



Attorney 3

Exam Code: 9PB08

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Attorney 3 - \$9,210.00 - \$11,815.00 per month

View the [classification specification](#) for the Attorney 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 **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 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 3

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.)

Six years of legal experience in the practice of law*. (Applicants will be admitted 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

Attorney 3

This class is distinguished from the lower level Attorney class by the level of difficulty of assignments given to attorneys and the expertise which the attorney brings to these assignments. Attorney 3 works with broad discretion and independence with minimum supervision and are expected to be experts in the more complex area of the law within a departmental legal program.

An Attorney 3 does not supervise lower level attorney staff, but may act in a lead capacity.

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. 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, and 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. Proper citation formats to identify relevant authority.
4. Professional ethical rules as they relate to the practice of law and particularly the role of public attorneys.
5. Proper spelling, grammar, punctuation, and sentence structure to ensure that

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. Express facts, ideas, and legal arguments in succinct, organized, and accurate reports, correspondence or other job related documents (e.g., legal opinions and arguments, statutory proposals, proposed regulations, requests for discovery, responses to discovery requests, position papers, and correspondence).
3. Independently prepare clear and effective persuasive legal documents (e.g., briefs, motions, and pleadings).
4. Independently prepare clear and effective technical and analytical legal documents (e.g., contracts, settlements, stipulations, memoranda, determination letters, and regulations).
5. Independently produce effective written communication of legal principles, facts, and position(s) for various audiences and forums.

6. Edit written documents for accuracy and effectiveness.
7. Review and/or finalize work products produced by clients, para-professionals, and/or other attorneys.
8. Properly identify legal and procedural issues in assigned matters.
9. Generate and implement solutions to successfully address the issues in assigned matters.
10. Apply the principles and practices of properly conducted legal research, such as ensuring law is current (e.g., "Shepardizing") and checking for recent amendments to statutes.
11. Determine the appropriate amount of time to complete research/investigation.
12. Address necessary details in order to perform work in an accurate, complete, and thorough manner.
13. Assimilate and prioritize large amounts of information and connect that information to one's existing knowledge-base in order to formulate theories and conclusions.
14. Analyze and respond to legal arguments.
15. Analyze information to detect potential logical, legal, and/or factual flaws in arguments or assumptions.
16. Use computers to create documents, conduct research, and communicate appropriately with others.
17. Plan the development of a project, case, or matter.
18. Interview individuals (e.g., potential witnesses, experts) to ascertain relevant factual information.
19. Evaluate the strengths and weaknesses of an individual during an interview or deposition in order to evaluate their potential contribution to the case or matter (e.g., as a witness, consultant, or source of information).
20. Identify and prioritize critical issues to effectively allocate resources to resolve the question or matter.
21. Locate relevant or useful information from a large volume of documents.
22. Summarize relevant facts in order to capture the key points and implications.
23. Exercise sound judgment in decision making.
24. Identify and apply relevant substantive areas of law that apply to public entities (e.g., due process, privacy, and record disclosure laws).
25. Read and comprehend a variety of difficult materials such as local, state, and federal law; critical analyses; dissertations; position papers; technical treatises, etc.
26. Read and comprehend legal documents (e.g., contracts, statutes, regulations, legal rulings, and case law).
27. Negotiate legal issues (e.g., settlements, admissibility of evidence) on behalf of the client and/or agency.
28. Orally communicate information effectively, convincingly, and accurately.
29. Present cases before State and Federal Courts, and administrative agencies or forums.
30. Orally communicate legal principles, facts, and position(s) to various audiences and forums.
31. Treat others with respect, courtesy, and tact.

32. Work independently with minimal contact or reinforcement from supervisors and colleagues while producing high quality work products and meeting deadlines.
33. Interact with and relate effectively to individuals at all levels of an organization.
34. Work collaboratively with others in a team environment.
35. Apply professional ethical rules as they relate to the practice of law and particularly the role of public attorneys.
36. Successfully assist with or complete multiple projects within appropriate time frames while maintaining a high level of work performance.
37. Handle changes in deadlines, assignments, and clients changing their minds.
38. Be flexible and handle unexpected developments such as administrative obstacles and external events that impact current work assignments.
39. Quickly integrate new issues and information with existing knowledge to formulate conclusions.
40. Maintain confidentiality and exercise discretion in the dissemination of information.

Skill to:

1. Professionally communicate one's views and opinions on work issues even when they may be different from those expressed by others.
2. 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.

6. Listen to others to facilitate an open exchange of ideas and provide for effective communication. Written materials prepared and reviewed are complete, and free of errors.

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Attorney 3** 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 3** 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.