



DEPUTY ATTORNEY GENERAL IV

EXAM CODE:	2JUAB
DEPARTMENT(S):	DEPARTMENT OF JUSTICE
EXAM TYPE:	OPEN – CONTINUOUS
LOCATION(S):	STATEWIDE
SALARY INFORMATION:	\$11,644 - \$14,954* <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:	5705 / OC50

PLEASE READ THE FOLLOWING TO ENSURE YOUR EXAM RESULTS ARE PROCESSED TIMELY: *In order to successfully complete the exam and be added to the eligibility list, candidates must submit an Examination Application [Standard State Employment Application (STD 678)] according the Filing Instructions listed on this bulletin AND take the online examination. Both of these items must be completed by the associated cut-off period to be considered as filed timely for that cut-off period. Examination results will only be released or merged onto the eligibility list when both of these steps are completed by the candidate. Examination results are mailed to the address listed on your application (STD 678), in order to ensure timely receipt of communications please ensure this address is checked regularly. The Examination Team is not responsible for contacting candidates who fail to submit either the online examination or application materials by the cut-off date.*

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 to ensure the minimum requirements for participation in this examination are met. 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 mailed to the address listed on your application approximately 2 weeks after the cut-off date. 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*			
Friday, February 16, 2024	Friday, May 17, 2024	Friday, August 16, 2024	Friday, November 15, 2024
Friday, February 23, 2024	Friday, May 24, 2024	Friday, August 23, 2024	Friday, November 22, 2024
Friday, March 1, 2024	Friday, May 31, 2024	Friday, August 30, 2024	Monday, December 2, 2024
Friday, March 8, 2024	Friday, June 7, 2024	Friday, September 6, 2024	Friday, December 6, 2024
Friday, March 15, 2024	Friday, June 14, 2024	Friday, September 13, 2024	Friday, December 13, 2024
Friday, March 22, 2024	Friday, June 21, 2024	Friday, September 20, 2024	Friday, December 20, 2024
Friday, March 29, 2024	Friday, June 28, 2024	Friday, September 27, 2024	Friday, December 27, 2024
Friday, April 5, 2024	Friday, July 5, 2024	Friday, October 4, 2024	Friday, January 3, 2025
Friday, April 12, 2024	Friday, July 12, 2024	Friday, October 11, 2024	Friday, January 10, 2025
Friday, April 19, 2024	Friday, July 19, 2024	Friday, October 18, 2024	Friday, January 17, 2025
Friday, April 26, 2024	Friday, July 26, 2024	Friday, October 25, 2024	Friday, January 24, 2025
Friday, May 3, 2024	Friday, August 2, 2024	Friday, November 1, 2024	Friday, January 31, 2025
Friday, May 10, 2024	Friday, August 9, 2024	Friday, November 8, 2024	Friday, February 7, 2025

*Note: Cut-off dates are subject to change based on the needs of the Department of Justice. Examination results are anticipated to be mailed to candidates within two weeks of the cut-off date to which they applied, though this is subject to change based on departmental needs. In order to be considered as filing timely for a specific cut-off date, the Examination Team must receive a an Examination Application [Standard State Employment Application (STD 678)] according the Filing Instructions listed on this bulletin AND take the online examination. Cut-off dates with large candidate pools will be processed as quickly as possible but may take longer than two weeks to process.

Examination applications (form STD 678) must be postmarked (U.S. mail), personally delivered, or electronically submitted no later than the cut-off date located on this bulletin. Applications received without an original signature will be admitted to the exam; however, an original signature must be obtained prior to appointment. Please note that dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Please note, if using the United States Postal Service for delivery, there is no guarantee that your application will be postmarked and arrive by the cut-off date. **If your application does not have a postmark and arrives after the cut-off date, your application will held for the next cut-off date listed above. Therefore, to ensure timely delivery of your application, it is recommended that you use either electronic delivery, parcel service, or certified mail.** Using one of these options will provide proof the application was sent prior to the cut-off date.

APPLICATIONS POSTMARKED, PERSONALLY DELIVERED, OR ELECTRONICALLY SUBMITTED AFTER THE CUTOFF DATE WILL BE HELD AND PROCESSED IN THE NEXT ADMINISTRATION (PLEASE SEE THE “CONTINUOUS TESTING” SECTION FOR MORE INFORMATION).

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.

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 #10 on the STD 678 “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.

ALL LEVELS MINIMUM QUALIFICATIONS

All classes require active membership in The California State Bar. (Applicants who are not members of The California State Bar but who are eligible to take The California State Bar examination or are in their final year of law school 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 six months from meeting the required legal experience will be admitted to the examination, but must meet the total required years of experience prior to appointment.

MINIMUM QUALIFICATIONS

Six years of legal experience in the practice of law*, one year of which must have been at a level of responsibility equivalent to Deputy Attorney General III or higher.

DEFINITION OF TERMS

*Legal experience in the "practice of law" 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, or (3) legal experience acquired while practicing under a provisional license to practice law issued by the State Bar of California's Provisional Licensure Program, to constitute experience in the practice of law. For an individual's judicial clerkship to qualify as "legal experience in the "practice of law," the experience must have been gained after receipt of a Juris Doctor or equivalent degree.

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

POSITION DESCRIPTION

Incumbents in this class are well-experienced attorneys with expertise in a broad or specialized area of law and have demonstrated their ability to independently perform assignments consisting of the more complex and sensitive legal work of the Office of the Attorney General and to consistently produce favorable results on these proceedings. A Deputy Attorney General IV represents and acts as counsel for large state departments, for a group of boards and commissions whose legal work is more 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 lead persons over the work of other attorneys.

Positions exist in Alameda, Contra Costa, 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 T&E Questionnaire will measure the following:

KNOWLEDGE OF:

1. The general principles of jurisprudence.
2. State and federal constitutional law and principles.
3. State and federal civil law and principles found in constitutions, case law, and statutes.
4. State and federal rules of evidence.
5. Professional and ethical rules as they relate to the practice of law and particularly the role of public attorneys.
6. The organization and structure of administrative, state, and federal court systems.
7. General courtroom protocol and procedures in the various courts.
8. State and federal rules and/or codes of civil procedure.
9. Applicable local, state, and federal authority to formulate and apply legal strategy and advise on legal options.
10. Appropriate methods of factual investigation and their relative advantages and disadvantages.
11. Techniques and strategies for conducting trials and administrative hearings.
12. How to make effective formal and informal oral presentations for various purposes and audiences.
13. The principles and practices for properly conducting legal research and checking for recent amendments to statutes.
14. How to conduct legal analysis.

ABILITY TO:

1. Identify and comply with procedural rules.
2. Reason logically to develop research and/or investigation strategies and/or plan the development of a project or case.
3. Analyze information to detect potential logical, legal, and/or factual flaws in arguments or assumptions.
4. Develop innovative solutions and strategies.

SKILL IN:

1. Properly identifying the nature of problems, generating alternatives, and implementing solutions and approaches that successfully address the problems.
2. Identifying issues relevant to a case given the available information and applicable law.
3. Determining what additional factual information is needed.

ADDITIONAL EXAMINATIONS

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.



SPECIAL CHARACTERISTICS

PERSONAL CHARACTERISTICS:

Honesty, integrity, reliability, fair, and conscientious.

ADDITIONAL CHARACTERISTICS:

All employees shall have general qualifications as described by California Code of Regulations, title 2, section 172.

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.

APPEAL INFORMATION

Candidates may file an appeal with the State Personnel Board (SPB) within 30 days of the postmarked date of any decision notice (e.g., Minimum Qualifications denial, exam results). Examination appeals are required to meet one of the following grounds to be accepted by the State Personnel Board; (1) fraud; (2) discrimination; (3) erroneous interpretation or application of minimum qualifications (MQs); or (4) a significant irregularity in the examination process. Appeals can be filed online at the website above or mailed to Appeals Division, State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814-4806. Please refer to SPB's website for more information this process at <https://www.spb.ca.gov/appeals/appeals.aspx>

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 examination is not timed and is accessible at any time of day, all days of the year. For technical assistance, please contact the 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 examination:

[DEPUTY ATTORNEY GENERAL IV EXAM](#)

Note: In order to be added to the eligibility list, candidates must submit an Examination Application [Standard State Employment Application (STD 678)] AND take the examination. Both of these items must be submitted by the associated cut-off date to be considered as filed timely for that cut-off period. Examination results cannot be released or merged onto the eligibility list until the STD 678 is received by TSU and the corresponding examination can be identified. In addition, candidates must meet the Minimum Qualifications to receive examination results and be merged on to the eligibility list.



Please ensure the name used to take the examination matches the name on the STD 678. Incomplete examination responses, application packages, or otherwise missing information may lead to an inability to process a candidate's examination. TSU is not responsible for contacting candidates who fail to submit either the online examination or application materials by the cut-off date.

Examination results are anticipated to be mailed to candidates within two weeks of the cut-off date to which they applied. If you do not receive examination results within three weeks of the cut-off date to which you applied, please contact TSU at DAG@doj.ca.gov. Lastly, TSU handles hundreds of applications per month so we are not able to confirm receipt for each email or application. It is recommended that you copy yourself on your application submission if you would like to confirm the application is submitted through email.

FILING INSTRUCTIONS

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

- [Standard State Employment Application \(Form STD 678\)](#): examination correspondence and results are mailed to the address listed on this form. Please ensure you have a correct address listed AND you are able to check the mail on a regular basis to ensure you receive correspondence timely.
- [Conditions of Employment \(Form 631\)](#)

MAILING ADDRESS:

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

FILE-IN-PERSON:

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

EMAIL SUBMISSION:

SUBJECT LINE: DEPUTY ATTORNEY GENERAL IV EXAM
EMAIL ADDRESS: DAG@DOJ.CA.GOV

DO NOT SUBMIT APPLICATIONS

- TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (i.e. CalCareer Website)
- 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: DAG@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
DEPUTY ATTORNEY GENERAL IV
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)
- Contra Costa (0700)
- 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