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.
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:
1. Writing legal briefs as part of complex or high stakes legal proceedings.
2. Writing legal pleadings as part of complex or high stakes legal proceedings.
3. Writing legal motions as part of complex or high stakes legal proceedings.
4. Writing discovery documents (interrogatories, etc.) for use as part of complex or high stakes legal proceedings.
5. Write memos, letters, or other standard forms of communication (excluding email messages) for the purpose of communicating with clients, attorneys, government officials, or members of the general public.
6. Use “Shepherd’s” to update or verify the reliability or accuracy of cited legal authority/precedent.
7. Apply standard legal formatting to documents in accordance with the California Style Manual and the Harvard Blue Book.
8. Edit legal documents to correct spelling, grammar, and formatting.
9. Gathering and analyzing disparate facts and other information in order to provide that information to legal staff, management, or other individuals.
10. Reviewing arguments presented in written documents for logical consistency, clarity, completeness, and accuracy.
11. Use the Identification, Rule, Application, Conclusion (IRAC) process to analyze data, client files, and cases.
12. Using online research tools (e.g., LexisNexis, Westlaw, proprietary legal search engines).
13. Using a designated law library.
14. Interpreting findings presented in research reports or other documents while conducting legal research.
15. Search databases containing legal information or relevant facts.
16. Use case management software to retrieve/edit information.
17. Use computer peripherals including jump (flash memory) drives and digital scanners or digital senders.
18. Create chronologies and timelines.
20. Prepare exhibit and witness binders for trial.