



Legal Secretary

Exam Code:5PB25

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Legal Secretary– \$3,810.00 - \$5,010.00 per month.

View [the Legal Secretary classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **nine (9)** months.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources CalCareer
Service Center
1810 16th Street

Bulletin Date: 12/14/2023

Sacramento, CA 95814

Phone: (866) 844-8671

Email: CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)

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

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

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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.]

POSITION DESCRIPTION

Legal Secretary

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 courtrelated services with specific instruction.

(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 SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consists solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Legal Secretary

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

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Legal Secretary** classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

EXAMINATION INFORMATION

[Preview of the Legal Secretary Training and Experience Evaluation](#)

Bulletin Date: 12/14/2023

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.

Take [the Legal Secretary examination](#)

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

California Department of Human Resources

CalCareer Service Center

1810 16th Street

Sacramento, CA 95814

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EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) 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 applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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) 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 one to four years unless otherwise stated on the bulletin.

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 competitor 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.