



## Attorney

**Exam Code: 8PB57**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Continuous

### CLASSIFICATION DETAILS

**Attorney** – \$7,737.00 - \$11,173.00 per month.

View [the Attorney classification specification](#)

### APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

#### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **nine (9)** months.

#### **How To Apply:**

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

#### **Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### **All Attorney Levels**

All classifications 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.

### **Attorney**

Membership in The California State Bar.

## **POSITION DESCRIPTION**

### **Attorney**

This is the entry level for persons qualified to practice law in the State of California. Incumbents are assigned legal work relative to their appointing authority's responsibilities. Under direction, incumbents may review, analyze, interpret, and apply laws, court decisions, and other legal authorities in the preparation of cases, opinions, and briefs; prepare legal documents, memoranda, digests, summaries, and reports; assist in the presentation of cases before courts and administrative bodies and independently present the less difficult cases; assemble and evaluate evidence; secure

and interview witnesses; assist in and hold hearings; conduct special investigations involved in the enforcement of state laws and departmental rules and regulations; assist with the drafting of legislative measures and departmental rules and regulations; conduct legal research; and advise staff members regarding the legal effect of rules and regulations, proposed legislative measures, statutory law, court decisions, and administrative actions. Incumbents may also assist attorneys in higher classifications or ranges with more complex legal work.

Attorneys assigned to Range A perform the least difficult legal work for their department. Attorneys assigned to Range B independently perform professional legal work of average difficulty.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### **Knowledge and Abilities**

There are distinct increases in the complexity of knowledge and abilities, and the scope of work and effect on programs and services provided and performed as incumbents proceed through this classification series. Incumbents are expected to use the increasing knowledge, abilities, and experiences to perform increasingly difficult and complex legal duties effectively.

A greater degree of these "Knowledge and Abilities" is required at each higher level.

### **Knowledge of:**

1. Legal research methods and performing research.
2. Legal principles and their application.
3. Scope and character of California statutory law and of the provisions of the California Constitution.
4. Federal and state statutes and rules.
5. Rules of professional conduct.

6. Principles of administrative trial and hearing procedure and rules of evidence
7. Court procedures.
8. Legal terms and forms in common use.
9. Statutory and case law literature and authorities.
10. Professional and ethical rules as they relate to the practice of law.
11. Appellate proceedings.
12. Rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies.
13. Provisions of laws and Government Code sections administered or enforced.

**Ability to:**

1. Research.
2. Analyze, appraise, and apply legal principles, facts, and precedents to legal problems.
3. Analyze situations accurately and adopt an effective course of action.
4. Prepare and present statements of fact, law, and argument clearly and logically in written and oral form.
5. Prepare correspondence and memoranda involving the explanation of legal matters.
6. Draft opinions, pleadings, rulings, regulations, and legislation.
7. Negotiate effectively and conduct crucial litigation.
8. Work cooperatively with a variety of individuals, organizations and maintain the confidence and respect of others.
9. Independently present difficult and complex cases before Administrative Law Judges.
10. Prepare, present, and handle legal cases.
11. Direct the work of clerical and professional assistants.
12. Edit written documents written by oneself, as well as those produced by others, for accuracy and effectiveness.
13. Reason logically.
14. Exercise good judgment.
15. Effectively plan and engage in discovery, including depositions and interrogatories, and to compel production or attendance of/at same.
16. Independently prepare and present difficult and complex cases before boards, commissions, trial courts, and appellate courts.
17. Independently present difficult and complex cases before administrative bodies.

## ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Attorney** classification will be established for the **State of California** (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility. Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR).

Information on this program and the [Veterans' Preference Application](#) (Std. Form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will **not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## EXAMINATION INFORMATION

[Preview of the Attorney Training and Experience Evaluation](#)

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

**We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.**

[Take the Attorney examination.](#)

## TESTING DEPARTMENTS

State of California (all State of California departments)

## CONTACT INFORMATION

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street

Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## EQUAL OPPORTUNITY EMPLOYER

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

## DRUG-FREE STATEMENT

It is an 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.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) 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 applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**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) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**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 competitor 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.