
CALIFORNIA STATE JOBS

Office of Career & Professional Development
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Why Work for the State

Those who seek government work often wish to serve the public, work on issues of public significance affecting many people, and wish to advance within the state system as they become increasingly experienced. State lawyers usually have more manageable work hours than large firms, good job benefits, and some degree of job security for work well done.

Types of State Legal Jobs

The California state government employs lawyers in many capacities, most typically in the State Attorney General's Office, but also in many other departments and agencies. State agencies may also have non-practicing positions that appeal to law school graduates who do not wish to practice law. The hiring process for any California State Government job requires taking an "examination" (for legal positions, often just an extended application) and getting listed on the state eligibility list for employment at the level the job is rated. This handout focuses on how to navigate that process.

Legal positions with the state exist in many fields, including criminal appellate prosecution, criminal defense as a state public defender, environmental law, consumer law, labor law, education, etc. For those wondering what kind of work is available in the state government, we recommend the State Personnel Board website – www.spb.ca.gov - which is discussed in detail below. This is the entry portal for anyone who wishes to apply for a post-graduate permanent position. Students can use it also to learn about the types of agencies and jobs available by looking at the current postings.

For students, we recommend checking the Early Interview Program (EIP) listings. Not all state agencies come to campus, but some do. For those employers, the first step in getting them to know you would be to interview on campus when they come. We also recommend getting to know which state agencies employ lawyers, as many do not come to campus, but may have summer programs that will provide valuable experience or valuable contacts for when you are able to apply to work for that agency. Attend panels featuring state-employed attorneys and talk to Career Office staff about which state agencies interest you.

State vs. City and County Jobs

City and county governments employ lawyers, most commonly as District Attorneys prosecuting criminal cases, or City Attorneys and County Counsel who handle a wide variety of civil work, often including litigation, municipal law, land use, employment, and many other areas. This handout does not address how to apply for city or county positions; it focuses on applying for State Jobs. For those interested in prosecuting state level criminal cases as a District Attorney or defending such cases as a Public Defender, keep an eye out for on-campus interviews, as some DA and PD offices only hire through EIP. There's no need to wait until August of your 2L year to meet and talk with attorneys in those offices though; consider setting up an informational interview with someone in those offices now.

The Steps for Applying for a State Job

Applying for a CA State Legal Job before you are bar-certified:

- Position title is "[Graduate Legal Assistant](#)" (GLA)
- The GLA is a paid position directed at students who are eligible to sit for the Bar exam or who have recently taken the Bar exam and are awaiting results.
- GLA positions are temporary (12 months) – the hope is that if the individual performs well and openings are available, a permanent staff attorney position will be theirs once they pass the bar.

Two Step Process, for students and grads:

1. "Examination Bulletin"

- The applicant must become "list" eligible through the examination process.
- The "examination" step ranks qualified candidates.
- Take the examination ASAP!
- Go to www.jobs.ca.gov and search openings with the term "Graduate Legal Assistant."
- Look under the "exams" tab for "open Bulletins."
- Often an examination can be used for other departments.
- **Often recent grads use the DOJ open bulletin – we understand most other agencies will accept the DOJ eligibility list.**
- The "examination" is really an initial questionnaire. It must be filled out completely – do not skip any questions.
- It is complicated getting the complete questionnaire since it's a two-step process:
 - You must download, complete, and print out STD. 678.
<https://jobs.ca.gov/pdf/std678.pdf>
 - You must also complete the other 4 parts of the Bulletin
http://www.dfeh.ca.gov/res/docs/Jobs/2014/GLA%20Exam%20Bulletin%20and%20QA_CDCR_DFEH_DOJ%20%20%20Rev%203.2014.pdf
- Submit the completed questionnaire forms, with a transcript, to the physical address specified in the exam bulletin.
- Read the GLA Exam Bulletin very carefully. The exam has experience-based questions meant to gauge the candidate's knowledge and experience as they relate to the knowledge, skills, and abilities of the classification. Applicants

should carefully consider all of their experiences and education to determine if any of their experiences satisfy the questions' requirements. Applicants should answer all questions to the best of their ability.

- All grads who are anticipating wanting to apply to any Open Vacancy GLA jobs should **immediately** complete the exam process. It takes some time for the exam to be scored, and applicants cannot submit a job application until after they have received their exam score.

2. "Job Vacancies" Open Position Notices

- Once the applicant has taken the exam and received a score (it may take several weeks to receive the score), the applicant can then apply for an open GLA position.
- Please note that the Job Vacancy/Opportunity Notice provides very detailed application requirements that must be strictly followed.
- We are informed that YOU MUST FIRST RECEIVE AN EXAM SCORE TO BE ELIGIBLE TO APPLY FOR AN OPEN POSITION. SO APPLY ASAP!

Resources for Internships, Jobs and Fellowships

CA State Office of the Public Defender

Learn about their 10 week internship program.

<http://www.ospd.ca.gov/jobs/intern.asp>

CA Department of Justice, Office of the Attorney General

Learn about the law student internship program which places students in multiple divisions across the state, Honors Program, and the Special Deputy Attorney General (DAG) program for recent graduates.

<http://oag.ca.gov/careers/students>

Capital Fellows Program: Center for California Studies

Post graduate fellowships with the state legislative and judicial branches.

http://www.csus.edu/calst/capital_fellows_programs_overview.html

The California Morning Report AND The CA State Homepage

Access the classified job listings around the state. <http://www.capitolmr.com/>

Links to California and other state government's web sites. <http://www.ca.gov>

Directory of Official State, County, and City Government Websites

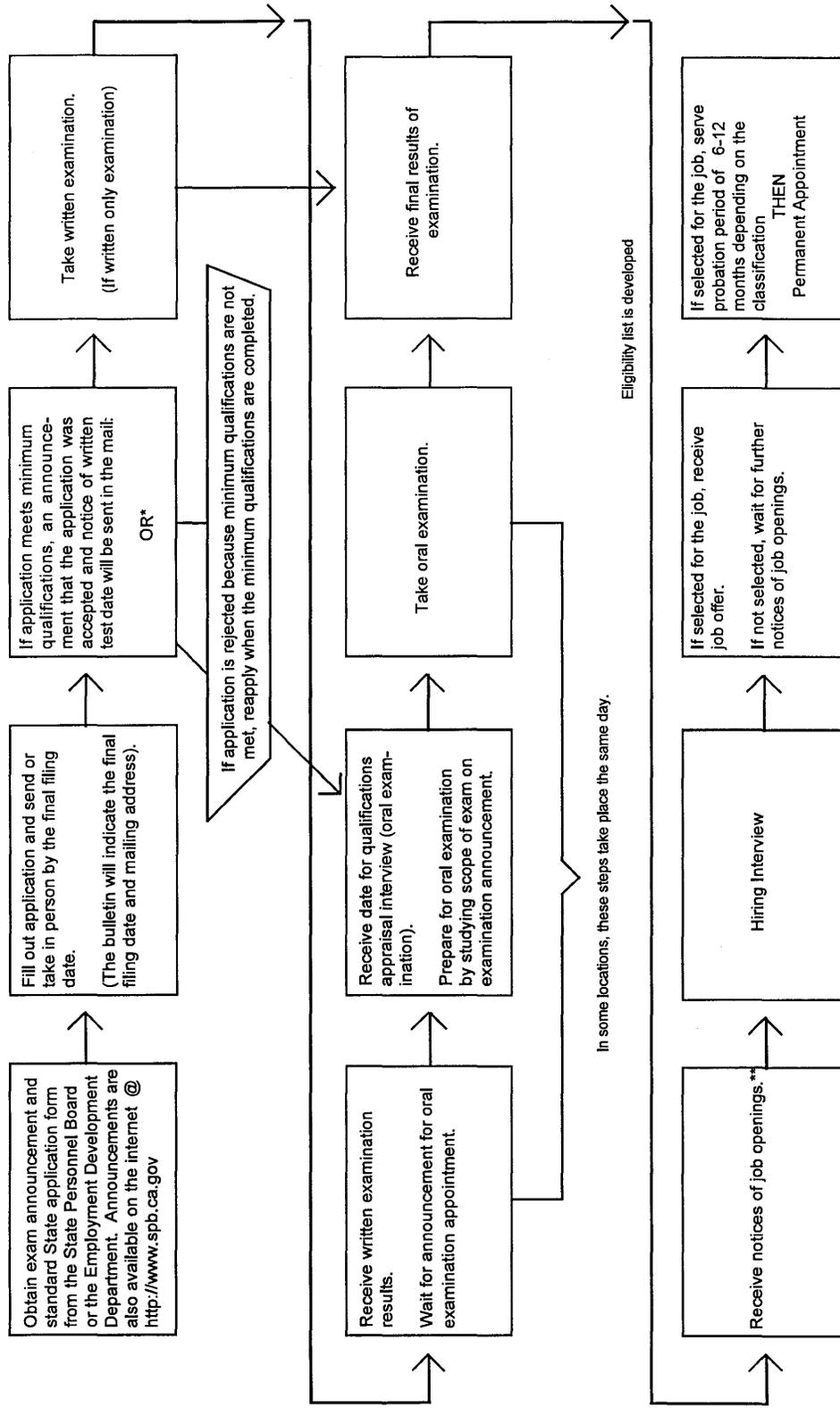
Links to numerous personnel offices. Best places to look for state government jobs. <http://www.statelocalgov.net>

List of State Agencies in CA

Familiarize yourself with the variety of state agencies you may want to work for.

http://www.cold.ca.gov/agency_lookup.asp

STATE CIVIL SERVICE PROCESS



*Many examinations do not have written exams.
**Will receive notices once candidate is within the top three ranks (scores).