

Training and Experience Questionnaire General Instructions/ Affirmation

Legal Analyst

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.

All applicants **must complete and return the entire** examination packet. The examination packet consists of the following:

- Examination Application (Form STD 678)
- General Instructions/ Affirmation
- Training and Experience Questionnaire
- Conditions of Employment
- Recruitment Survey (Online Form)

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

Completed examination packets must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and 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.

Printed Name: _____

Signature

Date Signed

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.

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 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.

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.

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.

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.

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.

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 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.

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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.

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.

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.

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.

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.
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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.

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.

Never, but willing to learn.

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

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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. 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.
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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.

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.
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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.

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?

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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.

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.

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- I performed this work in a government legal department or division.
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- I performed this work as part of personal legal issue
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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.

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.

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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.

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.
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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**.
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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. 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.

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I performed this work in a government legal department or division.

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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.

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.

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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