



LEGAL ANALYST

EXAM CODE:

2JUAL

DEPARTMENT(S):

DEPARTMENT OF JUSTICE,
DEPARTMENT OF SOCIAL SERVICES,
DEPARTMENT OF MOTOR VEHICLES,
DEPARTMENT OF HEALTH CARE SERVICES,
DEPARTMENT OF WATER RESOURCES,
PUBLIC UTILITIES COMMISSION,
CALIFORNIA FRANCHISE TAX BOARD
OPEN – CONTINUOUS – STATEWIDE

EXAM TYPE:

SALARY INFORMATION:

\$3918 - \$4906*

**The salaries used in this bulletin are the latest available from the state controller's office, but may not reflect the most recent salary adjustment.*

CLASS & SCHEM CODE:

5237/JY62

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The state of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the 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 CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the administration of the written exam. All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and applicable classification titles.



CONTINUOUS TESTING

The testing office will accept examination packets continuously throughout the year, however, the packets will only be processed during the current administration period. Generally, this examination is administered **TRI-ANNUALLY**, although this is subject to change based on testing needs. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for **12 MONTHS** from the established list date

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the STD 678 "Examination Application." You will be notified in writing to determine what assistance can be provided.

ELIGIBLE LIST INFORMATION

An open eligible list will be established for **THE DEPARTMENT OF JUSTICE, DEPARTMENT OF SOCIAL SERVICES, DEPARTMENT OF MOTOR VEHICLES, DEPARTMENT OF HEALTHCARE SERVICES, DEPARTMENT OF WATER RESOURCES, THE PUBLIC UTILITIES COMMISSION, AND THE CALIFORNIA FRANCHISE TAX BOARD**. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors' eligibility will expire **18 MONTHS** after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CUT-OFF DATE

Standard State Application (form STD 678) must be postmarked (U.S. mail) or personally delivered no later than the cut-off date located on the Examinations page of the Office of Attorney General (OAG) website (www.oag.ca.gov). Applications must also have an original signature.

APPLICATIONS POSTMARKED OR PERSONALLY DELIVERED AFTER THE CUT-OFF DATE WILL NOT BE PROCESSED UNTIL THE NEXT ADMINISTRATION (PLEASE SEE THE "CONTINUOUS TESTING" SECTION FOR MORE INFORMATION).



MINIMUM QUALIFICATIONS

The following patterns may be combined proportionally, when applicable to meet the overall requirements.

EITHER I

EXPERIENCE: Two years of experience in the California state service performing the duties of a Legal Assistant. (Applicants who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

AND

EDUCATION: Successful completion of six (6) semester units of paralegal or undergraduate legal courses, with at least three (3) units of which must be in legal research. (Candidates who have completed three (3) semester units of paralegal course work necessary to fulfill the education requirements will be admitted to the examination, but they must submit evidence of completion of the required six (6) units before they can be considered for appointment.)

OR II

EXPERIENCE: Two years of experience performing paralegal duties in a law firm, corporate law office, governmental or public law office, non-profit organization, educational institution, court, or other entity under the direction and supervision of a licensed attorney or judicial officer.

AND

EDUCATION: Twelve (12) semester units in a legal or paralegal curriculum or equivalent to graduation from college.

NOTE: A COPY OF YOUR TRANSCRIPTS FROM THE COLLEGE OR INSTITUTE FROM WHICH YOU OBTAINED THE REQUIRED LEGAL/PARALEGAL COURSE MUST BE ATTACHED TO YOUR APPLICATION. COMPETITORS WHO FAIL TO PROVIDE COPIES OF TRANSCRIPTS WILL BE ELIMINATED FROM THE EXAMINATION.

POSITION DESCRIPTION

This is the journey analytical paralegal classification. Under the general supervision of an attorney who shall accept full responsibility for the tasks performed, the Legal Analyst investigates and analyzes facts and documents in connection with civil litigation; assists in criminal trial preparation by coordinating witnesses and processing subpoenas; coordinates with local law enforcement and judicial entities relative to ministerial problems; when delegated by the attorney, drafts interrogatories and responses to interrogatories; interviews witnesses, complainants and defendants concerning the facts of cases; drafts roughs of pleadings, complaints and motions for attorney review by the attorney; assists in the preparation of witness books and exhibit books; conducts historical research with regard to cases and by summarizing deposition transcripts; assists in administrative proceedings by preparing drafts of accusations and statements of issues; prepares legislative histories and follow-ups on legislative and regulatory files.

DEFINITION OF TERMS

The words "performing the duties of..." means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-classes assignment to the class).



EXAMINATION INFORMATION

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. This exam will consist of the following:

TRAINING AND EXPERIENCE QUESTIONNAIRE-WEIGHTED 100%

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the Training and Experience Questionnaire process will be on measuring the following competencies:

- Reading and Comprehending
- Writing
- Analytical Reasoning
- Legal Research
- Case Documentation

ADDITIONAL REQUIREMENTS

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

VETERAN'S PREFERENCES

Veteran's preference credits will be awarded in this examination, pursuant to government code section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans preference is not granted once a person achieves permanent civil service status.

CAREER CREDITS

Career credits do not apply for this examination.



FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [STANDARD STATE APPLICATION \(FORM STD 678\)](#)
- [TRAINING & EXPERIENCE QUESTIONNAIRE](#)
- [CONDITIONS OF EMPLOYMENT](#)
- SCHOOL TRANSCRIPTS (OFFICIAL OR UNOFFICIAL)

MAILING ADDRESS:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: LEGAL ANALYST EXAM
P.O. BOX 944255
SACRAMENTO, CA 94244-2550

FILE-IN-PERSON:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: LEGAL ANALYST EXAM
1300 "I" STREET, FIRST FLOOR LOBBY
SACRAMENTO, CA 95814

DO NOT SUBMIT APPLICATIONS

- TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
- THROUGH EMAIL
- THROUGH FAX
- THROUGH INTER-AGENCY MAIL

CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

PHONE NUMBER: 916-324-5039
FAX NUMBER: 916-445-1218
EMAIL ADDRESS: TSU@DOJ.CA.GOV



GENERAL INFORMATION

The Department of Justice 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.

It is the Candidate's Responsibility to contact the Department of Justice, three 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 Department of Justice, 916-324-5039, TDD (916) 952-8396 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 California Department of Human Resources Offices (www.jobs.ca.gov), and local Offices of the Employment Development Department (www.edd.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 on the other side of 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.

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, 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) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and work cooperatively with others; and a state of health consistent with the 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 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: Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

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

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento)

Department of Justice, Office of the Attorney General
Office of Human Resources, Testing & Selection Unit
1300 I Street, Sacramento, CA 95814
916-324-5039

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.



California Department of Justice

Legal Analyst

Training and Experience Questionnaire

The Training and Experience Questionnaire is the sole component of the Legal Analyst examination. To obtain a position on the eligible list a minimum score of 70% must be received. The instructions below should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your Training and Experience Questionnaire and disqualification from this examination.

This assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your education, training, and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Legal Analyst position.

The assessment consists of the following 5 sections:

- Reading and Comprehending
- Writing
- Analytical Reasoning
- Legal Research
- Case Documentation

When completing the questionnaire, please do not choose more than one (1) response per question. The Affirmation & Examination Application must have original signatures.

If you have any questions regarding this questionnaire, please contact:

Testing and Selection Unit
916-324-5039
tsu@doj.ca.gov

How to take a T&E

What is a T&E?

A Training and Experience Questionnaire (T&E) is a way to measure the previous experience, training, and/or education that a candidate has that is relevant to the job for which the exam is being conducted.

T&Es are typically questionnaires that consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

How do I rate myself?

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings.

- To start, pull together some important personal reference materials. You're most likely going to be asked to rate yourself based on your previous work experience. It can be difficult to accurately recall in detail the accomplishments you have achieved in your career. So take a moment to refresh your memory.
 - Pull out your resume and review it. Update it if you need to. Look over your previous positions and the tasks that you performed while in those positions.
 - Review past performance appraisals. These may contain development plans or details of projects that you completed in the past.
 - Look over your transcripts. Remind yourself of the courses that you have taken in your educational path. If there are educational requirements, you may be asked about specific courses that you took while pursuing your education.
 - Make a list of training courses and professional classes that you have taken throughout your career. Note any certifications that you may have achieved. Sometimes you may not have the previous work experience but you may have taken coursework that exposed you to similar knowledge or skills.
 - Read the questions and the response options carefully. Consider all your relevant training and experience.

How do I choose which rating best represents me?

- After you have reviewed some of your personal reference materials you should be in a pretty good position to rate yourself accurately.
 - Be honest. Don't diminish your accomplishments or the amount of time that you have put into your career. As you rate yourself, keep your personal resources next to you and refer to them as needed to refresh your memory.
 - Be truthful. Don't exaggerate what you have done. While it's common to want to present yourself to the best advantage, T&Es are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality isn't necessarily going to result in a higher score. Often candidates' responses on the T&E questionnaire are confirmed during the hiring interview. Blatantly falsifying your employment history may lead to disciplinary action and/or removal from the employment list.

Affirmation Page

All applicants **must complete and return the entire** Training and Experience Questionnaire in addition to their Standard State Application and unofficial school transcripts to be considered for this examination process.

The completed Training and Experience Questionnaire must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Testing & Selection Unit
PO Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing & Selection Unit
1300 I Street, 1st Floor Lobby
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Your Signature: _____ Date: _____

Your Name (printed): _____

Contact Information:

Address: _____

City, State, Zip _____

Phone Number: _____

Email address: _____

Legal Analyst Training and Experience Questionnaire

Name: _____

Reading and Comprehending

Legal Analysts employed with the State of California are required to read and comprehend a high volume of complex legal and technical documents and materials. For each question below, please rate the quantity, context, and recency of your training and experience.

1. Read and comprehend primary sources (e.g., Case Law, Constitutional Provisions, Statutes, Rules, Administrative Regulations, Treaties).

Considering your previous work experience and education, how often have you performed the above task?

- One or more times per **week**
- One or more times per **month**, but less than weekly.
- One or more times per **quarter**, but less than monthly.
- One or more times per **year**, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, in what “context” did you perform the task you identified above?

- I performed this work in a government legal department or division.
- I performed this work in a law office.
- I performed this work as a student in an academic setting.
- I performed this work as part of personal legal issue
- Never, but willing to learn

Considering your previous work experience and education, how long ago did you perform the work identified above?

- I performed this work **less than 1 year ago**.
- I performed this work **more than 1 year ago but less than 2 years**.
- I performed this work **more than 2 years ago but less than 3 years**.
- I performed this work **more than 3 years ago but less than 4 years**.
- I performed this work **more than 4 years ago but less than 5 years**.
- I performed this work **5 or more years ago**.
- I have never performed this work, but am willing to learn.

2. Read and comprehend secondary sources (e.g., Witkin, Legal Encyclopedias).

Considering your previous work experience and education, how often have you performed the above task?

- One or more times per **week**
- One or more times per **month**, but less than weekly.
- One or more times per **quarter**, but less than monthly.
- One or more times per **year**, but less than quarterly.
- Less than once per year.
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- I performed this work **more than 3 years ago but less than 4 years**.
- I performed this work **more than 4 years ago but less than 5 years**.
- I performed this work **5 or more years ago**.
- I have never performed this work, but am willing to learn.

3. Read and comprehend court decisions, administrative decisions, A.G. decisions, or tax court decisions.

Considering your previous work experience and education, how often have you performed the above task?

- One or more times per **week**
- One or more times per **month**, but less than weekly.
- One or more times per **quarter**, but less than monthly.
- One or more times per **year**, but less than quarterly.
- Less than once per year.
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- I performed this work **more than 3 years ago but less than 4 years**.
- I performed this work **more than 4 years ago but less than 5 years**.
- I performed this work **5 or more years ago**.
- I have never performed this work, but am willing to learn.

4. Read and comprehend pleadings (Writs, Motions, OSCs, Admin Accusations).

Considering your previous work experience and education, how often have you performed the above task?

- One or more times per **week**
- One or more times per **month**, but less than weekly.
- One or more times per **quarter**, but less than monthly.
- One or more times per **year**, but less than quarterly.
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- I performed this work **more than 4 years ago but less than 5 years**.
- I performed this work **5 or more years ago**.
- I have never performed this work, but am willing to learn.

5. Read and comprehend case evidence or discovery documents.

Considering your previous work experience and education, how often have you performed the above task?

- One or more times per **week**
- One or more times per **month**, but less than weekly.
- One or more times per **quarter**, but less than monthly.
- One or more times per **year**, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

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- I performed this work **more than 2 years ago but less than 3 years**.
- I performed this work **more than 3 years ago but less than 4 years**.
- I performed this work **more than 4 years ago but less than 5 years**.
- I performed this work **5 or more years ago**.
- I have never performed this work, but am willing to learn.

6. Read and comprehend client/case materials/investigative files.

Considering your previous work experience and education, how often have you performed the above task?

- One or more times per **week**
- One or more times per **month**, but less than weekly.
- One or more times per **quarter**, but less than monthly.
- One or more times per **year**, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

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- I performed this work **more than 4 years ago but less than 5 years**.
- I performed this work **5 or more years ago**.
- I have never performed this work, but am willing to learn.

Writing

Legal Analysts at the State of California are required to write and edit a wide variety of legal and technical documents. Many of these documents may be critical components of high stake cases. For each question below, please rate the quantity, context, and recency of your training and experience.

7. Draft briefs or exhibits.

Considering your previous work experience and education, how often have you performed the above task?

- One or more times per **week**
- One or more times per **month**, but less than weekly.
- One or more times per **quarter**, but less than monthly.
- One or more times per **year**, but less than quarterly.
- Less than once per year.
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- I performed this work **more than 3 years ago but less than 4 years**.
- I performed this work **more than 4 years ago but less than 5 years**.
- I performed this work **5 or more years ago**.
- I have never performed this work, but am willing to learn.

8. Draft pleadings, motions, accusations, or declarations.

Considering your previous work experience and education, how often have you performed the above task?

- One or more times per **week**
- One or more times per **month**, but less than weekly.
- One or more times per **quarter**, but less than monthly.
- One or more times per **year**, but less than quarterly.
- Less than once per year.
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- I performed this work **more than 4 years ago but less than 5 years**.
- I performed this work **5 or more years ago**.
- I have never performed this work, but am willing to learn.

9. Draft documents (e.g., interrogatories, request for admissions, deposition notices, privilege logs, letters, memoranda).

Considering your previous work experience and education, how often have you performed the above task?

- One or more times per **week**
- One or more times per **month**, but less than weekly.
- One or more times per **quarter**, but less than monthly.
- One or more times per **year**, but less than quarterly.
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- I performed this work **more than 4 years ago but less than 5 years**.
- I performed this work **5 or more years ago**.
- I have never performed this work, but am willing to learn.

10. Prepare legal memoranda or case summaries.

Considering your previous work experience and education, how often have you performed the above task?

- One or more times per **week**
- One or more times per **month**, but less than weekly.
- One or more times per **quarter**, but less than monthly.
- One or more times per **year**, but less than quarterly.
- Less than once per year.
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- I performed this work as part of personal legal issue
- Never, but willing to learn

Considering your previous work experience and education, how long ago did you perform the work identified above?

- I performed this work **less than 1 year ago**.
- I performed this work **more than 1 year ago but less than 2 years**.
- I performed this work **more than 2 years ago but less than 3 years**.
- I performed this work **more than 3 years ago but less than 4 years**.
- I performed this work **more than 4 years ago but less than 5 years**.
- I performed this work **5 or more years ago**.
- I have never performed this work, but am willing to learn.

11. Use Shepard's, Keycite, or other legal sources to update/verify reliability of cited legal authority/precedent.

Considering your previous work experience and education, how often have you performed the above task?

- One or more times per **week**
- One or more times per **month**, but less than weekly.
- One or more times per **quarter**, but less than monthly.
- One or more times per **year**, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, in what "context" did you perform the task you identified above?

- I performed this work in a government legal department or division.
- I performed this work in a law office.
- I performed this work as a student in an academic setting.
- I performed this work as part of personal legal issue
- Never, but willing to learn

Considering your previous work experience and education, how long ago did you perform the work identified above?

- I performed this work **less than 1 year ago**.
- I performed this work **more than 1 year ago but less than 2 years**.
- I performed this work **more than 2 years ago but less than 3 years**.
- I performed this work **more than 3 years ago but less than 4 years**.
- I performed this work **more than 4 years ago but less than 5 years**.
- I performed this work **5 or more years ago**.
- I have never performed this work, but am willing to learn.

12. Apply standard legal formatting to documents and citations in accordance with the California Style Manual, Harvard Blue Book, and local court rules.

Considering your previous work experience and education, how often have you performed the above task?

- One or more times per **week**
- One or more times per **month**, but less than weekly.
- One or more times per **quarter**, but less than monthly.
- One or more times per **year**, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, in what “context” did you perform the task you identified above?

- I performed this work in a government legal department or division.
- I performed this work in a law office.
- I performed this work as a student in an academic setting.
- I performed this work as part of personal legal issue
- Never, but willing to learn

Considering your previous work experience and education, how long ago did you perform the work identified above?

- I performed this work **less than 1 year ago**.
- I performed this work **more than 1 year ago but less than 2 years**.
- I performed this work **more than 2 years ago but less than 3 years**.
- I performed this work **more than 3 years ago but less than 4 years**.
- I performed this work **more than 4 years ago but less than 5 years**.
- I performed this work **5 or more years ago**.
- I have never performed this work, but am willing to learn.

Analytical Reasoning

The ability to apply critical thinking is necessary for Legal Analysts to perform the duties of their job. For each question below, please rate the quantity, context, and recency of your training and experience.

13. Gather and analyze facts, documents, and other information to provide information to adjudicatory authorities, legal staff, management, or other individuals.

Considering your previous work experience and education, how often have you performed the above task?

- One or more times per **week**
- One or more times per **month**, but less than weekly.
- One or more times per **quarter**, but less than monthly.
- One or more times per **year**, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, in what “context” did you perform the task you identified above?

- I performed this work in a government legal department or division.
- I performed this work in a law office.
- I performed this work as a student in an academic setting.
- I performed this work as part of personal legal issue
- Never, but willing to learn

Considering your previous work experience and education, how long ago did you perform the work identified above?

- I performed this work **less than 1 year ago**.
- I performed this work **more than 1 year ago but less than 2 years**.
- I performed this work **more than 2 years ago but less than 3 years**.
- I performed this work **more than 3 years ago but less than 4 years**.
- I performed this work **more than 4 years ago but less than 5 years**.
- I performed this work **5 or more years ago**.
- I have never performed this work, but am willing to learn.

14. Review arguments presented in written documents for logical consistency, clarity, completeness, and accuracy.

Considering your previous work experience and education, how often have you performed the above task?

- One or more times per **week**
- One or more times per **month**, but less than weekly.
- One or more times per **quarter**, but less than monthly.
- One or more times per **year**, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, in what “context” did you perform the task you identified above?

- I performed this work in a government legal department or division.
- I performed this work in a law office.
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- Never, but willing to learn

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- I performed this work **less than 1 year ago**.
- I performed this work **more than 1 year ago but less than 2 years**.
- I performed this work **more than 2 years ago but less than 3 years**.
- I performed this work **more than 3 years ago but less than 4 years**.
- I performed this work **more than 4 years ago but less than 5 years**.
- I performed this work **5 or more years ago**.
- I have never performed this work, but am willing to learn.

15. Use the IRAC process to analyze data, client files, and cases.

Considering your previous work experience and education, how often have you performed the above task?

- One or more times per **week**
- One or more times per **month**, but less than weekly.
- One or more times per **quarter**, but less than monthly.
- One or more times per **year**, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, in what “context” did you perform the task you identified above?

- I performed this work in a government legal department or division.
- I performed this work in a law office.
- I performed this work as a student in an academic setting.
- I performed this work as part of personal legal issue
- Never, but willing to learn

Considering your previous work experience and education, how long ago did you perform the work identified above?

- I performed this work **less than 1 year ago**.
- I performed this work **more than 1 year ago but less than 2 years**.
- I performed this work **more than 2 years ago but less than 3 years**.
- I performed this work **more than 3 years ago but less than 4 years**.
- I performed this work **more than 4 years ago but less than 5 years**.
- I performed this work **5 or more years ago**.
- I have never performed this work, but am willing to learn.

Legal Research

Planning and conducting legal research is a significant portion of a Legal Analyst's job with the State of California. For each question below, please rate the quantity, context, and recency of your training and experience.

16. Use online research tools (e.g., LexisNexis, Westlaw, Access Law).

Considering your previous work experience and education, how often have you performed the above task?

- One or more times per **week**
- One or more times per **month**, but less than weekly.
- One or more times per **quarter**, but less than monthly.
- One or more times per **year**, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, in what "context" did you perform the task you identified above?

- I performed this work in a government legal department or division.
- I performed this work in a law office.
- I performed this work as a student in an academic setting.
- I performed this work as part of personal legal issue
- Never, but willing to learn

Considering your previous work experience and education, how long ago did you perform the work identified above?

- I performed this work **less than 1 year ago**.
- I performed this work **more than 1 year ago but less than 2 years**.
- I performed this work **more than 2 years ago but less than 3 years**.
- I performed this work **more than 3 years ago but less than 4 years**.
- I performed this work **more than 4 years ago but less than 5 years**.
- I performed this work **5 or more years ago**.
- I have never performed this work, but am willing to learn.

17. Use the Law Library or archives.

Considering your previous work experience and education, how often have you performed the above task?

- One or more times per **week**
- One or more times per **month**, but less than weekly.
- One or more times per **quarter**, but less than monthly.
- One or more times per **year**, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, in what “context” did you perform the task you identified above?

- I performed this work in a government legal department or division.
- I performed this work in a law office.
- I performed this work as a student in an academic setting.
- I performed this work as part of personal legal issue
- Never, but willing to learn

Considering your previous work experience and education, how long ago did you perform the work identified above?

- I performed this work **less than 1 year ago**.
- I performed this work **more than 1 year ago but less than 2 years**.
- I performed this work **more than 2 years ago but less than 3 years**.
- I performed this work **more than 3 years ago but less than 4 years**.
- I performed this work **more than 4 years ago but less than 5 years**.
- I performed this work **5 or more years ago**.
- I have never performed this work, but am willing to learn.

Case Documentation

Legal Analysts employed with the State of California are often called upon to organize and coordinate the efforts of legal staff in the creation and organization of legal documentation including pleadings and case files. For each question below, please rate the quantity, context, and recency of your training and experience.

18. Enter required information into a legal case tracking/management system.

Considering your previous work experience and education, how often have you performed the above task?

- One or more times per **week**
- One or more times per **month**, but less than weekly.
- One or more times per **quarter**, but less than monthly.
- One or more times per **year**, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, in what “context” did you perform the task you identified above?

- I entered information into a case management system in a law office.
- I entered information into a management information system to track inventory or other relevant business information.
- I entered information into a customer database to track clients.
- I entered information into a personal database (tracking a video or CD collection, etc.).
- I have never entered information into an online database, but I am willing to learn

Considering your previous work experience and education, how long ago did you perform the work identified above?

- I performed this work **less than 1 year ago**.
- I performed this work **more than 1 year ago but less than 2 years**.
- I performed this work **more than 2 years ago but less than 3 years**.
- I performed this work **more than 3 years ago but less than 4 years**.
- I performed this work **more than 4 years ago but less than 5 years**.
- I performed this work **5 or more years ago**.
- I have never performed this work, but am willing to learn.

19. Organize and maintain hardcopy files to establish a record of work.

Considering your previous work experience and education, how often did you perform the above duty?

- One or more times per **week**
- One or more times per **month**, but less than weekly.
- One or more times per **quarter**, but less than monthly.
- One or more times per **year**, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, in what “context” did you perform the task you identified above?

- I performed this work in a government legal department or division.
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- I performed this work **more than 3 years ago but less than 4 years**.
- I performed this work **more than 4 years ago but less than 5 years**.
- I performed this work **5 or more years ago**.
- I have never performed this work, but am willing to learn.

Department of Justice
Department of Social Services
Department of Health Care Services
Department of Water Resources
Department of Motor Vehicles
California Public Utilities Commission

CONDITIONS OF EMPLOYMENT
FORM 631
EASY IDENTIFICATION #: _____

MULTI - DEPARTMENTAL
OPEN- STATEWIDE

NAME: _____ (PLEASE PRINT)
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form. If you are unable to accept employment, or do not reply to contacts from the department your name will be placed on the inactive list for this classification.

PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

- (0100) Oakland
- (1000) Fresno
- (1900) Los Angeles
- (3400) Sacramento
- (3700) San Diego
- (3800) San Francisco

PLEASE INDICATE THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice(s):

- (D) Permanent - full time only.
- (R) Permanent – part-time or intermittent.
Temporary - full time, part-time, or intermittent.
- (A) All of the above

NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION OFFICE
1300 "I" STREET, Ste. 740
SACRAMENTO, CA 95814