

Deputy Attorney General III Training and Experience Examination Questions

Section 1: Reading and Analyzing “Written” Information

For the following questions please indicate how important each of the following tasks were in your previous legal experience, and then indicate how recent your experience is in performing those tasks. Use the following scale to answer the questions concerning the importance of the following tasks:

Critical

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

Moderately Important

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

Slightly Important

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

Not Important

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

No previous legal experience

I have no previous legal experience performing this task.

1. Identifying relevant facts from cases and other legal authorities.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

2. Applying the available facts of a particular case to the relevant law.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

3. Evaluating opposing party's evidence and legal position and formulating an appropriate response.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

4. Making independent decisions regarding the most appropriate course of action based upon an evaluation of a case file or other legal documents.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

5. Determining the legal and factual significance of documents or other evidence including discovery, investigative reports, etc.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

6. Determining the legal and factual significance of expert witness or consultant reports.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

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

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

Section 2: Research and Investigation

For the following questions please indicate how important each of the following tasks were in your previous legal experience, and then indicate how recent your experience is in performing those tasks. Use the following scale to answer the questions concerning the importance of the following tasks:

Critical

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

Moderately Important

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

Slightly Important

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

Not Important

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

No previous legal experience

I have no previous legal experience performing this task.

8. Using electronic search tools (e.g., LEXIS, WestLaw, etc.) to conduct legal research.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

9. Using electronic search tools (e.g., Corporate Records, Fictitious Business Names, etc.) to conduct case-related investigations.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

10. Verifying that authorities relied upon are accurate and current.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

11. Independently research a project or case.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

12. Identifying appropriate witnesses who should be interviewed during the development of a case.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

13. Interviewing or preparing appropriate witnesses during the development of a case.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

14. Implementing an investigative or discovery plan in order to uncover relevant facts.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

15. Identifying relevant evidence for use in administrative or court proceedings.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

Section 3: Written Communication

For the following questions please indicate how important each of the following tasks were in your previous legal experience, and then indicate how recent your experience is in performing those tasks. Use the following scale to answer the questions concerning the importance of the following tasks:

Critical

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

Moderately Important

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

Slightly Important

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

Not Important

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

No previous legal experience

I have no previous legal experience performing this task.

16. Preparing documents to be filed in state or federal trial courts including pleadings, motions, status reports and briefs.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

17. Preparing documents to be filed in state or federal appellate courts including petitions, answers, motions and briefs.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

18. Preparing legal memoranda summarizing the pertinent facts, the state of current law and/or making recommendations for further action.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

19. Preparing written communications to clients or other decision makers summarizing the pertinent facts, the state of current law and/or making recommendations for further action.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

20. Preparing correspondence to the opposing counsel or third parties analyzing relevant facts and law.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

21. Reviewing and editing written work prepared by colleagues or other legal support staff.

How important was this job task to your previous legal experience?

- Critical
- Moderately important
- Slightly important
- Not important
- No previous legal experience

How long has it been since you performed this task?

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

Section 4: Oral Communication

For the following section please indicate how much knowledge and experience you have in the following areas. Use the following scales to answer the questions in this section:

Extensive knowledge experience or training

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

Substantial knowledge, experience or training

I have applied this knowledge regularly in a professional actual setting while performing a job.

Moderate knowledge, experience or training

I have applied this knowledge occasionally in a professional actual setting while performing a job.

Limited knowledge, experience or training

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

No knowledge, experience or training

I have little or no education, experience or training to this knowledge

22. Presenting arguments to trial judges or hearing officers.

- Extensive knowledge experience or training
- Substantial knowledge, experience or training
- Moderate knowledge, experience or training
- Limited knowledge, experience or training
- No knowledge, experience or training

23. Presenting opening and/or closing statements in trial courts or administrative proceedings

- Extensive knowledge experience or training
- Substantial knowledge, experience or training
- Moderate knowledge, experience or training
- Limited knowledge, experience or training
- No knowledge, experience or training

24. Conducting direct or cross-examinations of expert witnesses in depositions.

- Extensive knowledge experience or training
- Substantial knowledge, experience or training
- Moderate knowledge, experience or training
- Limited knowledge, experience or training
- No knowledge, experience or training

25. Conducting direct or cross-examinations of expert witnesses during trials or hearings.

- Extensive knowledge experience or training
- Substantial knowledge, experience or training
- Moderate knowledge, experience or training
- Limited knowledge, experience or training
- No knowledge, experience or training

26. Conducting direct or cross-examinations of lay witnesses at depositions.

- Extensive knowledge experience or training
- Substantial knowledge, experience or training
- Moderate knowledge, experience or training
- Limited knowledge, experience or training
- No knowledge, experience or training

27. Conducting direct or cross-examinations of lay witnesses during trial or hearings.

- Extensive knowledge experience or training
- Substantial knowledge, experience or training
- Moderate knowledge, experience or training
- Limited knowledge, experience or training
- No knowledge, experience or training

28. Preparing clients or witnesses to testify during legal proceedings.

- Extensive knowledge experience or training
- Substantial knowledge, experience or training
- Moderate knowledge, experience or training
- Limited knowledge, experience or training
- No knowledge, experience or training

29. Communicating with opposing counsel regarding substantive and procedural issues arising from the case in order to advance or resolve the case.

- Extensive knowledge experience or training
- Substantial knowledge, experience or training
- Moderate knowledge, experience or training
- Limited knowledge, experience or training
- No knowledge, experience or training

30. Presenting arguments in appellate proceedings.

- Extensive knowledge experience or training
- Substantial knowledge, experience or training
- Moderate knowledge, experience or training
- Limited knowledge, experience or training
- No knowledge, experience or training

31. Presenting complex legal issues and concepts in a manner that is understandable to lay persons.

- Extensive knowledge experience or training
- Substantial knowledge, experience or training
- Moderate knowledge, experience or training
- Limited knowledge, experience or training
- No knowledge, experience or training

Section 5: Case Management

For the following section please indicate how much knowledge and experience you have in the following areas. Use the following scales to answer the questions in this section:

Extensive knowledge experience or training

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

Substantial knowledge , experience or training

I have applied this knowledge regularly in a professional actual setting while performing a job.

Moderate knowledge, experience or training

I have applied this knowledge occasionally in a professional actual setting while performing a job.

Limited knowledge, experience or training

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

No knowledge, experience or training

I have little or no education, experience or training to this knowledge

32. Determining the need for experts, investigators, paralegals and/or other litigation assistance in support of a legal proceeding.

- Extensive knowledge experience or training
- Substantial knowledge, experience or training
- Moderate knowledge, experience or training
- Limited knowledge, experience or training
- No knowledge, experience or training

33. Directing the work of support staff in the preparation and resolution of a case.

- Extensive knowledge experience or training
- Substantial knowledge, experience or training
- Moderate knowledge, experience or training
- Limited knowledge, experience or training
- No knowledge, experience or training

34. Identifying specific tasks necessary to complete a particular case or assignment.

- Extensive knowledge experience or training
- Substantial knowledge, experience or training
- Moderate knowledge, experience or training
- Limited knowledge, experience or training
- No knowledge, experience or training

35. Managing multiple cases to assure that work is completed on schedule.

- Extensive knowledge experience or training
- Substantial knowledge, experience or training
- Moderate knowledge, experience or training
- Limited knowledge, experience or training
- No knowledge, experience or training

36. Determining what action needs to be taken to successfully complete work assignments when resources or capabilities are insufficient for the task.

- Extensive knowledge experience or training
- Substantial knowledge, experience or training
- Moderate knowledge, experience or training
- Limited knowledge, experience or training
- No knowledge, experience or training

Section 6: Judgment and Decision Making

For the following section please indicate how much knowledge and experience you have in the following areas. Use the following scales to answer the questions in this section:

Extensive knowledge experience or training

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

Substantial knowledge , experience or training

I have applied this knowledge regularly in a professional actual setting while performing a job.

Moderate knowledge, experience or training

I have applied this knowledge occasionally in a professional actual setting while performing a job.

Limited knowledge, experience or training

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

No knowledge, experience or training

I have little or no education, experience or training to this knowledge

37. Considering alternative solutions and strategies for approaching a particular case or issue to ensure that all options have been explored.

- Extensive knowledge experience or training
- Substantial knowledge, experience or training
- Moderate knowledge, experience or training
- Limited knowledge, experience or training
- No knowledge, experience or training

38. Analyzing a proposed course of action to determine whether the action is legal and ethical.

- Extensive knowledge experience or training
- Substantial knowledge, experience or training
- Moderate knowledge, experience or training
- Limited knowledge, experience or training
- No knowledge, experience or training

39. Determining whether non-judicial options should be utilized in order to resolve a case.

- Extensive knowledge experience or training
- Substantial knowledge, experience or training
- Moderate knowledge, experience or training
- Limited knowledge, experience or training
- No knowledge, experience or training

40. Determining whether a settlement proposal should be accepted or rejected based on the interests of the client, the public, and the department.

- Extensive knowledge experience or training
- Substantial knowledge, experience or training
- Moderate knowledge, experience or training
- Limited knowledge, experience or training
- No knowledge, experience or training

Section 7: Interpersonal Skills

Using the following scale from 10 to 0 please indicate “to what extent would your current and former co-workers and supervisors say the following statements about you are true?”

(10) Definitely true

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

(5) Moderately true

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

(0) Not at all true

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

41. **He/She Works cooperatively with a team to achieve a shared goal.**

- 10 – Definitely true
- 9
- 8
- 7
- 6
- 5 - Moderately true
- 4
- 3
- 2
- 1
- 0 – Not at all true

42. **He/She is sensitive to the feelings and opinions of others.**

- 10 – Definitely true
- 9
- 8
- 7
- 6
- 5 - Moderately true
- 4
- 3
- 2
- 1
- 0 – Not at all true

43. **He/She presents oneself in a professional manner.**

- 10 – Definitely true
- 9
- 8
- 7
- 6
- 5 - Moderately true
- 4
- 3
- 2
- 1
- 0 – Not at all true

44. He/She accepts constructive criticism.

- 10 – Definitely true
- 9
- 8
- 7
- 6
- 5 - Moderately true
- 4
- 3
- 2
- 1
- 0 – Not at all true

45. He/She considers the effect of his/her actions on others.

- 10 – Definitely true
- 9
- 8
- 7
- 6
- 5 - Moderately true
- 4
- 3
- 2
- 1
- 0 – Not at all true