

***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 Analyst

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: 19

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. 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 Analyst

Section 1 Reading and Comprehending

Legal Analysts employed with the State of California are required to read and comprehend a high volume of complex legal and technical documents and materials. For each question below, please rate the quantity, context, and recency of your training and experience.

1. Read and comprehend primary sources (e.g., Case Law, Constitutional Provisions, Statutes, Rules, Administrative Regulations, Treaties).
2. Read and comprehend secondary sources (e.g., Witkin, Legal Encyclopedias).
3. Read and comprehend court decisions, administrative decisions, A.G. decisions, or tax court decisions.
4. Read and comprehend pleadings (Writs, Motions, OSCs, Admin Accusations).
5. Read and comprehend case evidence or discovery documents.
6. Read and comprehend client/case materials/investigative files.

Section 2 Writing

Legal Analysts at the State of California are required to write and edit a wide variety of legal and technical documents. Many of these documents may be critical components of high stake cases. For each question below, please rate the quantity, context, and recency of your training and experience.

7. Draft briefs, exhibits, or declarations.

8. Draft pleadings motions, accusations, or declarations.
9. Draft documents (e.g., interrogatories, requests for admissions, deposition notices, privilege logs, letters, memoranda).
10. Prepare legal memoranda or case summaries.
11. Use Shepard's, Keycite, or other legal sources to update/verify reliability of cited legal authority/precedent.
12. Apply standard legal formatting to documents and citations in accordance with the California Style Manual, Harvard Blue Book, and local court rules.

Section 3 Analytical Reasoning

The ability to apply critical thinking is necessary for Legal Analysts to perform the duties of their job. For each question below, please rate the quantity, context, and recency of your training and experience.

13. Gather and analyze facts, documents, and other information to provide information to adjudicatory authorities, legal staff, management, or other individuals.
14. Review arguments presented in written documents for logical consistency, clarity, completeness, and accuracy.
15. Use the IRAC process to analyze data, client files, and cases.

Section 4 Legal Research

Planning and conducting legal research is a significant portion of a Legal Analyst's job with the State of California. For each question below, please rate the quantity, context, and recency of your training and experience.

16. Use online research tools (e.g., LexisNexis, Westlaw, Access Law).
17. Use the Law Library or archives.

Section 5 Case Documentation

Legal Analysts employed with the State of California are often called upon to organize and coordinate the efforts of legal staff in the creation and organization of legal documentation including pleadings and case files. For each question below, please rate the quantity, context, and recency of your training and experience.

18. Enter required information or use into a legal case tracking/management system.

19. Organize and maintain hardcopy files to establish a record of work.