**
  - **Londa Atkins**  
100 Fair Oaks Lane, Suite 302  
Frankfurt, KY 40601  
Phone: (502) 564-8006  
Email: Londa.Adkins@ky.gov

## New Hampshire

### State & Local Prosecutor's Offices

#### Hillsborough County Attorney's Office

- **Background:** Covering the two largest cities in New Hampshire, Nashua in the southern district and Manchester in the northern district, the Hillsborough County Attorney's Office prosecutes crimes charged in the county.
- **Hiring Practices:** Vacancies are posted to the Hillsborough County site found at: <http://www.hillsboroughcountynh.org/hr/jobpostings.html>.
- **When to Apply:** In the fall of the applicant's last year of law school.
- **Contacts:**

**Denise Boyd**  
*Hillsborough County HR Manager*  
Suite 112  
329 Mast Road  
Goffstown, NH 03045  
Phone: (603) 627-5604  
(603) 627-5633  
Fax: (603) 624-4263

### State & Local Public Defender's Offices

#### New Hampshire Public Defender's Office

- **Background:** The New Hampshire Public Defender's Office (NHPD) provides public defender services statewide. They are a private, nonprofit corporation dedicated to ensuring that New Hampshire fulfills the constitutional mandate of equal justice for all citizens by providing high-quality representation for indigent defendants. The program's attorneys and investigators staff nine offices located across the state.
- **Hiring Practices:** Barbara Blair is NHPD's recruitment coordinator. If you are interested in a staff attorney position, please send an email to Barbara at [recruiting@nhpd.org](mailto:recruiting@nhpd.org). Please attach electronic copies of a letter of interest, resume, and current academic transcript (unofficial is ok). The Office seeks recent law school grads who are highly skilled, have a strong interest in public interest, and who have some exposure to criminal trial advocacy. The interview process has three tiers requiring simulations and hypotheticals.

- **When to Apply:** Application deadline is November 15th for position vacancies arising in the following year.
- **Contacts:** Please visit <http://www.nhpd.org/contact-us/offices-and-locations.aspx> for contact information for the various offices and locations.
  - **Barbara Blair**  
*Recruitment Coordinator*  
 Phone: 603-224-1236  
 Email: [recruiting@nhpd.org](mailto:recruiting@nhpd.org)  
 Address: 10 Ferry Street Ste. 202  
 Concord, New Hampshire 03301
- **Alumni Contacts:**
  - **Melissa Davis (2005)**  
*Assistant Public Defender*  
 Orford, NH  
[mdavis@nhpd.org](mailto:mdavis@nhpd.org)
  - **Maya Dominguez (2011)**  
*Assistant Public Defender*  
 Manchester, NH  
[Dominguez.maya@gmail.com](mailto:Dominguez.maya@gmail.com)
  - **Laurie (Lauretta) Jirak (2007)**  
*Assistant Public Defender*  
 Manchester, NH  
[lauriejirak@gmail.com](mailto:lauriejirak@gmail.com)
  - **Emily Roberts (2014)**  
*Assistant Public Defender*

## **NEW JERSEY**

### **State & Local Prosecutor's Offices**

#### **Mercer County Prosecutor's Office**

- **Background:** The Mercer County Prosecutor's Office handles all prosecutions of crimes charged in the Mercer County, which includes the City of Trenton.
- **Hiring Practices:** Individuals seeking employment with the Mercer County Prosecutor's Office should forward a resume and cover letter to:

Mercer County Prosecutor's Office  
*Attn: Prosecutor Joseph L. Bocchini Jr.*  
209 South Broad Street  
P.O. Box 8068  
Trenton, NJ 08650-0068

Mercer County residency is required within one year of appointment. All applicants are subject to pre-employment tests, including drug, physical, and criminal background check.

- **When to Apply:** They accept applications year round, but 3L students should submit their applications early in the fall of their last year of study.
- **Contacts:**
  - *Prosecutor Joseph L. Bocchini Jr.*  
209 South Broad Street  
P.O. Box 8068  
Trenton, NJ 08650-0068

#### **Bergen County Prosecutor's Office**

- **Background:** Located in Hackensack, New Jersey, the Bergen County Prosecutor's Office prosecutes state and local criminal violations charged in Bergen County.
- **Hiring Practices:** Successful Assistant Prosecutors are residents of New Jersey, possess a J.D. degree, and are members of the New Jersey Bar. Candidates with exposure to criminal trial advocacy and an interest in public service are preferred.
- **When to Apply:** There are currently no job vacancies in the office at this time, but they do still accept applications.
- **Contacts:**



- **John L. Higgins, III**  
*First Assistant Prosecutor*  
 Bergen County Prosecutor's Office  
 10 Main Street  
 Hackensack, NJ 07601

## **State & Local Public Defender's Offices**

### **New Jersey Public Defender's Office**

- **Background:** The New Jersey Public Defender's Office is a state agency representing low-income criminal defendants. It has offices in every county and employs hundreds of attorneys.
- **Hiring Practices:** The Office seeks applicants with a strong academic record, interest in criminal defense, and some exposure to trial litigation. Successful applicants should expect multiple rounds of interviews. Training takes place throughout the year for new hires.
- **When to Apply:** Year round, but 3L students seeking employment following graduation should apply in the early fall.
- **Contacts:** Anyone interested in employment opportunities with the NJOPD should contact:
  - **William Wander**  
*Human Resources Manager*  
 New Jersey Office of the Public Defender  
 Hughes Justice Complex  
 25 Market St  
 P.O. Box 850  
 Trenton, NJ 08625  
 Phone (609) 292-8353  
 Fax (609) 777-1795  
 Email: Human.Resources@opd.state.nj.us
- **Alumni Contacts:**
  - **Christiane Cannon (2014)**  
*Assistant Public Defender*

## **NEW YORK**

### **State & Local Prosecutor's Offices**

#### **New York County (Manhattan) District Attorney's Office**

- **Background:** The New York County District Attorney's Office handles all prosecutions of crimes charged in New York County (Manhattan).
- **Hiring Practices:** Each year more than 2,000 law school graduates and admitted attorneys apply for positions as Assistant District Attorneys (ADAs). There are typically 30-40 openings each year for legal staff positions. Most of the staff is hired directly out of law school, while some of the staff join the office as laterals or after clerking.

New ADAs commit themselves to serving the office for three years. Most stay well beyond their commitment. 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.

- **When to Apply:** Applications are accepted from August 1st through October 1st. All submissions must be submitted by 5:00 pm (EST). 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. Cover letters should be addressed to:

Ms. Robin R. Edwards  
*Administrator of the Legal Hiring Unit*  
New York County District Attorney's Office  
One Hogan Place  
New York, NY 10013

The online application link can be found at: <http://manhattanda.org/application-process>.

- **Contacts:**
  - **Ms. Robin R. Edwards**  
*Administrator of the Legal Hiring Unit*  
Phone: (212) 335-9361  
Address: New York County District Attorney's Office  
One Hogan Place  
New York, NY 10013
- **Alumni Contacts:**
  - **Jacqueline Cornell, (2010)**  
New York County District Attorney

New York, NY  
[cornellj@dany.nyc.gov](mailto:cornellj@dany.nyc.gov)

- **Om Gillett** (2002)  
N.Y. County D.A.'s Office  
New York, NY  
[omgillett@hotmail.com](mailto:omgillett@hotmail.com)
- **Evan Glaberson** (2007)  
New York District Attorney  
New York, NY  
[eglabe19@gmail.com](mailto:eglabe19@gmail.com)
- **Vincent Rivelles** (1994)  
District Attorney, New York County  
New York, NY  
[vin@rivelles.com](mailto:vin@rivelles.com)

### Queens District Attorney's Office

- **Background:** This office handles prosecutions for the Queens District.
- **Hiring Practices:** For information on the hiring process for new Assistant District Attorneys, go to: <http://www.queensda.org/ada.html>. 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. Qualified Assistant District Attorney applicants should send a cover letter and resume to:

Queens County District Attorney's Office  
125-01 Queens Boulevard  
Kew Gardens, N.Y. 11415  
Attn: Counsel to the CADA Vincent J. Carroll, Jr.

On-campus interviews are 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 and another senior member of staff. Successful candidates make a commitment to serve at least three years.

- **When to Apply:** It is recommended that interested candidates submit their applications before October 1 to be included in that year's round of interviews and hiring.
- **Contacts:**
  - **Vincent J. Carroll, Jr.**  
*Counsel to the CADA*

Phone: (718) 286-6314  
Email: [Vjcarroll@queensda.org](mailto:Vjcarroll@queensda.org) (DO NOT EMAIL RESUME)  
Address: 125-01 Queens Boulevard  
Kew Gardens, N.Y. 11415

## Office of the Bronx County District Attorney

- **Background:** The Office of the Bronx District Attorney prosecutes crimes charged within the boundaries of the Bronx. The Office is made up of the District Attorney and over 300 Assistant District Attorneys.
- **Hiring Practices:** Applicants must have a J.D. degree, be members of the New York Bar, and have a strong academic record. A demonstrated interest in public service and criminal litigation are highly valued in candidates.
- **When to Apply:** The Office hires new attorneys each year. Some of these new prosecutors are practicing lawyers who are appointed as vacancies develop. Most vacancies, however, are filled from the ranks of more than 1,000 third-year law students who complete a three-tier interview process both on law school campuses and within the Office. Law school students interested in applying for Assistant District Attorney positions must apply by October 20<sup>th</sup> of their last year of study.

First-round interviews are conducted by selected individual Assistant District Attorneys and are generally conducted from August through October. Upon successful completion of the first interview, the applicant may be invited to return for a panel interview, generally conducted in October and November. The final interview is with District Attorney Johnson in December.

- **Contacts:**
  - **Maria T. Rivero**  
*Executive Assistant District Attorney*  
Phone: (718) 590-2258  
Address: 198 E 161<sup>st</sup> St.  
Bronx, NY 10451
- **Alumni Contacts:**
  - **Emily Aldridge** (2003)  
Office of the Bronx County District Attorney  
Bronx, NY  
[aldridge@bronxda.nyc.gov](mailto:aldridge@bronxda.nyc.gov)
  - **Daniel Chung** (2005)  
Office of the Bronx County District Attorney  
Bronx, NY  
[chung.daniel.paul@gmail.com](mailto:chung.daniel.paul@gmail.com)

- **Todd Drantch** (2008)  
Office of the Bronx County District Attorney  
Bronx, NY  
[drantcht@bronxda.nyc.gov](mailto:drantcht@bronxda.nyc.gov)
- **David Johnson**, (2012)  
Office of the Bronx County District Attorney  
Bronx, NY  
[dpeterjohnson09@gmail.com](mailto:dpeterjohnson09@gmail.com)
- **Newton Mendys**, (2004)  
Office of the Bronx County District Attorney  
Bronx, NY  
[mendysl@bronxda.nyc.gov](mailto:mendysl@bronxda.nyc.gov)

### **Brooklyn District Attorney's Office**

- **Background:** The King's County District Attorney's Office is the prosecutor for King's County (Brooklyn), New York.
- **Hiring Practices:** The Office hires new attorneys every year. As with other District Attorneys' offices, the hiring process consists of three tiers. The Office seeks candidates that can demonstrate strong litigation skills, have a strong academic record, and who have a passion and commitment to public service and law enforcement.
- **When to Apply:** Like the other offices in New York, the application deadline falls sometime in October. Applicants are encouraged to complete their applications before the end of August.
- **Contacts:** Interested employment applicants should email a cover letter and resume to [DA-recruit@brooklynda.org](mailto:DA-recruit@brooklynda.org) or by mail to:
  - **Human Resources**  
Attention: Recruitment  
Kings County District Attorney's Office  
350 Jay Street  
10th Floor,  
Brooklyn, New York 11201.
- **Alumni Contacts:**
  - **Mina Malik** (1998)  
Queens District Attorney's Office  
Kew Gardens, NY  
[mmalik357@aol.com](mailto:mmalik357@aol.com)

## **Richmond County (Staten Island) District Attorney's Office**

- **Background:** The Richmond County District Attorney's office handles all prosecutions arising from crimes charged in Staten Island. The office is made up of attorneys, legal support staff, administrative staff, and investigators.
- **Hiring Practices:** Job openings can be found at <http://rcda.nyc.gov/employment.html>. Litigation experience is preferred, but the Office does hire out of law school. Duties for Assistant District Attorneys include complaint writing, prosecuting misdemeanors, handling arraignments, bench and jury trials, and hearings. Admission to the New York State Bar is required for employment.
- **When to Apply:** Like the other offices in New York, the application deadline falls sometime in October. Applicants are encouraged to complete their applications before the end of August.
- **Contacts:**
  - **Elizabeth Dalton**  
*Director of Human Resources*  
Office of the District Attorney, Richmond County  
130 Stuyvesant Place, Room 714 Staten Island, New York 10301

## **State & Local Public Defender's Offices**

### **The Legal Aid Society**

- **Background:** The Legal Aid Society's Criminal Practice, under the leadership of Seymour W. James, Jr., is the largest public defender program in the country and serves as the primary provider of indigent defense services in New York City. The Criminal Practice handles a total of more than 230,000 cases each year with a staff of 800, including approximately 550 staff attorneys, supervising attorneys and management attorneys and nearly 270 social workers, investigators, paralegals, and support and administrative staff.
- **Hiring Practices:** Information about the firm's hiring practices and openings can be found at: <http://www.legal-aid.org/en/las/diversityandcareers.aspx>. Applications are submitted electronically via the website. The Criminal Practice generally hires 25 to 50 people for its fall class, hiring 3Ls/law graduates pre-bar, as long as the law graduate sits for the New York State Bar immediately after graduation. New hires may be assigned to any of New York's five boroughs.
- **When to Apply:** Hiring and Application deadlines for entry-level positions can be found at [http://www.legal-aid.org/media/183641/2014-15\\_hiring\\_season.pdf](http://www.legal-aid.org/media/183641/2014-15_hiring_season.pdf). The deadline for applications for criminal practice attorneys is October 14, 2014 for the Class of Fall 2015. Limited hiring may occur in the spring if vacancies occur.

- **Contacts:**

- **Mary Richardson**  
*Director of Recruitment*  
199 Water Street, 6th Floor  
New York, NY 10038  
Phone: (212) 577-3296  
Email: [atattorneyjobs@legal-aid.org](mailto:atattorneyjobs@legal-aid.org).
- **Toni Romano**  
199 Water Street, 6th Floor  
New York, NY 10038  
Phone: (212) 577-3364

- **WCL Contacts:**

- **Professor Jenny Roberts**  
[jenny@wcl.america.edu](mailto:jenny@wcl.america.edu)

- **Alumni Contacts:**

- **Molly Meltzer** (2006)  
The Legal Aid Society  
Brooklyn, NY  
[mfrankmeltzer@gmail.com](mailto:mfrankmeltzer@gmail.com)
- **Jacob Rolls** (2004)  
The Legal Aid Society  
Brooklyn, NY  
[jacobrolls@gmail.com](mailto:jacobrolls@gmail.com)
- **Naila Siddiqui** (2008)  
The Legal Aid Society  
New York, NY  
[naila.siddiqui@gmail.com](mailto:naila.siddiqui@gmail.com)
- **Brittany Gail Thomas** (2012)  
The Legal Aid Society  
Brooklyn, NY  
[brittanygailthomas@gmail.com](mailto:brittanygailthomas@gmail.com)

## The Bronx Defenders

- **Background:** The Bronx Defenders provides criminal defense for low-income defendants in the Bronx. Over the last 15 years the office has grown to represent nearly 28,000 people per year. The Bronx Defenders works through interdisciplinary teams comprised of criminal defense attorneys, family defense attorneys, civil attorneys, social workers, advocates, and investigators in order to address not just the immediate legal case, but the host of issues that drive our clients into the justice systems and destabilize their lives.
- **Hiring Practices:** Each fall, The Bronx Defenders seeks applications from third-year law students and recent law school graduates (1-3 years of experience) who are interested in placement on the following year's Training Team in either the Criminal Defense Practice, Civil Action Practice, or Family Defense Practice. They do not ask hypotheticals or require simulations during interviews.
- **When to Apply:** The application process begins in the Summer/Fall, with employment offers usually made by February.

The Bronx Defenders is accepting applications for the 2015-2016 Training Team from August 4th, 2014 to October 3rd, 2014. Hiring Committee interviews will take place at the end of November 2014 and beginning of December 2014. For more information, see <http://www.bronxdefenders.org/announcing-applications-for-2015-2016-training-team/#sthash.S0M4GKmh.dpuf>.

- **Contacts:**
  - **Velvet Sanchez**  
*Recruiting and Hiring Associate*  
Phone: (718) 838-7878  
Address: 360 East 161st Street, Bronx, NY 10451

## New York County Defender Services

- **Background:** Located in downtown Manhattan, the New York County Defender Services defends low-income defendants charged with crimes in the Manhattan/ New York County area. It is currently under contract with New York City to defend about 20,000 cases per year from arraignment through trial.
- **Hiring Practices:** While the office hires law students for internships and summer positions but they DO NOT hire entry-level attorneys. For experienced alumni, full-time attorney applications should be submitted to Michael Coleman via mail or email: [mcoleman@nycds.org](mailto:mcoleman@nycds.org). The application should include a resume and cover letter.
- **When to Apply:** Continuous.



- **Contacts:**

- **Michael Coleman**  
Email: [mcoleman@nycds.org](mailto:mcoleman@nycds.org)  
Address: 225 Broadway #1100  
New York, NY 10007

## **Brooklyn Defender Services**

- **Background:** Brooklyn Defender Services is a public defender organization that represents 45,000 indigent defendants. Their staff consists of specialized attorneys, social workers, investigators, paralegals and administrative staff who are experts in their individual fields.
- **Hiring Practices:** Its criminal defense practice is currently fully staffed, but openings can be found at [bds.org](http://bds.org) under the “Opportunities” tab at the top of the page. It begins hiring in the fall and make offers in the winter. Candidates go through a multi-tier interview process. Successful candidates have strong academics, proficient litigation skills, and a demonstrated interest in public service.
- **When to Apply:** Candidates should apply in the fall. The office hires pre-bar in the winter and usually hires 1-2 attorneys per year. Does not require a commitment, but has an expectation of a minimum 3-year term.
- **Contacts:**
  - **Miriam Hibel**  
*Director of Law*  
177 Livingston Street – 5th Floor  
Brooklyn, New York 11201  
Phone: 718-254-0700, ext. 117  
Email: [mhibel@bds.org](mailto:mhibel@bds.org)

## Tennessee

### State & Local Prosecutor's Offices

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

- **Background:** The Nashville District Attorney is the state prosecutor for the 20<sup>th</sup> judicial district located in Nashville, Tennessee. The Office is presently organized into three divisions: the Criminal Division, the Juvenile Division, and the Victim Witness Services Division. Attorneys assigned to the Criminal Division appear on behalf of the State of Tennessee to prosecute all misdemeanor and felony charges brought in the General Sessions and Criminal Courts of the district. The Juvenile Division handles cases where juveniles (persons under the age of 18) have been charged with delinquent acts, and the charges are adjudicated by the Juvenile Court Judge or Juvenile Court Referees. The Victim Witness Services Division provides a wide variety of support services for victims of violent crime.
- **Hiring Practices:** The Office does not seem to be hiring now, but they post jobs through the county website found at <http://www.nashville.gov/Human-Resources/Employment-Opportunities.aspx>. Qualified candidates have experience in criminal litigation, a strong academic record, and a license to practice law in Tennessee.
- **When to Apply:** The Office posts jobs as needed throughout the year.
- **Contacts:**
  - Washington Square, Suite 500  
222 2nd Avenue North  
Nashville, TN 37201  
Phone (615) 862-5500 | Fax (615) 862-5599

### State & Local Defender's Offices

#### **Metropolitan Public Defender Services, Inc.**

- **Background:** The Metropolitan Public Defender represents indigent defendants in the Nashville area.
- **Hiring Practices:** The Office hires students who have demonstrated a strong interest in criminal litigation and defense and have an excellent academic record. The hiring process consists of an initial screening interview followed by one or more panel interviews.
- **When to Apply:** The Office hires pre-bar, usually making offers in January or February. Candidates should apply before the end of August if they wish to receive an offer.

- **Contacts:**

- **Ross Alderman**  
Suite 2022, Parkway Towers Building  
404 James Robertson Parkway  
Nashville, TN 37219  
Phone: (615) 862-5730  
FAX: (615) 313-9280  
Email: RossAlderman@jis.nashville.org

## **Other Employment Resources**

### **Criminal Law Job Websites**

#### **Association of Prosecuting Attorneys (APA)**

- **Background:** The Association of Prosecuting Attorneys (APA) was founded as a national "think tank" to represent all prosecutors and provide additional resources such as training and technical assistance in an effort to develop proactive innovative prosecutorial practices that prevent crime, ensure equal justice and make our communities safer.
- **Website:** APA periodically posts prosecutor or prosecutorial related job openings on its website located at  
<http://www.apainc.org/default.aspx/MenuItemID/156/MenuSubID/47/MenuGroup/Home.htm>

#### **American Bar Association Criminal Justice Section**

- **Background:** The Criminal Justice Section has primary responsibility for the American Bar Association's work on solutions to issues involving crime, criminal law, and the administration of criminal and juvenile justice. The Section plays an active leadership role in bringing the views of the ABA to the attention of federal and state courts, Congress, and other federal and state judicial, legislative, and executive policy-making bodies. The Section also serves as a resource to its members on issues in the forefront of change in the criminal justice arena.
- **Website:** The ABA posts criminal law jobs on the website for its criminal justice section: [http://www.americanbar.org/groups/criminal\\_justice/resources.html](http://www.americanbar.org/groups/criminal_justice/resources.html).

## **National Association of Criminal Defense Lawyers (NACDL)**

- **Background:** The National Association of Criminal Defense Lawyers (NACDL) encourages, at all levels of federal, state and local government, a rational and humane criminal justice policy for America – one that promotes fairness for all; due process for even the least among us who may be accused of wrongdoing; compassion for witnesses and victims of crime; and just punishment for the guilty.
- **Website:** NACDL posts criminal law jobs on its website located at <https://www.nacdl.org/ResourceCenter.aspx?id=21957&libID=21927>.

## **National District Attorney's Association (NDAA)**

- **Background:** In 1950, local prosecutors formed NDAA to give a focal point to advance their causes and issues at the national level. NDAA representatives regularly meet with the Department of Justice, members of Congress, and other national associations to represent the views of prosecutors to influence federal and national policies and programs that affect law enforcement and prosecution.
- **Website:** NDAA posts prosecutor positions on its website located at: [http://www.ndaa.org/ndaa\\_history.html](http://www.ndaa.org/ndaa_history.html).

## **National Legal Aid and Defender Organization (NLADA)**

- **Background:** National Legal Aid & Defender Association (NLADA), founded in 1911, is America's oldest and largest nonprofit association devoted to excellence in the delivery of legal services to those who cannot afford counsel. NLADA serves as the collective voice for our country's civil legal aid and public defender services and provides advocacy, training, technical assistance and the NLADA Insurance Program to its members, who are comprised of legal professionals, institutions and the people they represent.
- **Website:** NLADA posts a comprehensive list of public defender services and job openings in each state on its website located at: <http://www.nlada.org/Jobs>.

## **Criminal Law Fellowships**

### **E. Barrett Prettyman and Stuart Stiller Fellowship**

- **Background:** Georgetown University's Juvenile Justice Clinic offers a two-year graduate fellowship each year. The goal of the fellowship is to provide quality

representation to adults and adolescents accused of crimes and to provide to recent law school graduates a comprehensive education concerning trial advocacy, litigation and clinical teaching. Fellows spend two years in the program, after which they are awarded a Master's Degree in Advocacy. During the first year, fellows try cases and develop their skills as clinical teachers. In the second year, they continue to represent clients and supervise third year law students in the Juvenile Justice Clinic.

- **When to apply:** Applications for The E. Barrett Prettyman and Stuart Stiller Fellowship Program will be accepted from September 1, 2014 through November 3, 2014. Applications will not be accepted after the deadline of November 3, 2014. The application can be found here:  
<http://apps.law.georgetown.edu/forms/index.cfm?formid=150>.

### **Gideon's Promise Law School Partnership Program**

- **Background:** Gideon's Promise is an organization dedicated to assuring that every individual receives adequate legal representation regardless of economic status as mandated in the landmark U.S. Supreme Court case *Gideon vs. Wainwright*, 372 U.S. 335 (1963). In the Law School Partnership Project, Law Schools provide salary support to graduates seeking employment as public defenders. Gideon's Promise provides the training and promises to place graduates in public defender offices across the South. The office guarantees that, within the first year, the graduate will be moved into a full-time position. The Project helps graduates secure permanent employment and acquire the training and support they need to become public defenders.
- **When to Apply:** Applications for the Gideon's Promise Fellowship should be submitted by October 20. The packet is to include the Gideon's Promise application, the candidate's resume and transcript. A writing sample is optional. For more information, visit:  
<http://gideonspromise.org/law-schools/law-school-partnership-project/>.

Download the application here: <http://gideonspromise.org/wp-content/uploads/2013/01/Application-for-the-Law-School-Partnership-Fellow-Program-9.2.2014.pdf>

### **Career Fairs**

#### **Equal Justice Works Conference and Career Fair**

**When:** October 24 – 25, 2015

**Where:** Bethesda North Marriott Hotel & Conference Center

5701 Marinelli Road Bethesda, MD 20852

**Details:** Every fall Equal Justice Works hosts a fall conference for students to apply to numerous public defender, prosecutor, and other public interest jobs. This conference is essential for students seeking entry-level positions with public defender and prosecutor offices. The conference is held in late October, but you must register—and register early—to participate in this conference and have the chance to interview with your choice of employers. Between Mid-August and early September, you need to have your resume and other materials in final form and uploaded as part of the registration process. For more information, see EJW’s website at <http://www.equaljusticeworks.org/law-school/conference-and-careerfair>.

### **Greater Washington, D.C./Baltimore Public Service Career Fair**

- **When:** Friday, January 23 2015
- **Where:** George Mason University School of Law.
- **Details:** The Annual Washington, DC/Baltimore Public Service Career Fair will be held at George Mason University School of Law. Students of sponsoring schools can participate in formal interviews, resume collection and table talk on the day of the program. See more at <http://www.psjd.org/resource?ResourceID=41#SPRING>