

**** This is only a preview of the Online Training & Experience Questionnaire. To take the actual examination, please refer back to the bulletin and click on the [“Click here to go to the Training and Experience Questionnaire for Deputy Attorney General 3”](#) link. ****

Deputy Attorney General 3 Training and Experience Questionnaire

For Questions 1 – 21, use the scales below to indicate 1) how important each of the following tasks were in your previous legal experience, and 2) how recent your experience is in performing those tasks.

IMPORTANCE

Critical - Satisfactory performance of this task was critical to my previous legal experience. An inability to perform this task would **likely have resulted in failure** on the job and **may have resulted in negative consequences**.

Moderately Important - Satisfactory performance of this task was moderately important to my previous legal experience. An inability to perform this task **would likely have a significant affect** on job performance and may have **resulted in an inability to perform some essential aspects of the job**.

Slightly Important - Satisfactory performance of this task was slightly important to my previous legal experience. An inability to perform this task **would affect** job performance; however, **it would not lead to failure on the job**.

Not Important - This task was not important to my previous legal experience. An inability to perform this task had no effect on job performance.

No Previous Legal Experience - I have no previous legal experience performing this task.

RECENCY

How long has it been since you performed this task?

- Within the last six months
- Over 6 months to under 1 year ago
- 1 to 2 years ago
- More than 2 years ago
- Never performed

Section 1: Reading and Analyzing “Written” Information

1. Identifying relevant facts from cases and other legal authorities.
2. Applying the available facts of a particular case to the relevant law.
3. Evaluating opposing party’s evidence and legal position and formulating an appropriate response.
4. Making independent decisions regarding the most appropriate course of action based upon an evaluation of a case file or other legal documents.
5. Determining the legal and factual significance of documents or other evidence including discovery, investigative reports, etc.
6. Determining the legal and factual significance of expert witness or consultant reports.

7. Determining the legal and factual significance of correspondence from clients, opposing counsel or other interested parties.

Section 2: Research and Investigation

8. Using electronic search tools (e.g., LEXIS, WestLaw, etc.) to conduct legal research.
9. Using electronic search tools (e.g., Corporate Records, Fictitious Business Names, etc.) to conduct case-related investigations.
10. Verifying that authorities relied upon are accurate and current.
11. Independently develop research/investigative strategies for a project or case.
12. Identifying appropriate witnesses who should be interviewed during the development of a case.
13. Interviewing or preparing appropriate witnesses during the development of a case.
14. Implementing an investigative or discovery plan in order to uncover relevant facts.
15. Identifying relevant evidence for use in administrative or court proceedings.

Section 3: Written Communication

16. Preparing documents to be filed in state or federal *trial* courts including pleadings, motions, status reports and briefs.
17. Preparing documents to be filed in state or federal *appellate* courts including petitions, answers, motions and briefs.
18. Preparing legal memoranda summarizing the pertinent facts, the state of current law and/or making recommendations for further action.
19. Preparing written communications to clients or other decision makers summarizing the pertinent facts, the state of current law and/or making recommendations for further action.
20. Preparing correspondence to the opposing counsel or third parties analyzing relevant facts and law.
21. Reviewing and editing written work prepared by colleagues or other legal support staff.

For Questions 22 - 40, use the scale below to indicate how much knowledge and experience you have in each of the areas listed.

Extensive knowledge experience or training - I have applied this knowledge extensively in an actual setting while performing a job including the supervising or training of others.

Substantial knowledge , experience or training - I have applied this knowledge regularly in a professional actual setting while performing a job.

Moderate knowledge, experience or training - I have applied this knowledge occasionally in a professional actual setting while performing a job.

Limited knowledge, experience or training - I have education, experience or training relevant to this knowledge, but have not applied it in an actual job.

No knowledge, experience or training - I have little or no education, experience or training related to this knowledge.

Section 4: Oral Communication

22. Presenting arguments to trial judges or hearing officers.
23. Presenting opening and/or closing statements in trial courts or administrative proceedings.
24. Conducting direct or cross-examinations of expert witnesses in depositions.
25. Conducting direct or cross-examinations of expert witnesses during trials or hearings.
26. Conducting direct or cross-examinations of lay witnesses at depositions.
27. Conducting direct or cross-examinations of lay witnesses during trial or hearings.
28. Preparing clients or witnesses to testify during legal proceedings.
29. Communicating with opposing counsel regarding substantive and procedural issues arising from the case in order to advance or resolve the case.
30. Presenting arguments in appellate proceedings.
31. Presenting complex legal issues and concepts in a manner that is understandable to lay persons.

Section 5: Case Management

32. Determining the need for experts, investigators, paralegals and/or other litigation assistance in support of a legal proceeding.
33. Directing the work of support staff in the preparation and resolution of a case.
34. Identifying specific tasks necessary to complete a particular case or assignment.
35. Managing multiple cases to assure that work is completed on schedule.
36. Determining what action needs to be taken to successfully complete work assignments when resources or capabilities are insufficient for the task.

Section 6: Judgment and Decision Making

37. Considering alternative solutions and strategies for approaching a particular case or issue to ensure that all options have been explored.
38. Analyzing a proposed course of action to determine whether the action is legal and ethical.
39. Determining whether non-judicial options should be utilized in order to resolve a case.
40. Determining whether a settlement proposal should be accepted or rejected based on the interests of the client, the public, and the department.

For questions 41 – 45, use the scale below to indicate “to what extent would your current and former co-workers and supervisors say the following statements about you are true?”

10 - Definitely true - My current and former co-workers and supervisors would indicate that this is true for me 100% of the time.

5 - Moderately true - My current and former co-workers and supervisors would indicate that this is true for me at least 50% of the time.

0 - Not at all true - My current and former co-workers and supervisors would indicate that this is not true about me.

Section 7: Interpersonal Skills

41. They work cooperatively with a team to achieve a shared goal.
42. They are sensitive to the feelings and opinions of others.
43. They present oneself in a professional manner.
44. They accept constructive criticism.
45. They consider the effect of their actions on others.