LEGAL SECRETARY
OPEN SPOT FOR
OAKLAND, LOS ANGELES, SAN DIEGO, SACRAMENTO
CONTINUOUS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

OPEN SPOT FOR

DISTRICT 4 – OAKLAND
DISTRICT 7 – LOS ANGELES
DISTRICT 11 – SAN DIEGO
HEADQUARTERS – SACRAMENTO

Candidates may only establish eligibility in the following locations : Oakland, Los Angeles, San Diego, Sacramento. Indicate the location for which you are applying directly under the examination title on your application. Applications will be accepted on an open basis only.

CONTINUOUS TESTING

Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Once you have taken the Training and Experience Questionnaire examination, you may not retest for twelve (12) months.

HOW TO APPLY

NOTE: All applicants must complete and return the entire examination packet. The examination packet **must** include the following:

- State Examination Application (Form STD 678)
- Training and Experience Questionnaire (Attached to this Bulletin)
- Conditions of Employment (Attached to this Bulletin)
- Recruitment Survey (Attached to this Bulletin)

FILE BY MAIL: **Department of Transportation**
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

FILE IN PERSON: **Department of Transportation**
1727 30th Street, 1st Floor
Sacramento, CA 95816
(916) 227-5183

SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet at http://spb.ca.gov/jobs/stateapp.htm.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

SALARY RANGE

Range A $3038-$3692 Range B $3190-$3878

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications/resumes **must** include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

Either I

Experience: One year of experience in the California state service performing the duties of a Senior Legal Typist, Range B.

Or II

Experience: Two years of experience in a private law firm, corporate law office, or a legal program in a governmental agency performing a full range of legal secretarial duties, which requires the preparation of legal documents for filing and service. [(1) Academic education above the 12th grade may be substituted for six months of the required experience on the basis of either (a) one year of the general education being equivalent to three months of the required experience; or (b) one year of education of a business or commercial nature being equivalent to six months of the required experience; or (2) Completion of a certificated legal secretarial program at either a regionally accredited college or a business school approved by the Bureau of Private Postsecondary and Vocational Education and accredited by the Accrediting Council for Independent Colleges and Schools may be substituted for one year of the required experience.] (Candidates who are within six months of satisfying the experience requirement for this class will be admitted to this examination, but they must fully meet the experience requirement before being eligible for appointment.)

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the 12th grade.

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility, mature judgment, loyalty, poise, tact, and discretion.

POSITION DESCRIPTION

Incumbents in Range A perform the full range of legal secretarial work. Under general supervision, in a secretarial capacity, incumbents type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal, and appellate courts or Office of Administrative Hearings; perform complex clerical work; and coordinate and schedule court-related services with specific instruction. Incumbents in Range B perform the most complex legal secretarial work. Under direction, incumbents independently perform the most difficult and responsible legal secretarial and clerical work, with minimum instruction, involving either: (1) work in a legal office with Level IV attorneys; or (2) work for a chief legal administrator with major administrative responsibility for a complex legal program and a large professional staff.

EXAMINATION INFORMATION

This examination will consist of a Training and Experience Questionnaire. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

TRAINING AND EXPERIENCE QUESTIONNAIRE – WEIGHTED 100%

A. Knowledge of:

1. Technical legal terms and various legal forms and documents and their processing.
2. Modern office methods, supplies, and equipment.
3. Business English and correspondence.
4. An understanding of the judicial process, Department and legal procedures and practices, and multiple and specialized areas of law.
5. Proper format of State and Federal citations.
6. Use of legal resources from traditional library references and software applications.

B. Ability to:

1. Type at a speed of 45 words per minute.
2. Read and write English at a level required for successful job performance.
3. Establish and maintain effective working relationships.
4. Prepare correspondence independently.
5. Perform difficult legal clerical work including the ability to process a large variety of legal documents, spell correctly use good English, and make arithmetic computations.
6. Transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine.
7. Communicate effectively.
8. Follow directions.
9. Analyze situations accurately and take effective action.
10. Type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal and appellate courts, or Office of Administrative Hearings.
11. Independently perform complex clerical and legal secretarial work.
12. Coordinate and schedule legal services.
13. Screen mail, visitors, and telephone calls and take appropriate action.
14. Interact with courts, administrative agencies, governmental entities, co-counsels, opposing counsels, or witnesses as directed by the attorney ensuring deadlines are met.
15. Compose correspondence.
16. Give information and provide assistance using good judgment and discretion.
17. Maintain case and administrative files and records.
18. May act in a lead capacity over clerical staff including legal typists.

TESTING PERIOD

The testing period for this classification is 12 months. Once you have taken the examination, you may not reapply for 12 months.

ELIGIBLE LIST INFORMATION

An open spot eligible list will be established for the Department of Transportation in Districts 4, 7, 11 and Headquarters. **Caltrans Legal Division Offices are located in the cities of San Francisco, Los Angeles, San Diego, and Sacramento.** The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitors' eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CAREER CREDITS

Career credits are not granted in open examinations.

VETERANS PREFERENCE POINTS

Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.**

GENERAL INFORMATION

It is the candidate's responsibility to contact the Caltrans Office of Examination Services in Sacramento, three business days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility **to contact the Caltrans Office of Examination Services in** Sacramento at (916) 227-5183, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

GENERAL INFORMATION (CONTINUED)

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference points) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the areas shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veterans Preference: California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.

RECRUITMENT SURVEY FOR OPEN EXAMS

The Department of Transportation (Caltrans) Office of Examination and Special Programs wants to know how you found out about our organization, and what led you to choose Caltrans as your employer. Please take a moment to answer the following questions:

1. How did you hear of this examination? (Please Check all that apply)

☐ Internet
- ☐ Caltrans Site
- ☐ State Personnel Board Site
- ☐ Other _____ *(please specify)*

☐ Friend

☐ Other _____ *(please specify)*

☐ Newspaper _____ *(please specify)*

☐ Magazine _____ *(please specify)*

☐ College Job Fair _____ *(please specify)*

☐ General Job Fair _____ *(please specify)*

☐ Relative

2. What is your reason for considering Caltrans as a future employer? (Please Check all that apply)

☐ Salary ☐ Location ☐ Experience ☐ Benefits

☐ Career Opportunities ☐ Heard it was a great place to work

☐ Other_____ *(please specify)*

We would like to thank you for participating in this survey, your input is very important to us.

The Office of Examination and
Special Programs

CALTRANS IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO CAREER OPPORTUNITIES FOR ALL PEOPLE WITHOUT REGARD TO RACE, GENDER, CREED, COLOR, RELIGION, NATIONAL OR ETHNIC ORIGIN, AGE, MARITAL STATUS, SEXUAL ORIENTATION, DISABILITY OR MEDICAL CONDITION.

Examination Title: **LEGAL SECRETARY** Date: _____

State of California
DEPARTMENT OF TRANSPORTATION
CONDITIONS OF EMPLOYMENT – FORM 631

EXAMINATION TITLE: ***LEGAL SECRETARY***

EXAMINATION CODE: _____

CANDIDATE NAME (Please print): _____

CANDIDATE SOCIAL SECURITY NUMBER: _____ - _____ - _____

PERSONAL INFORMATION NOTICE: Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Section 1978, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principle purpose of the voluntary information is to facilitate processing of information which you are providing regarding your preference in working conditions. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.17 of the IPA of 1977. Each individual has the right, upon request and proper identification, to inspect all personal information in any record maintained on the individual.

If you are successful in this examination, your name will be placed on an active employment list for the location you select and referred to fill vacancies according to the conditions you specify on this form. If, after you are contacted for a job, you are unwilling to accept work or do not reply promptly to the contact, you will be charged with a waiver and your name will be made inactive. Your name will remain inactive until you request it to be made active again. However, ON THE OPEN EMPLOYMENT LIST, after three such waivers, your name cannot be made active.

LOCATION OF POSITION:

- ☐ - ***DISTRICT 4 – OAKLAND***
- ☐ - ***DISTRICT 7 – LOS ANGELES***
- ☐ - ***DISTRICT 11 – SAN DIEGO***
- ☐ - ***HEADQUARTERS – SACRAMENTO***

TYPE OF APPOINTMENT THAT YOU WILL ACCEPT (Mark Only One)

- ☐ A11 - Permanent or Temporary – full-time, part time, or intermittent
- ☐ C55 - Permanent or Temporary – full time only
- ☐ M44 - Permanent or Temporary – part time or intermittent only
- ☐ D58 - Permanent only – full time only
- ☐ K85 - Temporary only – full time only
- ☐ R41 - Permanent – part time or intermittent OR Temporary – full time, part time, or intermittent

PLEASE NOTIFY THE DEPARTMENT OF TRANSPORTATION PROMPTLY OF ANY CHANGES IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

Legal Secretary

Department of Transportation (Caltrans)

Training and Experience Questionnaire

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Legal Secretary examination consists of a Supplemental Application used to evaluate your education, training and experience.

This Supplemental Application, consisting of a Training and Experience Questionnaire, is a scored component accounting for 100% of your rating in this examination. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

In the following pages you will self rate your knowledge of specific job related actions using the rating scales below.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale provided.

Important Note: In responding to each statement, you may refer to your WORK EXPERIENCE (public or private) whether paid or volunteer, FORMAL EDUCATION, or FORMAL TRAINING COURSES.

Knowledge related to performing this action:

Extensive knowledge
I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations; and I could instruct others on specific aspects of this task.

Substantial knowledge
I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered

Moderate knowledge
I possess a sufficient knowledge level that would allow me to perform this task successfully.

Limited knowledge
I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.

No knowledge
I have no knowledge of how to perform this task or what it may entail.

1. Cite-checking attorney prepared filings to ensure all citations are correct and are properly indexed with page numbers, etc.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

2. Assisting attorneys in gathering information (e.g., employment, medical) from various entities (e.g., copy services, in-house investigators, district claims office, opposing counsel) to respond to requests that may be used as exhibits.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

3. Researching local rules on the internet for the filing requirements of each county.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

4. Checking court websites for tentative rulings to bring up dockets/case histories and all information pertinent to a particular court.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

5. Preparing indexes for case files to organize various materials (e.g., pleadings, discovery requests, responses) to provide a quick reference.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

6. Preparing labels for legal files with case name, case number, and name of documents (e.g., pleading, correspondence, discovery) to distinguish between the different file types.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

7. Maintaining case information sheets (e.g., court information, opposing counsel, parties, addresses, phone numbers) to ensure information is kept current.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

8. Creating electronic case files on the computer with pertinent sub folders to organize types of documents prepared for each case.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

9. Filing documents (e.g., responses to discovery, pleadings, correspondence, subpoenas) in case files in chronological order.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

10. Interacting with courts, administrative agencies, governmental entities, co-counsels, opposing counsels, or witnesses as directed by the attorney ensuring deadlines are met, to set hearing dates or check on filings.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

11. Scheduling depositions with opposing counsel, and arranging various necessities (e.g., court reporter, interpreter, videographer, deposition room, required fees).

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

12. Scheduling and making appointments (e.g., booking rooms, email invitations, acquiring parking permits) on behalf of attorneys.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

13. Covering receptionist and/or executive assistant desk as required (e.g., transferring calls, screening calls, intercom paging, greeting visitors, accepting service of process).

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

14. Responding to emails from various parties (e.g., opposing counsels, courts, vendors, attorneys).

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

15. Receiving and responding to telephone calls from opposing counsels, courts, vendors, attorneys.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

16. Proof-reading documents (letters, legal pleadings, memorandums, emails) to ensure proper grammar, spelling and punctuation.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

17. Serving legal correspondence to clients, witnesses, court officials, opposing counsel, district personnel, etc. via fax, overnight service, U.S. mail, or arrange for personal delivery.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

18. Following timelines for projects or proceedings in accordance with each type of law.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

19. Responding to phone inquiries to provide appropriate documents when requested.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

20. Making travel arrangements (e.g., air, hotel, car) for legal staff and others using the travel agency services.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

21. Filing and serving legal pleadings (by hardcopy or electronically) in multiple jurisdictions, including State, Federal, and appellate courts or Office of Administrative Hearings.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

22. Typing legal documents (e.g., pleadings, correspondence) to give to attorneys for review and/or changes.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

23. Transcribing information from hand written documents, dictation machine, or electronic notes into the proper computer format for preparation of legal documents or correspondence, etc.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

24. Preparing legal petitions, briefs, motions, depositions, and various legal documents and Judicial Council forms in a timely manner.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

25. Drafting cover letters for court or administrative agency (e.g., OAH, SPB) filings.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

26. Composing letters independently to communicate with opposing counsel, courts, district employees etc. regarding legal cases.

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

27. Typing requests and/or responses to discovery (e.g., interrogatories, request for production, and admissions).

Knowledge related to performing this action:

- [ ] Extensive Knowledge
- [ ] Substantial Knowledge
- [ ] Moderate Knowledge
- [ ] Limited Knowledge
- [ ] No Knowledge

In the following pages you will self rate your experience in specific job related actions, using the rating scales below.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale provided.

Important Note: In responding to each statement, you may refer to your WORK EXPERIENCE (public or private) whether paid or volunteer, FORMAL EDUCATION, or FORMAL TRAINING COURSES.

Extensive Education, Training, and/or Experience
I have extensive education, training, and/or experience using this knowledge, skill, or ability. I can effectively apply this knowledge, skill, or ability under the majority of circumstances or situations.

Moderate Education, Training, and/or Experience
I have moderate education, training, and/or experience using this knowledge, skill, or ability and/or have moderate experience applying this knowledge, skill, or ability.

Minimal Education, Training, and/or Experience
I have limited education, training, and/or experience using this knowledge, skill, or ability and/or have limited experience applying this knowledge, skill, or ability. However, I have not applied it in an actual job.

No Education, Training, and/or Experience
I have no education, training, and/or experience relevant to this knowledge, skill, or ability.

28. Ability to type at a rate of 45 words per minute and accurately transcribe difficult dictation involving a variety of legal terms from a dictating machine.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

29. Ability to summarize written information of a complex and technical nature into a clear and concise single document.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

30. Ability to work efficiently to complete "rush" or urgent projects while maintaining a high quality work product.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

31. Ability to manage multiple cases while tracking deadlines and case requirements.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

32. Skill to operate a personal computer in order to perform daily secretarial duties.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

33. Knowledge of basic database software (e.g., Lincs, Abacus, Microsoft Access) functions to track subpoenas, cases, dockets etc.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

34. Knowledge of word processing software (e.g., Word, Legal Solutions, etc.) to create, format, and edit documents.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

35. Ability to operate scanner to transfer printed material into electronic format.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

36. Ability to operate copy machine to reproduce documents.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

37. Knowledge of the judicial process to effectively interact with and understand the requests of the attorney.

	Extensive Education, Training, and/or Experience
	Moderate Education, Training, and/or Experience
	Minimal Education, Training, and/or Experience
	No Education, Training, and/or Experience

38. Knowledge of how to prepare a large variety of legal forms and documents (internal memos, summaries of facts, narrative reports, etc.) for filing and service.

	Extensive Education, Training, and/or Experience
	Moderate Education, Training, and/or Experience
	Minimal Education, Training, and/or Experience
	No Education, Training, and/or Experience

39. Working knowledge of deadlines for filing legal documents with courts.

	Extensive Education, Training, and/or Experience
	Moderate Education, Training, and/or Experience
	Minimal Education, Training, and/or Experience
	No Education, Training, and/or Experience

40. Knowledge of how to prepare the most common types of legal documents in an effective manner (e.g., briefs, motions, pleadings), including how to apply rules regarding content, citations, order of presentation, formatting, and page limitations.

	Extensive Education, Training, and/or Experience
	Moderate Education, Training, and/or Experience
	Minimal Education, Training, and/or Experience
	No Education, Training, and/or Experience = 0

41. Knowledge of proper filing techniques to create and maintain an organized series of necessary files of varying types to store and retrieve hardcopy/electronic information.

	Extensive Education, Training, and/or Experience
	Moderate Education, Training, and/or Experience
	Minimal Education, Training, and/or Experience
	No Education, Training, and/or Experience

42. Knowledge of legal process related to filing pleadings and other legal documents in state, federal, and appellate courts and administrative law forums (e.g., Office of Administrative Hearings).

	Extensive Education, Training, and/or Experience
	Moderate Education, Training, and/or Experience
	Minimal Education, Training, and/or Experience
	No Education, Training, and/or Experience

43. Ability to maintain strict confidentiality of important information in order to be in compliance with the Information Practices Act.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

44. Knowledge of proper format of State and Federal citations.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

45. Knowledge of legal terminology reflected in pleadings, briefs, interrogatories, and other documents.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

46. Knowledge of legal concepts, principles, and procedures necessary to understand statutory requirements.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

47. Knowledge of the use of legal resources from traditional library references and software applications.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

48. Knowledge of legal procedures and practices.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

49. Ability to recognize and identify various legal documents to categorize in an appropriate filing sequence.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

50. Ability to review, edit and evaluate written documents for accuracy and completeness to produce quality products.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

51. Ability to perform basic mathematical functions such as addition, subtraction, multiplication, and division.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

52. Knowledge of internet search functions to locate information such as court decisions and relevant federal and state statutes.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

53. Ability to read and understand dockets for retrieval of documents from court files.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

54. Knowledge of proper spelling, grammar, punctuation, and sentence structure of the English language to ensure that prepared and/or reviewed written materials are complete, and free of writing errors.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

55. Ability to accurately transcribe information from various sources (e.g., handwritten drafts, dictation machine) to relay information to attorneys and/or other parties.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

56. Ability to understand oral instructions containing complex and technical information.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience

57. Knowledge of how to prepare clear and effective formal correspondence.

- [ ] Extensive Education, Training, and/or Experience
- [ ] Moderate Education, Training, and/or Experience
- [ ] Minimal Education, Training, and/or Experience
- [ ] No Education, Training, and/or Experience