

***This is only a **preview** of the exam task statements for the Training & Experience Examination. You will be asked to respond to each task statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the “Click here to go to the Internet exam” link at the bottom of the bulletin.

Training and Experience Evaluation Preview Legal Secretary

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 training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the hiring 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: 13

To answer all the test items (task statements) 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.

Instructions

Rate your experience performing specific job-related tasks.

Respond to each of the following task 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.

Tasks for Legal Secretary

1. Research court, legal procedures and/or database programs to gather case-related information.
2. Organize and maintain filing systems and index legal documents (e.g., pleadings, discovery, legal correspondence) in paper and/or electronic form for quick reference and to track status of files.
3. Proofread and format all documents (e.g., letters, pleadings, memorandums, emails, briefs, motions, depositions) to ensure proper grammar, spelling, punctuation and accuracy of information.
4. Prepare and/or finalize documents/correspondence (e.g., reports, notices, letters, pleadings) for court filings or to communicate with parties/entities.
5. File and serve legal documents (by hardcopy and/or electronically) in various jurisdictions (e.g., Administrative, State, Federal, Appellate courts) in accordance with specific court requirements.
6. Mail, email, fax, or arrange for the delivery of legal documents to parties/entities (e.g., clients, witnesses and court officials).
7. Respond to communication inquiries (e.g., emails, telephone calls, facsimiles) from parties/entities in a confidential and professional manner.

8. Schedule and arrange court-related services (e.g., court reporter, interpreter, videographer, conference room, fees) to facilitate court proceedings and/or to obtain witness testimony.
9. Coordinate hearing dates with various parties/entities (e.g., attorney, court, opposing counsel, witnesses, clients) including determining their availability to attend via the use of staff calendar.
10. Update status of case files by inputting information in database programs to generate reports.
11. Communicate with courts, administrative agencies, governmental entities, co-counsels, opposing counsels, or witnesses, regarding case related information.
12. Make photocopies and/or scan documents and other printed material into electronic format.
13. Type information from hand written documents, dictation, or electronic notes into the proper format for preparation of documents or correspondence.