

Legal Analyst Training and Experience Questionnaire

Name: _____

Reading and Comprehending

Legal Analysts at the Department of Justice 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 (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.

Never, but willing to learn.

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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.

3. Read and comprehend 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.

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.

4. Read and comprehend pleadings.

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 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.

5. Read and comprehend motions.

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 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 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 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.

7. Read and comprehend client 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.

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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. Read and comprehend a jurisprudence acquisition request.

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.

Writing

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

9. Write briefs.

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.

10. Write pleadings.

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.

11. Write motions.

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.
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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.

12. Write discovery documents (interrogatories, etc.).

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.

13. Write memos.

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 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. Write correspondence.

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.

15. Use Shepherd's 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.

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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.

16. Applying standard legal formatting to documents in accordance with the California Style Manual and the Harvard Blue Book

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.
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- I performed this work **less than 1 year ago**.
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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.

17. Editing legal documents to correct spelling, grammar, and formatting.

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

One or more times per **week**, but less than daily.

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.

Analytical Reasoning

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

18. Gathering and analyzing disparate facts and other information in order to provide that information to legal staff, management, or other individuals.

Considering your previous work experience and education, how 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.
- I performed this work in a law office.
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- I performed this work as part of personal legal issue
- 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.

19. Reviewing arguments presented in written documents for logical consistency, clarity, completeness, and accuracy.

Considering your previous work experience and education, how 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.

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- 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.

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

Considering your previous work experience and education, how 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.

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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.

Legal Research

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

21. Using online research tools (e.g., LexisNexis, Westlaw, search engines)

Considering your previous work experience and education, how 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.

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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.

22. Using the Law Library

Considering your previous work experience and education, how 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.

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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.

23. Interpreting findings presented in research reports or other documents while conducting legal research.

Considering your previous work experience and education, how 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.
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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.

24. Using basic math, convert measures of correlation into measures of group differences in order to support findings that effect public safety.

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

- One or more times per **week**
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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.

25. Using the LexisNexis Online Analysis Toolpack™ to summarize findings reported in multiple case judgments.

Considering your previous work experience and education, how 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.
- 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 at the Department of Justice 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.

26. Enter required information into an electronic database.

Considering your previous work experience and education, how 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 entered information into the LawClerk Pro© online client tracking system.
- 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.

27. Organize and maintain hardcopy files to establish a record of work that has been completed.

Considering your previous work experience and education, how 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.
- 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.