

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

Thank you for applying to 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. The interviewing 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 20 days of your interview, you will receive either a letter telling you that you have been advanced to the next interviewing stage, or a rejection letter.

To prepare for your first interview, please do the following.

1. Read and sign the following forms:
 - a. Conditions of Employment
 - a. Three Year Commitment
 - b. Political Activity by ADAs
 - c. Gun Ownership

2. Complete and sign the following forms:
 - a. Applicant Questionnaire
 - b. Applicant Information Sheet

3. Prepare a Statement of Interest indicating why you want to work as a prosecutor and specifically in the Nassau County District Attorney's Office.

4. Provide two (2) copies of 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 should 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.

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) starting in August 2007 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 been convicted of any traffic violations? _____
8. Has any state ever suspended or revoked your driver's license? _____
9. Have you ever declared bankruptcy? _____

Bar examination results, if any: _____

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 _____

Name: _____

APPLICANT INFORMATION SHEET

We ask all applicants to provide the following information:

Social Security Number (Last 4 digits): _____

Date of Birth: _____

Undergraduate School: GPA: _____ RANK: _____

Law School: GPA: _____ RANK: _____

LSAT Score(s): _____

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

Other district attorneys' offices to which you have applied:

Additional comments are welcome: _____

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 _____

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 _____

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 _____

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 _____

Name: _____