



# California Department of Justice

## Senior Legal Analyst

### Training and Experience Questionnaire

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This Training and Experience (T&E) Questionnaire is the examination for the classification of Senior Legal Analyst. 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 Senior Legal Analyst 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:

- Writing
- Analytical Reasoning
- Legal Research
- Using Technology
- Technical Expertise

The T&E Questionnaire is the sole component of the Senior Legal Analyst 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:

Lucy Schindehette  
Testing and Selection Unit  
(916) 327-4209  
lucy.schindehette@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 and Affirmation page to be considered for this examination process.

The completed Training and Experience Questionnaire and Affirmation page 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: \_\_\_\_\_

# Training and Experience Questionnaire

## Section # 1: Writing (Questions 1-8)

Read each item carefully and select the option that best corresponds with your response. Please select only one response per item.

Senior Legal Analysts at the Department of Justice are required to write and edit a wide variety of legal and technical documents with minimal supervision or oversight. 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.

### 1. Writing legal briefs as part of complex or high stakes legal proceedings.

**Considering your previous work experience and education, how often did you perform 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, what is the total amount of time you have spent performing this task?**

- I performed this work for a period of 4 or more years.
- I performed this work for at least 3 years, but less than 4 years.
- I performed this work for at least 2 years, but less than 3 years.
- I performed this work for at least 1 year, but less than 2 years.
- I performed this work for less than 1 year.

**What is the highest level of independence you have been given when performing this task?**

- I have performed this task by myself without co-worker assistance.
- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

## 2. Writing legal pleadings as part of complex or high stakes legal proceedings.

**Considering your previous work experience and education, how often did you perform 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, what is the total amount of time you have spent performing this task?**

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I have worked closely with others on a daily basis in performing this task.

I have assisted my supervisor or co-workers in performing this task.

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

### 3. Writing legal motions as part of complex or high stakes legal proceedings.

**Considering your previous work experience and education, how often did you perform 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, what is the total amount of time you have spent performing this task?**

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- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

**4. Writing discovery documents (interrogatories, etc.) for use as part of complex or high stakes legal proceedings.**

**Considering your previous work experience and education, how often did you perform 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, what is the total amount of time you have spent performing this task?**

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I have assisted my supervisor or co-workers in performing this task.

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

**5. Write memos, letters or other standard forms of communication (excluding email messages) for the purpose of communicating with clients, attorneys, government officials, or members of the general public.**

**Considering your previous work experience and education, how often did you perform 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 have assisted my supervisor or co-workers in performing this task.

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

**6. Use “Shepherd’s” to update or verify the reliability or accuracy of cited legal authority/precedent.**

**Considering your previous work experience and education, how often did you perform 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 have assisted my supervisor or co-workers in performing this task.

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

**7. Apply 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 did you perform 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 have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

**8. Edit legal documents to correct spelling, grammar, and formatting.**

**Considering your previous work experience and education, how often did you perform 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 have little or no experience performing this task but I would be willing to learn.

## Section # 2: Analytical Reasoning (Questions 9-11)

Read each item carefully and select the option that best corresponds with your response. Please only make one response per item.

The ability to apply critical thinking is necessary for a Senior 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.

### 9. 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 often did you perform 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, what is the total amount of time you have spent performing this task?

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- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

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

**Considering your previous work experience and education, how often did you perform 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, what is the total amount of time you have spent performing this task?**

I performed this work for a period of 4 or more years.

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I have assisted my supervisor or co-workers in performing this task.

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

**11. Use the Identification, Rule, Application, Conclusion (IRAC) process to analyze data, client files, and cases.**

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

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
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- I have little or no experience performing this task but I would be willing to learn.

### Section # 3: Legal Research (Questions 12-14)

Read each item carefully and select the option that best corresponds with your response. Please select only one response per item.

Planning and conducting legal research is a significant portion of a Senior 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.

#### 12. Using online research tools (e.g., LexisNexis, Westlaw, proprietary legal search engines)

**Considering your previous work experience and education, how often did you perform 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, what is the total amount of time you have spent performing this task?**

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- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

### 13. Using a designated Law Library

**Considering your previous work experience and education, how often did you perform 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 have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

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

**Considering your previous work experience and education, how often did you perform 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 have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

## Section # 4: Using Technology (Questions 15-17)

Read each item carefully and select the option that best corresponds with your response. Please select only one response per item.

Senior Legal Analysts are expected to use a variety of computer based tools in the course of their duties. These tools include word-processing programs, case management software, e-mail software, and time keeping software. For each question below, please rate the quantity, context, and recency of your training and experience.

### 15. Search databases containing legal information or relevant facts.

**Considering your previous work experience and education, how often did you perform 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, what is the total amount of time you have spent performing this task?**

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- I performed this work for less than 1 year.

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- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

**16. Use case management software to retrieve/edit information.**

**Considering your previous work experience and education, how often did you perform 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 have little or no experience performing this task but I would be willing to learn.

**17. Use computer peripherals including jump (flash memory) drives and digital scanners or digital senders.**

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

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
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- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

## Section # 5: Technical Expertise (Questions 18-20)

Read each item carefully and select the option that best corresponds with your response. Please select only one response per item.

Senior Legal Analyst are often called on to handle the more technical details of legal document creation, research, and trial preparation. For each question below, please rate the quantity, context, and recency of your training and experience.

### 18. Create chronologies and timelines.

**Considering your previous work experience and education, how often did you perform 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 have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

**19. Research and apply local rules of court (all levels), CA Rules of Court, C.C.P., and Federal Civil Procedure.**

**Considering your previous work experience and education, how often did you perform 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 have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

**20. Prepare exhibit and witness binders for Trial.**

**Considering your previous work experience and education, how often did you perform 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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**THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE**

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