

RIDER

OFFICE OF THE ATTORNEY GENERAL OFFICE OF HUMAN RESOURCES TESTING AND SELECTION UNIT

NOTICE OF CHANGE OF EXAMINATION PLAN

EXAMINATION TITLE: DEPUTY ATTORNEY GENERAL

EXAM BASE: OPEN – CONTINUOUS – STATEWIDE

CLASS CODE: 5730

EXAM CODE: 2JUAH

FINAL FILING DATE: FRIDAY, NOVEMBER 30TH, 2018

This is the last administration of this Deputy Attorney General examination through the Department of Justice. At approximately the beginning of the April, a new version of this examination will be available online, though this is an estimate and subject to change. The current eligibility list will remain active until that time, and then it will be abolished. Those who wish to retain their eligibility will need to take the new examination.



DEPUTY ATTORNEY GENERAL

EXAM CODE:	2JUAH
EXAM TYPE:	OPEN – CONTINUOUS – STATEWIDE
SALARY INFORMATION:	A: \$5602-\$5827; B: \$5609-\$6403; C: \$6760-\$8501; D: \$7609-\$9760* <i>*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.</i>
CLASS & SCHEM CODE:	5730/OC65

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

The testing office will accept examination packets continuously throughout the year, however, the packets will only be processed during the current administration period. Generally, this examination is administered **twice a month**, although this is subject to change based on testing needs. 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 **12 MONTHS** from the established list date.

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 administration of the written exam. All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and applicable classification titles.

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 STD 678 "Examination Application." You will be notified in writing to determine what assistance can be provided.



DEFINITION OF SALARY RANGES

Range A. This range shall apply to individuals who are active members of The State Bar of California and who do not meet the criteria for payment in Range B, C, or D.

Range B. This range shall apply to individuals who are active members of The State Bar of California and who, in addition, have satisfactorily completed one (1) year of legal experience in the practice of law in a governmental jurisdiction or in the private practice of law. Evidence of such experience may be in the form of a work record of legal experience inside or outside State service.

Range C. This range shall apply to individuals who are active members of The State Bar of California and who, in addition, have satisfactorily completed two (2) years of legal experience in the practice of law in a governmental jurisdiction or private practice of law. Evidence of such experience may be in the form of a work record of legal experience inside or outside State service.

Range D. This range shall apply to individuals who are active members of The State Bar of California who, in addition, have satisfactorily completed four (4) years of legal experience in the practice of law in a governmental jurisdiction or private practice of law. Evidence of such experience may be in the form of a work record of legal experience inside or outside State 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.

ELIGIBLE LIST INFORMATION

An 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 **18 MONTHS** after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CUT-OFF DATE

Standard State Application (form STD 678) must be postmarked (U.S. mail) or personally delivered no later than the cut-off date located on the Examinations page of the Office of Attorney General (OAG) website (www.oag.ca.gov). Applications must also have an original signature.

APPLICATIONS POSTMARKED OR PERSONALLY DELIVERED AFTER THE CUT-OFF DATE WILL NOT BE PROCESSED UNTIL THE NEXT ADMINISTRATION (PLEASE SEE THE "CONTINUOUS TESTING" SECTION FOR MORE INFORMATION).

MINIMUM QUALIFICATIONS

Membership in The California State Bar. (Applicants must have active membership in The California State Bar before they will be eligible for appointment. Applicants who are not members of The California State Bar but who are eligible to take The California State Bar examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The State Bar.)

Applicants who are members of The California State Bar must show their membership number and admission date on their application.



POSITION DESCRIPTION

A Deputy Attorney General performs a wide variety of legal work concerned with representing the State, most of its officers, departments, boards, commissions and other such bodies before the State and Federal courts and administrative bodies and acts as legal counsel for such agencies and officials; assisting or displacing local district attorneys in unusual situations; preparing pleadings and other legal materials for trials, hearings and other legal proceedings, presenting criminal and civil measures and regulations giving legal advice to grand juries, attorneys, county counsels, officials and representatives of public agencies on legal problems; performing legal research; writing opinions; and does other duties as required.

This is a recruitment class for persons qualified to practice law in the State of California. Incumbents assigned to Range A perform the least difficult professional legal work in the Department of Justice. Based upon the appropriate alternate range criteria, incumbents advance to Range B, C, and D and are assigned progressively more difficult legal work. Incumbents assigned to Range D are assigned the more complex and sensitive legal work in the class. Alternate salary ranges are based on the length of legal experience acquired after admittance to The State Bar.

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 -WEIGHTED 100.00%

KNOWLEDGE, SKILLS, & ABILITIES

The training & experience questionnaire will measure the following:

KNOWLEDGE OF

1. Legal principles and their applications, research methods, and principles of administrative and constitutional law.
2. Scope and character of California statutory law and provisions of the California Constitution.
3. Rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies.
4. Duties and powers of the Attorney General.

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. 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 judgment.

ADDITIONAL REQUIREMENTS

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.



VETERAN'S PREFERENCES

Veteran's 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.

FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [STANDARD STATE APPLICATION \(FORM STD 678\)](#)
- [CONDITIONS OF EMPLOYMENT](#)
- [TRAINING & EXPERIENCE QUESTIONNAIRE](#)
- RESUME (REQUIRED)

MAILING ADDRESS:

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

FILE-IN-PERSON:

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

DO NOT SUBMIT APPLICATIONS

- TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
- THROUGH EMAIL
- 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, 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, 916-210-6021, 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: 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) 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 work cooperatively with others; and a state of health consistent with the 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.

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 and recency of pertinent experience and evidence of the candidate's 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.



California Department of Justice

Deputy Attorney General

Training and Experience Questionnaire

This Training and Experience (T&E) Questionnaire is the examination for the classification of Deputy Attorney General. The results of this examination will determine your placement on the hiring list for the classification should any open positions become available.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your education, training, and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Deputy Attorney General position. Your responses in this questionnaire may be later used as information for follow-up questions during a hiring interview.

The overall assessment consists of three sections:

- Research/Analyzing
- Case Communication/Management
- Decision Making and Workload Management

The T&E Questionnaire is the sole component of the Deputy Attorney General examination. All instructions should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your T&E Questionnaire and disqualification from this examination. Please keep a copy of your completed questionnaire for your records.

If you have any questions regarding this questionnaire, please contact:

Testing and Selection Unit
(916)210-6021
tsu@doj.ca.gov

How to take a T&E

What is a T&E?

A Training and Experience Questionnaire (T&E) is a way to measure the previous experience, training, and/or education that a candidate has that is relevant to the job for which the exam is being conducted.

T&Es are typically questionnaires that consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

How do I rate myself?

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings.

- To start, pull together some important personal reference materials. You're most likely going to be asked to rate yourself based on your previous work experience. It can be difficult to accurately recall in detail the accomplishments you have achieved in your career, so take a moment to refresh your memory.
 - Pull out your resume and review it. Update it if you need to. Look over your previous positions and the tasks that you performed while in those positions.
 - Review past performance appraisals. These may contain development plans or details of projects that you completed in the past.
 - Look over your transcripts. Remind yourself of the courses that you have taken in your educational path. If there are educational requirements, you may be asked about specific courses that you took while pursuing your education.
 - Make a list of training courses and professional classes that you have taken throughout your career. Note any certifications that you may have achieved. Sometimes you may not have the previous work experience, but you may have taken coursework that exposed you to similar knowledge or skills.
 - Read the questions and the response options carefully. Consider all your relevant training and experience.

How do I choose which rating best represents me?

- After you have reviewed some of your personal reference materials you should be in a pretty good position to rate yourself accurately.
 - Be honest. Don't diminish your accomplishments or the amount of time that you have put into your career. As you rate yourself, keep your personal resources next to you, and refer to them as needed to refresh your memory.
 - Be truthful. Don't exaggerate what you have done. While it's common to want to present yourself to the best advantage, T&Es are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality isn't necessarily going to result in a higher score. Often candidates' responses on the T&E questionnaire are confirmed during the hiring interview. Blatantly falsifying your employment history may lead to disciplinary action and/or removal from the employment list.

Affirmation Page

All applicants **must complete and return the entire** Training and Experience Questionnaire, Affirmation page, and Conditions of Employment to be considered for this examination process.

The completed Training and Experience Questionnaire, Affirmation page, and Conditions of Employment must be returned to one of the following addresses:

Mailing Address:

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

File in Person:

Department of Justice
Testing & 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.

Your Signature: _____ Date: _____

Your Name (printed): _____

Contact Information:

Address: _____

City, State, Zip: _____

Phone Number: _____

Email address: _____

Scale Descriptions

Use the following scales when responding to each item.

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 others 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

Training and Experience Questionnaire

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

Read each item carefully and select the option that best corresponds with your response. Please only select one response per item.

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

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)

Read each item carefully and select the option that best corresponds with your response. Please only select one response per item.

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

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, make recommendations, when requested, 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)

Read each item carefully and select the option that best corresponds with your response. Please only select one response per item.

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

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. Locate 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
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. 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
____ (3400) Sacramento

____ (1900) Los Angeles
____ (3700) San Diego
____ (3800) San Francisco

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

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

How did you first learn about this Exam? (Choose as many as apply)

- ____ The Department of Justice's website (Oag.ca.gov) (1)
____ The California Department of Human Resources' website (Jobs.ca.gov) (2)
____ The Department of Justice's Facebook Careers page (3)
____ The Department of Justice's LinkedIn Careers page (4)
____ Through contact with a friend/colleague who works at the Department of Justice (5)
____ Contact with a DOJ Recruiter (6)
____ Internet Job Board (7)
____ On Campus visit (8)
____ Professional Association (9)
____ Other _____ (10)

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

THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE AND CONDITIONS OF EMPLOYMENT

**Please submit this document along with any other required documentation
per the instructions on Page 3.**