

HOW TO APPLY:

The application process differs depending on what type of position you are looking for at the DA's Office. All interns are subject to a thorough background investigation.

Law Pathway – law school students and undergrads looking to intern in the law pathway must meet certain application deadlines as noted on our website. Please submit the following in a single PDF file to lgillespie@fresnocountyca.gov:

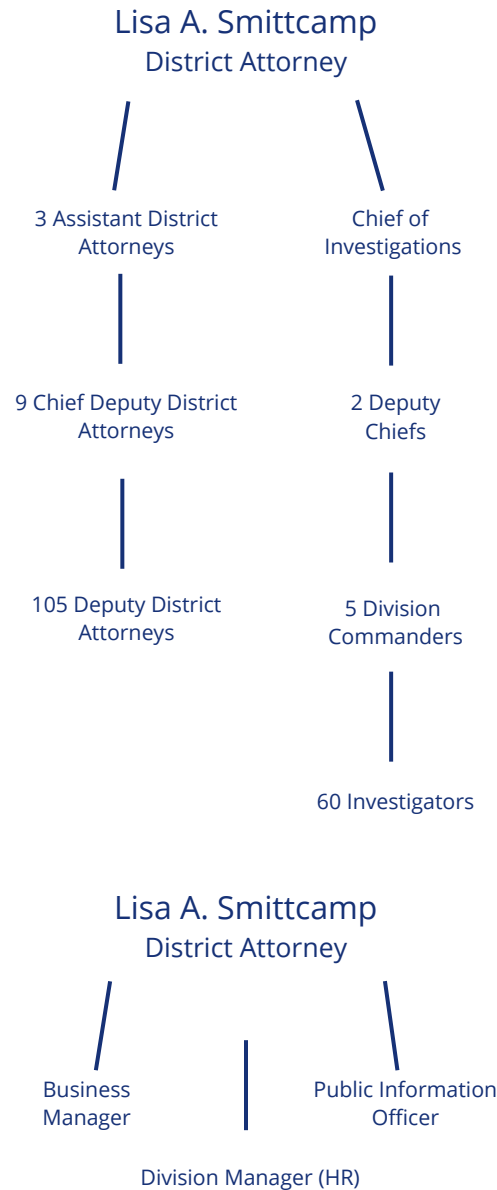
- Cover Letter
- Resume
- Transcript (unofficial)
- Law students must also submit a 5-10 page writing sample

Non-Law Pathway – undergraduate students looking to intern in a non-law position can apply through a continuing application process based on availability of open positions. Please submit the following in a single PDF file to DAInterns@fresnocountyca.gov:

- Cover Letter
- Resume
- Transcript (unofficial)



Office Organizational Structure



INTERNSHIP OPPORTUNITIES AT THE FRESNO COUNTY DISTRICT ATTORNEY'S OFFICE



County of Fresno
LISA A. SMITTCAMP
District Attorney

Office of the District Attorney
2100 Tulare Street
Fresno, CA 93721
(559) 600-3141
www.FresnoDA.org



Law Pathway

Undergrad and Non-Certified Law Students – will be assigned to a prosecution unit within the office to assist deputy district attorneys with any combination of the following:

- Organizing case files for lawyers in preparation of trial or preliminary hearing;
- Observing preliminary hearings, trials, and other court proceedings;
- Reviewing police reports and other legal documents;
- Reviewing and transcribing 911 calls as well as jail calls and visits

Certified Law Students – current law students who are enrolled in their second, third, or fourth year of law school and who have either completed or are currently enrolled in Evidence and Civil Procedure are allowed to make appearances in court under the supervision of a DDA. Interns will be assigned to a prosecution unit where they will assist with the following:

- Researching, writing, and conducting motions;
- Conducting preliminary hearings;
- Running a misdemeanor calendar;
- Assisting with office tasks similar to non-certified interns

Prosecution Units – interns can gain experience in a variety of prosecution units, including: auto theft, child abuse/sexual assault, consumer fraud, domestic violence, financial crimes, general felonies, gangs, homicide, and misdemeanors.

Non-Law Pathway

Undergrad Students – will be assigned to one of the non-law departments within the office, including: public relations, business office, IT support, or victim advocate. Each department offers a unique opportunity to learn new specialized skills.

Public Relations – interns with the public relations team will work closely with the Public Information Officer on a variety of duties, including but not limited to:

- Preparing and distributing press releases and press conferences;
- Monitoring and creating content for social media accounts;
- Responding to inquiries from the media, public, and community organizations;
- Event planning and community outreach;
- Interacting with other governmental and community-based organizations



Non-Law Pathway

Business Office – interns in the business office will assist with the following duties:

- Preparing payment vouchers for county vendors;
- Preparing state mandate reimbursable claims for PC 4750;
- Reconciling accounts payable while tracking County ISD charges;
- Assisting with data entry and year-end inventory;
- Assisting staff with requests for supplies and moving of furniture

IT Support – interns will assist our business system analysts with the following activities:

- Troubleshooting minor PC issues;
- Installing equipment including laptops, monitors, scanners, and printers;
- Assisting with digital evidence issues;
- Monitoring computer inventory and surplus, including checking out laptops and keeping them online

Victim Advocate – interns will work closely with the grant funded victim advocate to assist with the following:

- Attending court to provide support to victims and witnesses;
- Attending initial meet and greets;
- Calling victims and witnesses to provide case status updates;
- Explaining services and resources available to victims and witnesses

