

MADELINE SINGAS
DISTRICT ATTORNEY

MELISSA T. LEWIS
DIRECTOR OF RECRUITMENT



OFFICE OF THE DISTRICT ATTORNEY NASSAU COUNTY

APPLICATION PACKET

Thank you for your interest in the Nassau County District Attorney's 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. Please note: You must be a United States Citizen to be an assistant district attorney.

Applying for an Assistant District Attorney Position

Applicants for an assistant district attorney position must submit the following materials in PDF FORMAT ONLY to the Director of Recruitment, Melissa T. Lewis, 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 calculated by your law school. 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 years do not need to submit a transcript.
- **Applicant Packet** - Print, read, complete, and sign the attached forms:
 - Conditions of Employment
 - Applicant Questionnaire
 - Applicant Information Sheet
- **Position Paper** – The position paper should be limited to **three (3) double-spaced pages** and must be an original position paper and not an abstraction or adaptation of earlier research from law school assignments. You should choose a current issue in the criminal justice system about which you feel strongly and prepare a paper presenting your position on that issue. This is neither a research paper nor a legal brief, but a sample of your ability to:
 - Recognize a significant issue in the criminal justice system;
 - Adopt a specific, reasoned position on that issue; and
 - Articulate that position in a logical and persuasive manner.
- **Certificate of Good Standing** - Admitted attorneys only.

Please Note:

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

Advancement through the Interview Process

Within approximately 30 days of the first and second interview stages, 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.

First Stage (Initial) Interview – Photo ID Required:

You must bring a government-issued photo identification to your first stage interview.

PLEASE NOTE: For second and third stage interviews, all additional materials must be received by the date specified when scheduling your interview. Materials will NOT be accepted on the interview date.

Second Stage (Panel) Interview – Certified Transcript Required:

Upon notification of advancement to the second stage of the interview process you must request a certified transcript be sent to us directly from your law school. Your second stage interview will not take place unless we have received your official transcript. You may also submit any additional materials you would like to be included in your interview file. This may include updated materials, letters of recommendation, or anything you feel may be of interest. All additional materials must be received by the date specified when scheduling your interview. *Do not send duplicates of previously submitted materials.*

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

Offer of Employment – 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.

CONDITIONS OF EMPLOYMENT

1. The District Attorney requires a three 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.

Attorneys with more than five years' experience in a prosecutor's office may not be asked for a three year commitment.

2. We require four 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 \$58,000. The salary will increase to \$66,268 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 year of their starting date. The District Attorney may waive the residency requirement.
6. District attorney law assistants and assistant district attorneys are subject to limited restrictions on political activity.
7. 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 these conditions of employment.

Signature: _____ Date: _____

Print 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. (Attach an additional sheet if necessary).

Note: An affirmative response will not necessarily disqualify you from employment.

I certify that the above information is complete and accurate to the best of my knowledge.

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 (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:

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: _____