

****This is only a preview of the exam questions. To take the actual exam, please go back to the official bulletin, and click the exam link at the bottom.****

**Training and Experience Evaluation
Legal Support Supervisor I
&
Legal Support Supervisor II
Consortium**

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

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

Number of Questions: 1 – 6 (LSS 1) and 7 – 8 (LSS II only)

To answer all the test items in this exam, you will be required to either choose from among the provided answers, or to enter (type in) specific information about your experience, your education, and your formal training. Educational and work references will also be requested. Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your education and training. Providing the type of education and/or formal training courses will also be necessary to complete this online examination.

Verification of References

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

If it is determined at any time that you have made any false or inaccurate representations in any of the information you have provided, you may be disqualified from this process, suffer loss of State employment, and/or suffer loss of right to compete in any future State of California hiring processes. You are solely responsible for the accuracy of the responses provided.

This warning has been provided to protect your rights as a job candidate as well as the rights of the State. Be advised that you are expected to answer truthfully and accurately.

Instructions:

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

1. Reviewing legal documents (e.g., reports, letters) for accuracy and completeness to determine compliance with statutes, regulations, and policies.
2. Collecting legal, policy, and procedural information from databases and other information sources to properly assist staff, stakeholders, and other departmental members.
3. Drafting legal documents, including letters, declarations, and motions for review and filing by attorneys, judges, and/or management.
4. Creating, organizing, and maintaining electronic or manual filing systems to store, track, and access legal, policy, and procedural documents.
5. Reviewing workplace policies and procedures to identify issues and deficiencies, make recommendations for improvement, and provide information to attorneys, judges, and/or management.
6. Guiding, mentoring, training, and providing feedback to employees to ensure services are provided in an efficient manner.

For Legal Support Supervisor 2 only:

7. Directing, planning, organizing, and monitoring the work of supervisors and/or support staff engaged in legal duties (e.g., transcription, dictation, typing forms, petitions, briefs, record control, reception, registration, calendaring) to provide administrative and legal support services.
8. Evaluating supervisor and employee performance and correcting performance issues to foster a productive workplace.