

State of California, Military Department  
State Active Duty (SAD)  
Vacancy Announcement  
1 Position Available

### Position Details

Announcement Number: SAD VA 2024-079  
Opening Date: 24 July 2024  
Closing Date: 7 August 2024  
Position Title: Assistant Deputy General Counsel (SAD O-4)  
Duty Location: Office of the Staff Judge Advocate, CHQC, Rancho Cordova  
Selecting Official: General Counsel, Staff Judge Advocate  
Projected Employment Date: 1 September 2024

### Vacancy Announcement Details

The California Military Department is accepting applications for the State Active-Duty position indicated above. **Current SAD employees will have priority for hire.** An appointment to this position provides full benefit status for the appointee and their beneficiaries. The incumbent will be appointed on annually renewable State Active-Duty orders through year six, at which time the incumbent may be eligible for career status IAW CMD Reg 600-1, dated 21 April 2020. Continuation and subsequent extensions of service will be determined by the individual's performance of duty and continuation of funding. **The Service Member selected for this position will be paid at their federal or California State Guard pay grade, not to exceed O-4.** This announcement has minimum requirements. Failure to meet these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the instructions at the end of this announcement for documents required to submit a complete application. **Applications missing signatures and required documents will not be considered.** The Service Member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment, and the Military Service Buy Back Program. **Reimbursement for moving and relocation expenses will not be paid.**

### Eligibility Requirements

- Active members of the California Military Department (Army, Air, CSG) in the grades **O-3 through O-5** may apply. Applicants must have a military affiliation per Para 3-2 of CMD Reg. 600-1. CSG members who have no prior federal military experience must be a member of the CSG in good standing for a minimum of two years for eligibility for SAD vacancies. **CSG members must submit a copy of their CSG orders with their application.**
- Must possess a Juris Doctor Degree from an ABA accredited law school.
- Must be a member of the California Bar and must remain a member in good standing for duration of military orders.
- Optimal candidates have experience or knowledge of matters pertaining to California Army National Guard regulations, policies and actions.
- No court-martial conviction or punishment under formal Article 15 proceedings.

- No record of civil conviction other than minor traffic offenses or record of lost time under 10 U.S.C. 972 (App. 3, MCM).
- No pattern of undesirable behavior as evidenced by civilian or military record of conviction by Special or General Courts Martial or civilian courts or otherwise required to register as a sexual offender as enumerated in AR 27-10.
- Must be able to communicate effectively verbally and in writing.
- Completion of military and civilian education requirements commensurate with the grade of the applicant are required.
- Military assignments appropriate to the grade of the applicant are required.
- Required to meet height/weight and physical fitness standards prescribed by their military branch of membership.
- Applicants must meet, and maintain, federally recognized medical fitness standards or CSG equivalent.
- Appropriate military uniform with federally recognized, or CSG recognized, rank will be worn in accordance with military regulation.
- Must be able to pass State and Federal background checks (Live Scan), and California Military Department status verification. Continuation of employment is contingent upon maintaining favorable background checks.
- Must possess a valid state driver's license.

### Primary Duties and Responsibilities

An Assistant Deputy General Counsel functions under the general supervision of the State Staff Judge Advocate (SSJA) and General Counsel. The Office of the Staff Judge Advocate is located at The California National Guard Consolidated Headquarters Complex (CHQC). An Assistant Deputy General Counsel provides legal advice on California National Guard matters to the State Staff Judge Advocate and military personnel as appropriate.

- Represents and advises the California National Guard and California Military Department on all legal matters.
- Duties include, but are not limited to the following duties, provide legal opinions, analysis and counsel on state and federal law and regulation, California Military and Veterans Code, Uniform Code of Military Justice, operational law, legal coordination in sexual assault cases, coordination with National Guard Bureau Office of the General Counsel and other state and federal agency attorneys.
- Serves as a legal advisor under the direction of the State Staff Judge Advocate and General Counsel.
- Will assist senior Judge Advocates in advising military commanders.
- Responsible for the formulation of legal guidance as related to constitutional, civil, criminal, labor, fiscal/contract, non-military employment and environmental law.
- Provides legal advice/counsel on emergency response and homeland security issues and other matters relevant to the California National Guard and the California Military Department.
- Interpret and draft legislation, policies, regulations, operations orders and legal reviews.
- Works with investigators, administrative judges and arbitrators from various appellate bodies, including, but not limited to, the Equal Employment Opportunity Commission, the Federal Labor Relations Authorities, the Federal Services Impasses Panel and State and Federal authorities.
- Prepares for and conducts administrative hearings and military justice proceedings.
- Serves as a state Ethics Advisor.
- Reviews sensitive financial disclosure statements for General Officers and other key personnel.

- Supervise junior attorneys and paralegals as assigned.
- Performs other legal and administrative duties as assigned.

### Instructions for Submitting Applications

To view the State Active Duty Appointment Application, please click [State Active Duty Appointment Application \(.pdf\)](#). To view Unit Verification Memorandum Template, please click [Unit Verification Memorandum Template \(.pdf\)](#). Interested applicants must submit a completed and signed State Active-Duty Appointment Application and all required supporting documentation (listed below), to the Director of State Personnel Programs.

**Applications missing signatures and/or required documents will not be considered.**

- **All Applicants:** Documentation of your highest level of civilian education listed on your application. (Legible copy of either diploma, degree, transcripts, record brief, RIP, etc.).
- **All Applicants:** Are **required** to submit a Resume.
- **All Applicants:** Unit Verification Memorandum with Judge Advocate General (JAG) clearance letter or email. California State Guard applicants will have the memorandum completed by CSG HQ.
- **All Applicants:** [DMV Printout](#) current within the past six months. California residents may obtain, at cost, a copy of their DMV printout. Unit DMV reports are not accepted.
- **CA Army National Guard (CAARNG) Applicants:** Are required to submit a Record Brief (ORB) or IPPS-A printout, current within the past six months.
- **CAARNG Applicants:** Are required to submit a Soldier Management Record printout (from Retirement Points Accounting System). **(Officer only)**
- **CA Air National Guard (CAANG) Applicants:** Are required to submit Report on Individual Person (RIP), and ARCNet Individual Readiness Detail, current within the past six months.
- **CSG Applicants:** CSG Accession Orders and Current Assignment Orders – CSG Applicants only.
- **Deployed Service Members:** Title 10 OCONUS Orders - Currently deployed Service Members only.

Complete applications and all supporting documents may either be mailed to California Military Department , Director of State Personnel Programs, Attn: NGCA-JSD-SP (Box #27), 10601 Bear Hollow Drive, Rancho Cordova, CA 95670, Or e-mailed as **One PDF file** to [SP.SADApplication@cmd.ca.gov](mailto:SP.SADApplication@cmd.ca.gov). Applications mailed, or e-mailed, must be received by the State Personnel office no later than **midnight on Wednesday, 7 August 2024**.

### Statement of Qualifications

**A Statement of Qualifications is REQUIRED and must be submitted with your Employment Application.**

**Applications received without an appropriate Statement of Qualifications based on the instructions below will be rejected for being incomplete and will not be considered. Resumes, cover letters, and other documents will not be considered as a response to the Statement of Qualifications. Please limit your SOQ to a maximum of two (2) pages, single-spaced, no less than twelve-point Arial font.**

**Candidate must clearly and concisely identify experience in categories listed below and must be in the following order:**

- **Explain how your previous legal experience will help you perform the Primary Duties and Responsibilities listed above.**

- **How do you maintain your professional legal competency? (example: attending CLE, professional reading, LLM, classes, etc.)**
- **Describe your primary legal practice areas and give some examples of cases that you have handled over your career.**
- **Describe a challenging experience you have had with a subordinate or supervisor, and how you resolved it.**