



# Office of the District Attorney Alameda County

Pamela Y. Price  
District Attorney  
alcoda.org

## WE'RE RECRUITING!

Summer Certified (2L) Law Clerks  
Fall & Spring Externships

### ALAMEDA COUNTY DISTRICT ATTORNEY'S OFFICE:

Alameda County's District Attorney Pamela Y. Price is the first Black woman and the first progressive elected District Attorney in Alameda County's history. She is the first District Attorney in the county to win a contested election running on a platform of change, insisting that we do better in effecting transparency, equity, and accountability and addressing root causes of harm. DA Price's administration is dedicated to exemplifying the words of Desmond Tutu:

*"There comes a point where we need to stop just pulling people out of the river.  
We need to go upstream and find out why they're falling in."*

The California Constitution, California Codes, and case law define the duties of the District Attorney's Office. The District Attorney's Office appears on behalf of the 'People of the State of California' in criminal, civil, and juvenile matters. The DA investigates and prosecutes *crimes* and brings *civil actions* protecting consumers and our environment. Under the Racial Justice Act, the District Attorney's Office are stewards for racial justice in the criminal justice system. The DA also serves as the Legal Advisor to the Grand Jury. Importantly, the DA Victim-Witness Assistance Program and its first-of-its kind Family Justice Center (FJC) provides support and advocacy for survivors (victims) and witnesses of crime, including police violence.

### OUR MISSION:

1. Advance an ethical, equitable system of justice to protect public safety, support survivors and witnesses, and uphold the rights of the accused.
2. Sustain a safe, livable community through fair, transparent, responsible administration of justice.
3. Restore public trust, end mass incarceration, and root out racial, socioeconomic and gender disparities.
4. Provide compassionate support for harmed persons.
5. Create innovative programs to enhance the lives of vulnerable and underrepresented communities, reintegrate and redeem our returning residents, empower families, and guide youth for a bright, healthy future.

### OUR VISION:

Achieving a crime free county with safe and livable communities; a thriving and resilient population; and equity and equal justice for all.

## LAW CLERKS AND EXTERNSHIPS AREAS:

**Traditional Prosecution Units:** Misdemeanors Unit

**Consumer Justice Bureau:** openings at all levels contributing to the civil impact litigation team working to protect consumers and the environment.

**Civil Rights Bureau:** openings at all levels contributing to our teams responsible for post-conviction, conviction integrity/wrongful convictions, resentencing, and prosecution of police/State actors charged with crimes.

**Limited Special Opportunities** for law students in our:

- a. **Policy Unit:** Works on internal directives shaping the scope of work and external public policy initiatives shaping state law and local regulation on public safety and criminal justice.
- b. **Public Accountability Unit (Police Prosecution):** supporting the litigation team prosecuting corrupt police officers and reviewing cases involving those police for conviction integrity.

**DESCRIPTION:** Certified (2L) Law Clerks under the Bar of California's Practical Training of Law Students (PTLS) guide will law students to make appearances in court under the supervision of a Deputy District Attorney. Law clerks conduct legal research on case law, statutes, and regulations to assist attorneys in preparing for trials, motions, and other legal proceedings. They may also draft legal documents, memoranda, and briefs. They help manage cases by organizing and maintaining files, tracking deadlines, and ensuring that all necessary documentation is prepared and submitted in a timely manner. Law clerks assist with trial preparation, including gathering evidence, preparing exhibits, and coordinating with witnesses. Certified law clerks are required to adhere to strict confidentiality and ethical guidelines in their work.

**REQUIREMENTS:**

- Completion of 1 year of Law School
- Strong research, writing, and analytical skills

**Course Requirements:**

1. Criminal Law
2. Criminal or Civil Procedure
3. Evidence

## HOW TO APPLY:

To be considered for the position, please send the following application items to [DARecruiting@acgov.org](mailto:DARecruiting@acgov.org).

1. Please send your **cover letter, resume, and transcript.**
2. Please complete the **DAO's Job Application**;

**Cover letters should address:**

1. Motivation for working for a progressive DA and toward our mission in Alameda County.
2. Position and type of work sought (criminal prosecution, consumer protection, civil rights, policy, restorative justice, etc.).
3. We recommend applicants familiarize themselves with District Attorney Pamela Y. Price's **10-Point Plan** for the county.

\*Direct impact by the criminal legal system is a plus, not a negative.

**The District Attorney's Office is an Equal Opportunity Employer. All qualified candidates, regardless of race, ethnicity, gender, sexual orientation, or physical ability are encouraged to apply.**