
**OFFICE OF THE ATTORNEY GENERAL
CALIFORNIA DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT**

NOTICE OF CONTINUOUS FILING EXAMINATION CUT-OFF DATE

EXAMINATION TITLE: DEPUTY ATTORNEY GENERAL III

CLASS CODE: 5706

EXAM CODE: 4JU03

CUT-OFF DATE: FRIDAY, JANUARY 30, 2004

EXAM BASE: DEPARTMENTAL PROMOTIONAL
STATEWIDE

ATTENTION: A cut-off date has been established for the above named continuous filing examination. Any applications received **after Friday, January 30, 2004**, will be processed in the next test.

Release Date: 01/09/04

**DEPUTY ATTORNEY GENERAL III
DEPARTMENTAL PROMOTIONAL
STATEWIDE
CONTINUOUS FILING**



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

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.

FINAL FILING DATE

CONTINUOUS FILING - Established testing periods are twice a year, **January** and **June**. Applications (Form STD 678) should be POSTMARKED (U.S. MAIL) no later than the established final filing dates. Applications postmarked, personally delivered or received via interoffice mail **after** the final filing date will not be accepted for the current examination but will be held for the next scheduled examination. Applications must have an original signature. Applicants may only compete once in any 12-month period.

WHO SHOULD APPLY

Persons who meet the minimum qualifications by the cut-off dates. Applicants must have a permanent civil service appointment as of the cut-off date in order to compete in this examination. Applicants who have a limited term appointment 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 a departmental promotional examinations.

HOW TO APPLY

Applications (Form STD 678) are available at the Department of Justice Offices (www.ag.ca.gov) and may be mailed or filed in person:

File in Person:

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

Mailing Address:

Department of Justice
Testing and Selection Unit
PO Box 944255
Sacramento, CA 94244-2550

DO NOT SUBMIT APPLICATIONS TO THE "I" STREET MAIL ROOM, THE 11TH FLOOR RECEPTIONIST, OR THE STATE PERSONNEL BOARD.

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.

**PROMOTIONAL
READINESS OPTIONAL
ORAL INTERVIEW**

It is anticipated that the presentations will be held approximately three (3) months after the final filing dates.

SALARY RANGE

\$6902 - \$8517

**ELIGIBLE LIST
INFORMATION**

Names of successful competitors are merged into the list in order of final scores regardless of the date. Eligibility expires 12 months after it is established.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

CONTINUE TO THE NEXT PAGE

**MINIMUM
QUALIFICATIONS**

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.)

ALL CANDIDATES REQUIRE ACTIVE MEMBERSHIP IN THE CALIFORNIA STATE BAR.

****Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.***

THE POSITION

Incumbents in this class are well-experienced attorneys who have developed the expertise necessary to capably perform the most complex and sensitive work of the Office of the Attorney General on an independent basis. A Deputy Attorney General III 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 litigation of great difficulty and handle cases that are likely to be appealed to the highest courts. They may act as a lead person over the work of other attorneys.

**EXAMINATION
INFORMATION**

The examination will consist of a Promotional Readiness Evaluation (PRE) written report from the competitor, an Organizational Review Committee (ORC) evaluation of the PRE, and an Optional Oral Presentation. Competitors will be required to complete a self-assessment report of recent job achievements in specific areas which demonstrate their readiness for promotion. Supervisors will provide comments for each factor. A second level review of the supervisors' evaluation and a specific and overall rating will be required. A Departmental ORC will be utilized to further evaluate the PRE ratings. All candidates will have the option to request a verbal or written presentation before a rating panel regarding their relevant qualifications. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **The self-assessment reports will be mailed to each competitor's home address at a later date.**

On the application or attachment, competitors should clearly indicate the names, titles and present organizations of their supervisors during the last five years, giving dates with the most recent supervisor first.

**COMPETITORS WHO DO NOT COMPLETE THE SELF-ASSESSMENT WILL BE
ELIMINATED FROM THE EXAMINATION.**

SCOPE

PROMOTIONAL READINESS EVALUATION - Weighted 100.00%

In addition to evaluating the competitors' abilities as demonstrated by quality and breadth of experience, emphasis on the Promotional Readiness Evaluation will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Legal principles and their application.
2. Scope and character of California statutory law and provisions of the California Constitution.
3. Legal research methods.
4. 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.
5. Duties and powers of the Attorney General of California.

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.

CONTINUE TO THE NEXT PAGE

SCOPE (continued)

Ability to: (continued)

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

Veterans Preference Credits are **not** granted in promotional examinations.

CAREER CREDITS

Career Credits are **not** granted in promotional examinations.

CONTINUE TO THE NEXT PAGE

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, for an examination without a written feature, it is the candidate's responsibility to contact the Department of Justice (916) 324-5039, 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 State Personnel Board offices, local offices of the Employment Development Department and the Department of Justice noted on the front.

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: Ordinarily, oral presentations are scheduled in Sacramento, San Francisco, Los Angeles and San Diego. However, locations of presentations 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) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, and 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.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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.

ORAL PRESENTATION SCOPE: If an oral presentation is requested, 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 and recency 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: California law allows granting of Veterans Preference Credits in open entrance examinations and open non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open Nonpromotional examinations is granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the Veterans Preference Application (Form 1093) which is available from State Personnel Board Offices, Written Test Proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

CAREER CREDIT: In Open, Nonpromotional examinations, career credit is granted to: (1) State employees with permanent civil services status, (2) full-time employees of the State who are exempt from State civil services pursuant to the provisions of Section 4 of Article VII of the California Constitution, meet all qualification requirements specified by the Board and have 12 consecutive months of services in an exempt position, and (3) members of the California Conservation Corps who have served one full year 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 pass 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 be eligible for career credits, but they must explain their civil service status in the appropriate section on the Application (Form 678 or 679).

HIGH SCHOOL EQUIVALENCE; Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) 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 year-for-year basis.

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.

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