



California Department of Justice

Legal Secretary

Training and Experience Questionnaire

This Training and Experience (T&E) Questionnaire is the examination for the classification of Legal Secretary. The results of this examination will determine your placement on the hiring list for the classification should any open positions become available.

The 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 Secretary position. Your responses in this questionnaire may be later used as information for follow-up questions during a hiring interview.

The overall assessment consists of 5 sections:

- Documentation Creation and Editing
- Communication
- Electronic Filing
- Document Management

The T&E Questionnaire is the sole component of the Legal Secretary examination. All instructions should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your T&E Questionnaire and disqualification from this examination. Please keep a copy of your completed questionnaire for your records.

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

Vanessa Pruitt
Testing and Selection Unit
916-324-5030
vanessa.pruitt@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 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: _____

Task Area 1: Document Creation and Editing

Legal Secretaries prepare legal correspondence, petitions, briefs, motions, depositions, and various legal notices and forms. In addition, they ensure all documents are error free and are properly formatted.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

1. Type and format pleadings and briefs according to the various rules of the different courts.

How would you describe your knowledge, experience, and training related to this task?

I have applied this knowledge extensively (e.g., daily) in a professional work setting.

I have applied this knowledge regularly (e.g., weekly) in a professional work setting.

I have applied this knowledge occasionally (e.g., monthly) in a professional work setting.

I have education or training related to this task, but I have not performed it in a professional work setting.

I have little or no education, experience, or training related to this task.

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

2. Proofread legal documents to ensure that they are grammatically correct and properly formatted according to the rules of English grammar and legal requirements.

How would you describe your knowledge, experience, and training related to this task?

I have applied this knowledge extensively (e.g., daily) in a professional work setting.

I have applied this knowledge regularly (e.g., weekly) in a professional work setting.

I have applied this knowledge occasionally (e.g., monthly) in a professional work setting.

I have education or training related to this task, but I have not performed it in a professional work setting.

I have little or no education, experience, or training related to this task.

What is the highest level of independence under which you have performed the above task?

My work was rarely reviewed and I have been asked to review the work of co-workers.

My work was reviewed only occasionally by my supervisor (e.g., to spot check).

Most of my work was reviewed regularly by my supervisor to ensure accuracy.

All of my work was reviewed by my supervisor to ensure accuracy.

I have little or no experience performing this task.

3. Use and understand computer software (e.g., word processing, case management, document management, etc.) to produce legal documents in compliance with state and federal court rules.

How would you describe your knowledge, experience, and training related to this task?

I have applied this knowledge extensively (e.g., daily) in a professional work setting.

I have applied this knowledge regularly (e.g., weekly) in a professional work setting.

I have applied this knowledge occasionally (e.g., monthly) in a professional work setting.

I have education or training related to this task, but I have not performed it in a professional work setting.

I have little or no education, experience, or training related to this task.

How would you describe your knowledge, experience, and training related to this task?

I have applied this knowledge extensively (e.g., daily) in a professional work setting.

I have applied this knowledge regularly (e.g., weekly) in a professional work setting.

I have applied this knowledge occasionally (e.g., monthly) in a professional work setting.

I have education or training related to this task, but I have not performed it in a professional work setting.

I have little or no education, experience, or training related to this task.

4. Use and understand automated cite checking software (e.g., West Check) to produce legal documents in compliance with state and federal court rules (e.g., California Style Manual and Harvard Bluebook.)

How would you describe your knowledge, experience, and training related to this task?

- I have applied this knowledge extensively (e.g., daily) in a professional work setting.
- I have applied this knowledge regularly (e.g., weekly) in a professional work setting.
- I have applied this knowledge occasionally (e.g., monthly) in a professional work setting.
- I have education or training related to this task, but I have not performed it in a professional work setting.
- I have little or no education, experience, or training related to this task.

How would you describe your readiness to perform the above task?

- I have little or no experience performing this task but I would be willing to learn.
- I have some experience performing this task but I could benefit from additional training.
- I have performed this task many times and do not require any additional training.
- This is an area of expertise for me and I have trained others in how to perform this task.

5. Create and compose memos and correspondence at the request of an attorney or paralegal.

How would you describe your knowledge, experience, and training related to this task?

- I have applied this knowledge extensively (e.g., daily) in a professional work setting.
- I have applied this knowledge regularly (e.g., weekly) in a professional work setting.
- I have applied this knowledge occasionally (e.g., monthly) in a professional work setting.
- I have education or training related to this task, but I have not performed it in a professional work setting.
- I have little or no education, experience, or training related to this task.

What is the highest level of independence under which you have performed the above task?

- My work was rarely reviewed and I have been asked to review the work of co-workers.
- My work was reviewed only occasionally by my supervisor (e.g., to spot check).
- Most of my work was reviewed regularly by my supervisor to ensure accuracy.
- All of my work was reviewed by my supervisor to ensure accuracy.
- I have little or no experience performing this task.

Task Area 2: Communication

Legal Secretaries screen visitors and telephone calls and take appropriate action; interact with courts, administrative agencies, governmental entities, co-counselors, opposing counsel, or witnesses as directed by the attorney; and give information and provide assistance using good judgment and discretion.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

6. Communicate with professional, supervisory, and clerical staff to ensure the rapid dissemination of information using e-mail and verbal methods while maintaining accuracy and a professional manner.

How would you describe your experience performing the above task?

I have performed this task extensively (i.e., daily) in an actual work setting.

I have performed this task regularly (i.e., weekly) in an actual work setting.

I have performed this task occasionally (i.e., monthly) in an actual work setting.

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

I have little or no education, experience, or training related to this but would be willing to learn.

7. Answer and place phone calls to the public and provide efficient, accurate, and courteous communication with all contacts.

How would you describe your experience performing the above task?

I have performed this task extensively (i.e., daily) in an actual work setting.

I have performed this task regularly (i.e., weekly) in an actual work setting.

I have performed this task occasionally (i.e., monthly) in an actual work setting.

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

I have little or no education, experience, or training related to this but would be willing to learn.

8. Answer and place phone calls to clients and witnesses and provide efficient, accurate, and courteous communication with all contacts.

How would you describe your experience performing the above task?

I have performed this task extensively (i.e., daily) in an actual work setting.

I have performed this task regularly (i.e., weekly) in an actual work setting.

I have performed this task occasionally (i.e., monthly) in an actual work setting.

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

I have little or no education, experience, or training related to this but would be willing to learn.

9. Answer and place phone calls to outside attorneys and court staff and provide efficient, accurate, and courteous communication with all contacts.

How would you describe your experience performing the above task?

I have performed this task extensively (i.e., daily) in an actual work setting.

I have performed this task regularly (i.e., weekly) in an actual work setting.

I have performed this task occasionally (i.e., monthly) in an actual work setting.

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

I have little or no education, experience, or training related to this but would be willing to learn.

Task Area 3: Electronic Filing

Legal Secretaries digitally scan and electronically send documents and file legal documents with the courts using Electronic Case Filing systems.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

10. Organize and update a file of pleadings, correspondence, and other case related documents in a case management system.

How would you describe your experience performing the above task?

I have performed this task extensively (i.e., daily) in an actual work setting.

I have performed this task regularly (i.e., weekly) in an actual work setting.

I have performed this task occasionally (i.e., monthly) in an actual work setting.

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

I have little or no education, experience, or training related to this but would be willing to learn.

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

11. Maintain an electronic database and/or a paper file of case-related contacts including opposing counsel, expert witnesses, courts, etc.

How would you describe your experience performing the above task?

I have performed this task extensively (i.e., daily) in an actual work setting.

I have performed this task regularly (i.e., weekly) in an actual work setting.

I have performed this task occasionally (i.e., monthly) in an actual work setting.

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

I have little or no education, experience, or training related to this but would be willing to learn.

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience forming this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

12. Digitally scan and electronically send documents.

In your work experience, how frequently have you performed this task?

This task was a major part of one or more of my jobs and I performed it on a daily basis.

This task was a major part of one or more of my jobs and I performed it several times a week.

I have performed this task occasionally but it was not a major part of my job(s).

I have little or no experience performing this task but I would be willing to learn.

13. File legal documents with the courts using electronic case filing systems (e.g., federal courts' Case Management/ECF system, LexisNexis File and Serve, etc.).

How would you describe your readiness to perform the above task?

This is an area of expertise for me and I have trained others in how to perform this task.

I have performed this task many times and do not require any additional training.

I have some experience performing this task but I could benefit from additional training.

I have little or no experience performing this task but I would be willing to learn.

In your work experience, how frequently have you performed this task?

This task was a major part of one or more of my jobs and I performed it on a daily basis.

This task was a major part of one or more of my jobs and I performed it several times a week.

I have performed this task occasionally but it was not a major part of my job(s)

I have little or no experience performing this task but I would be willing to learn.

Task Area 4: Document Management

Legal Secretaries manage case and administrative files and records.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

14. Photocopy correspondence, documents, and other printed material pursuant to the instructions of the attorney and/or rules of court.

How would you describe your experience performing the above task?

I have performed this task extensively (i.e., daily) in an actual work setting.

I have performed this task regularly (i.e., weekly) in an actual work setting.

I have performed this task occasionally (i.e., monthly) in an actual work setting.

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

I have little or no education, experience, or training related to this but would be willing to learn.

15. Organize exhibits and attachments within a case using a labeling or tab system pursuant to the instructions of the attorney and/or rules of court.

How would you describe your experience performing the above task?

I have performed this task extensively (i.e., daily) in an actual work setting.

I have performed this task regularly (i.e., weekly) in an actual work setting.

I have performed this task occasionally (i.e., monthly) in an actual work setting.

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

I have little or no education, experience, or training related to this but would be willing to learn.

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this tasks.

Task Area 5: Legal Research

Legal Secretaries research citations and quotes using library, electronic, and internet resources.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

16. Research citations and quotes using library, electronic, and internet resources.

How would you describe your readiness to perform the above task?

This is an area of expertise for me and I have trained others in how to perform this task.

I have performed this task many times and do not require any additional training.

I have some experience performing this task but I could benefit from additional training.

I have little or no experience performing this task but I would be willing to learn.

In your work experience, how frequently have you performed this task?

This task was a major part of one or more of my jobs and I performed it on a daily basis.

This task was a major part of one or more of my jobs and I performed it several times a week.

I have performed this task occasionally but it was not a major part of my job(s)

I have little or no experience performing this task but I would be willing to learn.

17. Use court websites to research local rules of the court (e.g., formatting, page limitations, and filing requirements).

How would you describe your experience performing the above task?

I have performed this task extensively (i.e., daily) in an actual work setting.

I have performed this task regularly (i.e., weekly) in an actual work setting.

I have performed this task occasionally (i.e., monthly) in an actual work setting.

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

I have little or no education, experience, or training related to this but would be willing to learn.

How would you describe your readiness to perform the above task?

This is an area of expertise for me and I have trained others in how to perform this task.

I have performed this task many times and do not require any additional training.

I have some experience performing this task but I could benefit from additional training.

I have little or no experience performing this task but I would be willing to learn.

THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE

**Please submit this document along with any other required documentation
per the instructions on page 3.**

DEPARTMENT OF JUSTICE
DEPARTMENT OF INDUSTRIAL RELATIONS
STATE COMPENSATION INSURANCE FUND

CONDITIONS OF EMPLOYMENT
FORM 631
IDENTIFICATION #: _____
(Personnel Office Use ONLY)

LEGAL SECRETARY
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.

Note: The location of offices may vary depending on the hiring Department.

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

- | | | |
|---|--|---|
| <input type="checkbox"/> Bakersfield (1502) | <input type="checkbox"/> Oxnard (5604) | <input type="checkbox"/> San Luis Obispo (4007) |
| <input type="checkbox"/> Burbank (1910) | <input type="checkbox"/> Pleasanton (0111) | <input type="checkbox"/> Santa Ana (3010) |
| <input type="checkbox"/> Chatsworth (9110) | <input type="checkbox"/> Redding (4504) | <input type="checkbox"/> Santa Rosa (4905) |
| <input type="checkbox"/> Commerce (1915) | <input type="checkbox"/> Riverside (3311) | <input type="checkbox"/> Stockton (3910) |
| <input type="checkbox"/> Eureka (1202) | <input type="checkbox"/> Rohnert Park (4908) | <input type="checkbox"/> Vacaville (4806) |
| <input type="checkbox"/> Fresno (1000) | <input type="checkbox"/> Sacramento (3400) | <input type="checkbox"/> Ventura (5600) |
| <input type="checkbox"/> Glendale (1930) | <input type="checkbox"/> Salinas (2705) | |
| <input type="checkbox"/> Long Beach (1939) | <input type="checkbox"/> San Bernardino (3622) | |
| <input type="checkbox"/> Los Angeles (1900) | <input type="checkbox"/> San Diego (3700) | |
| <input type="checkbox"/> Monterey Park (1987) | <input type="checkbox"/> San Francisco (3800) | |
| <input type="checkbox"/> Oakland (0100) | <input type="checkbox"/> San Jose (4309) | |

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
SACRAMENTO, CA 95814