



**OPEN - SPOT EXAMINATION - SACRAMENTO
OFFICE OF LEGISLATIVE COUNSEL
GRADUATE LEGAL ASSISTANT**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

It is an objective of the State of California to achieve a drug-free 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.

WHO MAY APPLY: This is an open spot examination for the Office of Legislative Counsel. Applicants who meet the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis.

HOW TO APPLY: Application forms (STD. 678) and Supplemental Applications are available from, and may be filed in person or by mail with:

Office of Legislative Counsel
Human Resources Office
925 L Street, Suite 900
Sacramento, CA 95814

Application forms (STD. 678) and Supplemental Applications are also available on the Internet at <http://jobs.ca.gov>. If you have difficulty accessing the Supplemental Application online, please contact Human Resources at 916-341-8330.

FINAL FILING DATE: July 29, 2016

NOTE: Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications personally delivered or received in the Human Resources Office via intra-office mail after 5:00 p.m. on the final filing date will not be accepted for any reason.

NOTE: A candidate may be tested only once during in a 12-month testing period.

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

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUALIFICATIONS APPRAISAL INTERVIEW: It is anticipated that the interviews will be held in **July/September 2016.**

SALARY RANGE: \$3,870 - \$4,420

ELIGIBLE LIST INFORMATION: A departmental open eligible list will be established for the Office of Legislative Counsel. The eligible list will be used to fill vacancies in Sacramento only. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: All applicants must meet the education and/or experience requirements for this examination by the final filing date. It is your responsibility to make sure that you meet the education and/or special requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

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.)

Additional Desirable Qualifications: Experience in legal research and writing and knowledge of the legislative process.

THE POSITION: The Legislative Counsel is the legal counsel to the Legislature and its members and committees. Attorneys in this office provide nonpartisan legal services consisting principally of the drafting of bills, amendments, and other legislative measures, and the rendering of opinions on legal issues to the Members of the Legislature.

A Graduate Legal Assistant, under direction, does the entry-level legal work involved in interpreting and applying laws, rules, and regulations affecting the State of California; preparing and analyzing opinions and legislative measures; and performing legal research.

The Graduate Legal Assistant serves as a training and recruitment class for the full attorney level. Employment in this class is not available on an ongoing basis. As part of the probation process, incumbents must be admitted to the California State Bar within 12 months of appointment.

Positions exist in Sacramento only.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

GRADUATE LEGAL ASSISTANT

OA60-5797

FINAL FILING DATE: July 29, 2016

**EXAMINATION INFORMATION
SUPPLEMENTAL APPLICATION – WEIGHTED PASS/FAIL
QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%**

All candidates are required to complete the mandatory application form (STD. 678) and Supplemental Application. The information on the Supplemental Application will be used to assess on a competitive basis each candidate's relevant training and experience. **THE APPLICATION FORM (STD. 678) AND SUPPLEMENTAL APPLICATION ARE MANDATORY. COMPETITORS WHO DO NOT COMPLETE THE APPLICATION FORM (STD. 678) AND SUPPLEMENTAL APPLICATION WILL BE DISQUALIFIED FROM THE EXAMINATION.** In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **THE INTERVIEW IS MANDATORY. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION.**

Scope:**A. Knowledge of:**

1. Legal terminology.
2. Court procedures, legal documents, and precedents.
3. Legal principles and their application.
4. The use of legal reference works and legal terms.

B. Ability to:

1. Reason logically.
2. Use relevant information technology to perform legal research in preparing legal documents.
3. Analyze situations accurately and adopt an effective course of action.

Veterans' Preference will be granted in this examination.

Please see general information below for important changes to Veterans' Preference effective January 1, 2014.

Career Credits will not be granted in this examination

GENERAL INFORMATION

It is the candidate's responsibility to contact the Office of Legislative Counsel Human Resources Office, (916) 341-8330, 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 local offices of the Employment Development Department and the Office of Legislative Counsel Human Resources Office. The application form (STD. 678) is also available in several formats on the Internet at: <https://www.jobs.ca.gov/Public/StateForms.aspx>

If you meet the requirements stated on this 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 on 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.

The Office of Legislative Counsel 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 law and rules and all competitors will be notified.

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) multidepartmental 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 in this bulletin.

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.

Interview Scope: If an interview is conducted, in addition to the scope described on 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 experience. Evaluation of a candidate's personal development will include consideration of a recognition of training needs; plans for self-development; and the progress made in efforts toward self-development.

Veterans' Preference: Veterans' preference will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

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) 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.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.
California Relay Service: TDD: 1-800-735-2929 Voice: 1-800-735-2922