

## Office Structure:

District Attorney Tanner Rouse

1 First Assistant  
12 Deputy District Attorneys  
35 Assistant District Attorneys  
40 Support Staff

### *Units:*

Arraignments  
Auto Theft and Insurance Fraud  
District Court  
Diversionary Programs  
Economic Crimes  
Environmental Crimes  
Gun Violence Task Force  
Juvenile Division  
Law and Appeals  
Narcotics and Organized Crime  
Special Investigations  
Special Victims  
Trial Teams

### **Criminal Investigation Division**

Chief Vincent Ficci

41 Detectives  
10 Analysts/Technicians  
5 Support Staff

For CID internship opportunities, please email  
Lt. Wright at [WrightW@co.delaware.pa.us](mailto:WrightW@co.delaware.pa.us)

## Mission Statement:

The mission of the Delaware County District Attorney's Office is to protect our diverse community through the fair and ethical pursuit of justice, to safeguard the rights of the victims of crime, and the rights and reputations of the innocent. We will accomplish our mission by vigorously and professionally prosecuting those who violate our laws and by working cooperatively with law enforcement and community leaders to improve Delaware County.

# The Delaware County Office of the District Attorney



## Internship and Hiring Opportunities

Delaware County Courthouse  
201 West Front Street  
Media, PA 19063  
Front Office: 610-891-4161

Office Hours:  
Monday — Friday  
8:30 AM — 4:30 PM  
Closed on federal holidays.

**The Internship Program** runs every semester. While Fall and Spring are typically part-time programs to accommodate school schedules, the Summer Program is a full-time position. Students ranging from college through law school are welcome to apply. Shadowing opportunities are available to high school students.

Interns are given the opportunity to see the inner-workings of a prosecutor's office. At the end of their internship, interns should have an understanding of what happens between the courtroom and office as well as the life of a case and the work that goes into it. They will also learn that no two cases are alike and there is no such thing as a typical day. Assignments can include: investigative and criminal analysis, policy research, writing legal documents, and assisting with court proceedings, evidentiary research as well as witness interviews and preparation.

*Certified Legal Interns (CLIs)* are law students who meet their school's requirements and qualify for a certification to practice under a supervising attorney. Following classroom-style training and court observation, CLIs are sent to District Courts throughout the County to litigate on behalf of the Commonwealth at the Preliminary Hearing level; this includes preparing cases with police officers, witnesses, and/or victims. As CLIs establish themselves, they have the opportunity to be in Common Pleas Court. Additional assignments are available in specialized work, such as Special Victims and Gun Violence, to those who seek them out.

Our goal is to reinforce the budding careers of our interns no matter their path. We do our best to cater to special interests and to help them meet their goals within the office and even externally, whenever possible.

**The Path of a Prosecutor** starts in the District Court Unit where they gain litigation experience and become familiar with Pennsylvania criminal law. From there, they typically move on to our Trial Team handling pre-trial conferences, motions, trials, etc.

Our office practices a hybrid version of vertical prosecution wherein serious cases stay with the same prosecutor from District Court through Common Pleas. Cases like fatal shootings and Special Victims cases are specially assigned during the investigation phase and will remain with the assigned prosecutor through trial and sentencing. Appeals are handled by the Law and Appeals Unit.

Candidates for any prosecutor position must be admitted to the bar in PA. Previous legal experience, while not required, is preferred; examples include internships, clerkships, and civil litigation.

An ideal candidate:

- Recognizes the importance of a team working towards the same goal
- Manages time well
- Is able to adapt to new challenges and think on their feet
- Recognizes their mistakes and learns from them; pursues knowledge and experience necessary to exercise good judgment in every case



Tanner Rouse  
District Attorney of Delaware County

**Administrative support positions** are vital to the functioning of the office. They help prosecutors manage their court lists and files; they ensure that ADAs are prepared for court and everything in-between. Positions include: trial team technician/secretary, coordinators, and paralegals. To inquire about open positions, reach out to Office Administrator Jennifer Perry via email at [PerryJ@co.delaware.pa.us](mailto:PerryJ@co.delaware.pa.us)

### Interview Process

*We interview on a rolling basis.\**

\*summer undergraduate applications open on February 1 and close March 20.

1. Submit a letter of interest and resume to Legal Hiring Coordinator Theresa Nguyen to [NguyenT@co.delaware.pa.us](mailto:NguyenT@co.delaware.pa.us)

2. Receive confirmation and invitation to interview.

3. Candidates should expect an answer within two weeks from their interview date.

\*summer undergraduate decision period concludes a week after applications close.

For more information, visit <https://delcoda.com/careers>