



OFFICE OF THE DISTRICT ATTORNEY

HUMAN RESOURCES DIVISION

211 West Temple Street, Suite 200 • Los Angeles, CA 90012

T: (213) 257-2700 • F: (213) 633-0904



Deputy District Attorney I, #A9271E

Tips for Filing Your Online Application
2018-2019 Recruitment

*Please review and follow these application procedures and tips to ensure acceptance of your application.
Incomplete applications will be rejected.*

I. APPLICATION PROCESS

- A. **Filing period: June 4, 2018 through June 8, 2018** - ONLINE FILING ONLY. Applications will not be accepted after June 8, 2018 at 5:00 p.m. PST. To apply, go to:
<http://da.lacounty.gov/employment>.
- B. **U.S. Citizenship Requirement** - It is a requirement of the District Attorney's Office that deputy district attorneys be citizens of the United States of America at the time of appointment.
- C. **File Early During the Filing Period** – We strongly suggest all applicants submit the online application early in the filing period, and prior to the filing closing date (Friday, June 8, 2018 at 5:00 p.m. PST). **The NeoGov system will not accept your application after 5:00 p.m. on the last day of filing.**

II. APPLICATION TIPS

- A. Read the job bulletin thoroughly before completing your application.
- B. Ensure your email and mailing addresses are spelled correctly. Communication regarding your application and test dates will be made electronically.
 - If your email or mailing address changes after you have submitted your application, notify the Exams Unit immediately by email or fax:
 - Email address: Exams@da.lacounty.gov
 - Fax number: (213) 633-0904
 - Add agordon@da.lacounty.gov to your list of safe senders to ensure communication is not filtered to your junk or spam folders.
- C. Fill out the online application completely and include the required documentation (e.g., bar card or congratulations letter), at the time of filing your online application or within 15 calendar days of online application submission.
- D. **IF YOU HAVE YOUR BAR CARD**, you must provide a clear copy showing that it is current (2018). The year **MUST** be visible. If it is not clear or if the year is not visible, your application will be rejected.
 - **IF YOU RECENTLY PASSED THE BAR AND HAVE NOT RECEIVED YOUR BAR CARD**, you must provide the congratulations letter you received from the California State Bar that



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specifically states you have achieved a passing score on the California Bar Examination AND- that you have satisfied **ALL** of the requirements for admission to practice law. All correspondence must be on California State Bar letterhead. We will not accept any other form of results notification (printout from Internet, etc.).

- **LETTERS THAT REFERENCE ANY OF THE FOLLOWING WILL RESULT IN THE REJECTION OF YOUR APPLICATION:**
 - Records indicate you submitted or need to submit an Application for Determination of Moral Character (indicates Application for Determination of Moral Character has not been completed). **EARLY FILING IS ENCOURAGED AS THIS PROCESS CAN TAKE MONTHS TO COMPLETE. IF NOT COMPLETE, YOUR APPLICATION WILL BE REJECTED.**
 - Records indicate that you have not taken, or have not passed, the Multistate Professional Responsibility Examination (MPRE).
 - Records indicate that you have outstanding fees.
- E. It is a **job requirement** for deputy district attorneys to be willing and able to work in **ANY area** of Los Angeles County and on **ANY shift** (evenings, nights, and weekends). On the application you must select these options to be considered for employment.
 - If your application is deemed incomplete or is rejected, you will be notified.

III. EXAMINATION INFORMATION

- A. The DDA I examination consists of an oral interview weighted 100%. The oral interview, which includes an opening statement exercise, will evaluate the candidate's knowledge of criminal law and procedures, prosecutorial ethics, and the ability to perform the duties of the position. Candidates must achieve a passing score of 70% or higher on the interview in order to be placed on the eligible list.
- B. Initial examination interviews will be held in July or August 2018.
- C. Candidates will be notified via email to self-schedule for the exam interview. Scheduling is on a first-come, first-serve basis. You are encouraged to schedule promptly.
- D. Interview dates will not be rescheduled without appropriate justification such as:
 - Note from your doctor.
 - Copy of travel documents indicating travel was scheduled prior to interview notification.
 - Copy of a minute order verifying your court appearance.
- E. Your interview examination score/results will be mailed to you by September 2018. Your score will place you in one of six bands. Candidates who place in the highest bands (bands V and 1) will be invited to a level 2 interview that will take place in September 2018. If you place in Bands V or 1, you will be notified of the level 2 interview by email and/or phone call in



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September 2018. The Exams Unit is not involved in the level 2 interview process; therefore, do not contact the Exams Unit to inquire about the selection interview.

IV. SALARY INFORMATION

- A. The starting salary for DDA I is \$6,908.36 per month.
- B. After successful completion of a one-year probationary period as a DDA I, deputies are eligible for promotion to DDA II. The starting salary for DDA II is \$7,365.74 per month.