

**HIRING INFORMATION FOR SELECTED NY COUNTY  
DISTRICT ATTORNEYS OFFICES**

**Updated 07/10**

<b>COUNTY</b>	<b>APPLICATION MATERIALS</b>	<b>WHEN TO APPLY</b>	<b>INTERVIEW PROCESS</b>	<b>SALARY</b>
<p><b>BRONX COUNTY</b> <b>Confirmed</b></p> <p>Robert T. Johnson District Attorney 198 East 161<sup>st</sup> Street Bronx, NY 10541</p> <p><b>Send materials to:</b> Maria T. Rivero Administrative Assistant District Attorney 198 East 161<sup>st</sup> Street Bronx, NY 10541</p> <p>Phone: 718-590-2258 Fax: 718-590-6477 Web: <a href="http://bronxda.nyc.gov">http://bronxda.nyc.gov</a></p>	<ul style="list-style-type: none"> <li>- cover letter</li> <li>- resume</li> <li>- unofficial transcript</li> <li>- writing sample</li> <li>- application, which can be found at <a href="http://www.bronxda.nyc.gov">www.bronxda.nyc.gov</a></li> </ul>	<p>By October 15<sup>th</sup> of 3<sup>rd</sup> year</p>	<p>Stage 1 - Interview starts around October 15<sup>th</sup>.</p> <p>Stage 2 - Interview with panel of senior DA's (Oct. &amp; Nov.).</p> <p>Stage 3 - Interview with DA (beginning of Dec.)</p>	<p>\$53,500 to start; increases to \$55,000 after admission to bar.</p>
<p><b>KINGS COUNTY</b> <b>Confirmed</b></p> <p>Charles J. Hynes District Attorney 350 Jay Street, 19<sup>th</sup> Floor Brooklyn, NY 11201</p> <p><b>Send materials to:</b> Carol Moran, Esq. Director of Legal Hiring Kings County District Attorney's Office Renaissance Plaza 350 Jay Street Brooklyn, NY 11201</p> <p>For questions call: Yvonne Jackson-Barrett 718-250-2253, x <b>2071</b></p> <p>Web: <a href="http://www.brooklynda.org">www.brooklynda.org</a></p>	<ul style="list-style-type: none"> <li>- cover letter</li> <li>- resume</li> <li>- writing sample</li> <li>- statement of interest</li> </ul>	<p>Send materials beginning in fall of 3<sup>rd</sup> year (deadline is March 1). They start interviewing in January of the 3<sup>rd</sup> year, but they don't make any offers until the following January (after bar results are released).</p>	<p>First stage involves reviewing the application materials. Next stage is Executive Interviews, which could be conducted with an individual or a panel of two or more. The final stage is an interview with District Attorney Charles J. Hynes.</p>	<p>Low \$50,000's</p>

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<p><b>NASSAU COUNTY confirmed</b></p> <p>Kathleen M. Rice District Attorney 262 Old Country Road Mineola, NY 11501</p> <p><b>Send materials to:</b> Albert J. Teichman Chief Assistant District Attorney Nassau County District Attorney's Office 262 Old Country Road Mineola, NY 11501</p> <p>Phone: 516-571-3558 Web: <a href="http://www.nassauda.org">www.nassauda.org</a> <b>(look under careers, ADA section)</b></p>	<p>Resume, cover letter, transcript, statement of interest (why Nassau), application packet (available on website), position paper/writing sample <b>(for second round)</b></p>	<p>By September of the third year</p>	<p>Stage 1 - Interview with an ADA.</p> <p>Stage 2 - Panel interview with two senior/<b>executive</b> ADAs.</p> <p>Stage 3 - Interview with the District Attorney.</p>	<p>\$50,000 to start; increases \$52,000 after admission to bar.</p>
<p><b>NEW YORK COUNTY confirmed</b></p> <p>Robert M. Morgenthau District Attorney 1 Hogan Place, 8<sup>th</sup> Floor New York, NY 10013</p> <p><b>Send materials to:</b> Robin R. Edwards Administrator of the Legal Hiring Unit New York County District Attorney's Office 1 Hogan Place New York, NY 10013</p> <p>For questions call: 212-335-9361 Web: <a href="http://www.manhattanda.org">www.manhattanda.org</a></p>	<ul style="list-style-type: none"> <li>- resume</li> <li>- <b>cover letter</b></li> <li>- official law school transcript</li> <li>- writing sample</li> <li>- list of professional references</li> </ul> <p><b>See application information located at</b> <a href="http://www.manhattanda.org/careers/legalemployment/fte/">http://www.manhattanda.org/careers/legalemployment/fte/</a></p>	<p>Accepting applications August 1st -November 1st Also, may apply during the fall Govt/Public Interest Consortium program on Oct. 18th Co-op Students in NY in the fall should not apply through the Consortium Program. An in-office interview is preferable.</p> <p>(MDA will also be at the EJW Career Fair but only as a table talk, not for interviews)</p>	<p>4 stage process. 1<sup>st</sup> interview. 2<sup>nd</sup> interview is panel interview with 3 Hiring Board members. 3<sup>rd</sup> interview with Director of Legal Hiring, Deputy Administrative ADA Michael T. Dougherty. 4<sup>th</sup> interview with DA Robert M. Morgenthau</p>	<p>\$57,000 to start; increases \$57,500 after admission to bar.</p>

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<p><b>QUEENS COUNTY confirmed</b></p> <p>Richard A. Brown District Attorney 125-01 Queens Boulevard Kew Gardens, NY 11415</p> <p><b>Send materials to:</b> Vincent J. Carroll, Jr. Counsel to Chief Assistant DA 125-01 Queens Boulevard Kew Gardens, NY 11415</p> <p>For questions call: 718-286-6314 Web: <a href="http://www.queensda.org">www.queensda.org</a></p>	<p>Send resume &amp; cover letter initially</p> <p>At time of interview: writing sample and transcript are required</p>	<p>September of 3<sup>rd</sup> year and throughout the year</p>	<p>Initial interview with one attorney, 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. Candidates must present an opening statement (materials sent in advance)</p>	<p>\$53,500 to start; increases \$54,000 after admission to bar.</p>
<p><b>WESTCHESTER COUNTY confirmed</b></p> <p>Janet DiFiore District Attorney 111 Dr. Martin Luther King Jr. Blvd. White Plains, NY 10601-2507</p> <p><b>Send materials to:</b></p> <p>Janet DiFiore, District Attorney 111 Dr. Martin Luther King Jr. Blvd. White Plains, NY 10601-2507</p> <p>Phone: 914-995-3414 Web: <a href="http://www.westchesterda.net">www.westchesterda.net</a></p>	<p>- cover letter - resume</p>	<p>Always taking applications, hiring occurs as positions open. Interested students should apply during the fall of their 3<sup>rd</sup> year.</p>	<p>2-3 stage interview process</p>	<p>\$56,000</p>