State of California
DEPARTMENT OF TRANSPORTATION
CONDITIONS OF EMPLOYMENT – FORM 631

EXAMINATION TITLE: ***LEGAL SECRETARY***

EXAMINATION CODE: _____

CANDIDATE NAME (Please print): _____

CANDIDATE SOCIAL SECURITY NUMBER: _____ - _____ - _____

PERSONAL INFORMATION NOTICE: Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Section 1978, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principle purpose of the voluntary information is to facilitate processing of information which you are providing regarding your preference in working conditions. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.17 of the IPA of 1977. Each individual has the right, upon request and proper identification, to inspect all personal information in any record maintained on the individual.

If you are successful in this examination, your name will be placed on an active employment list for the location you select and referred to fill vacancies according to the conditions you specify on this form. If, after you are contacted for a job, you are unwilling to accept work or do not reply promptly to the contact, you will be charged with a waiver and your name will be made inactive. Your name will remain inactive until you request it to be made active again. However, ON THE OPEN EMPLOYMENT LIST, after three such waivers, your name cannot be made active.

LOCATION OF POSITION:

- ☐ - ***DISTRICT 4 – OAKLAND***
- ☐ - ***DISTRICT 7 – LOS ANGELES***
- ☐ - ***DISTRICT 11 – SAN DIEGO***
- ☐ - ***HEADQUARTERS – SACRAMENTO***

TYPE OF APPOINTMENT THAT YOU WILL ACCEPT (Mark Only One)

- ☐ A11 - Permanent or Temporary – full-time, part time, or intermittent
- ☐ C55 - Permanent or Temporary – full time only
- ☐ M44 - Permanent or Temporary – part time or intermittent only
- ☐ D58 - Permanent only – full time only
- ☐ K85 - Temporary only – full time only
- ☐ R41 - Permanent – part time or intermittent OR Temporary – full time, part time, or intermittent

PLEASE NOTIFY THE DEPARTMENT OF TRANSPORTATION PROMPTLY OF ANY CHANGES IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

RECRUITMENT SURVEY FOR OPEN EXAMS

The Department of Transportation (Caltrans) Office of Examination and Special Programs wants to know how you found out about our organization, and what led you to choose Caltrans as your employer. Please take a moment to answer the following questions:

1. How did you hear of this examination? (Please Check all that apply)

- ☐ Internet
  - ☐ Caltrans Site
  - ☐ State Personnel Board Site
  - ☐ Other _____ *(please specify)*
- ☐ Friend
- ☐ Other _____ *(please specify)*
- ☐ Newspaper _____ *(please specify)*
- ☐ Magazine _____ *(please specify)*
- ☐ College Job Fair _____ *(please specify)*
- ☐ General Job Fair _____ *(please specify)*
- ☐ Relative

2. What is your reason for considering Caltrans as a future employer? (Please Check all that apply)

☐ Salary ☐ Location ☐ Experience ☐ Benefits

☐ Career Opportunities ☐ Heard it was a great place to work

☐ Other_____ *(please specify)*

We would like to thank you for participating in this survey, your input is very important to us.

The Office of Examination and
Special Programs

CALTRANS IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO CAREER OPPORTUNITIES FOR ALL PEOPLE WITHOUT REGARD TO RACE, GENDER, CREED, COLOR, RELIGION, NATIONAL OR ETHNIC ORIGIN, AGE, MARITAL STATUS, SEXUAL ORIENTATION, DISABILITY OR MEDICAL CONDITION.

Examination Title: **LEGAL SECRETARY** Date: _____

Legal Secretary

Department of Transportation (Caltrans)

Training and Experience Questionnaire

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Legal Secretary examination consists of a Supplemental Application used to evaluate your education, training and experience.

This Supplemental Application, consisting of a Training and Experience Questionnaire, is a scored component accounting for 100% of your rating in this examination. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

In the following pages you will self rate your knowledge of specific job related actions using the rating scales below.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale provided.

Important Note: In responding to each statement, you may refer to your WORK EXPERIENCE (public or private) whether paid or volunteer, FORMAL EDUCATION, or FORMAL TRAINING COURSES.

Knowledge related to performing this action:

Extensive knowledge
I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations; and I could instruct others on specific aspects of this task.

Substantial knowledge
I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered

Moderate knowledge
I possess a sufficient knowledge level that would allow me to perform this task successfully.

Limited knowledge
I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.

No knowledge
I have no knowledge of how to perform this task or what it may entail.

1. Cite-checking attorney prepared filings to ensure all citations are correct and are properly indexed with page numbers, etc.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

2. Assisting attorneys in gathering information (e.g., employment, medical) from various entities (e.g., copy services, in-house investigators, district claims office, opposing counsel) to respond to requests that may be used as exhibits.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

3. Researching local rules on the internet for the filing requirements of each county.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

4. Checking court websites for tentative rulings to bring up dockets/case histories and all information pertinent to a particular court.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

5. Preparing indexes for case files to organize various materials (e.g., pleadings, discovery requests, responses) to provide a quick reference.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

6. Preparing labels for legal files with case name, case number, and name of documents (e.g., pleading, correspondence, discovery) to distinguish between the different file types.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

7. Maintaining case information sheets (e.g., court information, opposing counsel, parties, addresses, phone numbers) to ensure information is kept current.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

8. Creating electronic case files on the computer with pertinent sub folders to organize types of documents prepared for each case.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

9. Filing documents (e.g., responses to discovery, pleadings, correspondence, subpoenas) in case files in chronological order.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

10. Interacting with courts, administrative agencies, governmental entities, co-counsels, opposing counsels, or witnesses as directed by the attorney ensuring deadlines are met, to set hearing dates or check on filings.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

11. Scheduling depositions with opposing counsel, and arranging various necessities (e.g., court reporter, interpreter, videographer, deposition room, required fees).

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

12. Scheduling and making appointments (e.g., booking rooms, email invitations, acquiring parking permits) on behalf of attorneys.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

13. Covering receptionist and/or executive assistant desk as required (e.g., transferring calls, screening calls, intercom paging, greeting visitors, accepting service of process).

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

14. Responding to emails from various parties (e.g., opposing counsels, courts, vendors, attorneys).

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

15. Receiving and responding to telephone calls from opposing counsels, courts, vendors, attorneys.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

16. Proof-reading documents (letters, legal pleadings, memorandums, emails) to ensure proper grammar, spelling and punctuation.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

17. Serving legal correspondence to clients, witnesses, court officials, opposing counsel, district personnel, etc. via fax, overnight service, U.S. mail, or arrange for personal delivery.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

18. Following timelines for projects or proceedings in accordance with each type of law.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

19. Responding to phone inquiries to provide appropriate documents when requested.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

20. Making travel arrangements (e.g., air, hotel, car) for legal staff and others using the travel agency services.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

21. Filing and serving legal pleadings (by hardcopy or electronically) in multiple jurisdictions, including State, Federal, and appellate courts or Office of Administrative Hearings.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

22. Typing legal documents (e.g., pleadings, correspondence) to give to attorneys for review and/or changes.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

23. Transcribing information from hand written documents, dictation machine, or electronic notes into the proper computer format for preparation of legal documents or correspondence, etc.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

24. Preparing legal petitions, briefs, motions, depositions, and various legal documents and Judicial Council forms in a timely manner.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

25. Drafting cover letters for court or administrative agency (e.g., OAH, SPB) filings.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

26. Composing letters independently to communicate with opposing counsel, courts, district employees etc. regarding legal cases.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

27. Typing requests and/or responses to discovery (e.g., interrogatories, request for production, and admissions).

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

In the following pages you will self rate your experience in specific job related actions, using the rating scales below.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale provided.

Important Note: In responding to each statement, you may refer to your WORK EXPERIENCE (public or private) whether paid or volunteer, FORMAL EDUCATION, or FORMAL TRAINING COURSES.

Extensive Education, Training, and/or Experience
I have extensive education, training, and/or experience using this knowledge, skill, or ability. I can effectively apply this knowledge, skill, or ability under the majority of circumstances or situations.

Moderate Education, Training, and/or Experience
I have moderate education, training, and/or experience using this knowledge, skill, or ability and/or have moderate experience applying this knowledge, skill, or ability.

Minimal Education, Training, and/or Experience
I have limited education, training, and/or experience using this knowledge, skill, or ability and/or have limited experience applying this knowledge, skill, or ability. However, I have not applied it in an actual job.

No Education, Training, and/or Experience
I have no education, training, and/or experience relevant to this knowledge, skill, or ability.

28. Ability to type at a rate of 45 words per minute and accurately transcribe difficult dictation involving a variety of legal terms from a dictating machine.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

29. Ability to summarize written information of a complex and technical nature into a clear and concise single document.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

30. Ability to work efficiently to complete "rush" or urgent projects while maintaining a high quality work product.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

31. Ability to manage multiple cases while tracking deadlines and case requirements.

	Extensive Education, Training, and/or Experience
	Moderate Education, Training, and/or Experience
	Minimal Education, Training, and/or Experience
	No Education, Training, and/or Experience

32. Skill to operate a personal computer in order to perform daily secretarial duties.

	Extensive Education, Training, and/or Experience
	Moderate Education, Training, and/or Experience
	Minimal Education, Training, and/or Experience
	No Education, Training, and/or Experience

33. Knowledge of basic database software (e.g., Lincs, Abacus, Microsoft Access) functions to track subpoenas, cases, dockets etc.

	Extensive Education, Training, and/or Experience
	Moderate Education, Training, and/or Experience
	Minimal Education, Training, and/or Experience
	No Education, Training, and/or Experience

34. Knowledge of word processing software (e.g., Word, Legal Solutions, etc.) to create, format, and edit documents.

	Extensive Education, Training, and/or Experience
	Moderate Education, Training, and/or Experience
	Minimal Education, Training, and/or Experience
	No Education, Training, and/or Experience

35. Ability to operate scanner to transfer printed material into electronic format.

	Extensive Education, Training, and/or Experience
	Moderate Education, Training, and/or Experience
	Minimal Education, Training, and/or Experience
	No Education, Training, and/or Experience

36. Ability to operate copy machine to reproduce documents.

	Extensive Education, Training, and/or Experience
	Moderate Education, Training, and/or Experience
	Minimal Education, Training, and/or Experience
	No Education, Training, and/or Experience

37. Knowledge of the judicial process to effectively interact with and understand the requests of the attorney.

	Extensive Education, Training, and/or Experience
	Moderate Education, Training, and/or Experience
	Minimal Education, Training, and/or Experience
	No Education, Training, and/or Experience

38. Knowledge of how to prepare a large variety of legal forms and documents (internal memos, summaries of facts, narrative reports, etc.) for filing and service.

	Extensive Education, Training, and/or Experience
	Moderate Education, Training, and/or Experience
	Minimal Education, Training, and/or Experience
	No Education, Training, and/or Experience

39. Working knowledge of deadlines for filing legal documents with courts.

	Extensive Education, Training, and/or Experience
	Moderate Education, Training, and/or Experience
	Minimal Education, Training, and/or Experience
	No Education, Training, and/or Experience

40. Knowledge of how to prepare the most common types of legal documents in an effective manner (e.g., briefs, motions, pleadings), including how to apply rules regarding content, citations, order of presentation, formatting, and page limitations.

	Extensive Education, Training, and/or Experience
	Moderate Education, Training, and/or Experience
	Minimal Education, Training, and/or Experience
	No Education, Training, and/or Experience = 0

41. Knowledge of proper filing techniques to create and maintain an organized series of necessary files of varying types to store and retrieve hardcopy/electronic information.

	Extensive Education, Training, and/or Experience
	Moderate Education, Training, and/or Experience
	Minimal Education, Training, and/or Experience
	No Education, Training, and/or Experience

42. Knowledge of legal process related to filing pleadings and other legal documents in state, federal, and appellate courts and administrative law forums (e.g., Office of Administrative Hearings).

	Extensive Education, Training, and/or Experience
	Moderate Education, Training, and/or Experience
	Minimal Education, Training, and/or Experience
	No Education, Training, and/or Experience

43. Ability to maintain strict confidentiality of important information in order to be in compliance with the Information Practices Act.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

44. Knowledge of proper format of State and Federal citations.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

45. Knowledge of legal terminology reflected in pleadings, briefs, interrogatories, and other documents.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

46. Knowledge of legal concepts, principles, and procedures necessary to understand statutory requirements.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

47. Knowledge of the use of legal resources from traditional library references and software applications.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

48. Knowledge of legal procedures and practices.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

49. Ability to recognize and identify various legal documents to categorize in an appropriate filing sequence.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

50. Ability to review, edit and evaluate written documents for accuracy and completeness to produce quality products.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

51. Ability to perform basic mathematical functions such as addition, subtraction, multiplication, and division.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

52. Knowledge of internet search functions to locate information such as court decisions and relevant federal and state statutes.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

53. Ability to read and understand dockets for retrieval of documents from court files.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

54. Knowledge of proper spelling, grammar, punctuation, and sentence structure of the English language to ensure that prepared and/or reviewed written materials are complete, and free of writing errors.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

55. Ability to accurately transcribe information from various sources (e.g., handwritten drafts, dictation machine) to relay information to attorneys and/or other parties.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

56. Ability to understand oral instructions containing complex and technical information.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

57. Knowledge of how to prepare clear and effective formal correspondence.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience