

**Training and Experience Questionnaire
General Instructions/ Affirmation**

DEPUTY ATTORNEY GENERAL

The Training and Experience Questionnaire is the sole component of the Deputy Attorney General examination. 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.

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

- Examination Application (Form STD 678)
- General Instructions/ Affirmation
- Training and Experience Questionnaire
- Conditions of Employment
- [Recruitment Survey \(Online Form\)](#)

RESUMES ARE REQUIRED AND MUST BE RETURNED WITH YOUR EXAMINATION PACKET.

When completing the questionnaire, please do not choose more than one (1) response per question. The Affirmation & Examination Application must have original signatures.

Completed examination packets must be returned to one of the following addresses:

Mailing Address:

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

File in Person:

Department of Justice
Testing and Selection Unit
1300 I Street, 1st Floor Lobby
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Printed Name: _____

Signature Date

Signed

**Deputy Attorney General
Training and Experience Examination Questions**

Section # 1: Research/Analyzing (Questions 1-7)

Respond to each of the following statements by indicating how the statement applies to you. You should respond to every statement by marking one option for each of the 3 scales provided.

In responding to each statement, you may refer to your **FORMAL EDUCATION, FORMAL TRAINING COURSES, MOOT COURT, or WORK EXPERIENCE** at an organization.

To respond appropriately, you must refer to the Scale Descriptions below when answering each statement.

SCALE DESCRIPTIONS

Scale #1 Knowledge related to performing this action:

Extensive knowledge

I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action.

Moderate knowledge

I possess a solid knowledge level that would allow me to perform this action successfully.

Limited knowledge

I have some knowledge of how to perform this action, but may require additional instruction to apply my knowledge effectively.

No knowledge

I have no knowledge of how to perform this action or what it may entail

Scale #2 Experience related to performing this action:

Extensive experience

I have performed this action often, and across different contexts and I would be considered an expert by others in the field.

Substantial experience

I have performed this action regularly with little or no supervision.

Moderate experience

I have performed this action multiple times, and could effectively perform this action if required.

Limited experience

I have performed this action before but would still be considered a beginner by other in the field, and would likely require assistance for successful performance.

No experience

I have never performed this action.

Scale #3 Number of times having completed this task:

More than 10 times

1-10 times

Never

1. Analyze legal documents (e.g., pleadings, motions, briefs), evaluate arguments, and determine an appropriate response.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

2. Analyze a case file (e.g., investigative reports, discovery materials, administrative record, trial transcripts) to determine appropriate further action

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

3. Analyze legal authorities to determine their relevance to a particular case.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

4. Analyze correspondence to determine its purpose, significance and appropriate actions to be taken.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

5. Keep abreast of developments in particular areas of law in order to acquire and/or maintain knowledge.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

6. Locate primary and secondary legal sources pertinent to a particular case or issue, using both text and computer-based resources.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

7. Verify that the law cited in any written work is valid authority (i.e., "Shepardize"), using both text and computer-based resources.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

Section # 2: Case Communication/Management (Questions 8-17)

Respond to each of the following statements by indicating how the statement applies to you. You should respond to every statement by marking one option for each of the 3 scales provided.

In responding to each statement, you may refer to your **FORMAL EDUCATION, FORMAL TRAINING COURSES, MOOT COURT, or WORK EXPERIENCE** at an organization.

To respond appropriately, you must refer to the Scale Descriptions below when answering each statement.

SCALE DESCRIPTIONS

Scale #1 Knowledge related to performing this action:

Extensive knowledge

I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action.

Moderate knowledge

I possess a solid knowledge level that would allow me to perform this action successfully.

Limited knowledge

I have some knowledge of how to perform this action, but may require additional instruction to apply my knowledge effectively.

No knowledge

I have no knowledge of how to perform this action or what it may entail

Scale #2 Experience related to performing this action:

Extensive experience

I have performed this action often, and across different contexts and I would be considered an expert by others in the field.

Substantial experience

I have performed this action regularly with little or no supervision.

Moderate experience

I have performed this action multiple times, and could effectively perform this action if required.

Limited experience

I have performed this action before but would still be considered a beginner by other in the field, and would likely require assistance for successful performance.

No experience

I have never performed this action.

Scale #3 Number of times having completed this task:

More than 10 times

1-10 times

Never

8. Draft documents to be filed in court(s) and/or administrative tribunals.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

9. Draft memoranda to colleagues and/or superiors seeking or providing advice, recommendations, comments, etc.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

10. Draft correspondence to outside entities (e.g., clients, opposing counsel or other interested parties).

Knowledge related to performing this action:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Experience related to performing this action:

- Extensive experience
- Substantial experience
- Moderate experience
- Limited experience
- No experience

Number of times having completed this task:

- More than 10 times
- 1-10 times
- Never

11. Draft legal research memoranda for a colleague, supervisor, or client and, when requested, make recommendations for appropriate action.

Knowledge related to performing this action:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Experience related to performing this action:

- Extensive experience
- Substantial experience
- Moderate experience
- Limited experience
- No experience

Number of times having completed this task:

- More than 10 times
- 1-10 times
- Never

12. Edit one's own written work (for content, tone, organization, grammar, and format, etc.) to produce a final version.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

13. Prepare written outlines to ensure complete, accurate, and effective oral presentations (e.g., for client meetings, court appearances and depositions).

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

14. Take accurate notes during meetings or proceedings.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

15. Represent client in official proceedings (e.g., judicial, administrative, alternative dispute resolution proceedings).

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

16. Orally communicate with clients, potential clients, and/or witnesses regarding a case.

Knowledge related to performing this action:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Experience related to performing this action:

- Extensive experience
- Substantial experience
- Moderate experience
- Limited experience
- No experience

Number of times having completed this task:

- More than 10 times
- 1-10 times
- Never

17. Orally communicate with colleagues and supervisors regarding procedural and substantive case issues, strategy/tactics, court decisions, new legislation, office policies, and client relations.

Knowledge related to performing this action:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Experience related to performing this action:

- Extensive experience
- Substantial experience
- Moderate experience
- Limited experience
- No experience

Number of times having completed this task:

- More than 10 times
- 1-10 times
- Never

Section # 3: Decision Making and Workload Management (Questions 18-22)

Respond to each of the following statements by indicating how the statement applies to you. You should respond to every statement by marking one option for each of the 3 scales provided.

In responding to each statement, you may refer to your **FORMAL EDUCATION, FORMAL TRAINING COURSES, MOOT COURT, or WORK EXPERIENCE** at an organization.

To respond appropriately, you must refer to the Scale Descriptions below when answering each statement.

SCALE DESCRIPTIONS

Scale #1 Knowledge related to performing this action:

Extensive knowledge

I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action.

Moderate knowledge

I possess a solid knowledge level that would allow me to perform this action successfully.

Limited knowledge

I have some knowledge of how to perform this action, but may require additional instruction to apply my knowledge effectively.

No knowledge

I have no knowledge of how to perform this action or what it may entail

Scale #2 Experience related to performing this action:

Extensive experience

I have performed this action often, and across different contexts and I would be considered an expert by others in the field.

Substantial experience

I have performed this action regularly with little or no supervision.

Moderate experience

I have performed this action multiple times, and could effectively perform this action if required.

Limited experience

I have performed this action before but would still be considered a beginner by other in the field, and would likely require assistance for successful performance.

No experience

I have never performed this action.

Scale #3 Number of times having completed this task:

More than 10 times

1-10 times

Never

18. Use appropriate methods to ensure that work is completed properly and on time (e.g., calendaring, monitoring the status of all assignments, and anticipating future tasks).

Knowledge related to performing this action:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Experience related to performing this action:

- Extensive experience
- Substantial experience
- Moderate experience
- Limited experience
- No experience

Number of times having completed this task:

- More than 10 times
- 1-10 times
- Never

19. Know where to find information or resources when you are working on a project that which you are unfamiliar.

Knowledge related to performing this action:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Experience related to performing this action:

- Extensive experience
- Substantial experience
- Moderate experience
- Limited experience
- No experience

Number of times having completed this task:

- More than 10 times
- 1-10 times
- Never

20. Identify issues raised in a particular case based on an analysis of the applicable facts and law to determine the best way to proceed.

Knowledge related to performing this action:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Experience related to performing this action:

- Extensive experience
- Substantial experience
- Moderate experience
- Limited experience
- No experience

Number of times having completed this task:

- More than 10 times
- 1-10 times
- Never

21. Prioritize arguments in order to be effective and persuasive when advocating a position.

Knowledge related to performing this action:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Experience related to performing this action:

- Extensive experience
- Substantial experience
- Moderate experience
- Limited experience
- No experience

Number of times having completed this task:

- More than 10 times
- 1-10 times
- Never

22. Determine whether a proposed course of action is legal and ethical and decide how to proceed.

Knowledge related to performing this action:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Experience related to performing this action:

- Extensive experience
- Substantial experience
- Moderate experience
- Limited experience
- No experience

Number of times having completed this task:

- More than 10 times
- 1-10 times
- Never

DEPARTMENT OF JUSTICE
DEPUTY ATTORNEY GENERAL
OPEN- STATEWIDE

CONDITIONS OF EMPLOYMENT
FORM 631
IDENTIFICATION #: _____
(Personnel Office Use ONLY)

NAME: _____ (PLEASE PRINT)
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form. If you are unable to accept employment, or do not reply to contacts from the department your name will be placed on the inactive list for this classification.

PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

- (05) Anywhere in the State
- (0100) Oakland
- (1000) Fresno
- (1900) Los Angeles
- (3400) Sacramento
- (3700) San Diego
- (3800) San Francisco

PLEASE INDICATE THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice(s):

- ___ (D) Permanent - full time only.
- ___ (R) Permanent - part time or intermittent.
Temporary - full time, part time, or intermittent.
- ___ (A) All of the above

NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION OFFICE
1300 "I" STREET
SACRAMENTO, CA 95814