



OFFICE OF THE DISTRICT ATTORNEY NASSAU COUNTY

APPLICATION PACKET Law Assistant (Part-Time)

Thank you for your interest in the Nassau County District Attorney's Office. This is a program of part-time, flexible employment for second year law students who are willing to work through their second and third years. Specifically, the job permits 17.5 hours per week (or 35 hours during a two-week period) at \$15.25 dollars per hour. The degree of flexibility may vary from assignment to assignment within the office. Due to the high number of applicants and the limited number of available positions, we cannot offer positions to many qualified candidates. After favorable review of your application, you will be notified you have been selected to interview.

Application Materials

Applicants for this position must submit the following materials to the Director of Recruitment, Deputy Executive Assistant District Attorney, Kyle Rose-Louder, to be considered for an interview:

- **Cover letter**
- **Resume**
- **Transcript** (unofficial)
- **Applicant Questionnaire** (Page 2 of this packet)

Please Note:

- You must be a **Nassau County Resident** to be eligible for this position
- Only one submission is required. Do not submit duplicate sets of materials by alternate means.
- Faxes and electronic signatures are accepted.
- Materials may be sent by mail, email to ADAResumes@NassauDA.org, or fax to (516)571-2266.

Offer of Employment - If you are extended an offer of part-time employment 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.



**OFFICE OF THE DISTRICT ATTORNEY
NASSAU COUNTY
APPLICANT QUESTIONNAIRE**

APPLICANT NAME _____

DATE _____

Answer Yes or No to the following questions:

1. Have you ever been known by or used another name?
(Examples: Birth Name, Maiden Name, Previous Marriage, Legal Name Change) _____
2. Have you ever used, sold, or given away any illegal drugs? _____
3. Are you, or have you ever been, delinquent with respect to the filing of
federal or state income tax returns? _____
5. Have you ever had a license to possess a firearm in this state or any other state? _____
6. Have you ever gambled illegally? _____
7. Have you ever been terminated from any employment? _____
8. Have you ever been convicted of a criminal offense? _____
9. Have you ever been convicted of any traffic violations? _____
10. Has any state ever suspended or revoked your driver's license? _____
11. Have you ever declared bankruptcy? _____

If your answer to any question is yes, please attach an additional sheet and set forth the question number and an explanation. **Note: An affirmative response to any question will not necessarily disqualify you from employment.**

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 my 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: _____