



Attorney

Exam Code: 8PB57

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Attorney - \$5,602.00 - \$8,501.00 per month

View the [classification specification](#) for the Attorney classification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **9 months**.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95814

Phone: (866) 844-8671

Email: CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Attorney

Membership in The California State Bar. (Applicants who are not members of The California State Bar but who are eligible to take the California State Bar examination or are in their final year of law school will be admitted to the examination, but will not be considered eligible for appointment until they are admitted to The State Bar.)

POSITION DESCRIPTION

Attorney

This is a recruitment and developmental class for persons qualified to practice law in the State of California. Attorneys assigned to Range A perform the least difficult professional legal work of their department. Based upon the appropriate Alternate Range Criteria, attorneys advance to Range B, C, and D and are assigned progressively more difficult professional legal work as their competence increases. Attorneys assigned to Range D independently perform professional legal work of average difficulty.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each

exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete and free of errors.
2. Available research sources, both printed and electronic, to complete legal research, including what types of material they contain, where they are located, and their breadth, depth, and relative strengths and weaknesses (e.g., primary legal texts, secondary legal texts, and electronic databases).
3. How to conduct legal analysis (e.g., issue-spotting, rule analysis, applying law to facts) to ensure relevant issues and information are identified and correlated with applicable law, and to aid in predicting the legal outcome.
4. The principles and practices for properly conducting legal research, such as ensuring law is current (i.e., "Shepardizing") and checking for recent amendments to statutes.
5. Trial and hearing procedures and rules of evidence in order to formulate and effectively apply legal strategy and advise the agency representatives and/or clients on legal options.
6. Professional ethical rules as they relate to the practice of law and particularly the role of public attorneys.
7. Substantive areas of law that apply to public entities (e.g., Due Process, Privacy, record disclosure laws).
8. The general principles of jurisprudence such as statutory construction and stare decisis.

Ability to:

1. Communicate effectively in writing in a courteous, professional manner with a variety of individuals, taking into consideration their needs and using tone, vocabulary, format, and grammar appropriate to the circumstance.
2. Prepare clear and effective persuasive legal documents (e.g., briefs, motions, pleadings).
3. Prepare clear and effective technical and analytical legal documents (e.g., contracts, stipulations, memoranda, determination letters, and regulations).
4. Produce effective written communication of legal principles, facts, and position(s) for various audiences and forums.
5. Effectively communicate in writing through the use of appropriate grammar, spelling vocabulary, punctuation, and sentence and paragraph structure required to complete assigned projects.
6. Edit written documents for accuracy and effectiveness.

7. Properly identify the nature of legal issues, generate alternatives, and implement solutions and approaches that successfully address the issues.
8. Determine the appropriate amount of time to complete research/investigation.
9. Effectively analyze and respond to legal arguments.
10. Analyze information and detect potential logical, legal, and/or factual flaws in arguments or assumptions.
11. Reason, research, investigate, and plan the development of a project, case, or matter.
12. Evaluate the strengths and weaknesses of an individual during an interview or deposition in order to evaluate their potential contribution to the case (e.g., as a witness, consultant, source of information).
13. Identify and prioritize critical issues to effectively resolve the question or matter.
14. Identify legal issues, propose alternatives, and implement solutions.
15. Read and comprehend a variety of difficult materials such as local, state, and federal law; critical analyses; dissertations; position papers; technical treatises, etc.
16. Read and comprehend legal documents (e.g., contracts, statutes, regulations, legal rulings, case law).
17. Negotiate settlements on behalf of the Department.
18. Orally communicate information effectively, convincingly, and accurately.
19. Present cases before State and Federal Courts, and administrative agencies.
20. Effectively orally communicate legal principles, facts, and position(s) to various audiences and forums.
21. Communicate effectively with individuals who are reluctant, afraid, and/or anxious, and whose input and/or participation may be needed to complete a work assignment (e.g., eye witnesses).
22. Successfully complete multiple projects simultaneously within appropriate time frames while maintaining a high level of work performance.

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Attorney** classification will be established for:

State of California (all State of California departments, statewide)

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established.

Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is

available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

EXAMINATION INFORMATION

[Preview Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Take the [Training and Experience Evaluation](#) for the **Attorney** classification.

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

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EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must

be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.