



LEGAL SECRETARY

Departmental Open

EXAM ID: 1TR54

Department(s): CALTRANS
Bulletin Release Date: May 27, 2010
Final Filing Date: June 30, 2017
Salary: MONTHLY-RANGED-SALARY - \$3,099.00 to \$4,074.00
Employment Type: Permanent Full-Time
Permanent Part-Time
Permanent Intermittent
Limited Term Full-Time
Limited Term Part-Time
Limited Term Intermittent
Exam Type: SPOT Exam
Location(s): Dist 04 Caltrans Oakland
Dist 07 Caltrans Los Angeles
Dist 11 Caltrans San Diego
Sacramento County

INTRODUCTION

Caltrans is pleased to announce the posting of the Legal Secretary examination. Employment from this examination will be offered in Districts 4, 7, 11, and Sacramento County.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans is an equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as 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.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have list eligibility, you may not reapply for twelve (12) months from your eligibility date. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Candidates that are unsuccessful in the exam must wait six (6) months from the testing date before reapplying to take the exam.

FILING INSTRUCTIONS

Candidates are required to submit: 1) Standard State Application (STD 678) and 2) Training and Experience Questionnaire.

Applications (STD 678) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked after the cut-off date, personally delivered, or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

***FILE BY MAIL:**

Department of Transportation
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

***FILE IN PERSON:**

Department of Transportation
Exam Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816

***Candidates are responsible for obtaining proof of mailing or submission of their application to Exam Services.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

POSITION STATEMENT

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 of Office of Administrative Hearings; perform complex clerical work; and coordinate and schedule court-related services with specific instruction.

Incumbents in Range B perform the most complex legal secretarial work. Under direction, incumbents independently perform the most difficult and responsible legal secretarial and clerical work, with minimum instruction, involving either: (1) work in a legal office with Level IV attorneys; or (2) work for a chief legal administrator with major administrative responsibility for a complex legal program and a large professional staff.

ELIGIBLE LIST INFORMATION

A Departmental Open spot eligible list will be established for Caltrans in Districts 4, 7, 11, and Sacramento County. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor's 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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination at the time the application is submitted. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and applicant signature. Applications received without this information will be rejected.

NOTE: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://calhr.ca.gov/state-hr-professionals/pages/1282.aspx>

MINIMUM QUALIFICATIONS

EITHER I

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

OR II

Experience: Two years of experience in a private law firm, corporate 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.)

EXAMINATION INFORMATION

This examination will consist of a Training & Experience Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant.

KNOWLEDGE AND ABILITIES

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 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 jurisdiction, 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-counsels, opposing counsels, or witnesses as directed by the attorney ensuring deadlines are met
15. Compose correspondence
16. Give information and provide assistance using good judgment and discretion
17. Maintain case and administrative files and records
18. May act in a lead capacity over clerical staff including legal typists

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility, mature judgment, loyalty, poise, tact, and discretion.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the 12th grade

VETERANS' PREFERENCE

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact **the testing department** three weeks after the final filing date if he/she has not received his/her notice.

Applications are available at <https://jobs.ca.gov/Profile/StateApplication>, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, 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 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.

The testing department 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 competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

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

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide 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 one to four years unless otherwise stated on the bulletin.

If High School Equivalence is Required: 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 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; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans' Preference: Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the California Department of Human Resources

(CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR Form 1093) which is available at <http://jobs.ca.gov/Job/VeteransInformation> or from the California Department of Human Resources, 1515 "S" Street, North Building, Suite 400, Sacramento, CA 95811 and the Department of Veterans Affairs.

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

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.