



## Deputy Attorney General 3

**Exam Code: 9PB28**

**Department:** Department of Justice

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

### CLASSIFICATION DETAIL

**Deputy Attorney General 3** – Range A: \$9,210.00 - \$11,815.00 per month.  
Range L: \$9,210.00 - \$11,815.00 per month.

View the [classification specification](#) for the Deputy Attorney General 3 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 **six (6) 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 assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact section of this bulletin.

### 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.

### **Deputy Attorney General 3**

All classes require active 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 will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The State Bar.)

**and**

Six years of legal experience in the practice of law in a governmental jurisdiction or in the private practice of law.\* (Applicants will be admitted to the examination upon completion of five and one-half years of legal experience, but must complete six years of such experience before they will be eligible for appointment.)

\*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**

### **Deputy Attorney General 3**

Incumbents in this class are experienced attorneys who have developed the expertise necessary to capably perform complex and sensitive work of the Office of the Attorney General on an independent basis. A Deputy Attorney General 3 represents and acts as counsel for large State departments, for a group of boards and commissions whose legal work is difficult, and advises district attorneys, county counsels, grand juries, and other public agencies staffed principally by attorneys. Persons in this class are assigned difficult litigation and handle cases that may be appealed to the highest courts. They may act as a leadperson over the work of other attorneys.

## **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. Legal principles and their application
2. Professional and ethical rules as they relate to the practice of law and particularly the role of public attorneys, to ensure the rules are strictly followed by oneself as well as other attorneys. Examples include Federal/State statutes, rules (e.g., Rules of Professional Conduct), and case law defining the scope of the attorney-client privilege, and local rules establishing standards of conduct and sanctions for misconduct by attorneys
3. Available research sources, both printed and electronic, to complete legal research, including what type of material they contain, where they are located, and their breadth, depth, and relative strengths and weaknesses. Examples include primary and secondary legal texts, and electronic databases.
4. Scope and character of California statutory law and provisions of the California Constitution.
5. Principles and practices for properly conducting legal research, such as ensuring law is current and checking for recent amendments to statutes.
6. Principles of administrative and constitutional law, rules of evidence, and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies.
7. Duties and powers of the Attorney General of California
8. The English language to effectively produce a variety of written work products. Includes knowledge of grammar, spelling, punctuation, sentence, and paragraph structure, organization, and appropriate vocabulary.

Ability to:

1. Prepare, present, and handle legal cases.
2. Perform research.
3. Analyze difficult and complex legal problems, and apply legal principles and precedents to particular sets of facts.
4. Present statements of facts, law, and argument clearly and logically in written and oral form.
5. Analyze and draft proposed legislative measures.
6. Handle difficult legal correspondence.
7. Direct the work of clerical and professional assistants.
8. Edit written documents written by oneself, as well as those produced by others, for accuracy and effectiveness.

9. Analyze situations accurately and adopt an effective course of action.
10. Reason logically.
11. Work cooperatively with a variety of individuals and organizations.
12. Exercise good judgment.

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Deputy Attorney General 3** classification will be established by the California Department of Human Resources for:

Department of Justice

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (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 online [Training and Experience Evaluation](#)

## **TESTING DEPARTMENTS**

Department of Justice

## **CONTACT INFORMATION**

Questions regarding this examination should be directed to:

Department of Justice  
Testing and Selection Office  
P.O. Box 944255  
1300 I Street  
Sacramento, CA 94244-2550  
(916) 324-5039

California Relay (Telephone) Service for the Deaf or Hearing Impaired: 1-800-735-2929  
(From TDD Phone)

1-800-735-2922 (From Voice Phone)

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

## **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 12<sup>th</sup> 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.