

ASSISTANT DISTRICT ATTORNEY **APPLICANT INFORMATION & INSTRUCTION FORM**

Thank you for your interest in the Nassau County District Attorney's Office. Due to the number of applicants and the limited number of openings, we cannot offer positions to many qualified candidates. After favorable review of your application, you will be notified you have been selected to interview. Please Note: You must be a United States Citizen to be an Assistant District Attorney.

The interview process has three (3) stages:

Stage 1 - Consists of an interview with an assistant district attorney.

Stage 2 - Consists of a panel interview with two senior assistant district attorneys.

Stage 3 - Consists of an interview with the District Attorney. If the District Attorney extends an offer of employment to you and you accept it, we will conduct a complete investigation of your background. The offer is contingent on the results of that investigation.

Within approximately 30 days of each interview stage, you will receive a notification letter of advancement to the next interviewing stage, or a rejection letter. If we do not receive a response to our advancement letter within 30 days, your application will be considered withdrawn and you will be removed from the interview process.

Applying for an Assistant District Attorney position – Required Materials:

Applicants for an Assistant District Attorney position must submit the following five (5) items to Executive Assistant District Attorney, Albert J. Teichman, to be considered for a first stage interview:

- **Cover letter**
- **Resume**
- **Statement of Interest** – (Labeled as such) Indicate why you want to work as a prosecutor and specifically in the Nassau County District Attorney's Office.
- **Transcript** – A transcript from your law school containing your most recent class rank. If your law school does not rank, a transcript with your grades is still necessary. An unofficial transcript may be submitted for the initial application review. (Admitted attorneys practicing for more than three (3) years do not need to submit a transcript.)
- **Applicant Packet.** Print, read, complete, and sign all forms.
(Please be advised that electronic signatures are acceptable and binding.)
 1. Conditions of Employment
 2. Applicant Questionnaire
 3. Applicant Information Sheet
 4. Three Year Commitment/Political Activity by ADAs/Gun Ownership

Materials may be submitted by mail, email to ADAResumes@NassauDA.org, or fax to (516)571-2266.

Please note: OCI Applicants, as well as students participating in an Off-Campus Interview Programs (such as those held in New York City), must submit all five (5) required items listed above to be considered for an interview. Items which cannot be uploaded to Symplicity must be submitted directly to our office by mail, fax, or email. Please identify your OCI or Interview Program.

Advancement through the Interview Process:

Please note: An interview **will not** be conducted without the *timely submission of the required materials. Please see each interview stage listed below for details. (*Deadlines for submission of required materials are subject to change and will be indicated in your advancement letter.)

1st Stage (Initial) Interview – Originals and Certified Transcript required:

Upon notification of advancement to the first stage of the interview process, a certified law school transcript must be sent to this office. Also, if you had previously faxed, or emailed your materials, the original signed Applicant Packet must be submitted. ***All required materials must be received by this office no less than one (1) week prior to interview.** OCI & NYC Program participants must bring their original ADA Applicant Packet and a sealed Official Transcript to the interview if they have not been previously mailed to the office.

2nd Stage (Panel) Interview – Writing Sample required:**

Upon notification of advancement to the second stage of the interview process you are required to provide a writing sample. Choose a current issue in the criminal justice system about which you feel strongly and prepare a writing sample presenting your position on that issue. This is neither a research paper nor a legal brief, but a sample of your ability to:

- a. Recognize a significant issue in the criminal justice system;
- b. Adopt a specific, reasoned position on that issue;
- c. Articulate that position in a logical and persuasive manner.

This writing sample must be an original position paper and not an abstraction or adaptation of earlier research from law school assignments. Submissions should be limited to three (3) double-spaced pages.

***All required materials must be received by this office no less than two (2) weeks prior to interview.**

** Admitted Attorneys must submit a Certificate of Good Standing along with the writing sample.

3rd Stage (Final) Interview – No additional materials required, unless specifically requested by this office.

If the District Attorney extends an offer of employment to you and you accept it, we will conduct a complete investigation of your background. The offer is contingent on the results of that investigation.

Please direct all inquiries regarding our hiring process or the status of your application to our recruitment office at (516)571-3387, or email to ADAResumes@NassauDA.org.

ASSISTANT DISTRICT ATTORNEY
APPLICANT PACKET

CONDITIONS OF EMPLOYMENT

1. The District Attorney requires a three (3) year commitment of all assistant district attorneys. Any person not willing to make this commitment should refrain from applying to this office. Anyone who seeks to breach this commitment is subject to termination and forfeiture of accumulated leave time. Our response to any subsequent requests for employment histories and recommendations will include any such violation of this commitment.
2. We require four (4) weeks notice of resignation.
3. No outside legal practice or full-time employment is permitted. The District Attorney must approve other non-legal, part-time employment.
4. The salary for a District Attorney Law Assistant (i.e., one who has taken the bar examination but has not yet been admitted to the bar) is \$50,000. The salary will increase to \$52,000 once a law assistant has been admitted to the bar. At the discretion of the District Attorney, however, the salary may be set higher based on relevant past work experience.
5. All district attorney law assistants and assistant district attorneys must reside in the county or must move into the county within one (1) year of their starting date. In extraordinary circumstances, the District Attorney may waive the residency requirement.
6. District attorney law assistants and assistant district attorneys must familiarize and abide by all District Attorney's Office policies and procedures.
7. The position of Assistant District Attorney has no permanent Civil Service protection. All assistant district attorneys are at will employees and serve at the pleasure of the District Attorney.

I have read the above and agree to the conditions as stated.

Signature: _____ Date _____

Name: _____

APPLICANT QUESTIONNAIRE

Answer Yes or No to the following questions:

1. Have you ever used, sold, or given away any illegal drugs? _____
2. Are you, or have you ever been, delinquent with respect to the filing of federal or state income tax returns? _____
3. Have you ever had a license to possess a firearm in this state or any other state? _____
4. Have you ever gambled illegally? _____
5. Have you ever been terminated from any employment? _____
6. Have you ever been convicted of a criminal offense? _____
7. Have you ever been convicted of any traffic violations? _____
8. Has any state ever suspended or revoked your driver's license? _____
9. Have you ever declared bankruptcy? _____

If your answer to any of these questions is yes, please set forth the question number and an explanation:

NOTE: AN AFFIRMATIVE RESPONSE WILL NOT NECESSARILY SERVE, IN AND OF ITSELF, AS A DISQUALIFICATION FOR EMPLOYMENT

Signature: _____ Date _____

Print Name: _____

APPLICANT INFORMATION SHEET

We ask all applicants to provide the following information:

Are you a United States Citizen? _____

Social Security Number (Last 4 digits): _____

Date of Birth: _____

Other names you use or have used: _____
(Examples: Birth Name, Maiden Name, Previous Marriage, Legal Name Change)

Undergraduate School: _____ GPA: _____ RANK: _____

Law School: _____ GPA: _____ RANK: _____

LSAT Score(s): _____

Bar examination results, if any: _____

New York State Bar Admission date and Department (if applicable) _____

Please list three immediate supervisors and their contact information from your last three positions:

Other district attorneys' offices to which you have applied:

NOTE: You must give us a certified transcript from your law school containing your most recent class rank. If your law school does not rank, a certified transcript with your grades is still necessary. We will not conduct an interview until we have received a certified transcript.

I have read and fully understand the questions asked in this application. I certify that all answers given by me are true, accurate and complete. I understand that the omission and/or misrepresentation of any fact from this application or during any interview will be cause for immediate dismissal.

I understand and agree that the District Attorney's Office will thoroughly investigate my entire work and personal history to verify all information given throughout the entire application process. I hereby authorize such investigation and the giving and receiving of any information requested. I release any person giving or receiving any such information from any liability whatsoever.

Signature: _____ Date _____

Print Name: _____

Three Year Commitment

I understand that there is a three (3) year commitment to work for the Nassau County District Attorney's Office and agree that during that term I will serve in whatever capacity the District Attorney chooses. This may include investigative, appellate, or other work not requiring daily attendance in a courtroom.

I also understand that in the event that I violate the three (3) year commitment by leaving the office before my third anniversary date without the express approval of the District Attorney, that I forfeit all of my right, title and interest in and to payment for accrued sick leave, personal leave, vacation leave and compensatory time.

Signature: _____ Date _____

Print Name: _____

Political Activity by ADAs

Assistant district attorneys working in the Nassau County District Attorney's Office are prohibited from engaging in political activity.

Political activity includes, but is not limited to the following: attending or organizing political rallies or functions, volunteering for political parties or candidates, lending your name to the support of a political party or candidate, fundraising for political parties or candidates, or donating to political parties or candidates.

This policy applies to all local, state and federal candidates or office-holders, including judges, within the State of New York. This policy also applies to all local and state political parties located within the State of New York.

I understand that I am prohibited from engaging in political activity within the State of New York.

Signature: _____ Date _____

Print Name: _____

Gun Ownership

I understand that assistant district attorneys are not permitted to apply for a handgun permit nor own or possess a handgun while employed by the Nassau County District Attorney. Any exception to this policy must be in writing and approved by the District Attorney.

Signature: _____ Date _____

Print Name: _____