

Administrative Law Judges Committee

Mission Statement:

The Administrative Law Judges Committee provides mentorship, training and opportunities for our membership to better serve our community.

Values:

- Promotion and advancement of equity, justice and inclusion within the administrative judiciary.
- Providing opportunities for growth and development for our membership.
- Creating avenues to positively impact the legal community and society at large.

Meeting Date and Time

The Committee usually meets on the first Friday of the month. Contact the co-chairs for the Zoom meeting link.

Additional Information

What is an Administrative Law Judge and What do They do?

An Administrative Law Judge (ALJ), employed by the State of California, specializes in administrative law and presides over administrative hearings. Administrative hearings generally involve resolving disputes between government agencies and private citizens or companies. Some of these disputes include worker's compensation claims, unemployment appeals, professional license revocation, arbitration between contracted workers and the State, implementing legislation and inter-department issues. ALJs are a vital part of the inner workings of the California State Government and help maintain the general welfare of our State.

How do I become an Administrative Law Judge?

There are many opportunities with the State of California, whether you are a new or experienced attorney. Prior to applying, an applicant should be aware that work with the State has its challenges. The salary is not generous and there is a one-year probation period. However, there is good job protection, the work is rewarding and it exposes you to a wide variety of practice areas. It is important to have all the information available when considering an offer from a governmental agency.

How to Apply:

STEP ONE:

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1. Go to Calcareers.ca.gov
2. Create an Account and a template
3. While logged in, set your Account so that you will be notified when an exam or position posts. Access the Saved Searches (formerly E-notify) tab in your CalCareer account. Once logged in, you can begin an Advanced Job Search, using filters to meet your criteria. On the Job Search Results page, click Save Search. Enter a Search Name and select a frequency of how you want to be notified.

STEP TWO:

1. While in Calcareers.ca.gov, Click on Exam/Assessment Search
2. In Keyword type "Administrative Law Judge" All ALJ exams should post.
3. Take the ALJ exam for **all agencies**. Entry level exams are largely generic and one does not need subject matter expertise. Agencies sometimes share exam lists with one another, but not always.
4. After your exam is graded, you will be ranked on an eligibility list. You must place in top three (3) ranks to be eligible for an interview. Depending on the agency, you will receive a notification either electronically, by mail or both.

STEP THREE:

1. Return to Calcareers.ca.gov
2. Click on Advance Job Search or Geographic Job Search.
3. Type in "Administrative Law Judge".
4. Once you find a position you want to apply, click on "Apply Now" button on the top right hand corner of the posting. This will take you to your account log in to begin the application process.
5. Once you have logged into your account, you will be asked if you have eligibility. If you have taken the examination and are in the top 3 ranks, you are eligible. Click "I am eligible" and follow the prompts to complete the information to create your template for this position. If you have previously created a template, you may select your template and modify it for each position. You can also save the template for future use. Your account information will automatically populate into the State Job Application, also known as the 678. The 678 must be completed and submitted with each application.
6. Apply for any and all ALJ positions. The gateway step is to enter state service. Once you have passed probation in one State position, it is easier to progress to other positions within the State.
7. If a posting deadline is approaching and you have not received your exam results, apply nonetheless to reserve your spot in the event you place in the top 3 ranks.