



SUPERVISING DEPUTY ATTORNEY GENERAL

EXAM CODE: 1JUAA
DEPARTMENT(S): DEPARTMENT OF JUSTICE
EXAM TYPE: OPEN – CONTINUOUS
LOCATION(S): STATEWIDE
SALARY INFORMATION: \$11,517.00 - \$14,797.00*
**The salaries used in this bulletin are the latest available from the state controller's office, but may not reflect the most recent salary adjustment.*
CLASS & SCHEM CODE: 5703 / 0C45

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The state of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

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

This examination will be available 24 hours a day, seven days a week through an online testing platform, Assess.ai. Applications will be reviewed and successful applicants will be merged onto the existing eligibility list on a weekly basis with Friday being the cut-off date, although this is subject to change based on testing needs. Results notices will be released to candidates within 1 – 2 weeks after the cut-off date. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for **TWELVE (12) MONTHS** from the established list date.

Weekly cut-off dates are scheduled based on the table below.

Anticipated Cut-off Date*			
Monday, February 22, 2021**	Friday, May 7, 2021	Friday, July 9, 2021	Friday, September 10, 2021
Friday, March 12, 2021	Friday, May 14, 2021	Friday, July 16, 2021	Friday, September 17, 2021
Friday, March 19, 2021	Friday, May 21, 2021	Friday, July 23, 2021	Friday, September 24, 2021
Friday, March 26, 2021	Friday, May 28, 2021	Friday, July 30, 2021	Friday, October 1, 2021
Friday, April 2, 2021	Friday, June 4, 2021	Friday, August 6, 2021	Friday, October 8, 2021
Friday, April 9, 2021	Friday, June 11, 2021	Friday, August 13, 2021	Friday, October 15, 2021
Friday, April 16, 2021	Friday, June 18, 2021	Friday, August 20, 2021	Friday, October 22, 2021
Friday, April 23, 2021	Friday, June 25, 2021	Friday, August 27, 2021	Friday, October 29, 2021
Friday, April 30, 2021	Friday, July 2, 2021	Friday, September 3, 2021	Friday, November 5, 2021

*Please note that cut-off dates are subject to change based on the needs of the Department of Justice.

**The first date is separate from the general testing schedule in order to established the initial eligibility list.



WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the date they take the online examination through Assess.ai. All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and applicable classification titles for the minimum qualifications review process.

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.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Department of Justice. The names of successful competitors will be merged on the list in order of final scores, regardless of test date. Competitors' eligibility will expire **TWENTY-FOUR (24) MONTHS** after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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.

*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.

DEFINITION OF TERMS

"...level of responsibility equivalent to ..." – means the applicant must have State service experience of appropriate type and length in a class at the same (or a higher) level of responsibility as the class specified.

POSITION DESCRIPTION

This is the working supervisor level. 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.

Positions exist in Alameda, Fresno, Los Angeles, Sacramento, San Diego, and San Francisco Counties.



EXAMINATION INFORMATION

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. This exam will consist of the following:

TRAINING AND EXPERIENCE QUESTIONNAIRE - 100%

The Training and Experience (T&E) Questionnaire consists of job-related questions designed to assess an applicant's education, training, and experience with performing relevant job duties, as well as the possession of job-related knowledge, skills, and abilities. The exam will be scored using objective, point-based scoring criteria. The T&E will be conducted online through a third-party testing platform utilized by the Department of Justice.

KNOWLEDGE, SKILLS, & ABILITIES

The Training & Experience Questionnaire will measure the following:

KNOWLEDGE OF:

1. The requirements for legal service of process.
2. The principles and practices for properly conducting legal research.
3. The general principles of jurisprudence.
4. The English language.
5. The appellate process.
6. Techniques and strategies for conducting trials, including determining what evidence needs to be collected and presented, whether experts are needed, and which particular individuals should be called as witnesses.
7. State and federal constitutional law and principles (e.g., equal protection, due process, search and seizure, right to privacy, sovereign immunity).
8. State and federal civil law and principles (e.g., torts, contracts, property, and agency) found in constitutions, case law, and statutes.
9. Rules regarding the preparation of legal documents.
10. Rules and techniques that apply to the various means of formal examination (e.g., direct and cross-examination, voir dire, depositions).
11. Risk management issues.
12. Legal and equitable remedies found in case law and statutes.
13. Interview techniques.
14. How to prepare written documents in a clear, concise manner and in a logical format.
15. How to prepare the most common types of legal documents in an effective, clear, and persuasive manner (e.g., briefs, motions, pleadings).
16. How to examine and cross-examine witnesses in adversary proceedings (e.g., trials, evidentiary hearings).
17. How to conduct legal analysis (e.g., issue-spotting, rule analysis, applying law to facts).
18. How to conduct a deposition or other adversary fact-finding process.
19. How to communicate orally using appropriate tone, pace, volume, clarity, etc.
20. Criminal law elements and principles (e.g., mens rea, general defenses, theories of culpability, self-incrimination) found in constitutions, case law, and statutes.
21. Available research sources, both printed and electronic, to complete legal research.
22. Appropriate methods of factual investigation (e.g., interviewing witnesses, investigative subpoenas) and their relative advantages and disadvantages.
23. Supervisory principles, practices, and techniques.

ABILITY TO:

1. Apply knowledge and judgment.



SKILL IN:

1. Weighing the relative advantages and disadvantages of a potential action.
2. Summarize facts relevant to a case/project.
3. Orally communicate complex principles, facts, laws, and positions in a logical, persuasive, respectful, and articulate manner in a trial courtroom setting.
4. Listen carefully and objectively to information and ideas presented orally.
5. Identify issues relevant to a case given the available information and applicable law.
6. Identify and evaluate the full range of strategies that can be used to research/investigate.
7. Efficiently locate relevant or useful information from a large volume of documents.
8. Edit written documents written by oneself, as well as those produced by others, for accuracy and effectiveness.
9. Develop the "settling point" (or "bottom line") that is appropriate in negotiating on behalf of the client and a list of outcomes in order of preference.
10. Develop case/project plans and strategies based on a review of pleadings, evidence, and the law, and conferring with clients and/or colleagues.
11. Determine whether an ongoing research/investigation strategy is effective or whether it should be modified.
12. Analyze opposing parties' arguments.

13. Prioritize work assignments and demands.
14. Plan, organize, supervise, direct, and oversee the work activities of subordinate employees.
15. Monitor the work of subordinate employees.
16. Include subordinate employees in the planning of work unit operations and activities, determining project deadlines, identifying project resources, and establishing timelines.
17. Establish project schedules and milestones.
18. Determine and establish priorities and service levels in the work unit or section.
19. Follow up on the results of staff work assignments and projects.
20. Work productively with colleagues and staff with different backgrounds and capabilities.
21. Provide on-the-job training to subordinate staff.
22. Identify training needs of the subordinate employees.
23. Communicate effectively with individuals who are reluctant, afraid, and/or anxious and whose input and/or participation may be needed to complete a work assignment (e.g., eye witnesses).
24. Coach and mentor subordinate employees.
25. Clearly communicate information and ideas orally on a one-on-one basis, using tone, volume, vocabulary, grammar, and non-verbal cues appropriate to the circumstances.
26. Document employee performance and complete employee performance evaluations and probationary reports.

SPECIAL CHARACTERISTICS

PERSONAL CHARACTERISTICS:

Honesty, integrity, reliability, fair, and conscientious.

VETERANS' PREFERENCE

Veterans' preference credits will be awarded in this examination, pursuant to government code section 18973.1, effective January 1, 2014, as follows: 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 veteran's 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.

CAREER CREDITS

Career credits do not apply for this examination.



ONLINE TESTING EXAM LINK

Please be advised that the online testing platform, Assess.ai, works best when using the Google Chrome web browser. Other browsers, including Safari and Firefox, may be used as well, but we recommend Google Chrome. Internet Explorer should NOT be used when taking this examination. Please ensure you have downloaded the most recent version of your browser prior to accessing the examination.

The online examination is not timed and will be accessible any time of day, all days of the year. For technical assistance, please contact the Department of Justice, Testing & Selection Unit (TSU) during normal business hours at the phone number or email address located in the [Contact Information](#) section below.

Click on the following link to access the online examination:

[SUPERVISING DEPUTY ATTORNEY EXAM](#)

Note: In order to be added to the eligibility list, a candidate must submit an Examination Application (STD 678) according to the Filing Instructions below **AND** take the online examination. Examination responses will be downloaded and scored on a weekly basis, with the cut-off being each Friday. However, final scores cannot be given or merged onto the existing eligibility list until the Examination Application (STD 678) is received by the Testing and Selection Unit and the corresponding examination responses can be identified. In addition, candidates must fully meet the Minimum Qualifications (See Minimum Qualifications section) to receive a score and be merged on to the current eligibility list. Please ensure the name used to take the online examination online matches the name on the Examination Application (STD 678). Incomplete examination responses, application packages, or otherwise missing information may lead to the Testing and Selection Unit's inability to process a candidate's examination score. Final scores will be released to candidates within 1 – 2 weeks of the cut-off date. Lastly, candidates should be aware that, because the Testing and Selection Unit handles hundreds of applications per month, we are not able to confirm receipt for each one. If you do not receive a final score within 1 – 2 weeks of the closest cut-off date posted on page 1 of this bulletin, please contact our office using the information below.

FILING INSTRUCTIONS

To apply for this examination, please complete and return the following to one of the addresses below:

- [Standard State Employment Application \(Form STD 678\)](#)
- [Conditions of Employment \(Form 631\)](#)

MAILING ADDRESS:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: SUPERVISING DEPUTY ATTORNEY GENERAL
EXAMINATION
P.O. BOX 944255
SACRAMENTO, CA 94244-2550

FILE-IN-PERSON:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: SUPERVISING DEPUTY ATTORNEY GENERAL
EXAMINATION
1300 "I" STREET, FIRST FLOOR LOBBY
SACRAMENTO, CA 95814

EMAIL SUBMISSION:

SUBJECT LINE: SUPERVISING DEPUTY ATTORNEY GENERAL EXAM
EMAIL ADDRESS: TSU@DOJ.CA.GOV

DO NOT SUBMIT APPLICATIONS

- TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CaIHR)
- THROUGH FAX
- THROUGH INTER-AGENCY MAIL



CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

PHONE NUMBER: *916-210-6021*
FAX NUMBER: *916-445-1218*
EMAIL ADDRESS: *TSU@DOJ.CA.GOV*



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, seven days prior to the 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, 916-210-6021, 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 California Department of Human Resources Offices (www.jobs.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: Tests will be given in such places in California as the number of candidates and conditions warrant. Tests are not always given where positions currently exist.

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

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the performance of 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.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth 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.

Veterans Preference: Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 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 veteran's 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.

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.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento)

Department of Justice, Office of the Attorney General
Office of Human Resources, Testing & Selection Unit
1300 I Street, Sacramento, CA 95814
916-210-6021

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
SUPERVISING DEPUTY ATTORNEY
GENERAL
DEPARTMENTAL 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.

Note: The location of offices may vary depending on the hiring Department.

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

- Alameda (0100)
- Fresno (1000)
- Los Angeles (1900)
- Sacramento (3400)
- San Diego (3700)
- San Francisco (3800)

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