

STATE

OF

CALIFORNIA

**SECRETARY OF STATE
SUPERVISING ATTORNEY
PROMOTIONAL EXAMINATION
SPOT – SACRAMENTO**



AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE 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 LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**DEPARTMENTAL PROMOTIONAL SPOT-FOR
SECRETARY OF STATE-SACRAMENTO**

The Position will oversee Attorneys in the Secretary of State's Legal Affairs Office

WHO SHOULD APPLY:

1. Applicants must have a permanent civil service appointment with the Secretary of State as of the final filing date, in order to participate in this examination (see "General Information, Promotional Examinations Only", for exceptions to this requirement); or
2. Meet the provisions of California Code of Regulations, title 2, sections 234, 235 or 235.2; or
3. Must be a current or former employee of the legislature for two or more years as defined in Government Code Section 18990; or
4. Must be a current or former non-elected exempt employee of the Executive Branch for two or more years as defined in Government Code Section 18992; or
5. Must be a person 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 Government Code Section 18991. Applicants must submit a copy of Form DD214 along with their application.

For applicants under Items 3, 4 or 5, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

HOW TO APPLY:

Applications may be filed in person or by U.S. mail with:

Secretary of State
Attn: Mike Green
1500 - 11th Street, Suite 475
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: May 13, 2022

Applications (STD 678) must be **POSTMARKED** no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

Note: Accepted applications are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUALIFICATIONS APPRAISAL PANEL (QAP):

It is anticipated the QAP will be held during May/June 2022.

SALARY: \$ 9,980 – \$12,812

ELIGIBLE LIST INFORMATION:

A departmental promotional eligible list will be established. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All applications must meet the education and/or experience requirements for this examination by the final filing date. It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you read, understand, and possess the basic qualifications required.

NOTE: ALL APPLICATIONS MUST INCLUDE "TO" AND "FROM" DATES (MONTH/DAY/YEAR); TIME BASE; CIVIL SERVICE CLASS.

Either I

Two years of experience in the California state service performing legal duties* at a level of responsibility equivalent to Attorney, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

Or II

Broad and extensive experience (more than six years) in the practice of law*.

Experience applicable to one of the above patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in California state service applied toward "Pattern II" must include the same number of years of qualifying experience as required in "Pattern I" performing the duties at a level of responsibility equivalent to that described in "Pattern I".

* 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.

In addition, all candidates must have membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)

THE POSITION:

Under general direction, to supervise the work of lower level attorneys and, in addition, may personally perform the most difficult, complex and sensitive legal work. Plans, organizes and directs the work of a small staff of attorneys; evaluates the performance of subordinate staff and takes or effectively recommends appropriate action; interviews and selects or actively participates in the interview and selection process for subordinate staff; develops strategy and tactics in the most complex disputes or litigation; and may personally perform the most difficult and complex litigation, negotiation, legislative liaison, hearings, legal research, and opinion drafting.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**SUPERVISING ATTORNEY
OA84 – 5815**

**FINAL FILING DATE: 05/13/22
EXAM CODE: 1SS22**

EXAMINATION INFORMATION:

This examination will consist of a Qualifications Appraisal Panel weighed 100%. This interview will include a number of predetermined job related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL PANEL - WEIGHTED 100%

SCOPE:

A. Knowledge of:

1. Broad and extensive knowledge of legal principles and their applications to give advice and recommendations, presentations, and negotiations on behalf of the Secretary of State.
2. Broad and extensive knowledge of legal research methods, court procedures, rules of evidence to ensure accurate advice and recommendations, effective presentations and/or representation of the Secretary of State.
3. Comprehensive knowledge of administrative law and the conduct of proceedings before administrative bodies to ensure accurate advice and recommendations, effective presentations and/or representation of the Secretary of State.

B. Ability to:

1. Work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others to effectively represent the Secretary of State's position and/or to bring clients to consensus.
2. Effectively supervise the work of subordinate personnel in performing legal research and analysis; drafting opinions, pleadings, and proposed regulations and legislation; complex negotiations; and, civil and administrative litigation.
3. Effectively contribute to the Secretary of State's Equal Employment Opportunity program by ensuring a workplace free from unlawful discrimination and harassment.

Career Credits/Veterans Preference Credit will not be granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Secretary of State's Personnel Office 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 Secretary of State's Personnel Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Secretary of State 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 law and rules and all competitors will be notified.

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, oral 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 must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2 also 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 Government Code Section 18991. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices. Veterans' preference points are not granted in promotional examinations

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

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 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.

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

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
California Relay (Telephone) Service for the Deaf or Hearing-impaired:
From TDD phones: 1-800-735-2929
From voice: 1-800-735-2922