



Attorney 4

Class Code: 5780 – Exam Code: 9PB15

Departments: State of California
Opening Date: 9/21/2009
Final Filing Date: Continuous
Type of Examination: Servicewide, Open
Salary: Monthly-Ranged-Salary - \$8,872.00 to \$11,392.00

EQUAL EMPLOYMENT OPPORTUNITY

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.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Qualifications Assessment at any time.

Once you have taken the Qualifications Assessment, you may not retake it for six (6) months.

FILING INSTRUCTIONS

Final Filing Date: Continuous

Where to Apply: Click the link at the bottom of this bulletin.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the California Department of Human Resources (CalHR), Examinations Unit at (866) 844-8671, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones and (800) 735-2922 from voice phones.

ELIGIBLE LIST INFORMATION

An open, service wide eligible list will be established by the California Department of Human Resources for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. **Eligibility expires**

twelve (12) months after it is established. Competitors must then retake the Qualifications Assessment to reestablish eligibility.

Once you have taken the Qualifications Assessment, you may not retake it for six (6) months.

Please Note: The Attorney 4 list may be used by departments to fill vacancies in any of the following classifications:

Deputy Attorney 4, Caltrans

Deputy Legislative Counsel 4

Senior Deputy Public Defender

Industrial Relations Counsel 4

Labor Relations Counsel 4

Public Utilities Counsel 4, Public Utilities Commission

Staff Counsel 4

Tax Counsel 4, Franchise Tax Board

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

All applicants must have 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.)

Ten years of legal experience in the practice of law*, four years of which must have been at a level of responsibility equivalent to an Attorney 3. (Applicants who have completed nine years and six months of the required total legal experience including three years and six months of the required legal experience comparable to the Attorney 3 class will be admitted into the examination, but must complete the required ten years' total legal experience.)

***Experience in the "practice of law" or "performing legal duties" is defined as:** (1) only that legal experience acquired after admission to any State Bar, or (2) experience as a judicial clerk for a federal court, California's state courts, or any other state's courts, to constitute experience in the "practice of law". For an individual's judicial clerkship to qualify as experience in the "practice of law" or "performing legal duties", the experience must have been gained after receipt of a Juris Doctor or equivalent degree.

POSITION DESCRIPTION

This classification is distinguished from the lower level Attorney 3 class in that persons in the Attorney 4 class are the most experienced attorneys who are experts in a broad or specialized area of law within a department whose legal program is exceptionally difficult and sensitive. Attorneys at the Attorney 4 level have demonstrated the ability to independently perform assignments consisting of the most complex and sensitive legal work within the department and to consistently produce favorable results on these proceedings. Attorneys in this class are typically assigned litigation of the greatest difficulty.

An Attorney 4 does not supervise lower level attorney staff, but may act in a lead capacity over the work of other attorneys and staff.

EXAMINATION INFORMATION

Online Qualifications Assessment - Weighted 100%

This examination will consist solely of a Qualifications Assessment. To obtain a position on the eligible list, a minimum score of 70% must be attained. An applicant will receive his/her score upon completion of the Qualifications Assessment.

Select [Qualifications Assessment](#) to view the questions in this examination.

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's knowledge and abilities, as stated on this bulletin.

KNOWLEDGE AND ABILITIES

QUALIFICATIONS ASSESSMENT SCOPE:

Knowledge of:

1. 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).
2. 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.
3. Professional ethical rules as they relate to the practice of law and particularly the role of public attorneys.
4. Proper citation formats to identify relevant authority.
5. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, and free of errors.

Ability to:

1. Interview individuals (e.g., potential witnesses, experts) to ascertain relevant factual information.
2. Lead and/or manage complex and sensitive cases or matters.
3. Locate relevant or useful information from a large volume of documents.
4. Maintain confidentiality and exercise discretion in the dissemination of information.
5. Negotiate legal issues (e.g., settlements, admissibility of evidence) on behalf of the client and/or agency.
6. Orally communicate information effectively, convincingly, and accurately.
7. Orally communicate legal principles, facts, and position(s) to various audiences and forums.
8. Plan the development of a project, case or matter.
9. Present cases before State and Federal Courts, and administrative agencies or forums.
10. Properly identify legal and procedural issues in assigned matters.
11. Quickly integrate new issues and information with existing knowledge to formulate conclusions.
12. Read and comprehend a variety of difficult materials such as local, state, and federal law; critical analyses; dissertations; position papers; technical treatises, etc.
13. Read and comprehend legal documents (e.g., contracts, statutes, regulations, legal rulings, case law).

14. Review and/or finalize work products produced by clients, paraprofessionals, and/or other attorneys.
15. Successfully assist with or complete multiple projects within appropriate time frames while maintaining a high level of work performance.
16. Summarize relevant facts in order to capture the key points and implications.
17. Treat others with respect, courtesy, and tact.
18. Use computers to create documents, conduct research, and communicate appropriately with others.
19. Work collaboratively with others in a team environment.
20. Work independently with minimal contact or reinforcement from supervisors and colleagues while producing high quality work products and meeting deadlines.
21. Work on complex and sensitive cases and matters.

Skill to:

1. Communicate with individuals who are reluctant, afraid, anxious and/or uncooperative, and whose input and/or participation may be needed to complete a work assignment.
2. Listen to others to facilitate an open exchange of ideas and provide for effective communication.
3. Professionally communicate one's views and opinions on work issues even when they may be different from those expressed by others.

VETERANS' PREFERENCE

VETERANS' PREFERENCE: Effective January 1, 2014, Veterans' Preference will be awarded to qualifying Veterans who are successful in the examination in the form of rank placement rather than points. All individuals awarded Veterans' Preference will be certified in Rank 1 of the eligibility list, regardless of score. All open exams/eligible lists will award Veterans' Preference, regardless of the classification.

CAREER CREDITS

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.

BENEFITS

- Employer/employee paid health and dental insurance
- Employer paid vision insurance
- Paid Vacation/Sick/Annual Leave Benefits
- 12 paid holidays
- Employer paid disability insurance
- Defined Benefit Retirement Program (upon vesting)
- Employee paid deferred compensation program (401K and 457)
- Flexible work schedules and work hours
- Pre-tax reimbursement for medical care, child care and parking programs
- Employee Assistance Program
- Career development/professional advancement
- Bar dues paid
- Continuing education available

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

California Department of Human Resources

Attn: Examination Services

1515 "S" Street, Ste. 400

Sacramento, CA 95811

1-866-844-8671

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

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

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, State Personnel Board offices, and local offices of the Employment Development Department.

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 on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

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

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, select [Attorney 4 classification specification](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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) service-wide promotional, 5) departmental open, and 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.

IMPORTANT CHANGES to VETERANS' PREFERENCE – EFFECTIVE JANUARY 1, 2014

[Assembly Bill 372](#), signed into law by Governor Brown on August 12, 2013, changes the way the Veterans' Preference process is administered by the State of California. **Veterans' Preference will be awarded as follows, starting on January 1, 2014:**

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at [CalHR's Veteran's Information Webpage](#), and the Department of Veterans Affairs.

Bulletin Revision Date: 5/30/2017

TAKING THE EXAM

When you click the link below, you will be directed to the Qualifications Assessment. At the end of the Qualifications Assessment, it will be instantly scored.

[Click here to go to the Qualifications Assessment.](#)