

***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 Senior 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: 20

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 Senior Legal Analyst

Section 1: Writing

Senior Legal Analysts are required to write and edit a wide variety of legal and technical documents with minimal supervision or oversight. Many of these documents may be critical components of high stakes cases. For each question below, please write the frequency, total time, and level of your training and experience.

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.

Section 2: Analytical Reasoning

The ability to apply critical thinking is necessary for a Senior Legal Analyst to perform the duties of their job. For each question below, please rate the frequency, total time, and level of your training and experience.

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.

Section 3: Legal Research

Planning and conducting legal research is a significant portion of a Senior Legal Analyst's job. For each question below, please rate the frequency, total time, and level of your training and experience.

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.

Section 4: Using Technology

Senior Legal Analysts are expected to use a variety of computer based tools in the course of their duties. These tools include word-processing programs, case management software, e-mail software, and time keeping software. For each question below, please rate the frequency, total time, and level of your training and experience.

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.

Section 5: Technical Expertise

Senior Legal Analysts are often called on to handle the more technical details of legal document creation, research, and trial preparation. For each question below, please rate the frequency, total time, and level of your training and experience.

18. Create chronologies and timelines.

19. Research and apply local rules of court (all levels), CA Rules of Court, C.C.P., and Federal Civil Procedure.

20. Prepare exhibit and witness binders for trial.