

LEGAL SECRETARY

OPEN NONPROMOTIONAL SPOT - SAN FRANCISCO, OAKLAND



State of California
DEPARTMENT OF JUSTICE
P.O. Box 944255
Sacramento, CA
94244-2550

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

IT IS THE 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.

CUT-OFF DATE Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the cut-off date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

WHO SHOULD APPLY Persons who meet the minimum qualifications by the cut-off date. This is an Open, NonPromotional examination.

HOW TO APPLY Applications are available at the Department of Justice Offices, www.ag.ca.gov, and may be mailed or filed in person to:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550
Attn: Legal Secretary-SF/Oakland Exam

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 7th Floor
Sacramento, CA 95814
Attn: Legal Secretary-SF/Oakland Exam

**DO NOT SUBMIT APPLICATIONS TO THE "I" STREET MAIL ROOM,
THE 11TH FLOOR RECEPTIONIST, OR THE STATE PERSONNEL BOARD.**

CONTINUOUS FILING Applications (Form 678) will be accepted continuously. You may also call (916) 324-5039 to receive examination information prior to the next Cut-off Date or inquire Via Internet: www.ag.ca.gov **THE TESTING PERIOD FOR THIS CLASSIFICATION IS 12 MONTHS. YOU MAY NOT TEST FOR THIS CLASSIFICATION MORE THAN ONCE IN A TESTING PERIOD. IF YOU HAVE TAKEN AN EXAMINATION FOR THIS CLASSIFICATION WITH THE DEPARTMENT OF JUSTICE WITHIN THE LAST 12 MONTHS, YOU ARE NOT ELIGIBLE TO COMPETE IN THIS EXAMINATION.**

POSITIONS Positions exist in San Francisco and Oakland.

POSITION DESCRIPTION Incumbents in Range A perform the full range of legal secretarial work. Under general supervision, in a secretarial capacity, incumbents type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal, and appellate courts or Office of Administrative Hearings; perform complex clerical work; and coordinate and schedule court-related services with specific instruction.

SALARY RANGE
Range A \$2,839 - \$3,450
Range B \$2,981 - \$3,623

Legal Secretaries hired in San Francisco and Oakland will start at \$3,450 and may receive annual salary increases up to a maximum of \$3,994 as authorized by the geographic pay differential for those locations.

CONTINUE TO THE NEXT PAGE

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles. Applications/resumes received without this information will be rejected. Note: Your experience performing a full range of legal secretarial duties must clearly be described on your application.

**MINIMUM
QUALIFICATIONS**

EITHER I

One year of experience in the California state service performing the duties of a Senior Legal Typist, Range B.

OR II

Two years of experience in a private law firm, corporation law office, or a legal program in a governmental agency performing a full range of legal secretarial duties, which requires the preparation of legal documents for filing and service. [(1) Academic education above the 12th grade may be substituted for six months of the required experience on the basis of either (a) one year of the general education being equivalent to three months of the required experience; or (b) one year of education of a business or commercial nature being equivalent to six months of the required experience; or (2) Completion of a certificated legal secretarial program at either a regionally accredited college or a business school approved by the Bureau of Private Postsecondary and Vocational Education and accredited by the Accrediting Council for Independent Colleges and Schools may be substituted for one year of the required experience.]

(Candidates who are within six months of satisfying the experience requirement for this class will be admitted to this examination, but they must fully meet the experience requirement before being eligible for appointment.)

SPECIAL REQUIREMENTS

The ability to type at a rate of 45 words per minute and transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine is required. Successful competitors will be required to provide proof of proficiency and/or be tested for both prior to appointment.

**SPECIAL PERSONAL
CHARACTERISTIC**

A demonstrated interest in assuming increasing responsibility.

**ADDITIONAL DESIRABLE
QUALIFICATION**

Education equivalent to completion of the twelfth grade.

**EXAMINATION
INFORMATION**

Qualification Appraisal Interview: The interview will include a number of predetermined job related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be obtained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal Interview - Weighted 100.00%.

CONTINUE TO THE NEXT PAGE

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. Technical legal terms and various legal forms and documents and their processing.
2. Modern office methods, supplies, and equipment.
3. Business English and correspondence.
4. An understanding of the judicial process, Department and legal procedures and practices, and multiple and specialized areas of law.
5. Proper format of State and Federal citations.
6. Use of legal resources from traditional library references and software applications

ABILITY TO:

1. Type at a speed of 45 words per minute.
2. Read and write English at a level required for successful job performance.
3. Establish and maintain effective working relationships.
4. Prepare correspondence independently.
5. Perform difficult legal clerical work including the ability to process a large variety of legal documents, spell correctly, use good English, and make arithmetic computations.
6. Transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine.
7. Communicate effectively.
8. Follow directions.
9. Analyze situations accurately and take effective action.
10. Type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal and appellate courts, or Office of Administrative Hearings.
11. Independently perform complex clerical and legal secretarial work.
12. Coordinate and schedule legal services.
13. Screen mail, visitors, and telephone calls and take appropriate action.
14. Interact with courts, administrative agencies, governmental entities co-counsel, opposing counsel, or witnesses as directed by the attorney ensuring deadlines are met.
15. Compose correspondence.
16. Give information and provide assistance using good judgement and discretion.
17. Maintain case and administrative files and records.
18. May act in a lead capacity over clerical staff including legal typists.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

ELIGIBLE LIST

An Open eligible list will be established for the Department of Justice. Names of successful competitors are merged into the eligible list in order of final scores, regardless of the test date. Eligibility will expire 12 months after it is established.

VETERANS PREFERENCE

Veterans Preference Credit will be added to the final score of those 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.

CAREER CREDITS

Career Credits will be granted in this examination. If you receive Veterans Preference Credits, you will not also receive career credits.

CONTINUE TO THE NEXT PAGE

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, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5054, TDD (916) 952-8396 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 are available at the State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

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: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. 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, 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.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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.

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 candidate 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.

If hearing impaired, call the California Relay Service.

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

1-800-735-2922 (From Voice Phone)

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

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SACRAMENTO, CA 94244-2550
(916) 324-5039