DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR
LEGAL SECRETARY

CE20 1282 7IR25
OPEN

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

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

WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements) as stated below as of **March 2, 2007, the final filing date.**
HOW TO APPLY	Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8th Floor in San Francisco, CA 94102. This form can be accessed from either the Department of Industrial Relations website at www.dir.ca.gov or the State Personnel Board website at www.spb.ca.gov.
FINAL FILING DATE	Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco, CA 94142, and **POSTMARKED** by the United States Postal Service (a postmark by a "**leased**" meter will **not** be accepted) no later than **March 2, 2007, the final filing date**. Applications postmarked, personally delivered or received via inter-office mail after the final filing period will **not** be accepted for any reason
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	$2938-3571 Range A $3085-3750 Range B *A recruitment and retention differential pay will apply in the following counties: Alameda, Contra Costa, Los Angeles, Marin, Orange, San Diego, San Francisco, San Mateo and Santa Clara.
LOCATIONS OF POSITIONS	Positions are located statewide with the Department of Industrial Relations.
ELIGIBLE LIST INFORMATION	An eligible list will be established for the Department of Industrial Relations (excluding the State Compensation Insurance Fund). Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established.
EXAMINATION INFORMATION	Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled for a Qualifications Appraisal Panel Interview in April 2007 .

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination by **March 2, 2007, the final filing date.** 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". 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 requirement.
INIMUM 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** 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.)
ADDITIONAL DESIRABLE QUALIFICATIONS	Education equivalent to completion of the 12th grade.
SPECIAL PERSONAL CHARACTERISTIC	A demonstrated interest in assuming increasing responsibility, mature judgment, loyalty, poise, tact, and discretion.
POSITION DESCRIPTION	An incumbent in this class independently performs the full range and most complex, difficult and responsible legal secretarial and clerical work with minimum instruction. Under general supervision, in a secretarial capacity an incumbent types, formats, files, and serves legal pleadings in multiple jurisdictions, including State, Federal, and appellate courts or Office of Administrative Hearings; and coordinates and schedules court-related services with specific instruction.

QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED –100%	This examination will consist of a qualifications appraisal interview only. The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.** **Qualifications Appraisal Interview** Scope: In addition to evaluating the competitor's relative abilities as rated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's: 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.
VETERANS PREFERENCE	**Veterans preference points** will be added to the final score of all open competitors in this examination who qualify for, and have requested these points and who are successful in all part(s) of the examination. (See "General Information" on this bulletin for

	information regarding veterans preference points.)

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Personnel Office at 1-800-564-0771 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.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the State Personnel Board website at www.spb.ca.gov or the Department of Industrial Relations website at www.dir.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department 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 law and rules and all competitors 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. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, 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; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this 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.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows, or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veteran's preference are on the Veterans Preference Application form which is available from State Personnel Board offices or written test proctors.

High School Equivalent: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General 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.