

SUPERVISING DEPUTY ATTORNEY GENERAL

DEPARTMENTAL PROMOTIONAL STATEWIDE



State of California
DEPARTMENT OF
JUSTICE
P.O. BOX 944255
Sacramento, CA 94244-2550

CONTINUOUS TESTING

CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE 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.

CONTINUOUS TESTING

Testing is considered continuous as dates can be set at any time. The Testing Unit will accept examination packets continuously and will test applicants as needs warrant. Once you have taken the Training and Experience Questionnaire examination, you may not retest for twelve (12) months. Examination packets postmarked, personally delivered, faxed, or received via interoffice mail after the cut-off date will not be accepted for any reason.

WHO SHOULD APPLY

Persons who meet the minimum qualifications by the announced **cut-off date**. Applicants must have a permanent civil service appointment as of the cut-off date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the new department.

FILING INSTRUCTIONS

All applicants must complete and return the entire examination packet by the announced **cut-off date**. The examination packet **must** include the following:

- [Affirmation](#)
- [Examination Application \(Form STD 678\)](#)
- [Training and Experience Questionnaire](#)
- [Conditions of Employment](#)

To download the examination packet, go to the Attorney General's web site <http://ag.ca.gov/careers/exams.php>. or use the links provided in the list above.

Mailing Address:

Department of Justice
Testing and Selection Unit
Attention: Cheryl Hernandez
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
Attention: Cheryl Hernandez
1300 "I" Street, Suite 720
Sacramento, CA 95814

DO NOT SUBMIT FORMS TO THE STATE PERSONNEL BOARD.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY RANGE

\$ 8909 - 11,002

ELIGIBLE LIST INFORMATION

Competitors can be tested only once during a 12 month period. A candidate's eligibility will be established for 24 months. Eligibility will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Names of successful competitors are merged into the eligible list in order of final scores, regardless of the test date. The resulting eligible list will be used to fill vacancies at the Department of Justice.

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SUPERVISING DEPUTY ATTORNEY GENERAL

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MINIMUM QUALIFICATIONS

Eight years of legal experience in the practice of law in a governmental jurisdiction or in the private practice of law*, two years of which must have been at a level of responsibility equivalent to a Deputy Attorney General III. The two years of experience equivalent to the Deputy Attorney General III level must be obtained in the California State Civil Service. (Applicants will be admitted to the examination upon completion of seven and one-half years of legal experience, but must complete eight years total experience, which includes two years of experience at the Deputy Attorney General III level 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 The Bar, or (2) experience as a judicial clerk for a Federal court, California state court, or another state’s appellate court of last resort. 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

Individuals in this class plan, organize and direct the work of subordinate attorneys and may supervise both paralegal and/or support staff; evaluate the performance of subordinate staff and take or effectively recommend appropriate action; provide training to subordinate attorneys; interview and select or actively participate in the interview and selection process for subordinate staff; develop strategy and tactics in the most complex disputes or litigation; and may personally perform the most difficult and complex litigation; negotiation, legislative liaison, hearings, legal research, and opinion drafting.

EXAMINATION INFORMATION

The examination will consist of a Training and Experience Questionnaire and is the sole component of the Supervising Deputy Attorney General examination. The Questionnaire will be evaluated by Subject Matter Experts using predetermined rating criteria. To obtain a position on the eligible list a minimum score of 70% must be received.

Training and Experience Questionnaire – Weighted 100%

This testing component measures the following knowledge and abilities:

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 practices for properly conducting legal research, such as ensuring law is current and checking for recent amendments to statutes.
9. 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.
10. Applicable collective bargaining agreements and related issues.
11. State and department policies and procedures.
12. Disciplinary guidelines and personnel rules.
13. Supervisor’s responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

CONTINUE TO THE NEXT PAGE

**EXAMINATION
INFORMATION
(Continued)**

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.
 13. Plan and direct the work of subordinate staff, and effectively supervise the work of a group of attorneys and paralegal and support staff.
 14. Review and monitor cases for efficient and effective progress.
 15. Initiate and review personnel matters.
 16. Effectively promote equal opportunity employment and maintain a work environment that is free of discrimination and harassment
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**VETERANS
PREFERENCE
CREDITS**

Veterans Preference Credits will not be granted in this examination.

CAREER CREDITS

Career Credits will not be granted in this examination.

GENERAL INFORMATION

The Department of Justice 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 candidates will be notified.

It is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice Offices (www.ag.ca.gov), State Personnel Board Offices (www.spb.ca.gov), and local offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

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) department open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provision regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

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 candidate 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.

If hearing impaired call the California Relay Service.
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 telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P.O. BOX 944255
SACRAMENTO, CA 94244-2550
(916) 324-5039.

Department of Justice
Training and Experience Questionnaire
Affirmation
Supervising Deputy Attorney General

All applicants must **complete and return the entire** examination packet. The examination packet consists of the following:

- Affirmation
- Training and Experience Questionnaire
- Examination Application (Form STD 678)
- Conditions of Employment

The Affirmation & Examination Application must have original signatures.

The examination packet must be **POSTMARKED (U.S. MAIL)** no later than the cut off date, **May 25, 2007**. Examination packets will not be accepted for any reason if postmarked, personally delivered, faxed, or received via interoffice mail **after** the cut off date.

Mailing Address:

Department of Justice
Attention: Cheryl Hernandez
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Attention: Cheryl Hernandez
Testing and Selection Unit
1300 I Street, Suite 720
Sacramento, CA 95814

If you have any questions regarding this process, please contact Cheryl Hernandez at (916) 323-6960 or by CalNet at 8-473-6960.

Please provide the following information and **sign below**:

Printed Name: _____

Last four digits of your social security number: _____

I certify that the information provided herein is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

Signature

Date Signed

Supervising Deputy Attorney General Training and Experience Questionnaire

GENERAL INSTRUCTIONS

This Training and Experience Questionnaire is the sole component of the Supervising Deputy Attorney General examination. The Questionnaire will be evaluated by Subject Matter Experts (SMEs) using predetermined rating criteria. To obtain a position on the eligible list a minimum score of 70% must be received. The instructions below should be read carefully and understood before completing this examination; failure to do so may result in an inability to process your training and experience questionnaire and disqualification from this examination.

- This training and experience questionnaire consists of three questions.
- You must type your responses to these questions; however, you may use your preferred writing software program to do so.
- Note that regardless of the writing software program you choose to use, your response to each question may only consist of one (1) sheet of paper, single spaced, in 12 point Times New Roman font, with a one (1) inch margin on the top and bottom of the page, and a (one) 1 inch margin on the left and right of the page. The maximum number of pages you should complete for this Training and Experience Questionnaire is three (3), one (1) page per question. **Responses that do not meet this criterion will not be evaluated and will result in disqualification from this exam.**
- You **must** write the question number you are responding to in the top left corner of each page. You may hand write this number, however, it must be clearly legible.
- You **must** write the last four (4) digits of your social security number on the top right corner of each page of your responses. You may hand write this number, however, it must be clearly legible.
- Please keep your answers concise, but be sure to answer all questions completely and accurately. Providing specific information will allow the SMEs to properly evaluate your qualifications. Omitted information cannot be considered and will not be assumed.
- Please note that the Department of Justice may reference the information on the questionnaire during any subsequent interviews.

If you meet the minimum qualifications and are successful in this training and experience questionnaire process, you will obtain a position on the eligible list for the Supervising Deputy Attorney General classification. The information that you provide in this Training and Experience Questionnaire may be verified at the time of hiring.

Supervising Deputy Attorney General Training and Experience Questionnaire

Question #1

As a Supervising Deputy Attorney General, you will be expected to assume a leadership role as both a technical lead and team leader. Please explain why you are qualified to be a Supervising Deputy Attorney General.

In your response, please describe formal and/or informal experience, training, and/or education you feel best illustrates why you are qualified to be a Supervising Deputy Attorney General.

Provide specific details in the following areas:

- Activities you have been involved with that demonstrate your leadership abilities.
- A description of the leadership qualities you believe you possess.
- Technical legal expertise that you believe you possess.

Question #2

As a Supervising Deputy Attorney General, you are reviewing a major brief or pleading and you find that the draft is:

- o poorly organized and
- o missing what you believe to be a key argument.

Please respond in detail to the questions below regarding this scenario. Please also include any relevant training or experience you have had in dealing with this type of situation.

- How do you present your concerns to the author?
- How much rewriting do you do?
- What do you do if the revised brief or pleading is still inadequate?
- What steps do you take to alleviate similar problems in the future with this deputy on other briefs or pleadings?

Supervising Deputy Attorney General Training and Experience Questionnaire

Question #3

As a Supervising Deputy Attorney General you will perform the full range of formal supervisory activities including progressive disciplinary action. With this in mind, consider the following scenario: One of the Deputy Attorney Generals you supervise begins to consistently come into work late. In addition, the quality and quantity of the deputy's work has begun to deteriorate. What steps do you take to assess and address these problems?

