

***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 Assistant Chief Counsel

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 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.

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. 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 experience.

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.

PLEASE NOTE: This examination is designed to gain an overall assessment of your 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 Assistant Chief Counsel

1. Drafting legal documents (e.g., reports, memoranda, correspondence, pleadings, legislation, regulations) on complex or sensitive issues.
2. Reviewing and editing legal documents for proper content, legal analysis, tone, organization, grammar, format, and terminology.
3. Making oral presentations on complex legal issues or policies to judicial and administrative bodies, departmental decision makers, or clients.
4. Analyzing complex or sensitive legal matters in order to develop legal strategies and other appropriate courses of action to achieve desired outcomes.
5. Analyzing proposed or enacted statutes or regulatory requirements to assess potential implications and recommend appropriate courses of action.
6. Identifying and analyzing potential conflicts of laws or policies (e.g., preemption, conflicting statutes, constitutionality of a statute) to ensure departmental compliance with applicable laws.
7. Acting in a lead capacity on a team, project, or case.
8. Serving as a coach or mentor to legal staff in your area(s) of legal expertise.
9. Negotiating with diverse parties (e.g., stakeholders, other governmental entities, opposing counsel) on complex or sensitive legal issues.