

STEPHAN R. PASSALACQUA
SONOMA COUNTY DISTRICT ATTORNEY

600 ADMINISTRATION DRIVE, RM 212-J

SANTA ROSA, CA 95403

(707) 565-2311

The County of Sonoma District Attorney's Office is seeking Volunteer Law Clerk Interns.

POSITION DESCRIPTION:

These positions are designed to enable the District Attorney's Office to employ the services of law students for sub-professional work during the course of their law school training and to facilitate the recruitment of applicants for legal careers in County service. Volunteer Law Clerks positions in the District Attorney's Office are not expected to exceed 20 hours per week, on a flexible schedule. The District Attorney's Office is available to accommodate law students who choose to participate in Work-Study and Clinical Education units, as offered through their law schools.

The Volunteer Law Clerk Intern performs legal research through the collection of data for briefs or arguments based on federal, state or local laws and ordinances, or decisions as precedents applicable to cases under consideration. The Law Clerks draft a variety of motions, responses and memoranda under the direction and supervision of a Deputy District Attorney.

Law Clerks also perform routine clerical and office work in connection with legal matters, which includes filing documents with the Clerk of the Court, delivering courtesy copies to judicial chambers and effecting proper service on opposing counsel. Occasionally, Law Clerks may appear in court as a certified law student under the rules of the State Bar of California and under the direct supervision of a licensed attorney.

Note that the District Attorney's Office also has paid Law Clerk positions. No paid positions are currently open; however, Volunteer Law Clerks will be considered for any paid positions as they open. For information regarding paid positions, go to www.sonoma-county.org.

MINIMUM QUALIFICATIONS INCLUDE:

Law Clerk applicants must prove satisfactory completion of one year of law school. Successful completion of, or concurrent enrollment in, Criminal Procedure as well as Evidence are highly desirable. Applicants are also expected to be proficient in word processing programs such as WordPerfect and Microsoft Word.

APPLICATION INSTRUCTIONS:

Applicants must complete a County of Sonoma Volunteer & Internship Program application; a copy of the application is attached to this announcement. The application should be submitted with a formal cover letter, resume, and two writing samples which demonstrate a familiarity with legal writing and an ability to communicate legal concepts.

Please submit the above referenced documents to the following address:

County of Sonoma District Attorney's Office

Attention: Writs and Appeals Division, Deputy District Attorney Robert Maddock

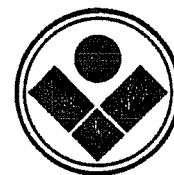
600 Administration Drive, Room 212-J

Santa Rosa, CA 95403

Volunteer Law Clerk Interns who meet the minimum qualifications will be asked to complete a Personal History Statement. The information you provide in the Personal History Statement will be used to conduct a background investigation to assist in determining your suitability for the position of Law Clerk Volunteer Intern.



County of Sonoma
Volunteer & Internship Program



Human Resources Department
Community Involvement Division
2300 County Center Dr., Suite B167, Santa Rosa, CA 95403
(707) 565-2821 or 565-2930 Fax: (707) 565-3166

APPLICATION

PLEASE CHECK: VOLUNTEER <input type="checkbox"/> INTERN <input type="checkbox"/>		Date:	Office Use Only		
Area/Position of interest:		Code	Dept.	Date of Ref.	Status
First Name: _____ Last Name: _____					
Address: _____					
City: _____	State, Zip Code: _____				
Home Phone: _____	Work Phone: _____	E-mail address: _____			

GOALS through volunteering or interning (contribute to the community, gain work experience, school credit...)

SUMMARIZE YOUR WORK HISTORY

Current job title & employer:

Brief description of present duties:

Brief summary of employment history:

EDUCATION

If enrolled, school now attending:

Major/Degree: _____ Expected date of graduation: _____

List any degrees previously earned:

RELEVANT COURSE WORK, COMPUTER, SPECIAL SKILLS, CERTIFICATES, OR LICENSES

TIMES AVAILABLE		
Number of hours per week:	Check All Days Available: (A.M.) <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sat (P.M.) <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sat	Availability: (Please select one) Short Term <input type="checkbox"/> Ongoing <input type="checkbox"/> 1 Semester <input type="checkbox"/> School Year <input type="checkbox"/> Summer Only <input type="checkbox"/>

VOLUNTEER EXPERIENCE (Summarize your volunteer history, if applicable)

HOBBIES OR INTERESTS (Tell us what you enjoy doing)

Are you **Fluent** in other languages? If so, please list:

In times of **County-Wide disaster**, may we call you to assist? Yes No

TRANSPORTATION

Do you have a valid CA driver's license? Yes No Do you have auto insurance? Yes No

CA Driver's License #: Expiration date:

If you don't drive, how will you get to your job?

Have you been put on probation or has your driver's license been suspended or revoked within the last 5 years?
 Yes No If yes, please explain:

BACKGROUND CHECKS
(Some positions may require background checks)

Birth Date:

1. Have you ever been convicted of a felony.? Yes No

2. Have you ever been convicted of a misdemeanor? Yes No

If yes, please explain:

I authorize the County to perform a background check as necessitated by the position I am applying for.

SIGNATURE _____

The following information is for statistical purposes only and is an optional part of the application

How did you learn about the program? <input type="checkbox"/> Human Resources Bulletin Board <input type="checkbox"/> County Employee <input type="checkbox"/> Press Democrat <input type="checkbox"/> Posted Bulletin <input type="checkbox"/> School <input type="checkbox"/> Website <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Female <input type="checkbox"/> Male Age Category: <input type="checkbox"/> Under 18 <input type="checkbox"/> 18-40 <input type="checkbox"/> 41-65 <input type="checkbox"/> Over 65	Check one: <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Filipino <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Other
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