



**Deputy State Public Defender
Departmental Open
Exam Code: 2DE22**

Department: Office of the State Public Defender
Bulletin Release Date: June 10, 2022
Final Filing Date: July 1, 2022
Salary: A. \$7,323.00 - \$9,209.00
B. \$8,242.00 - \$10,572.00
C. \$9,976.00 - \$12,798.00

INTRODUCTION

The Office of the State Public Defender (OSPD) is pleased to announce the posting of the **Deputy State Public Defender** examination. Employment from this examination may be offered in Alameda and Sacramento County.

OSPD is proud of its diverse staff. Our inclusive culture improves the quality of our work lives and makes us better advocates for our clients. We are committed to recruiting, hiring, training, promoting, and supporting our employees regardless of age, ancestry, color, disability, 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, and sexual orientation

EQUAL EMPLOYMENT OPPORTUNITY

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.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. 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 SHOULD APPLY?

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

FILING INSTRUCTIONS

Candidates are required to submit: 1) [Standard State Application \(STD 678\)](#) and 2) [Training & Experience Evaluation \(located at the end of the bulletin\)](#). Incomplete submissions will not be accepted.

Applications (STD 678) must be received or postmarked no later than the final filing date. 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. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION. The completed Training and Experience Evaluation can be mailed, emailed, and/or personally hand-delivered to:

MAILING ADDRESS:

**Office of the State Public Defender
Human Resources
770 L Street, Suite 1000
Sacramento, CA 95814-3362
OSPDHR@ospd.ca.gov**

SUBMIT IN PERSON:

**Office of the State Public Defender
Human Resources
770 L Street, Suite 1000
Sacramento, CA 95814**

Faxed applications will NOT be accepted.

Note: Candidates are responsible for obtaining proof of mailing or delivery of their application to the Office of the State Public Defender, Human Resources.

POSITION DESCRIPTION

Representation of individuals convicted of non-capital and capital offenses in direct appeals, petitions for rehearing, and petitions for writ of mandate before the California Courts of Appeal and the California Supreme Court, as well as petitions for writ of certiorari to the United States Supreme Court; both non-capital and capital appeals may also include practice before the superior courts. Candidates possess sufficient experience in drafting the pleadings necessary for such proceedings to allow them to undertake significant roles in the development and presentation of complex factual and legal issues in appropriate venues, including the state superior courts, courts of appeal, the California Supreme Court, and the United States Supreme Court. Candidates must have the skills necessary to deliver oral argument presentations to the various courts in which OSPD practices.

Incumbents in this class are experienced criminal defense attorneys capable of performing a wide variety of difficult legal work with increased independence and responsibility.

Incumbents are typically appointed at Range A, B, or C based upon the appropriate alternate range criteria and upon the recommendation of the appointing power.

ELIGIBLE LIST INFORMATION

A Departmental Open eligible list will be established for the Office of the State Public Defender. The list will be abolished 12 months after being established unless the needs of the State and conditions of the list warrant a change in this period. Resulting Eligibility List will be used to fill

vacancies in Alameda County and Sacramento County. (OSPD permits full-time telework consistent with State policy, however employees must reside in California while employed by OSPD).

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the experience requirements for this examination by the final filing date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed. Applications not submitted electronically must include an original signature. Applications received without this information will be rejected.

Click on the link below to review the California State Personnel Board class specification which contains the requirements for admittance to the exam:

<http://calhr.ca.gov/state-hr-professionals/pages/5763.aspx>

MINIMUM QUALIFICATIONS

All applicants must meet the experience requirements as stated on this exam bulletin to be accepted to the examination.

Unless otherwise stated in the Minimum Qualifications, qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one Pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, applicants possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be accepted to an examination as meeting 100% of the overall experience requirement.

00105763 - DEPUTY STATE PUBLIC DEFENDER

All applicants are required to have 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.)

And

Two years of experience performing legal duties in any combination of: (1) practice before trial or appellate courts, or (2) research and writing opinions for appellate courts. (Applicants who have completed eighteen 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.)

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.

EXAMINATION SCOPE

The examination will consist solely of a Training and Experience Evaluation-weighted 100% of the final score. To obtain a position on the eligible list, a minimum score of 70% must be received.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience compared to a standard developed from the class specification. For this reason, it is important that each candidate take care in accurately and completely filling out his or her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. Supplementary information will be accepted but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

KNOWLEDGE AND ABILITIES

In addition to evaluating the applicant's relative knowledge, skill, and ability as demonstrated by quality and breadth of experience, emphasis in each test component will be on measuring competitively, relative to job demands, each applicant's:

Knowledge of:

1. Legal principles and application to criminal cases;
2. Appellate proceedings;
3. Scope and character of California criminal law and of the provisions of the California Constitution and United State Constitution;
4. Legal research methods;
5. Rules of evidence and conduct of proceedings in trial and appellate courts of California; and
6. Duties and powers of the Office of the State Public Defender.

Ability to:

1. Prepare, present, and handle legal cases;
2. Perform legal research and investigation;
3. Analyze difficult and complex legal problems and apply legal principles and precedents to particular sets of facts;
4. Present statements of fact, law, and argument clearly and logically in written and oral form;
5. Analyze transcripts and decisions;
6. Direct the work of a Legal Analyst (paralegal); and
7. Analyze situations accurately and adopt an effective course of action.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow, or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std.

Form 1093), which is available at www.CalCareers.ca.gov, and the Department of Veterans Affairs.

Career Credits are not granted for examination(s) administered on an Open basis or a Promotional basis.

CONTACT INFORMATION

For more information regarding this examination, please contact the examination analyst at (916) 322-7043.

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 Cal Careers account (www.CalCareers.ca.gov).

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 scores.

Office of the State Public Defender 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 judgment, 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) 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 one to four years unless otherwise stated on the bulletin.

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 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.

Accepted applicants must provide proof of identification at each in-person test session. Acceptable identification consists of a photo identification card or two forms of signed identification.

**OFFICE OF THE STATE PUBLIC DEFENDER
HUMAN RESOURCES
DEPUTY STATE PUBLIC DEFENDER-2DE22
TRAINING AND EXPERIENCE EVALUATION**

The DEPUTY STATE PUBLIC DEFENDER examination is being given on an open basis. This examination will consist solely of this self-assessment Training and Experience Evaluation.

This Training and Experience Evaluation is the only phase of the exam and is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the Deputy State Public Defender classification. Candidates are responsible for reading all of the material provided prior to completing this questionnaire. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Please answer questions completely since incomplete responses and omitted information cannot be considered and/or assumed. *Resumes, letters of reference, and other materials will not be evaluated or considered* as responses to items in the Training and Experience Evaluation.

(NOTE: Failure to meet the entrance requirements and/or to complete this evaluation accurately will result in elimination from this examination.)

Candidates who fail to follow the instructions and/or who solicit input or assistance from others to complete this questionnaire will be eliminated from the examination.

IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS TRAINING AND EXPERIENCE EVALUATION FOR YOUR RECORDS. The Office of the State Public Defender will NOT provide you a copy of your Training and Experience Evaluation.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me (without assistance from others) on this Training and Experience Evaluation is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment, and may be subject to prosecution for a misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

SIGNATURE: _____ **DATE:** _____

NAME (PRINT): _____

EXAMINATION TITLE: DEPUTY STATE PUBLIC DEFENDER

The completed Training and Experience Evaluation can be mailed, emailed, and/or personally hand-delivered to:

**OFFICE OF THE STATE PUBLIC DEFENDER
HUMAN RESOURCES
770 L Street, Suite 1000
Sacramento, CA 95814
OSPDHR@ospd.ca.gov
(916) 322-2676**

Facsimile (FAX) Training and Experience Evaluation **will not** be accepted

STATE OF CALIFORNIA
OFFICE OF THE STATE PUBLIC DEFENDER



CONDITIONS OF EMPLOYMENT
Human Resources Services
EX-2DE22 (Rev. 05/2022)

EXAMINATION TITLE DEPUTY STATE PUBLIC DEFENDER	
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EXAMINATION CODE 2DE22	DATE
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CANDIDATE NAME – (PLEASE PRINT – (Last Name, First Name, Middle Initial))
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OSPD HAS FULL-TIME TELEWORKING AVAILABLE FOR RESIDENTS OF CALIFORNIA; HOWEVER, YOU MUST SELECT A HOME OFFICE LOCATION FOR ADMINISTRATIVE PURPOSES.

PLEASE CHECK THE BOXES NEXT TO THE HOME OFFICE LOCATION (S) WHERE YOU WISH TO WORK.

- 100 – OAKLAND**
- 3400 – SACRAMENTO**

Privacy Statement
Please notify the Office of the State Public Defender promptly of any changes in your address or availability for employment.

**DEPUTY STATE PUBLIC DEFENDER
Training and Experience Evaluation**

Name: _____

Date: _____

PART I - EMPLOYMENT HISTORY

Instructions: Please describe your work experience as it relates to the **DEPUTY STATE PUBLIC DEFENDER** classification. Begin with your most recent position. The *EXPERIENCE CODE* will be used in Part III, IV, and V to identify where you worked. You may include additional pages if necessary.

EXPERIENCE CODE A

Employer Name: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE B

Employer Name: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE C

Employer Name: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE D

Employer Name: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

DEPUTY STATE PUBLIC DEFENDER Training and Experience Evaluation

PART II - WORK EXPERIENCE INSTRUCTIONS

Step 1: In the *Experience Code* column, use the codes from PART I of this questionnaire to indicate where you performed the activity and/or acquired the task or knowledge. You may list more than one code per item, if applicable.

Step 2: For each item listed on pages 5 - 20, place an "X" in the column(s) that most accurately represents the Level of Experience you have AND the Amount of Time your experience represents.

SAMPLE

Deputy State Public Defender Training and Experience Evaluation

PART III-Technical Skills

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 1: TECHNICAL SKILLS

1. Writing, reviewing, editing and/or approving a wide range of documents (e.g., discovery, pleadings, motions, briefs, opinions, memoranda, contracts, regulations, legislation) with proper content, legal and factual analysis, tone, organization, grammar, format, and terminology.

Experience Code (Part I)	Level of Experience					
0	I have no knowledge of how to perform this action or what it may entail					
1	A I have some knowledge of how to perform this action but may require additional instruction to apply my knowledge			x		
2	B, C I possess a sufficient knowledge level that would allow me to perform this action successfully				x	
3	I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered, and I could instruct others on specific aspects of this action					

I possess one (1) to two (2) years of experience performing this task at this level of experience.

I possess two (2) to three (3) years of experience performing this task at this level of experience.

I possess three (3) to four (4) years of experience performing this task at this level of experience.

I possess four (4) to five (5) years of experience performing this task at this level of experience.

I possess more than five (5) years of experience performing this task at this level of experience.

**DEPUTY STATE PUBLIC DEFENDER
Training and Experience Evaluation
PART III-TECHNICAL SKILLS**

AMOUNT OF TIME

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an “X” in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 1: TECHNICAL SKILLS

1. Writing, reviewing, editing and/or approving a wide range of documents (e.g., discovery, pleadings, motions, briefs, opinions, memoranda, contracts, regulations, legislation) with proper content, legal and factual analysis, tone, organization, grammar, format, and terminology.

Experience Code (Part I)	Level of Experience
0	<i>I have no knowledge of how to perform this action or what it may entail</i>
1	<i>I have some knowledge of how to perform this action but may require additional instruction to apply my knowledge</i>
2	<i>I possess a sufficient knowledge level that would allow me to perform this action successfully</i>
3	<i>I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action</i>

2. Representing clients in appeal of murder convictions in California courts of appeal.

Experience Code (Part I)	Level of Experience
0	<i>I have no knowledge of how to perform this action or what it may entail</i>
1	<i>I have some knowledge of how to perform this action but may require additional instruction to apply my knowledge</i>
2	<i>I possess a sufficient knowledge level that would allow me to perform this action successfully</i>
3	<i>I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action</i>

I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess four (4) to five (5) years of experience performing this task at this level of experience.	I possess more than five (5) years of experience performing this task at this level of experience.

**DEPUTY STATE PUBLIC DEFENDER
Training and Experience Evaluation
PART III-TECHNICAL SKILLS**

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an “X” in the column(s) that most accurately represents the **amount of time** each level of experience represents. (Leave columns blank that do not apply to you).

AMOUNT OF TIME

SECTION 1: TECHNICAL SKILLS

3. Representing clients in appeal of felony cases (not murder cases) in the California courts of appeal.		
Experience Code (Part I)	Level of Experience	
0	<i>I have no knowledge of how to perform this action or what it may entail</i>	
1	<i>I have some knowledge of how to perform this action but may require additional instruction to apply my knowledge</i>	
2	<i>I possess a sufficient knowledge level that would allow me to perform this action successfully</i>	
3	<i>I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action</i>	
4. Representing clients in petition(s) for writ of habeas corpus in the California Supreme Court and/or the California courts of appeal.		
Experience Code (Part I)	Level of Experience	
0	<i>I have no knowledge of how to perform this action or what it may entail</i>	
1	<i>I have some knowledge of how to perform this action but may require additional instruction to apply my knowledge</i>	
2	<i>I possess a sufficient knowledge level that would allow me to perform this action successfully</i>	
3	<i>I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action</i>	

I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess four (4) to five (5) years of experience performing this task at this level of experience.	I possess more than five (5) years of experience performing this task at this level of experience.

DEPUTY STATE PUBLIC DEFENDER
Training and Experience Evaluation
PART III-TECHNICAL SKILLS (continued)

PRINT NAME _____

AMOUNT OF TIME

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 1: TECHNICAL SKILLS

5. Representing clients in the California Supreme Court on the appeal of a death penalty conviction.			I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess four (4) to five (5) years of experience performing this task at this level of experience.	I possess more than five (5) years of experience performing this task at this level of experience.
Experience Code (Part I)	Level of Experience						
0	<i>I have no knowledge of how to perform this action or what it may entail</i>						
1	<i>I have some knowledge of how to perform this action but may require additional instruction to apply my knowledge</i>						
2	<i>I possess a sufficient knowledge level that would allow me to perform this action successfully</i>						
3	<i>I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action</i>						
6. Researching complex criminal legal issues and/or factual matters using both book-based and computer-based resources.							
Experience Code (Part I)	Level of Experience						
0	<i>I have no knowledge of how to perform this action or what it may entail</i>						
1	<i>I have some knowledge of how to perform this action but may require additional instruction to apply my knowledge</i>						
2	<i>I possess a sufficient knowledge level that would allow me to perform this action successfully</i>						
3	<i>I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action</i>						

**DEPUTY STATE PUBLIC DEFENDER
Training and Experience Evaluation
PART III-TECHNICAL SKILLS (continued)**

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an “X” in the column(s) that most accurately represents the **amount of time** each level of experience represents. (Leave columns blank that do not apply to you).

AMOUNT OF TIME

SECTION 1: TECHNICAL SKILLS

7.	Researching complex issues to determine the relevant facts and applicable legal authority in a particular criminal case.	
	Experience Code (Part I)	Level of Experience
0		<i>I have no knowledge of how to perform this action or what it may entail</i>
1		<i>I have some knowledge of how to perform this action but may require additional instruction to apply my knowledge</i>
2		<i>I possess a sufficient knowledge level that would allow me to perform this action successfully</i>
3		<i>I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action</i>
8.	Reviewing documents and/or communications (e.g., pleadings, internal memos, client letters, email) to identify legal issues and risks and recommend the appropriate course of action based on analysis of the facts and applicable law.	
	Experience Code (Part I)	Level of Experience
0		<i>I have no knowledge of how to perform this action or what it may entail</i>
1		<i>I have some knowledge of how to perform this action but may require additional instruction to apply my knowledge</i>
2		<i>I possess a sufficient knowledge level that would allow me to perform this action successfully</i>
3		<i>I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action</i>

I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess four (4) to five (5) years of experience performing this task at this level of experience.	I possess more than five (5) years of experience performing this task at this level of experience.

DEPUTY STATE PUBLIC DEFENDER
Training and Experience Evaluation
PART III-TECHNICAL SKILLS (continued)

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an “X” in the column(s) that most accurately represents the **amount of time** each level of experience represents. (Leave columns blank that do not apply to you).

AMOUNT OF TIME

SECTION 1: TECHNICAL SKILLS

9. Evaluating evidence or facts to identify legal research, factual investigations, or other inquiries relevant to supporting or opposing a legal theory or claim.

Experience Code (Part I)	Level of Experience
0	<i>I have no knowledge of how to perform this action or what it may entail</i>
1	<i>I have some knowledge of how to perform this action but may require additional instruction to apply my knowledge</i>
2	<i>I possess a sufficient knowledge level that would allow me to perform this action successfully</i>
3	<i>I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered, and I could instruct others on specific aspects of this action</i>

10. Negotiating legal issues (e.g., settlements, admissibility of evidence) on behalf of the client

Experience Code (Part I)	Level of Experience
0	<i>I have no knowledge of how to perform this action or what it may entail</i>
1	<i>I have some knowledge of how to perform this action but may require additional instruction to apply my knowledge</i>
2	<i>I possess a sufficient knowledge level that would allow me to perform this action successfully</i>
3	<i>I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered, and I could instruct others on specific aspects of this action</i>

I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess four (4) to five (5) years of experience performing this task at this level of experience.	I possess more than five (5) years of experience performing this task at this level of experience.

**DEPUTY STATE PUBLIC DEFENDER
Training and Experience Evaluation
PART III-TECHNICAL SKILLS (continued)**

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an “X” in the column(s) that most accurately represents the **amount of time** each level of experience represents. (Leave columns blank that do not apply to you).

AMOUNT OF TIME

SECTION 1: TECHNICAL SKILLS

11. Assimilating useful information from a large volume of legal documents to extract and prioritize information relevant to a criminal case.

Experience Code (Part I)	Level of Experience
0	<i>I have no knowledge of how to perform this action or what it may entail</i>
1	<i>I have some knowledge of how to perform this action but may require additional instruction to apply my knowledge</i>
2	<i>I possess a sufficient knowledge level that would allow me to perform this action successfully</i>
3	<i>I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered, and I could instruct others on specific aspects of this action</i>

12. Developing legal strategies to resolve the case and/or matter in a manner most favorable to the client.

Experience Code (Part I)	Level of Experience
0	<i>I have no knowledge of how to perform this action or what it may entail</i>
1	<i>I have some knowledge of how to perform this action but may require additional instruction to apply my knowledge</i>
2	<i>I possess a sufficient knowledge level that would allow me to perform this action successfully</i>
3	<i>I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered, and I could instruct others on specific aspects of this action</i>

I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess four (4) to five (5) years of experience performing this task at this level of experience.	I possess more than five (5) years of experience performing this task at this level of experience.

**DEPUTY STATE PUBLIC DEFENDER
Training and Experience Evaluation
PART III-TECHNICAL SKILLS (continued)**

PRINT NAME _____

AMOUNT OF TIME

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 1: TECHNICAL SKILLS

13. Determining the strengths and weakness of a criminal appeal based on applicable rules and laws.

Experience Code (Part I)		Level of Experience					
0		<i>I have no knowledge of how to perform this action or what it may entail</i>					
1		<i>I have some knowledge of how to perform this action but may require additional instruction to apply my knowledge</i>					
2		<i>I possess a sufficient knowledge level that would allow me to perform this action successfully</i>					
3		<i>I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered, and I could instruct others on specific aspects of this action</i>					

I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess four (4) to five (5) years of experience performing this task at this level of experience.	I possess more than five (5) years of experience performing this task at this level of experience.
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**Deputy State Public Defender
Training and Experience Evaluation
PART IV- COMMUNICATION**

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

AMOUNT OF TIME

SECTION 2: COMMUNICATION

14. Communicating verbally with immediate supervisor or senior managers to provide updates or recommendations and/or seek guidance and feedback on substantive legal issues and strategies.

	Experience Code (Part I)	Level of Experience
0		No experience (I have never performed this action)
1		Limited experience (I have performed this action before but would still be considered a beginner by others in the field and would likely require assistance for successful performance)
2		Moderate experience (I have performed this action multiple times or over a moderate period of time, and could effectively perform this action if required)
3		Extensive experience (I have performed this action on many occasions or over a long period of time)

15. Conferring with clients and/or colleagues to make legal, strategic, tactical, and policy recommendations.

	Experience Code (Part I)	Level of Experience
0		No experience (I have never performed this action)
1		Limited experience (I have performed this action before but would still be considered a beginner by others in the field and would likely require assistance for successful performance)
2		Moderate experience (I have performed this action multiple times or over a moderate period of time, and could effectively perform this action if required)
3		Extensive experience (I have performed this action on many occasions or over a long period of time)

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.

**Deputy State Public Defender
Training and Experience Evaluation
PART IV- COMMUNICATION (continued)**

AMOUNT OF TIME

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an “X” in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 2: COMMUNICATION

16. Communicating verbally with support staff (e.g., legal analysts, office technicians, etc.) taking into consideration workload, pending deadlines, and other issues when assigned appropriate types and levels of tasks and to follow up to ensure the completion of assigned tasks.

	Experience Code (Part I)	Level of Experience
0		No experience (I have never performed this action)
1		Limited experience (I have performed this action before but would still be considered a beginner by others in the field and would likely require assistance for successful performance)
2		Moderate experience (I have performed this action multiple times or over a moderate period of time, and could effectively perform this action if required)
3		Extensive experience (I have performed this action on many occasions or over a long period of time)

17. Communicating verbally with less experienced attorneys or paraprofessionals regarding legal issues, policies, individual cases, and other matters to complete work.

	Experience Code (Part I)	Level of Experience
0		No experience (I have never performed this action)
1		Limited experience (I have performed this action before but would still be considered a beginner by others in the field and would likely require assistance for successful performance)
2		Moderate experience (I have performed this action multiple times or over a moderate period of time, and could effectively perform this action if required)
3		Extensive experience (I have performed this action on many occasions or over a long period of time)

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.

**Deputy State Public Defender
Training and Experience Evaluation
PART IV- COMMUNICATION (continued)**

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an “X” in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

AMOUNT OF TIME

SECTION 2: COMMUNICATION

18. Communicating with and treating others with professionalism, respect, courtesy, and tact.

	Experience Code (Part I)	Level of Experience
0		No experience (I have never performed this action)
1		Limited experience (I have performed this action before but would still be considered a beginner by others in the field and would likely require assistance for successful performance)
2		Moderate experience (I have performed this action multiple times or over a moderate period of time, and could effectively perform this action if required)
3		Extensive experience (I have performed this action on many occasions or over a long period of time)

19. Communicating verbally with colleagues and peers regarding complex legal issues.

	Experience Code (Part I)	Level of Experience
0		No experience (I have never performed this action)
1		Limited experience (I have performed this action before but would still be considered a beginner by others in the field and would likely require assistance for successful performance)
2		Moderate experience (I have performed this action multiple times or over a moderate period of time, and could effectively perform this action if required)
3		Extensive experience (I have performed this action on many occasions or over a long period of time)

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.

**Deputy State Public Defender
Training and Experience Evaluation
PART V- GENERAL SKILLS**

AMOUNT OF TIME

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an “X” in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 3: GENERAL SKILLS

20. Handling unexpected developments (e.g., short deadlines, administrative obstacles, limited resources, external events) that impact current work assignments.

Experience Code (Part I)	Level of Experience
0	No experience (I have never performed this action)
1	Limited experience (I have performed this action before but would still be considered a beginner by others in the field and would likely require assistance for successful performance)
2	Moderate experience (I have performed this action multiple times or over a moderate period of time, and could effectively perform this action if required)
3	Extensive experience (I have performed this action on many occasions or over a long period of time)

21. Applying professional ethical rules as they relate to the practice of law.

Experience Code (Part I)	Level of Experience
0	No experience (I have never performed this action)
1	Limited experience (I have performed this action before but would still be considered a beginner by others in the field and would likely require assistance for successful performance)
2	Moderate experience (I have performed this action multiple times or over a moderate period of time, and could effectively perform this action if required)
3	Extensive experience (I have performed this action on many occasions or over a long period of time)

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.

**Deputy State Public Defender
Training and Experience Evaluation
PART V- GENERAL SKILLS (continued)**

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an “X” in the column(s) that most accurately represents the **amount of time** each level of experience represents. (Leave columns blank that do not apply to you).

AMOUNT OF TIME

SECTION 3: GENERAL SKILLS

22. Prioritizing tasks and/or developing timelines for a case or legal matter.

Experience Code (Part I)	Level of Experience
0	<i>No experience (I have never performed this action)</i>
1	<i>Limited experience (I have performed this action before but would still be considered a beginner by others in the field and would likely require assistance for successful performance)</i>
2	<i>Moderate experience (I have performed this action multiple times or over a moderate period of time, and could effectively perform this action if required)</i>
3	<i>Extensive experience (I have performed this action on many occasions or over a long period of time)</i>

23. Managing and meeting timelines for cases or matters.

Experience Code (Part I)	Level of Experience
0	<i>No experience (I have never performed this action)</i>
1	<i>Limited experience (I have performed this action before but would still be considered a beginner by others in the field and would likely require assistance for successful performance)</i>
2	<i>Moderate experience (I have performed this action multiple times or over a moderate period of time, and could effectively perform this action if required)</i>
3	<i>Extensive experience (I have performed this action on many occasions or over a long period of time)</i>

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.

**Deputy State Public Defender
Training and Experience Evaluation
PART V- GENERAL SKILLS (continued)**

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an “X” in the column(s) that most accurately represents the **amount of time** each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 3: GENERAL SKILLS

AMOUNT OF TIME

			I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
24. Identifying and utilizing experts, investigators, paralegals, and/or other individuals to ensure issues raised by cases/matters are adequately explored and addressed.							
Experience Code (Part I)	Level of Experience						
0	<i>No experience (I have never performed this action)</i>						
1	<i>Limited experience (I have performed this action before but would still be considered a beginner by others in the field and would likely require assistance for successful performance)</i>						
2	<i>Moderate experience (I have performed this action multiple times or over a moderate period of time, and could effectively perform this action if required)</i>						
3	<i>Extensive experience (I have performed this action on many occasions or over a long period of time)</i>						
25. Using computers and others technology effectively (e.g., to create documents, keep records, communicate with others).							
Experience Code (Part I)	Level of Experience						
0	<i>No experience (I have never performed this action)</i>						
1	<i>Limited experience (I have performed this action before but would still be considered a beginner by others in the field and would likely require assistance for successful performance)</i>						
2	<i>Moderate experience (I have performed this action multiple times or over a moderate period of time, and could effectively perform this action if required)</i>						
3	<i>Extensive experience (I have performed this action on many occasions or over a long period of time)</i>						

**Deputy State Public Defender
Training and Experience Evaluation
PART V- GENERAL SKILLS (continued)**

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an “X” in the column(s) that most accurately represents the **amount of time** each level of experience represents. (Leave columns blank that do not apply to you).

AMOUNT OF TIME

SECTION 3: GENERAL SKILLS

26. Completing multiple projects within appropriate time frames while maintaining a high level of work performance.

Experience Code (Part I)	Level of Experience
0	<i>No experience (I have never performed this action)</i>
1	<i>Limited experience (I have performed this action before but would still be considered a beginner by others in the field and would likely require assistance for successful performance)</i>
2	<i>Moderate experience (I have performed this action multiple times or over a moderate period of time, and could effectively perform this action if required)</i>
3	<i>Extensive experience (I have performed this action on many occasions or over a long period of time)</i>

27. Working independently while producing high-quality work products and meeting deadlines.

Experience Code (Part I)	Level of Experience
0	<i>No experience (I have never performed this action)</i>
1	<i>Limited experience (I have performed this action before but would still be considered a beginner by others in the field and would likely require assistance for successful performance)</i>
2	<i>Moderate experience (I have performed this action multiple times or over a moderate period of time, and could effectively perform this action if required)</i>
3	<i>Extensive experience (I have performed this action on many occasions or over a long period of time)</i>

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.

**Deputy State Public Defender
Training and Experience Evaluation
PART V- GENERAL SKILLS (continued)**

PRINT NAME _____

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an “X” in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 3: GENERAL SKILLS

AMOUNT OF TIME

			I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
28. Working collaboratively with ours in a team environment.							
Experience Code (Part I)	Level of Experience						
0	<i>No experience (I have never performed this action)</i>						
1	<i>Limited experience (I have performed this action before but would still be considered a beginner by others in the field and would likely require assistance for successful performance)</i>						
2	<i>Moderate experience (I have performed this action multiple times or over a moderate period of time, and could effectively perform this action if required)</i>						
3	<i>Extensive experience (I have performed this action on many occasions or over a long period of time)</i>						
29. Maintaining confidentiality and exercising discretion in the dissemination of information							
Experience Code (Part I)	Level of Experience						
0	<i>No experience (I have never performed this action)</i>						
1	<i>Limited experience (I have performed this action before but would still be considered a beginner by others in the field and would likely require assistance for successful performance)</i>						
2	<i>Moderate experience (I have performed this action multiple times or over a moderate period of time, and could effectively perform this action if required)</i>						
3	<i>Extensive experience (I have performed this action on many occasions or over a long period of time)</i>						

**Deputy State Public Defender
Training and Experience Evaluation
PART V- GENERAL SKILLS (continued)**

PRINT NAME _____

AMOUNT OF TIME

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an “X” in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 3: GENERAL SKILLS

30. Writing, editing, and/or reviewing correspondence (including email) on legal matters for clients.

Experience Code (Part I)		Level of Experience					
0		<i>No experience (I have never performed this action)</i>					
1		<i>Limited experience (I have performed this action before but would still be considered a beginner by others in the field and would likely require assistance for successful performance)</i>					
2		<i>Moderate experience (I have performed this action multiple times or over a moderate period of time, and could effectively perform this action if required)</i>					
3		<i>Extensive experience (I have performed this action on many occasions or over a long period of time)</i>					

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.