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Public Defender

**LOS ANGELES COUNTY PUBLIC DEFENDER**  
CLARA SHORTRIDGE FOLTZ CRIMINAL JUSTICE CENTER

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**Senior Law Clerk (SLC) Exam #L9243E**

**Application Filing Tips and Frequently Asked Questions (FAQs)**

**I. APPLICATION PROCESS AND FILING TIPS**

1. Read the job bulletin and attachments thoroughly before completing your application.
2. **Filing Period:** Applications will be accepted starting **Monday, October 3, 2022, at 8:00 a.m. (PDT) until the needs of the service are met. Application filing may close without prior notice.** Applications must be submitted ONLINE FILING ONLY. To apply, click [here](#).
3. In order to apply for this position, you will need to create an account in the [governmentjobs.com/careers.lacounty](https://governmentjobs.com/careers.lacounty) portal. When you create a governmentjobs.com profile, you may be required to verify your email address. This only needs to be done once per email address. If you already have a job seeker account on [governmentjobs.com/careers.lacounty](https://governmentjobs.com/careers.lacounty), you can verify at any time by logging in and following the prompts. This step is used to enhance the security of your online application and to ensure you do not enter an incorrect email address. You can complete the general County Job Application in advance and upload any relevant documents (e.g., CV, resume, diplomas, certificates) or send your documents via email to [Exams@pubdef.lacounty.gov](mailto:Exams@pubdef.lacounty.gov) within 10 business days of submitting your application.
4. Ensure all your profile information (e.g., name, address, phone, and email) is correct or up-to-date. Please note that **all** communications (e.g., notices, exam results) regarding your application and exam process, will be sent electronically.

Note: Los Angeles County will not consider claims of not viewing or receiving notifications to be a valid reason for late administration or rescheduling of a test component.

- a. If your email or mailing address changes after you submit your application or during the exam process, you must update the information in your governmentjobs.com profile.
- b. For any questions regarding the application or exam process, contact us:  
[Exams@pubdef.lacounty.gov](mailto:Exams@pubdef.lacounty.gov).
  - Add [Exams@pubdef.lacounty.gov](mailto:Exams@pubdef.lacounty.gov), [KRamirez@pubdef.lacounty.gov](mailto:KRamirez@pubdef.lacounty.gov), [infor@governmentjobs.com](mailto:infor@governmentjobs.com), and [no-reply@governmentjobs.com](mailto:no-reply@governmentjobs.com) to your list of safe senders to ensure communication is not filtered to you junk or spam folders.
5. If your application is rejected, you will be notified via email.

## II. EXAMS REQUIREMENTS AND PROCESS FAQs

### 6. What is the “first eligible” bar exam?

The California State Bar (Bar) Examination is given twice each year. The “first eligible” bar exam is considered as the first exam available following graduation. If you **graduate in the Spring**, to be eligible for the SLC program, you must register and take the upcoming **July bar exam**, immediately following your Spring graduation. If you **graduate in the Fall**, you would be required to register and take the upcoming **February bar exam**, immediately following your Fall graduation.

### 7. I took the bar several years ago and am taking it again now. Am I eligible to apply for the SLC position?

No. To participate in this exam, you must qualify to be certified under the Bar’s Practical Training of Law Students (PTLS) program. The PTLS certification is only valid until the date the results of the “first eligible Bar” results are released.

Generally, February Bar exam results are released in May, and July Bar exam results are released in November. Candidates are no longer eligible to be Certified Law Clerks under the PTLS program after these periods, based on the respective Bar dates as outlined in #6, above.

### 8. I am a certified law student by the state bar in another state. Am I eligible to apply for the senior law clerk position?

To participate in this exam, you must qualify to be certified under the California Bar’s PTLS program. Additional information on the California PTLS Program can be found here, [Practical Training of Law Students – State Bar of California](#).

### 9. Am I eligible to participate in the SLC program if I sit for a bar exam in another state?

You must have sat or be eligible to sit for the first eligible bar exam with the California State Bar.

### 10. If for some reason I do not take the bar, may I defer my clerkship until the time I do?

Applicants who fail to register and/or participate in the “first eligible” bar exam, will not be eligible for appointment to the SLC position.

### 11. Is this opportunity “remote”, “in-person”, or a hybrid schedule?

The Public Defender’s SLC program is currently conducted 100% in-person.

### 12. Is a writing sample required?

You will not be required to provide a writing sample to participate in this exam. The exam’s assessment process consists of an evaluation of Training and Experience (T&E) weighted 100%.

### 13. May I submit letters of recommendation?

Letters of recommendation may be submitted but will not be used to evaluate your eligibility or score in the exam. After passing the exam and being added to the Eligible Register, letters of recommendation may be forwarded to the hiring manager if you are being considered for an offer. Additionally, you will have an opportunity to provide such letters at the time you are invited to participate in a selection interview.

### 14. What are the next steps after I apply?

If you meet the one of the requirements (Option #1 or #2) outlined in the job bulletin, you will participate in an evaluation of Training and Experience (T&E) weighted 100%. The T&E will comprise an evaluation of the candidates’ education and training based on information provided on the Los Angeles County Online Employment Application form, Supplemental Questionnaire, and other **required** or supporting documents submitted at the time of filing or **within ten (10) business days** from submitting your online application. Your score on the T&E will be used to place you on the Eligible register for the SLC position. If you are placed in a reachable band, you may be contacted by the hiring manager for an opportunity to participate in the selection interview process.

**15. Am I eligible to participate in this exam if I do not have my diploma or transcripts, or if my application for the Bar has not been approved?**

Applicants will be permitted to participate in the exam. However, their names will be withheld from the list of candidates ("Eligible Register") for hiring consideration until you can produce a copy of your diploma or a copy of official or unofficial transcripts that clearly show when JD degree was conferred **and** provide proof of Bar Exam.

Candidates who are offered a position as an SLC in the Office the Public Defender, must maintain eligibility to negotiate and appear on behalf of a client in the limited circumstances permitted by [Rule of Court 9.42](#), as a Certified Law Clerk by the California State Bar.

Candidates who complete the exam process, but do not provide a copy of their diploma and/or transcripts by the end of the academic year in which they are scheduled to graduate, will be disqualified from the exam process. However, they will be able to re-apply when the exam requirements are met.

**16. When can I expect to hear back after filing the application?**

Applications will be reviewed on a rolling basis, in the order received. Once your application and evaluation of Training and Experience (T&E) are reviewed, you will be notified of your exam results via email only.

**17. Who should I contact if I have not heard back after filing the application?**

For questions regarding the job bulletin, application, and exam process, you can contact the Public Defender's Exams Unit via email at [Exams@pubdef.lacounty.gov](mailto:Exams@pubdef.lacounty.gov). Be sure to include the exam title and number in your email.

**18. What happens if I am not selected for the SLC internship?**

Any candidate not invited to join the SLC internship may be referred and are invited to apply for the Deputy Public Defender I exam.

**III. APPLICATION HELP & SUPPORT**

**19. I am having trouble with filing the application online. Is there an alternative method to apply?**

Applications must be submitted ONLINE only. If you currently do not have an account with [www.governmentjobs.com/careers/lacounty](http://www.governmentjobs.com/careers/lacounty), you will need to create a new account. You can visit the [Online Employment Application Guide](#) for step-by-step instructions.

If you do not have access to the email address listed on your account, you will need to contact the applicant support team for assistance at (855) 524-5627 to update your profile information.

**20. Who do I contact if I cannot remember my username/password?**

If you do not remember your username/password, you can click on the *Forgot Username* and/or *Reset Password* button found below the Sign In button. You will be prompted to enter your email address and answer the security question. You will receive an email containing your username or a link to reset your password. If you do not see the email in your inbox, check your spam/junk email folder.

The email address that you enter must exactly match what appears on your profile. If it does not match, you may receive an error that *User with that email was not found*.

For additional assistance with issues logging in, please visit the [Help and Support Applicant FAQs](#) for step-by-step instructions.

If you do not have access to the email address listed on your account, you will need to contact the applicant support team for assistance at (855) 524-5627.

**21. How do I find out the status of my application?**

You may view and track your application status by logging into your account at [www.governmentjobs.com/careers/lacounty](http://www.governmentjobs.com/careers/lacounty).