



## DEPUTY ATTORNEY GENERAL V

<b>EXAM CODE:</b>	6JUAЕ
<b>DEPARTMENT(S):</b>	DEPARTMENT OF JUSTICE
<b>EXAM TYPE:</b>	PROMOTIONAL – CONTINUOUS
<b>LOCATION(S):</b>	STATEWIDE
<b>SALARY INFORMATION:</b>	\$9,372 - \$11,962* <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>
<b>CLASS &amp; SCHEM CODE:</b>	5701 / OC51

### 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.

### WHO CAN APPLY

Persons who meet the minimum qualifications by the announced cut-off date located on the Examinations Page of the OAG website (oag.ca.gov). Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date in order to take this examination. Employees who have limited-term appointments 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 departmental promotional examinations in the department. Otherwise, employees must be:

- 1) A current or former employee of the legislature for two or more years as defined in government code (GC) section 18990; OR
- 2) A current or former non-elected exempt employee of the executive branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC section 18992; OR
- 3) Persons retired from the united states military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.

### 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 every three months 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.

## 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 promotional 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 date. Competitors' eligibility will expire 24 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

Examination applications (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 OAG website (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).**

## POSITION DESCRIPTION

Incumbents in this class are the most experienced attorneys and are considered to be the top experts in a broad or specialized area of law. They have demonstrated their ability to independently perform assignments consisting of the most difficult, 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 V represents and acts as counsel for the largest State departments, for a group of boards and commissions whose legal work is exceptionally 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 the greatest difficulty and handle cases that are very likely to be appealed to the highest courts. They may act as leadpersons over the work of other attorneys.

## MINIMUM QUALIFICATIONS

Thirteen years of legal experience in the practice of law in a governmental jurisdiction or in the private practice of law, three years of which must have been at a level of responsibility equivalent to Deputy Attorney General IV. The three years of experience at the Deputy Attorney General IV level must be obtained in California State Civil Service. (Applicants who have completed twelve years and six months of the required total legal experience including two years and six months of the required experience comparable to the Deputy Attorney General IV class will be admitted into the examination but must complete the required thirteen years total legal experience which includes at least three years of experience at the Deputy Attorney General IV level before they will be eligible for appointment.)

## DEFINITION OF TERMS

**Experience in the "practice of law"** – means (1) legal experience acquired after admission to any State Bar, or (2) experience as a judicial clerk for a federal court, California State courts, or any other state's court. For an individual's judicial clerkship to qualify as 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 State service experience of appropriate type and length in a class at the same (or a higher) level of responsibility as the class specified.

## 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 EVALUATION - 100%

The **Training and Experience Evaluation** consists of pre-determined, job-related questions designed to assess an applicant's education, training, and experience with performing relevant job duties, as well as the possession of required knowledge, skills, and abilities. The Training and Experience Evaluation will be scored by a testing expert, using objective, point-based scoring criteria. Exam submissions must solely be the candidate's work product. Candidates are not to receive any coaching or assistance and supervisors are not to review, edit or make suggestions.

## KNOWLEDGE, SKILLS, & ABILITIES

The **Training and Experience Evaluation** will measure the following:

### KNOWLEDGE OF

1. Legal principles and their application.
2. Professional and ethical rules as they relate to the practice of law and particularly the role of public attorneys, to ensure the rules are strictly followed by oneself as well as other attorneys. Examples include Federal/State statutes, rules (e.g., Rules of Professional Conduct), and case law defining the scope of the attorney-client privilege, and local rules establishing standards of conduct and sanctions for misconduct by attorneys.
3. Available research sources, both printed and electronic, to complete legal research, including what type of material they contain, where they are located, and their breadth, depth, and relative strengths and weaknesses. Examples include primary and secondary legal texts, and electronic databases.
4. Scope and character of California statutory law and provisions of the California Constitution.
5. Principles and practices for properly conducting legal research, such as ensuring law is current and checking for recent amendments to statutes.
6. 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.
7. Duties and powers of the Attorney General of California.
8. The English language to effectively produce a variety of written work products. Includes knowledge of grammar, spelling, punctuation, sentence, and paragraph structure, organization, and appropriate vocabulary.

### 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. Edit written documents written by oneself, as well as those produced by others, for accuracy and effectiveness.
9. Analyze situations accurately and adopt an effective course of action.
10. Reason logically.
11. Work cooperatively with a variety of individuals and organizations.
12. Exercise good judgment.



## ADDITIONAL EXAMINATIONS

### BACKGROUND INFORMATION:

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:

1. Honesty, integrity, reliability, fair, and conscientious.

## VETERANS' PREFERENCE

Veterans' preference **does not** apply for this examination.

## 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 Employment Application \(Form STD 678\)](#)
- [Affirmation Page](#)
- [Training and Experience Evaluation](#)
- [Conditions of Employment \(Form 631\)](#)

### MAILING ADDRESS:

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

### DO NOT SUBMIT APPLICATIONS

- **TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CaHR)**
- **THROUGH EMAIL**
- **THROUGH FAX**
- **THROUGH INTER-AGENCY MAIL**

### FILE-IN-PERSON:

DEPARTMENT OF JUSTICE  
TESTING & SELECTION UNIT  
ATTN: DEPUTY ATTORNEY GENERAL V EXAMINATION  
1300 "I" STREET, SUITE 740  
SACRAMENTO, CA 95814



## 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:** 916-324-5039  
**FAX NUMBER:** 916-445-1218  
**EMAIL ADDRESS:** [TSU@DOJ.CA.GOV](mailto: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, 916-324-5039, 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](http://www.jobs.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://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 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 12<sup>th</sup> 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  
916-324-5039

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 V

### Training and Experience Evaluation

---

This Training and Experience (T&E) Evaluation is the examination for the classification of Deputy Attorney General V. The results of this examination will determine your placement on the hiring list for the classification should any 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 V 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 (3) sections:

- Legal Review and Evaluation
- Advocacy
- Strategic Planning

The T&E Evaluation is the sole component of the Deputy Attorney General V examination, weighted 100%. 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 Evaluation 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) 324-5039, or [TSU@doj.ca.gov](mailto:TSU@doj.ca.gov)

## How to take a T&E

### **What is a T&E?**

A Training and Experience Evaluation (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 evaluation are confirmed during the hiring interview. 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 Evaluation in addition to their Standard State Application to be considered for this examination process.

The completed Training and Experience Evaluation, Standard State Application (Form STD 678), and General Instructions/ Affirmation must be returned to one of the following addresses:

**Mailing Address:**

Department of Justice  
Testing & Selection Unit  
Attn: Deputy Attorney General V Examination  
PO Box 944255  
Sacramento, CA 94244-2550

**File in Person:**

Department of Justice  
Testing & Selection Unit  
Attn: Deputy Attorney General V Examination  
1300 I Street, 1st Floor Lobby  
Sacramento, CA 95814

**I hereby certify that the information provided on this Training and Experience Evaluation is true and correct to the best of my knowledge and contains no 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: \_\_\_\_\_

## **Task Area 1: LEGAL REVIEW AND EVALUATION**

Deputy Attorney Generals Vs at the Department of Justice are called upon to review and evaluate complex legal matters on behalf of agencies and the People.

For each of the tasks below, indicate a) how much experience you have performing the task and b) at what level you have performed the task. Select only one (1) response for each question.

### **1) Reading and evaluating case or other legal materials, such as investigative reports, administrative records, trial and administrative hearing transcripts, discovery, and/or opposing party documents.**

**1a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- Less than 1 year of experience
- At least 1 year but fewer than 2 years of experience
- At least 2 years but fewer than 4 years of experience
- At least 4 years but fewer than 6 years of experience
- At least 6 years but fewer than 8 of experience
- More than 8 years of experience

**1b) Which of the following BEST describes your level of expertise performing the above task? (Choose One)**

- I have not yet performed or learned this task.
- I have not performed this task, but I have training and would be able to do it.
- I have performed this task under supervision.
- I have performed this task as a member of a team.
- I have performed this task a number of times independently and with minimal supervision.
- I have trained others, supervised, or provided expert input regarding the performance of this task.

**2) Interviewing clients, witnesses, and/ or investigative professionals to gather information or prepare individuals for meetings, proceedings, hearings, or depositions.**

**2a) Which of the following BEST describes how much experience you have performing the above task?  
(Choose One)**

- Less than 1 year of experience
- At least 1 year but fewer than 2 years of experience
- At least 2 years but fewer than 4 years of experience
- At least 4 years but fewer than 6 years of experience
- At least 6 years but fewer than 8 of experience
- More than 8 years of experience

**2b) Which of the following BEST describes your level of expertise performing the above task? (Choose One)**

- I have not yet performed or learned this task.
- I have not performed this task, but I have training and would be able to do it.
- I have performed this task under supervision.
- I have performed this task as a member of a team.
- I have performed this task a number of times independently and with minimal supervision.
- I have trained others, supervised, or provided expert input regarding the performance of this task.

**3) Interviewing or conferring with clients, witnesses, investigative professionals, and/or legal professionals in other agencies to gather information, evaluate pending legal matters, or prepare individuals for meetings, hearings, depositions, and other legal proceedings.**

**3a) Which of the following BEST describes how much experience you have performing the above task?  
(Choose One)**

- Less than 1 year of experience
- At least 1 year but fewer than 2 years of experience
- At least 2 years but fewer than 4 years of experience
- At least 4 years but fewer than 6 years of experience
- At least 6 years but fewer than 8 of experience
- More than 8 years of experience

**3b) Which of the following BEST describes your level of expertise performing the above task? (Choose One)**

- I have not yet performed or learned this task.
- I have not performed this task, but I have training and would be able to do it.
- I have performed this task under supervision.
- I have performed this task as a member of a team.
- I have performed this task a number of times independently and with minimal supervision.
- I have trained others, supervised, or provided expert input regarding the performance of this task.

## **Task Area 2: ADVOCACY**

Deputy Attorney Generals Vs at the Department of Justice are called upon to advocate on behalf of agencies and the People in a variety of fora.

For each of the tasks below, indicate a) how much experience you have performing the task and b) at what level you have performed the task. Select only one (1) response for each question.

### **4) Developing strategies for complex, difficult, and sensitive legal matters based on the review of legal documents, evidence, and the law.**

#### **4a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- Less than 1 year of experience
- At least 1 year but fewer than 2 years of experience
- At least 2 years but fewer than 4 years of experience
- At least 4 years but fewer than 6 years of experience
- At least 6 years but fewer than 8 of experience
- More than 8 years of experience

#### **4b) Which of the following BEST describes your level of expertise performing the above task? (Choose One)**

- I have not yet performed or learned this task.
- I have not performed this task, but I have training and would be able to do it.
- I have performed this task under supervision.
- I have performed this task as a member of a team.
- I have performed this task a number of times independently and with minimal supervision.
- I have trained others, supervised, or provided expert input regarding the performance of this task.

**5) Drafting pleadings, motions, briefs, and other legal documents.**

**5a) Which of the following BEST describes how much experience you have performing the above task?  
(Choose One)**

- Less than 1 year of experience
- At least 1 year but fewer than 2 years of experience
- At least 2 years but fewer than 4 years of experience
- At least 4 years but fewer than 6 years of experience
- At least 6 years but fewer than 8 of experience
- More than 8 years of experience

**5b) Which of the following BEST describes your level of expertise performing the above task? (Choose One)**

- I have not yet performed or learned this task.
- I have not performed this task, but I have training and would be able to do it.
- I have performed this task under supervision.
- I have performed this task as a member of a team.
- I have performed this task a number of times independently and with minimal supervision.
- I have trained others, supervised, or provided expert input regarding the performance of this task.

**6) Communicating in legal proceedings, including negotiations, hearings, court proceedings, and other fora by emphasizing pertinent facts/law, addressing legal and policy issues, and responding to points made by the opposing party.**

**6a) Which of the following BEST describes how much experience you have performing the above task?  
(Choose One)**

- Less than 1 year of experience
- At least 1 year but fewer than 2 years of experience
- At least 2 years but fewer than 4 years of experience
- At least 4 years but fewer than 6 years of experience
- At least 6 years but fewer than 8 of experience
- More than 8 years of experience

**6b) Which of the following BEST describes your level of expertise performing the above task? (Choose One)**

- I have not yet performed or learned this task.
- I have not performed this task, but I have training and would be able to do it.
- I have performed this task under supervision.
- I have performed this task as a member of a team.
- I have performed this task a number of times independently and with minimal supervision.
- I have trained others, supervised, or provided expert input regarding the performance of this task.

### **Task Area 3: STRATEGIC PLANNING**

Deputy Attorney Generals Vs at the Department of Justice are expected to advise clients and departmental executives and management on complex legal matters.

For each of the tasks below, indicate a) how much experience you have performing the task and b) at what level you have performed the task. Select only one (1) response for each question.

**7) Participating in or presenting at executive or management level meetings to address legal matters and provide objective advice.**

**7a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- Less than 1 year of experience
- At least 1 year but fewer than 2 years of experience
- At least 2 years but fewer than 4 years of experience
- At least 4 years but fewer than 6 years of experience
- At least 6 years but fewer than 8 of experience
- More than 8 years of experience

**7b) Which of the following BEST describes your level of expertise performing the above task? (Choose One)**

- I have not yet performed or learned this task.
- I have not performed this task, but I have training and would be able to do it.
- I have performed this task under supervision.
- I have performed this task as a member of a team.
- I have performed this task a number of times independently and with minimal supervision.
- I have trained others, supervised, or provided expert input regarding the performance of this task.

**8) Evaluating proposed courses of action to determine whether the action is legal, ethical, and consistent with broader policy goals of the state/department and to make recommendations on legal matters.**

**8a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- Less than 1 year of experience
- At least 1 year but fewer than 2 years of experience
- At least 2 years but fewer than 4 years of experience
- At least 4 years but fewer than 6 years of experience
- At least 6 years but fewer than 8 of experience
- More than 8 years of experience

**8b) Which of the following BEST describes your level of expertise performing the above task? (Choose One)**

- I have not yet performed or learned this task.
- I have not performed this task, but I have training and would be able to do it.
- I have performed this task under supervision.
- I have performed this task as a member of a team.
- I have performed this task a number of times independently and with minimal supervision.
- I have trained others, supervised, or provided expert input regarding the performance of this task.

**THIS CONCLUDES THE TRAINING AND EXPERIENCE EVALUATION**

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

DEPARTMENT OF JUSTICE  
DEPUTY ATTORNEY GENERAL V  
PROMOTIONAL - 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:

- |                          |        |                       |
|--------------------------|--------|-----------------------|
| <input type="checkbox"/> | (05)   | Anywhere in the State |
| <input type="checkbox"/> | (0100) | Alameda               |
| <input type="checkbox"/> | (1000) | Fresno                |
| <input type="checkbox"/> | (1900) | Los Angeles           |
| <input type="checkbox"/> | (3400) | Sacramento            |
| <input type="checkbox"/> | (3700) | San Diego             |
| <input type="checkbox"/> | (3800) | San Francisco         |

\*\*\*\*\*

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

Please Check Your Choice(s):

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

\*\*\*\*\*

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

DEPARTMENT OF JUSTICE  
TESTING & SELECTION OFFICE  
ATTN: DEPUTY ATTORNEY GENERAL V EXAM  
1300 "I" STREET  
SACRAMENTO, CA 95814