

**HIRING INFORMATION FOR
THE MASSACHUSETTS DISTRICT ATTORNEYS OFFICES**

Updated 7/10

COUNTY	APPLICATION MATERIALS	WHEN TO APPLY	INTERVIEW PROCESS	SALARY
<p>BARNSTABLE COUNTY</p> <p>See Cape and Islands District.</p>				
<p>BERKSHIRE COUNTY</p> <p>Send to: David F. Capeless, District Attorney Attn: Kelly Kemp 7 North Street P.O. Box 1969 Pittsfield, MA 01202-1969</p> <p>Contact: Kelly Kemp Tel: 413-443-5951 Fax: 413-499-6349</p>	<ul style="list-style-type: none"> - cover letter - resume - writing sample (no more than 10 pages) - list of at least 3 references 	<p>Apply late winter/spring of 3rd year. Hiring is contingent on being admitted to the Bar or Rule 303 certified.</p>	<p>2 to 3 stages of interviews with ADAs. DA makes final hiring decision.</p>	<p>\$40,000</p>
<p>BRISTOL COUNTY</p> <p>Send to: Lisa Kaminski Chief of Staff Office of the District Attorney 888 Purchase Street, 5th Floor New Bedford, MA 02740</p> <p>Contact: Lisa Kaminski Tel: 508-997-0711 (main office) Fax: 508-997-0396</p> <p>Web: www.bristolda.com</p>	<ul style="list-style-type: none"> - cover letter - resume - references - writing sample (for Appellate Division only) 	<p>Apply year-round.</p>	<p>First interview with panel; second interview with DA.</p>	<p>\$37,500</p>

COUNTY	APPLICATION MATERIALS	WHEN TO APPLY	INTERVIEW PROCESS	SALARY
CAPE & ISLANDS DISTRICT (BARNSTABLE, DUKES, AND NANTUCKET COUNTIES) Send to: Michael O’Keefe, District Attorney c/o Michael Trudeau, First Assistant District Attorney 3231 Main Street P. O. Box 455 Barnstable, MA 02630 Contact: Michael Trudeau, First Assistant DA Tel: 508-362-8113 Fax: 508-362-8221 CapeDA@massmail.state.ma.us Web: http://www.mass.gov/da/cape/	- Cover Letter - Resume	* No current openings but office will offer informational interview for candidates of (mutual) interest. May inquire at any time.	1 st interview is with a panel of attorneys. There may be a follow up panel interview. A short list of finalists is then submitted to the DA for a final interview.	\$37,500
DUKES COUNTY See Cape & Islands District				
ESSEX COUNTY Send to: Mary-Alice Doyle Deputy First Assistant Essex District Attorney’s Office 10 Federal Street Salem, MA 01970 Contact: Karen Dawley Tel: 978-745-6610, x 5129 Fax: 978-745-0748 Web: http://www.mass.gov/da/essex/	- Cover Letter - Resume (Note: Applicant will be asked to bring a writing sample with him/her to the first (of three) interviews.)	Apply at graduation. Hiring contingent upon passing the Bar exam. (Note: Office doesn’t have a regular hiring season – hires to fill vacancies.) District Attorney Jonathan Blodgett encourages students of color to apply.	1st interview with an ADA, 2 nd interview with a 3-person panel, 3 rd interview with the DA.	\$37,500 and 2 year commitment

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FRANKLIN COUNTY See Northwestern District				
HAMPDEN COUNTY Send to: William M. Bennett, District Attorney Hall of Justice 50 State Street Springfield, MA 01103 Contact: Linda Desrosiers District Attorney's Assistant Tel: 413-747-1010 (direct dial) 413-747-1000 (main number) Fax: 413-781-4745	- Cover Letter - Resume	Apply anytime, but it is best to apply after the Bar exam. A new DA will assume control in January, 2011, so should call to inquire about vacancies then.	1 st interview with a committee of 2-4 ADAs, 2 nd interview with the DA	\$37,500
HAMPSHIRE COUNTY See Northwestern District.				
MIDDLESEX COUNTY Send to: Patricia Gould Director of District Courts, Prevention & Programs Middlesex District Attorney's Office 15 Commonwealth Avenue Woburn, MA 01801 Contact: Patricia Gould Tel: 781-897-8320 (direct line) 781-897-8300 Fax: 781-897-8319 Web: www.middlesexda.com	- Application Form (posted on website) - Cover Letter - Resume - Writing Sample - 3 References	Apply in the fall of 3 rd year.	There are up to 3 rounds of interviews.	\$37,500
NANTUCKET COUNTY See Cape & Islands District				

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<p>NORFOLK COUNTY</p> <p>Send to: Anne Fratalia Executive Assistant 45 Shawmut Road, 2nd Floor Canton, MA 02021</p> <p>Contact: Anne Fratalia Executive Assistant Tel: 781-830-4800 X 256 Fax: 781-830-4801</p> <p>Web: www.state.ma.us/da/norfolk</p>	<ul style="list-style-type: none"> - Cover Letter - Resume 	<p>Apply year-round. Please apply only by mail. Bar results needed.</p>	<p>There is a 3 stage interview process with ADA conducting initial interview. The DA makes the final decision.</p>	\$37,500
<p>NORTHWESTERN DISTRICT (FRANKLIN & HAMPSHIRE COUNTIES)</p> <p>Send to: Renee L. Steese, First Assistant DA One Gleason Plaza Northhampton, MA 01060</p> <p>Contact: Mary Lou O'Connell Tel: 413-586-9225 Fax: 413-584-3635</p>	<ul style="list-style-type: none"> - Cover Letter - Resume - List of references 	<p>Office will generally advertise when positions open up, but all applicants resumes are kept on file; preference for candidates who have passed the Bar exam.</p>	<p>There are a few preliminary interviews and then the DA makes the final decision.</p>	\$37,500
<p>PLYMOUTH COUNTY</p> <p>Send to: Michael Horan, Chief of Staff Plymouth County District Attorney's Office P.O. Box 1665 Brockton, MA 02301 Michael.J.Horan@massmail.state.ma.us</p> <p>Contact: Janet Sweeney Tel: 508-894-2529 (direct) 508-584-8120</p> <p>Web: www.state.ma.us/da/plymouth</p>	<ul style="list-style-type: none"> - Cover Letter - Resume 	<p>Apply year-round, but Spring of 3rd year is the best time to apply because applicants are not hireable until they pass the bar. Office doesn't anticipate hiring this year.</p>	<p>There are a series of interviews and a mock session on videotape that is viewed as part of the hiring decision.</p>	Approx. \$37,500

COUNTY	APPLICATION MATERIALS	WHEN TO APPLY	INTERVIEW PROCESS	SALARY
<p>SUFFOLK COUNTY</p> <p>Send to: Christina Miller (NUSL grad) Chief, District Courts and Community Prosecutions Office of District Attorney Daniel Conley One Bulfinch Place Boston, MA 02114</p> <p>Contact: Christina Miller Tel: 617-619-4191 Fax: 617-619-4210</p> <p>Web: www.state.ma.us/da/suffolk</p>	<p>Send a cover letter and resume in Microsoft Word format to SCDAOHiring@masmail.state.ma.us.</p> <p>Application procedures are posted on : http://www.mass.gov/dasuffolk/docs/job_opps.html.</p>	<p>Apply on or after October 31st up until January 15th.</p>	<p>Three rounds of interviews. First round with an ADA (Jan to April) second round with Chief of District Court in April and May; third round with District Attorney in May or June.</p>	\$37,500
<p>WORCESTER COUNTY</p> <p>Send to: Joseph D. Early, Jr. District Attorney Worcester County Courthouse 225 Main Street Worcester, MA 01608</p> <p>Contact: Brian McMahon Tel: 508-368-7612 (direct dial) 508-755-8601 (main number) Fax: 508-797-5441</p> <p>Web: www.worcesterda.com</p>	<p>- Cover Letter - Resume</p>	<p>Apply year-round, but peak hiring time is from July to September. Due to budget, not currently hiring but can check again after July 1st when new budget in place.</p>	<p>Generally, two rounds of interviews. The first is with Brian McMahon and either the 1st Assistant ADA or Dep't Head ADA. If called back for a second interview, will likely meet with the DA, Mr. Early.</p>	\$37,500

Document Location: Q/Slaw/CareerServices/Shared/Gov't/D.A.2010

Massachusetts District Attorneys' Offices Hiring Procedures (School Year)

Office Location and Website	Paid Positions?	Minimum Hours per Week?	Deadline and Items to Include in Addition to Cover Letter & Resume?	Contact Information	Mailing Address
Berkshire County	for academic credit only	depends on school's requirements	no specific deadline	Joseph Purapan 413.443.5951	District Attorney David Capeless 7 North Street, P.O. Box 1969 Pittsfield, MA 01202-1969
Bristol County http://www.bristolda.com	a few unpaid (and few which are paid)	depends/flexible	accept all the time (can apply by email to kelly.a.sylvia@state.ma.us)	Kelly Sylvia 774-292-1141	Kelly Sylvia 888 Purchase Street, New Bedford, MA 02741
Cape & Islands http://www.mass.gov/da/cape	a few unpaid (but can be for academic credit)	depends on school's requirements (only 1 term)	no specific deadline	Tom Shack 508.362.8113	District Attorney Michael O'Keefe P.O. Box 455, 3231 Main Street, Barnstable, MA 02630
Essex County http://www.mass.gov/essexda/	unpaid	1 day per week	apply by third Friday of September for Fall apply by first Friday of January for Spring	Karen Dawley 978.745.6610	Internship Program Essex County District Attorney's Office Ten Federal Street, Salem, MA 01970
Hampden County	no interns during school year	n/a	n/a	Linda Desrosiers 413.747.1000	District Attorney William Bennet Hall of Justice, 50 State Street, Springfield, MA 01103
Middlesex County http://www.middlesexda.com	no interns during school year	n/a	n/a	Keith Davis 617.679.6566	District Attorney Gerald Leone, Jr. 40 Thorneike Street, Cambridge, MA 02141
Norfolk County http://www.mass.gov/da/norfolk	depends	depends	accept all the time but best by August for Fall accept all the time but best by December for Spring	Jonathan Rutley 781.830.4800	Deputy District Attorney Jonathan Rutley 45 Shawmut Road, Canton, MA 02021
Northwestern County				Mary Lou O'Connell 413.586.9225	District Attorney Elizabeth Scheibel (Franklin) 13 Conway Street, Greenfield, MA 01301 (Hampshire) One Gleason Plaza, Northampton, MA 01060
Plymouth County http://www.mass.gov/da/plymouth	no interns during school year	n/a	n/a	Jane McDermott 508.584.8120	District Attorney Timothy Cruz P.O. Box 1665, Brockton, MA 02303
Suffolk County http://www.mass.gov/da/suffolk	unpaid (less competitive than summer)	10 hours	should apply early in the school year	Lupita Donovan 617.619.4197	District Attorney Daniel Conley One Bulfinch Place, Boston, MA 02114
Worcester County http://www.worcesterda.com	a few unpaid	depends on your schedule	apply by August 15th	William Butler 508.798.0826	District Attorney Joseph D. Early 225 Main Street, Rm G301, Worcester, MA 01608

Massachusetts District Attorneys' Offices Hiring Procedures (Post Graduation)

Office Location and Website	Must Take Bar Exam to Apply?	Must Pass Bar Exam to Apply?	Deadline & Items to Include in Addition to Cover Letter & Resume?	Contact Information	Mailing Address
Berkshire County	yes	can apply while awaiting results	no deadlines	Joseph Puropan 413.443.5951	District Attorney David Capeless 7 North Street, P.O. Box 1969 Pittsfield, MA 01202-1969
Bristol County http://www.bristol.da.com	apply any time	not to apply but to be hired	accept all the time (can apply by email to kelly.a.sylvia@state.ma.us)	Kelly Sylvia 774-292-1141	Kelly Sylvia 888 Purchase Street, New Bedford, MA 02741
Cape & Islands http://www.mass.gov/da/cape	yes	yes	keeps resumes during year and will call when spots open	Tom Shack 508.362.8113	District Attorney Michael O'Keefe P.O. Box 455, 3231 Main Street, Barnstable, MA 02630
Essex County http://www.mass.gov/essex.da/	yes	yes, so apply after bar	for requirements go to http://www.mass.gov/da/essex 3-step interview	Karen Dawley 978.745.6610	Internship Program Essex County District Attorney's Office Ten Federal Street, Salem, MA 01970
Hampden County	yes	yes	always accept resumes and cover letters—keeps them on file	Unda Desrosiers 413.747.1000	District Attorney William Bennet Hall of Justice, 50 State Street, Springfield, MA 01103
Middlesex County http://www.middlesex.da.com	yes but accept applications from 3Ls	not to apply but to be hired	apply by September 1st must be SJC Rule 3:03 certified	Keith Davis 617.679.6566	District Attorney Gerald Leone, Jr. 40 Thorndike Street, Cambridge, MA 02141
Norfolk County http://www.mass.gov/da/norfolk	apply at any time	not to apply but to be hired	always accept resumes and cover letter—keeps them on file	Jonathan Rutley 781.830.4800	Deputy District Attorney Jonathan Rutley 45 Shawmut Road, Canton, MA 02021
Northwestern County				Mary Lou O'Connell 413.586.9225	District Attorney Elizabeth Scheibel (Franklin) 13 Conway Street, Greenfield, MA 01301 (Hampshire) One Gleason Plaza, Northampton, MA 01060
Plymouth County http://www.mass.gov/da/plymouth	yes but accept applications from 3Ls	not to apply but to be hired	accept all the time	Janet McDermott 508.584.8120	District Attorney Timothy Cruz P.O. Box 1665, Brockton, MA 02303
Suffolk County http://www.mass.gov/da/suffolk	apply at anytime	hire before passing but must pass to stay	3Ls apply by December & interview in January - March half-hour panel interviews	Lupita Donovan 617.619.4197	District Attorney Daniel Conley One Bulfinch Place, Boston, MA 02114
Worcester County http://www.worcester.da.com	apply at anytime but not review until pass bar	yes, to be reviewed (send letter that you passed bar)	accept all the time	William Butler 508.798.0826	District Attorney Joseph D. Early 225 Main Street, Rm G301, Worcester, MA 01608