

CRIMINAL JUSTICE EMPLOYMENT RESOURCE BOOK

WCL Criminal Justice Practice & Policy Institute criminaljusticeinstitute@wcl.american.edu

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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.

PRELIMINARY EMPLOYMENT TIPS

THINGS TO DO IN LAW SCHOOL EXTERNSHIPS
JUDICIAL CLERKSHIPS

DISTRICT OF COLUMBIA

UNITED STATES DEPARTMENT OF JUSTICE

Criminal Division

Office of the Attorney General of the United States

Office of the Solicitor General

FEDERAL PROSECUTOR AND DEFENDER OFFICES

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 PROSECUTOR AND DEFENDER OFFICES

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 PROSECUTOR AND DEFENDER'S OFFICES

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, Criminal Practice

The Legal Aid Society, Criminal Practic The Bronx Defenders New York County Defender Services Brooklyn Defender Services

PENNSYLVANIA

Philadelphia District Attorney's Office Philadelphia Public Defender's Office

TENNESSEE

STATE & LOCAL PROSECUTOR'S OFFICES

Nashville District Attorney's Office (20th judicial district)

STATE & LOCAL DEFENDER'S OFFICES

Public Defender of Metropolitan Nashville and Davidson County.

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

EMPLOYER CHART

Preliminary Employment Tips

Things to do in Law School

Students should focus on doctrinal as well as practical skills courses by taking criminal law, criminal procedure, evidence, and participating in clinic. It is also helpful to take classes or participate in activities that demonstrate an interest in criminal law such as externships, moot court, mock trial, dean's fellowships or a trial advocacy class.

Externships

Many employers are seeking applicants who have demonstrated a commitment to criminal justice. Externships are a great way for students thinking about a career in criminal justice to demonstrate their interest in criminal law and trial advocacy. There are a wealth of options available through the externship office. Each year there is an externship fair in January, as well as a criminal law externship fair early in the fall semester. Contact the externship office to learn more about these events: https://www.wcl.american.edu/externship/.

For information about specific criminal law-related externship opportunities, you can go to MyWCL, hover over "Programs & Organizations," and click "Externship Program." Along the left-hand side, you can search externships by practice area to find "criminal law."

https://my.wcl.american.edu/Departments/Externship%20Program/deptContentManagement/Manage%20Department%20Documents/Externships%20in%20Criminal%20Law.pdf

Judicial Clerkships

Many public defender offices and prosecutor's offices do not hire right out of law school, often requiring one or more years of experience. A great way of getting this experience is by taking a clerkship with local trial or appellate judges. The various courts and judges differ in their hiring practices. Visit http://www.wcl.american.edu/career/clerkships/ for more information. Students interested in clerking with a judge should also schedule an appointment on CareerLink with Kelly Noble in the OCPD office to find out important deadlines, hiring practices, and resume building advice.

DISTRICT OF COLUMBIA

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 <u>USAjobs.gov</u>, the Criminal Division of the DOJ posts its vacancies at <u>www.justice.gov/criminal/attorney-vacancies</u>.
 Applicants typically go through at least two rounds of interviewing before a hiring decision is made.
- When they hire: As needed.
- Contacts:

o Personnel Operations Group

Address: Robert F. Kennedy Building

950 Pennsylvania Avenue, NW, Room 2107

Washington, DC 20530

Phone: (202) 514-2811

Email: Criminal.Crmjobs@usdoj.gov

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 <u>USAjobs.gov</u>, 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 8. 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:

o Office of Attorney Recruitment & Management

Phone: 202-514-3397

Email: AskOARM@usdoj.gov

Office of the Solicitor General

• **Background:** The task of the Office of the Solicitor General is to supervise and conduct government litigation in the United States Supreme Court. Virtually all such litigation is channeled through the Office of the Solicitor General and is actively conducted by the Office. The United States is involved in approximately two-thirds of all the cases the U.S. Supreme Court decides on the merits each year.

- **Hiring Practices:** 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.
- When They Hire: Turnover in Assistant positions is also sporadic and often very difficult to predict. There is, therefore, no predictable annual or periodic "hiring cycle."
 - Please visit the Department's Office of Attorney Recruitment and Management's website at https://www.justice.gov/osg/employment-opportunities to obtain specific hiring information.

Federal Prosecutor and Defender Offices

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.
- When they hire: Ongoing. Applicants go through several rounds of interviews before hiring decisions are made.

• Contact Info:

o Recruiting & Hiring

James Dinan

Principal Assistant United States Attorney

Address: 555 Fourth Street, NW

Washington, DC 20530

Phone: (202) 252-6600

Email: james.dinan@usdoj.gov

o Criminal Division

Jonathan M. Malis

Chief of the Criminal Division, District of Columbia

Address: 555 Fourth Street, NW

Washington, DC 20530

Phone: (202) 252-6782

Email: Jonathan.Malis@usdoj.gov

• Alumni Contacts:

o **Roger Kemp** (1986)

Third District Community Prosecutor Washington, DC Roger.Kemp@usdoj.gov

o **Ryan E. Norman** (2012)

Assistant United States Attorney for the District of Columbia Washington, DC r.e.norman@gmail.com

o Marco Palmieri (2007)

Assistant United States Attorney for the District of Columbia Washington, DC

marco.a.palmieri@gmail.com

o Kate Rakoczy (2008)

Assistant United States Attorney for the District of Columbia Washington, DC rakoczy@gmail.com

o L. Jackson Thomas II (1976)

Assistant United States Attorney for the District of Columbia Washington, DC

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:

o A.J. Kramer

Federal Public Defender, District of Columbia Address: 625 Indiana Ave, NW, Suite 550

Washington, DC 20004

(202) 208-7500 Phone: Email: a. i. kramer@fd.org

o Dani Jahn (attorney in charge of hiring interns)

Assistant Federal Public Defender, District of Columbia Address:

625 Indiana Ave, NW, Suite 550

Washington, DC 20004 (202) 208-7500 Phone:

Email: Dani iahn@fd.org

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/careers/job-opportunities. 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.

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:

- o Recruiting & Hiring
 - Jennifer K. Thomas, Esq. Legal Recruiting Manager

Address: 633 Indiana Avenue, NW

Washington, DC 20004

Phone: (202) 824-2337

WCL Contacts:

o Professor Angela J. Davis

Former PDS attorney; Executive Director; and Chair, Board of Directors angelad@wcl.american.edu

angerada weranieriea

Office: Suite Y358

Professor Cynthia Jones

Former PDS attorney; Executive Director; and Chair, Board of Directors

cejones@wcl.american.edu

Office: Suite Y354

 Ben Miller (2005), WCL Adjunct Faculty Member and Alum *Appellate Division* ben@american.edu

• Alumni Contacts:

Craig Hickein (2007)
 Public Defender Service for the District of Columbia
 Washington, DC
 chickein@pdsdc.org

Colle Latin (2009)
 Public Defender Service for the District of Columbia
 Washington, DC
 Clatin@pdsdc.org

 Nathaniel Mensah (2014)
 Public Defender Service for the District of Columbia Washington, DC
 nate.mensah@gmail.com

MARYLAND

Federal Prosecutor and Defender Offices

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/district/md. 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/usao/career-center/job-openings. The Attorney General's Honors Program (www.justice.gov/legal-careers/entry-level-attorneys) 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/usao-md/employment.

Contacts:

o Stephen M. Schenning

First Assistant United States Attorney

Address: 36 South Charles Street, 4th Floor

Baltimore, MD 21201

Phone: (410) 209-4800

Email: stephen.schenning@usdoj.gov

Southern Division (Greenbelt)

Stuart A. Berman

Southern Division Chief

Address: 6500 Cherrywood Lane, Room 400

Greenbelt, MD 20770

Phone: (301) 344-4433

Email: <u>stuart.berman@usdoj.gov</u>

James A. Crowell

Deputy Branch Chief, Southern Division

Address: 6500 Cherrywood Lane, Room 400

Greenbelt, MD 20770

Phone: (301) 344-4433

Email: james.a.crowell@usdoj.gov

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 located at md.fd.org, but does not include information regarding hiring practices at this time
- 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

Address: BankAmerica Tower II

100 South Charles Street, Suite 900

Baltimore, MD 21201

Phone: (410) 962-3962 Email: Jim Wyda@fd.org

Southern Division (Greenbelt)

John C. Chamble

Branch Chief, Southern Division

Address: 6411 Ivy Lane, Suite 710

Greenbelt, MD 20770

Phone: (301) 344-0600

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/1818/Employment. 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:
 - o Angela D. Alsobrooks

State's Attorney, Prince George's County

Address: Courthouse

14735 Main St., Suite M3407 Upper Marlboro, MD 20772

Phone: (301) 952-3500

Email: <u>adalsobrooks@co.pg.md.us</u>

Alumni Contacts:

Neferteria Francis (2010)
 State's Attorney's Office for Prince George's County
 Upper Marlboro, MD
 riafrancis31@hotmail.com

Artemis Moutsatsos (2003)
 State's Attorney's Office for Prince George's County
 Upper Marlboro, MD
 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 www.montgomerycountymd.gov/sao/employment/attorneyandstaff.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:

Personnel Department State's Attorney's Office 50 Maryland Avenue Judicial Center, 5th Floor Rockville, MD 20850.

Contacts:

o Patricia Gongloff

Administration, Office of the State's Attorney

Address: 50 Maryland Avenue

Judicial Center, 5th floor Rockville, MD 20850

Phone: (240)-777-7333

Email: Patricia.Gongloff@montgomerycountymd.gov

o John McCarthy

State's Attorney, Montgomery County

Address: Judicial Center

50 Maryland Avenue, 5th Floor

Rockville, MD 20850

Phone: (240) 777-7300

Email: Luann.Rosenthal@montgomerycountymd.gov

Alumni Contacts:

o Gabriel Carrera (2012)

Montgomery County Assistant State's Attorney Rockville, MD Gabriel.Carrera@montgomerycountymd.gov

o Sheila Bagheri (2013)

Montgomery County Assistant State's Attorney Rockville, MD Sheila.Bagheri@montgomerycountymd.gov

o Dermot Garrett (2009)

Montgomery County State's Attorney Rockville, MD

Dermot.Garrett@montgomerycountymd.gov

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, cover letter and transcript to resume@stattorney.org. Please reference "Entry Level 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:

o Marilyn J. Mosby

State's Attorney, Baltimore City

Address: 120 East Baltimore Street, 9th Floor

Baltimore, MD 21202

Phone: (443) 984-6000 Email: mail@stattorney.org

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://agency.governmentjobs.com/howardcounty/default.cfm. 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:
 - o Dario Broccolino

State's Attorney, Howard County Phone: (410) 313-2108

Email: <u>dbroccolino@howardcountymd.gov</u>
Address: Carroll Building, Second Floor

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.

Contacts:

Johanna Leshner

Director, Recruitment and Hiring Division
Address: 6 Saint Paul Street, Suite 1400

Baltimore, MD 21202

o Phone: (410) 767-8467

Email: <u>jleshner@opd.state.md.us</u>

recruit1@opd.state.md.us

Alumni Contacts:

o Ian Augarten (2012)

Maryland Office of the Public Defender, Prince George's County Upper Marlboro, MD ianaugarten@gmail.com

o Sasha Garcon (2014)

Maryland Office of the Public Defender, Baltimore City sgarcon@opd.state.md.us

o Allison Heldreth (2013)

Maryland Office of the Public Defender, Charles County La Plata, MD

o Stephanie Joseph (2001)

Maryland Office of the Public Defender, Prince George's County sljustice14@gmail.com

o Jacquelyn Shelton (2013)

Maryland Office of the Public Defender, Baltimore City Baltimore, MD

o Brittany Gail Thomas (2012)

Maryland Office of the Public Defender, Baltimore City Baltimore, MD brittanygailthomas@gmail.com

o Evan Wilson (2012)

Maryland Office of the Public Defender, Prince George's County

VIRGINIA

Federal Prosecutor and Defender's Offices

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. 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/usao/career-center/jobopenings/attorneys. Finally, the Attorney General's Honors Program (www.justice.gov/legal-careers/entry-level-attorneys) 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

Joshua Stueve

Public Information Officer

Address: 2100 Jamieson Avenue

Alexandria, VA 22314-5794

• Phone: (703) 299-3774

Email: usavae.AUSAApplications@usdoj.gov

Joshua.Stueve@usdoj.gov

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 11/08/2015, the Office has no job openings. However, new employment opportunities are posted at vae.fd.org/content/employment. They also hire summer and school-year interns in all of their offices found at vae.fd.org/internship-program. 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:
 - Geremy Kamens

Acting Federal Public Defender, Eastern District of Virginia

Address: 1650 King Street, Suite 500

Alexandria, VA 22314

Phone: (703) 600-0800

WCL Contacts:

o Ken Troccoli, WCL Adjunct Faculty Member

Senior Litigator

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.
- **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:

o Molly Sullivan

Chief Deputy Commonwealth's Attorney, Alexandria

Address: Courthouse

520 King St., Suite 301 Alexandria, VA 22314

Phone: (703) 746-4100

Email: molly.sullivan@alexandriava.gov

Alumni Contacts:

o Cathryn Evans (1999)
Deputy Commonwealth's Attorney
Alexandria, VA
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 Address: 1425 N. Court House Rd., Suite 5200

Arlington, VA 22201

o Phone: (703) 228-4410

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:
 - o Casey Lingan

Chief Deputy Commonwealth's Attorney, Fairfax

Address: 4110 Chain Bridge Rd., #114

Fairfax, VA 22030

Phone: (703) 246-2776

Email: Casey.Lingan@fairfaxcounty.gov

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 (click "VDIC Vacancies").

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: <u>Mdouglas@alexandriava.gov</u> 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

Address: 2300 Clarendon Blvd., Suite 201

Arlington, VA 22201

Phone: (703) 875-1111

Email: mfoley@arl.idc.virginia.gov

WCL Contacts:

Professor Elizabeth Boals
 Former Assistant Public Defender eboals@wcl.american.edu

Office: Suite C111

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:

o Todd Petit

Public Defender, Fairfax County

Address: 4103 Chain Bridge Road, Suite 500

Fairfax, VA 22030

Phone: (703) 934-5600

Email: tpetit@fai.idc.virginia.gov

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 conducts over 1,100 jury trials each 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:

o Brian N. Connors

Chief Deputy Public Defender

Address: 1300 Broadway, Suite 400

Denver, CO 80203

Phone: (303) 764-1400 Fax: (303) 764-1478

Email: state.pubdef@coloradodefenders.us

Denver Office

Address: 1560 Broadway, Suite 300

Denver, CO 80202

Phone: (303) 620-4999 Fax: (303) 620-4987

Email: denver.pubdef@coloradodefenders.us.

• Alumni Contacts:

- Nicholas Sarwark (2008)
 Deputy Public Defender
 Colorado State Public Defender
 Centennial, CO
 nsarwark@gmail.com
- Amy Smith (2011)
 Assistant Public Defender
 Colorado State Public Defender
 Durango, CO
 amyrachelsmith@gmail.com
- Sara Steele (2010)
 Assistant Public Defender
 Colorado State Public Defender
 Glenwood Springs, CO
 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:

o Gunnar Stewart

Recruitment Coordinator

Address: Miami-Dade State Attorney's Office

1350 NW 12th Avenue

Miami, FL 33136

Phone: 305-547-0561

Email: gunnarstewart@miamisao.com

Alumni Contacts:

Jane Anderson (2006)
 Miami-Dade State Attorney's Office
 1350 NW 12th Avenue
 Miami, FL
 ChristaJaneAnderson@MiamiSAO.com

Karin Curtis (2011)
 Miami-Dade State Attorney's Office
 Miami, FL
 karin.curtis@gmail.com

Christine Rhee (2011)
 Miami-Dade State Attorney's Office

Miami, FL christine.rhee@gmail.com

Broward County State Attorney's Office

- **Background:** 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.
- **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.html, 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:
 - o Renata Annati

Human Resources Director

Address: Broward County Courthouse

201 SE 6th Street, Rm 660

Fort Lauderdale, FL 33301-3360

Phone: (954) 831-5974

Cathy Berkowitz

Assistant State's Attorney

Chairperson of the Professional Staff Interview Team

Phone: (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:

o Main Office

Address: 401 North Dixie Highway

West Palm Beach, FL 33401

Phone: 561-355-7100 Fax: 561-366-1800 Toll Free: 1-800-353-3859

Email: 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 www.pdmiami.com/employment.htm#Attorney Hiring 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

Address: Eleventh Judicial Circuit of Florida

1320 NW 14th St., Miami, FL 33125

Phone: (305) 545-1600

Email: khellman@pdmiami.com

• Alumni Contacts:

 Antonio Valiente (2009)
 Miami-Dade Public Defender's Office Miami, FL
 AValiente@pdmiami.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

Address: Broward County Courthouse, North Wing

201 S.E. 6th Street, Rm 3872 Ft. Lauderdale, FL 33301

Phone: (954) 831-8650 Fax: (954) 831-8853

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

Applicants may also email their application to iloyless@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

Address: Office of the Public Defender, 15th Judicial Circuit

421 3rd Street

West Palm Beach, FL 33401

Email: jloyless@pd15.state.fl.us

Alumni Contacts:

o Destiny Fullwood (2014)

Asst. Public Defender (County Court)
Office of the Public Defender, 15th Judicial District
West Palm Beach, FL
Fullwood.destiny@gmail.com

o Maurissa Jones (2007)

Asst. Public Defender
Office of the Public Defender, 15th Judicial District
West Palm Beach, FL
mrjones@pd15.state.fl.us

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. See https://careers.ky.gov/Pages/cosinstructions.aspx for details on how to apply there is a state application that must be filled out in addition to sending a cover letter, resume, and writing sample to Patti Heying, Recruiter for the Kentucky Department of Public Advocacy. Questions can be directed to Patti.Heying@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:
 - o Patti Heying

Department of Public Advocacy Recruiter

Address: 100 Fair Oaks Lane, Suite 302

Frankfurt, KY 40601

Phone: (502) 564-8006

Email: Patti.Heying@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:
 - o Denise Boyd

Hillsborough County HR Manager

Address: Suite 112

329 Mast Road

Goffstown, NH 03045

Phone: (603) 627-5604 or (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. 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/employment/ for instructions and visit https://visecure.videsktop.com/nhpd/viRecruitSelfApply/ReDefault.aspx?FilterREID=2 for postings.

o Barbara Blair

Recruitment Coordinator

Address: 10 Ferry Street Ste. 202

Concord, New Hampshire 03301

Phone: 603-224-1236

Email: recruiting@nhpd.org

• Alumni Contacts:

o Melissa Davis (2005)

Assistant Public Defender Dover, NH mdavis@nhpd.org

o Maya Dominguez (2011)

Assistant Public Defender Manchester, NH Dominguez.Maya@gmail.com

o Emily Roberts (2014)

Assistant Public Defender
Dover, NH
eroberts@nhpd.org

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: Acting Prosecutor Angelo J. Onofri 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:

Angelo J. Onofri
 Acting Prosecutor

Address: 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, but they do still accept applications.

Contacts:

o John L. Higgins, III

First Assistant Prosecutor

Address: 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

Address: 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:

o Christiane Cannon (2014)

Assistant Public Defender christianecannon@gmail.com

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:

o Ms. Robin R. Edwards

Administrator of the Legal Hiring Unit

Address: New York County District Attorney's Office

One Hogan Place New York, NY 10013

Phone: (212) 335-9361

Alumni Contacts:

Om Gillett (2002)
 New York County District Attorney
 New York, NY
 omgillett@hotmail.com

- Evan Glaberson (2007)
 New York County District Attorney
 New York, NY
 eglabe19@gmail.com
- Vincent Rivellese (1994)
 New York County District Attorney
 New York, NY
 vin@rivellese.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:
 - o Vincent J. Carroll, Jr.

Counsel to the CADA

Address: 125-01 Queens Boulevard

Kew Gardens, N.Y. 11415

Phone: (718) 286-6314

Email: Vicarroll@queensda.org (DO NOT EMAIL RESUME)

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 20th 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:

o Maria T. Rivero

Executive Assistant District Attorney

Address: 198 E 161st St.

Bronx, NY 10451

Phone: (718) 590-2258/2330

Alumni Contacts:

o Emily Aldridge (2003)

Assistant District Attorney Office of the Bronx County District Attorney Bronx, NY Aldridge@bronxda.nyc.gov

o Todd Drantch (2008)

Assistant District Attorney Office of the Bronx County District Attorney Bronx, NY <u>drantcht@bronxda.nyc.gov</u>

o **David Johnson** (2012) Assistant District Attorney Office of the Bronx County District Attorney Bronx, NY dpeterjohnson09@gmail.com

Newton Mendys (2004)
 Assistant District Attorney
 Office of the Bronx County District Attorney
 Bronx, NY
 mendysl@bronxda.nyc.gov

 Jesse Weinstein (2015)
 Office of the Bronx County District Attorney Bronx, NY
 jesse.weinstein84@gmail.com

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 submit a resume, transcript, one-page personal statement explaining an interest in public service, and three references at Apply.BrooklynDA.org.

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/postings.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:

o Taiwo Onabanjo

Director of Human Resources

Address: Office of the District Attorney, Richmond County

130 Stuyvesant Place, Room 720 Staten Island, New York 10301

Phone: 718-556-7170 Fax: 718-442-3584

Email: Taiwo.onabanjo@rcda.nyc.gov

State & Local Public Defender's Offices

The Legal Aid Society, Criminal Practice

- **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/193764/2015-2016 staff attorney legal intern hiring season deadlines.pdf. The deadline for applications for criminal practice attorneys is October 12, 2015 for the Class of Fall 2016. Limited hiring may occur in the spring if vacancies occur.

• Contacts:

Ricardo Granderson

Director of Recruitment

Address: 199 Water Street, 6th Floor

New York, NY 10038

Phone: (212) 577-3296

Email: Rgranderson@legal-aid.org

WCL Contacts:

Professor Jenny Roberts

jenny@wcl.american.edu

Office: Suite Y222

• Alumni Contacts:

o Rebecca Heinsen (2013)

The Legal Aid Society, Criminal Defense Practice New York, NY rheinsen@legal-aid.org

o Molly Meltzer (2006)

Staff Attorney
The Legal Aid Society
Brooklyn, NY
mfrankmeltzer@gmail.com

Jacob Rolls (2004)

Staff Attorney The Legal Aid Society Brooklyn, NY jbrolls@legal-aid.org

o Naila Siddiqui (2008)

Staff Attorney, Parole Revocation Defense Unit The Legal Aid Society New York, NY naila.siddiqui@gmail.com

o Takiya Wheeler (2013)

The Legal Aid Society, Criminal Defense Practice New York, NY tjw1218@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.

• When to Apply: The application process begins in the Summer/Fall, with employment offers usually made by February.

The Bronx Defenders is no longer accepting applications for the 2016-2017 Training Team, but applications are generally available from August to October. Hiring Committee interviews take place at the end of November and beginning of December. For more information, see www.bronxdefenders.org/get-involved/employment/.

Contacts:

Velvet Sanchez

Recruiting and Hiring Associate
Address: 360 East 161st Street

Bronx, NY 10451

Phone: (718) 838-7878

• Alumni Contacts:

 Runa Rajagopal (2005)
 Director, Civil Action Practice runar@bronxdefenders.org

> Adnan Sultan (2009) Attorney, Criminal Defense Practice adnan.sultan100@gmail.com

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 <u>DO NOT hire entry-level attorneys</u>. For experienced alumni, full-time attorney applications should be submitted online to <u>jobs@nycds.org</u>. Applications should include a resume and cover letter.
- When to Apply: Continuous.
- Contacts:
 - Michael Coleman

Address: 225 Broadway #1100

New York, NY 10007

Email: mcoleman@nycds.org

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 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.
- Alumni Contacts:
 - Alyson Eacho (2014)
 Staff Attorney
 The Brooklyn Defenders aeacho@bds.org

PENNSYLVANIA

Philadelphia District Attorney's Office

- **Background:** The Philadelphia District Attorney's Office is the largest prosecutor's office in Pennsylvania and one of the largest in the nation. It serves the more than 1.5 million citizens of the City and County of Philadelphia, employing 600 lawyers, detectives and support staff. It is organized into six divisions: Executive/Administration, Trials, Investigations, Juvenile, Law, and Special Operations. The District Attorney's Office is responsible for prosecution of over 75,000 criminal cases yearly.
- **Hiring Practices:** Presently the Office has over 300 lawyers on staff. Each year the Office hires recent law school graduates (or judicial law clerks) for its incoming fall class. Interviews for permanent hires for the incoming fall class begin in mid-September and conclude in December. For detailed information regarding the office's hiring practices, visit: http://www.phila.gov/districtattorney/careers_ThirdYearStudents.html
- When to Apply: Deadline is September 20th for 3L applicants and judicial law clerks (who will not be available until the following fall). Rolling application process for lateral applicants January through August.

Contacts:

Anna Stacey (for procedural questions)

Hiring Coordinator

Address: Three South Penn Square

Philadelphia, PA 19107

Phone: (215) 686-5685

Email: anna.stacey@phila.gov

George Mosee (for substantive questions)

Hiring Chair

Address: Three South Penn Square

Philadelphia, PA, 19107

Phone: (215) 686-6302

Email: George.Mosee@phila.gov

Philadelphia Public Defender's Office

- **Background:** The Defender Association of Philadelphia represents approximately seventy percent of all persons arrested in the city of Philadelphia. Assistant Defenders rotate their assignments through the nine units or divisions within the office.
- Hiring Practices: The Defender Association mentors new attorneys with the expectation that they will develop into seasoned and skilled trial lawyers. For this reason, the office requires a three-year commitment from each new attorney. The Defender Association will accept a cover letter, resume and transcript as an application from all Pennsylvania barred attorneys and/or from all third year law students who plan on taking the Pennsylvania Bar immediately after graduation. The Defender Association is particularly interested in those attorneys and prospective attorneys who have demonstrated interest in trial and/or indigent advocacy. Visit: http://www.philadefender.org/attorney.php for more information and for a link to the Defender Association's online application.
- When to Apply: The deadline for applications is November 15 for the next September class of Assistant Defenders.

• Contacts:

Mary DeFusco, Esq.
 Director of Training and Recruitment
 Address: 1441 Sansom St.

Philadelphia, PA 19102

TENNESSEE

State & Local Prosecutor's Offices

Nashville District Attorney's Office (20th judicial district)

- **Background:** The Nashville District Attorney is the state prosecutor for the 20th 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:

o Address: Washington Square, Suite 500

222 2nd Avenue North Nashville, TN 37201

Phone: (615) 862-5500 Fax: (615) 862-5599

State & Local Defender's Offices

Public Defender for Metropolitan Nashville and Davidson County

- **Background:** The Public Defender for the Nashville 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:

o Jerrilyn Manning

Deputy Public Defender

Address: Suite 2022, Parkway Towers Building

404 James Robertson Parkway

Nashville, TN 37219

Phone: (615) 862-5730 Fax: (615) 862-5736

Email: JerrilynManning@jis.nashville.org

• Alumni Contacts:

o Ashley Ahlholm (2014)

Assistant Public Defender
Metropolitan Nashville and Davidson County Public Defender
aahlholm@gmail.com

o Annie Berry (2015)

Assistant Public Defender

Metropolitan Nashville and Davidson County Public Defender annieelaineberry@gmail.com

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 www.apainc.org/membership/international-opportunities/.

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 resources on the website for its criminal justice section: 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/about/employment/.

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: www.ndaa.org/employment home.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 Masters 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 become available on August 1, 2016 for submission from September 1, 2016 through November 3, 2016. Applications will not be accepted after the deadline of

November 3, 2016. 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: www.gideonspromise.org/programs/lspp. The application is currently unavailable, but will be available at a later date at that link.
- Alumni Contacts:
 - Kelly Pretzer (2014)
 Shelby County Public Defender
 Memphis, TN
 kcpretzer@gmail.com
 - Robert Maes (2015)
 Shelby County Public Defender
 Memphis, TN
 ny8light@gmail.com

Career Fairs

Equal Justice Works Conference and Career Fair

• When: October 28 - 29, 2016

• Where: Crystal Gateway Marriott 1700 Jefferson Davis Highway, Arlington, VA 22202 • **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: January 22, 2016

• 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

EMPLOYER CHART

Employer	Hire out of law school?	Externships?	WCL Alumni?
United States Attorney's Office for the District of Columbia	No	Yes	Yes
Federal Public Defender for the District of Columbia	No	Yes	Yes
Public Defender Service (PDS) for the District of Columbia	No	Yes	Yes
U.S. Attorney's Office for the District of Maryland	No	Yes	No
Federal Public Defender's Office for the District of Maryland	No	Yes	Yes
Prince George's County State's Attorney's Office	Yes	Yes	Yes
Montgomery County State's Attorney's Office	Yes	Yes	Yes
Baltimore City State's Attorney	Yes	Yes	No
Howard County State's Attorney	No	Yes	No
Maryland Office of the Public Defender	Yes	Yes	Yes
United States Attorney's Office for the Eastern District of Virginia	No	Yes	No
Office of the Federal Public Defender for the Eastern District of Virginia	No	Yes	Yes
Alexandria County Commonwealth's Attorney's Office	Yes	Yes	Yes
Arlington County Commonwealth's Attorney's	Yes	Yes	No

Office			
Fairfax County Commonwealth Attorney's Office	Yes	Yes	No
Alexandria Public Defender Office	Yes	Yes	No
Arlington County Public Defender's Office	Yes	Yes	Yes
Fairfax County Public Defender	Yes	Yes	No
Colorado Public Defender's Office	Yes	Yes	Yes
Miami-Dade State Attorney's Office	Yes	Yes	Yes
Broward County State Attorney's Office	Yes	Yes	No
Palm Beach County State Attorney's Office	Yes	Yes	No
Miami-Dade County Public Defender's Office	Yes	Yes	Yes
Broward County Public Defender's Office	Yes	Yes	No
Palm Beach County Public Defender's Office	Yes	Yes	Yes
Kentucky Department of Public Advocacy	Yes	Yes	No
Hillsborough County State Attorney's Office	Maybe	Yes	No
New Hampshire Public Defender's Office	Yes	Yes	Yes
Bergen County Prosecutor's Office	Yes	Yes	No
New Jersey Public Defender's Office	Yes	Yes	Yes

New York County (Manhattan) District Attorney's Office	Yes	Yes	Yes
Queens District Attorney's Office	Yes	Yes	No
Office of the Bronx County District Attorney	Yes	Yes	Yes
Brooklyn District Attorney's Office	Yes	Internships limited to Fall and Spring	Yes
Richmond County (Staten Island) District Attorney's Office	Yes	Internships limited to Fall and Spring	No
The Legal Aid Society, Criminal Practice	Yes	Yes	Yes
The Bronx Defenders	Yes	Yes	Yes
New York County Defender Services	No	Yes	No
Brooklyn Defender Services	Yes	Yes	Yes
Philadelphia District Attorney's Office	Yes	Yes	No
Philadelphia Public Defender's Office	Yes	Yes	No
Nashville District Attorney's Office (20 th judicial district)	Yes	Yes	No
Public Defender for the Metropolitan Nashville and Davidson County	Yes	Yes	Yes