

GRADUATE LEGAL ASSISTANT

OPEN - STATEWIDE

CONTINUOUS FILING



State of California
DEPARTMENT
OF
JUSTICE
P. O. BOX 944255
SACRAMENTO, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. 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.

EXAMINATION TYPE	This is an open continuous filing examination.		
WHO SHOULD APPLY	Persons who meet the minimum qualifications as stated on this examination bulletin.		
HOW TO APPLY	<p><u>DO NOT SUBMIT STANDARD STATE APPLICATIONS (STD. 678)</u></p> <p>÷ To apply for this examination, <u>submit your name and address</u> on an Examination Request Form through the Attorney General's Website at:</p> <p style="text-align: center;">http://www.ag.ca.gov/careers/exams.htm</p> <p>÷ You may also <u>submit your name and address</u> to one of the addresses below:</p> <table><tr><td>Mailing Address: Department of Justice Testing & Selection Unit P. O. Box 944255 Sacramento, CA 94244-2550</td><td>File in Person: Department of Justice Testing & Selection Unit 1300 "I" Street, 7th Floor Sacramento, CA 95814</td></tr></table>	Mailing Address: Department of Justice Testing & Selection Unit P. O. Box 944255 Sacramento, CA 94244-2550	File in Person: Department of Justice Testing & Selection Unit 1300 "I" Street, 7 th Floor Sacramento, CA 95814
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	<p>Submission of this information places your name on a mailing list to receive examination materials when the cut-off date is determined. <u>Be sure to specify the exact title of the examination for which you are applying.</u></p>		
SPECIAL TESTING	If you have a disability and need special testing arrangements, please call the Testing and Selection Unit, (916) 324-5039 when you receive the examination materials.		
SUPPLEMENTAL APPLICATION	This examination will consist of a supplemental application only.		
SALARY RANGE	\$3493 - 3834		
ELIGIBLE LIST INFORMATION	Competitors can be tested only once during a 12-month period. Competitors' name and addresses must be submitted within the testing period to be considered for that test administration. A candidate's eligibility will be established for 12 months. Eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Names of successful competitors are merged into the eligible list in order of final scores, regardless of the test date. The resulting eligible list will be used to fill vacancies at the Department of Justice.		

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POSITIONS	Positions exist in Sacramento, San Francisco, Oakland, Fresno, Los Angeles and San Diego.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	All applicants must meet the education and/or experience requirements for this examination by the date that the examination materials are to be returned to the Department of Justice. This date will be indicated in the instructions provided with the examination materials.
MINIMUM QUALIFICATIONS	Current eligibility to take The California State Bar examination. (Persons in their last year of law school may compete in the examination but may not be appointed until they have eligibility to take the California State Bar examination.
THE POSITION	<p>The Graduate Legal Assistant is the primary recruiting and entry-level class for introduction to legal practice in State service. Incumbents in the class must demonstrate acceptable progress toward higher level classes in this occupational group. As one measure of this progress, an incumbent must successfully pass the written portion of The State Bar examination within twelve months of appointment. Failure to meet this standard will be considered evidence of unsatisfactory progress and cause for rejection during the probationary period.</p> <p>A Graduate Legal Assistant analyzes legal problems; does routine legal research; prepares drafts of legal documents, briefs, reports, resolutions and legislative measures; ascertains the last amended form of the statutory law on a given subject; compiles, annotates and indexes provisions of law and of legislative measures; serves legal papers; assists in answering court calendars; secures information regarding court decisions; assists in the work of a law library; keeps records and indexes of legal cases; prepares and dictates correspondence.</p>
EXAMINATION INFORMATION	<p>Competitors who meet the requirements for admittance to the examination will be required to complete a supplemental application designed to explore education and experience related to the Graduate Legal Assistant classification. The supplemental application will be evaluated by using a predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</p> <p>This examination will consist of a Supplemental Application. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</p> <p style="text-align: center;">SUPPLEMENTAL APPLICATION - Weighted 100.00%</p>
SCOPE	<p>Candidates will be evaluated primarily in terms of their potential for advancement to higher level attorney positions in which they will be expected to provide legal services and counsel with independence of action. In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis on the supplemental application will be on measuring competitively, relative to job demands, each competitor's:</p> <p>KNOWLEDGE OF:</p> <ol style="list-style-type: none">1. Legal principles and their applications.2. The use of legal reference works.3. Legal terms. <p>ABILITY TO:</p> <ol style="list-style-type: none">1. Reason logically.2. Analyze situations accurately and adopt an effective course of action.
VETERANS PREFERENCE CREDIT	<p>Veterans Preference Credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.</p>
CAREER CREDITS	<p>Career Credits <u>do not</u> apply in this examination.</p>

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GENERAL INFORMATION

THE DEPARTMENT OF JUSTICE 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 candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY TO contact the Department of Justice, (916) 324-5039, for an examination without a written feature, it is the candidate's responsibility to contact the Department of Justice (916) 324-5039, three weeks after the final filing date if he/she has not received a progress notice.

IF A CANDIDATE'S NOTICE of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

APPLICATIONS (Form 678) are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Justice.

IF YOU MEET THE REQUIREMENTS stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

EXAMINATION LOCATIONS: Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, Los Angeles and San Diego. However, locations of interviews may be limited or extended as conditions warrant.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order; 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and 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.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

VETERAN PREFERENCE: California law allows granting of Veterans Preference Credits in open entrance examinations and open non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open Nonpromotional examinations is granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the Veterans Preference Application (Form 1093) which is available from State Personnel Board Offices, Written Test Proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

CAREER CREDIT: In Open, Nonpromotional examinations, career credit is granted to: (1) State employees with permanent civil services status, (2) full-time employees of the State who are exempt from State civil services pursuant to the provisions of Section 4 of Article VII of the California Constitution, meet all qualification requirements specified by the Board and have 12 consecutive months of services in an exempt position, and (3) members of the California Conservation Corps who have served one full year or are graduates of the California Conservation Corps (Eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who pass the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may be eligible for career credits, but they must explain their civil service status in the appropriate section on the Application (Form 678 or 679).

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) 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 year-for-year basis.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:

1-800-735-2929 (From TDD Phone)

1-800-735-2822 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

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