



LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE

HUMAN RESOURCES DIVISION – Exams Unit
211 West Temple Street, Suite 200 • Los Angeles, CA 90012
T: (213) 257-2700



Deputy District Attorney I, Exam #A9271J

2024 Recruitment
Tips for Filing Your Online Application

*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:** Monday, April 1, 2024 at 8:00 a.m. (PT) and will close until the needs of the service are met, and is subject to closure without prior notice. - ONLINE FILING ONLY.
- B.** In order to apply for this position, you will need to create an account in the [governmentjobs.com](https://www.governmentjobs.com) portal. You can complete the general County Job Application in advance and upload any relevant documents (e.g., CV, resume, diplomas, certificates).
- C. File Early During the Filing Period** – We strongly suggest all applicants submit the online application early in the filing period as this exam is subject to closure without prior notice.

II. APPLICATION TIPS

- A.** Read the job bulletin and attachments thoroughly before completing your application.
- B.** Ensure all your profile information (e.g., name, address, phone, and email) is correct. Please note that all communications (e.g., notices, interview schedules, exam results) regarding your application and exam process, will be made electronically.

Note: Los Angeles County will not consider claims of not viewing or receiving notifications to be a valid reason for later administration or rescheduling of a test component.

- If your email or mailing address changes after you have submitted your application or during the exam process, you must update the information in your [governmentjobs.com](https://www.governmentjobs.com) profile. The Exams Unit is unable to update the information on your behalf.
- For any questions regarding the application or exam process, contact us:
 - Email address: exams@da.lacounty.gov
 - Add exams@da.lacounty.gov, ctavera@da.lacounty.gov, info@governmentjobs.com, and no-reply@governmentjobs.com 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 seven (7) business days from the date of application filing.



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- D. **If you have a bar card**, you must provide a clear copy showing that it is current (2024). 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 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. No other forms of documentation will be accepted.
 - **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).
 - Records indicate that you have not taken, or have not passed, the Multistate Professional Responsibility Examination (MPRE).
 - Records indicate that you have outstanding fees.
 - **Law graduates with provisional licenses are not eligible to participate in this examination.**
- 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.
- F. If your application is deemed incomplete or is rejected, you will be notified via email.

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. Candidates will be sent interview invitations via email.
- C. Interview dates may be rescheduled for one of the following reasons: religious beliefs, military service, jury summons, pre-paid vacation plans for which money has been paid and will be lost, serious illness or injury of self or member of immediate family. **Supporting documentation will be required along with a written request.**
- D. Your interview examination score/results will be emailed to you. 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 selection interview. If you place in Bands V or 1, you will be notified of the level 2 interview by email and/or phone call. 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 monthly salary for DDA I is \$8,149.46.
- B. After successful completion of a one-year probationary period as a DDA I, deputies are eligible for promotion to DDA II.