

**DEPARTMENT OF TRANSPORTATION
OFFICE OF EXAMINATIONS
LEGAL SECRETARY 1TR54
TRAINING AND EXPERIENCE QUESTIONNAIRE**

The Department of Transportation (DOT) LEGAL SECRETARY examination is being given on an Open, continuous basis. This examination will consist solely of this self-assessment Training and Experience Questionnaire.

This questionnaire is your entire exam and is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the classification(s). Candidates are responsible for reading all of the material provided prior to completing this questionnaire. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Please answer questions completely since incomplete responses and omitted information cannot be considered and/or assumed. *Resumes, letters of reference, and other materials **will not be evaluated or considered*** as responses to items in the Training and Experience Questionnaire. ***(NOTE: Failure to meet the entrance requirements and/or to complete this questionnaire accurately will result in elimination from this examination.) Candidates who fail to follow the instructions and/or who solicit input or assistance from others to complete this questionnaire will be eliminated from the examination.***

IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS TRAINING AND EXPERIENCE QUESTIONNAIRE FOR YOUR RECORDS. The Department of Transportation will NOT provide you a copy of your supplemental application questionnaire.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me (without assistance from others) on this Training and Experience Questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment, and may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

SIGNATURE: _____ **DATE:** _____

NAME (PRINT): _____

EXAMINATION TITLE: _____

The completed Training and Experience Questionnaire can be mailed and/or personally hand delivered to:

**Department of Transportation
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036**

**File in person: Department of Transportation
1727 30th Street, 1st Floor
Sacramento, CA 95816
(916) 227- 7858**

Facsimile (FAX) or electronically mailed (e-mailed) Questionnaires **will not** be accepted

LEGAL SECRETARY Training and Experience Questionnaire

PART I- KNOWLEDGE

PRINT NAME _____

In the following pages you will self rate your knowledge of specific job related actions using the rating scales below.

INSTRUCTIONS:

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale provided.

Place an "X" in the column that most accurately represents the **knowledge** you have of specific job related tasks.

Important Note: In responding to each statement you may refer to your WORK EXPERIENCE (public or private) whether paid or volunteer, FORMAL EDUCATION, or FORMAL TRAINING COURSES.

Extensive Knowledge – I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations; and I could instruct others on specific aspects of this task.

Substantial Knowledge – I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

Moderate Knowledge – I possess a sufficient knowledge level that would allow me to perform this task successfully.

Limited Knowledge – I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.

No Knowledge – I have no knowledge of how to perform this task or what it may entail.

KNOWLEDGE

		Extensive Knowledge	Substantial Knowledge	Moderate Knowledge	Limited Knowledge	No Knowledge
1.	Cite-checking attorney prepared filings to ensure all citations are correct and are properly indexed with page numbers, etc.					
2.	Assisting attorneys in gathering information (e.g., employment, medical) from various entities (e.g., copy services, in-house investigators, district claims office, opposing counsel) to respond to requests that may be used as exhibits.					
3.	Researching local rules on the internet for the filing requirements of each county.					
4.	Checking court websites for tentative rulings to bring up dockets/case histories and all information pertinent to a particular court.					
5.	Preparing indexes for case files to organize various materials (e.g., pleadings, discovery requests, responses) to provide a quick reference.					
6.	Preparing labels for legal files with case name, case number, and name of documents (e.g., pleadings, correspondence, discovery) to distinguish between the different file types.					
7.	Maintaining case information sheets (e.g., court information, opposing counsel, parties, addresses, phone numbers) to ensure information is kept current.					

LEGAL SECRETARY Training and Experience Questionnaire

PART I- KNOWLEDGE

PRINT NAME _____

		KNOWLEDGE				
		Extensive Knowledge	Substantial Knowledge	Moderate Knowledge	Limited Knowledge	No Knowledge
<p>Extensive Knowledge – I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations; and I could instruct others on specific aspects of this task.</p> <p>Substantial Knowledge – I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.</p> <p>Moderate Knowledge – I possess a sufficient knowledge level that would allow me to perform this task successfully.</p> <p>Limited Knowledge – I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.</p> <p>No Knowledge – I have no knowledge of how to perform this task or what it may entail.</p>						
8.	Creating electronic case files on the computer with pertinent sub folders to organize types of documents prepared for each case.					
9.	Filing documents (e.g., responses to discovery, pleadings, correspondence, subpoenas) and case files in chronological order.					
10.	Interacting with courts, administrative agencies, governmental entities, co-counsel, opposing counsel, or witnesses as directed by the attorney ensuring deadlines are met, to set hearing dates or check on filings.					
11.	Scheduling depositions with opposing counsel, and arranging various necessities (e.g., court reporter, interpreter, videographer, deposition room, required fees.)					
12.	Scheduling and making appointments (e.g., booking rooms, email invitations, acquiring parking permits) on behalf of attorneys.					
13.	Covering receptionist and/or executive assistant desk as required (e.g., transferring calls, screening calls, intercom paging, greeting visitors, accepting service of process).					
14.	Responding to emails from various parties (e.g., opposing counsel, courts, vendors, attorneys).					
15.	Receiving and responding to telephone calls from opposing counsel, courts, vendors, attorneys.					
16.	Proof-reading documents (letters, legal pleadings, memorandums, emails) to ensure proper grammar, spelling, and punctuation.					
17.	Serving legal correspondence to clients, witnesses, court officials, opposing counsel, district personnel, etc. via fax, overnight service, U.S. mail, or arrange for personal delivery.					
18.	Following timelines for projects or proceedings in accordance with each type of law.					
19.	Responding to phone inquiries to provide appropriate documents when requested.					
20.	Making travel arrangements (e.g., air, hotel, car) for legal staff and others using the travel agency services.					

LEGAL SECRETARY Training and Experience Questionnaire

PART I- KNOWLEDGE

PRINT NAME _____

KNOWLEDGE

Extensive Knowledge – I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations; and I could instruct others on specific aspects of this task.

Substantial Knowledge – I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

Moderate Knowledge – I possess a sufficient knowledge level that would allow me to perform this task successfully.

Limited Knowledge – I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.

No Knowledge – I have no knowledge of how to perform this task or what it may entail.

		Extensive Knowledge	Substantial Knowledge	Moderate Knowledge	Limited Knowledge	No Knowledge
21.	Filing and serving legal pleadings (by hardcopy or electronically) in multiple jurisdictions, including State, Federal, and appellate courts or Office of Administrative Hearings.					
22.	Typing legal documents (e.g., pleadings, correspondence) to give to attorneys for review and/or changes.					
23.	Transcribing information from hand written documents, dictation machine, or electronic notes into the proper computer format for preparation of legal documents or correspondence, etc.					
24.	Preparing legal petitions, briefs, motions, depositions, and various legal documents and Judicial Council forms in a timely manner.					
25.	Drafting cover letters for court or administrative agency (e.g., OAH, SPB) filings.					
26.	Composing letters independently to communicate with opposing counsel, courts, district employees, etc. regarding legal cases.					
27.	Typing requests and/or responses to discovery (e.g., interrogatories, request for production, and admissions.)					

LEGAL SECRETARY Training and Experience Questionnaire

PART II – EXPERIENCE

PRINT NAME _____

EXPERIENCE

In the following pages you will self rate your experience of specific job related actions using the rating scales below.

INSTRUCTIONS:

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale provided.

Place an “X” in the column that most accurately represents the experience you have of specific job related tasks.

Important Note: In responding to each statement you may refer to your WORK EXPERIENCE (public or private) whether paid or volunteer, FORMAL EDUCATION, or FORMAL TRAINING COURSES.

Extensive Education, Training, and/or Experience – I have extensive education, training, and/or experience using this knowledge, skill, or ability. I can effectively apply this knowledge, skill, or ability under the majority of circumstances or situations.

Moderate Education, Training, and/or Experience – I have moderate education, training, and/or experience using this knowledge, skill, or ability and/or have moderate experience applying this knowledge, skill, or ability.

Minimal Education, Training, and/or Experience – I have limited education, training, and/or experience using this knowledge, skill, or ability and/or have limited experience applying this knowledge, skill, or ability. However, I have not applied it in an actual job.

No Education, Training, and/or Experience – I have no education, training, and/or experience relevant to this knowledge, skill, or ability.

Extensive Education, Training, and/or Experience	Moderate Education, Training, and/or Experience	Minimal Education, Training, and/or Experience	No Education, Training, and/or Experience

28.	Ability to type at a rate of 45 words per minute and accurately transcribe difficult dictation involving a variety of legal terms from a dictating machine.
29.	Ability to summarize written information of a complex and technical nature into a clear and concise single document.
30.	Ability to work efficiently to complete “rush” or urgent projects while maintain a high quality work product.
31.	Ability to manage multiple cases while tracking deadlines and case requirements.
32.	Skill to operate a personal computer in order to perform daily secretarial duties.
33.	Knowledge of basic database software (e.g., Lincs, Abacus, Microsoft Access) functions to track subpoenas, cases, dockets, etc.
34.	Knowledge of word processing software (e.g., Word, Legal Solutions, etc.) to create, format, and edit documents.

LEGAL SECRETARY Training and Experience Questionnaire

PART II – EXPERIENCE

PRINT NAME _____

EXPERIENCE

<p>Extensive Education, Training, and/or Experience – I have extensive education, training, and/or experience using this knowledge, skill, or ability. I can effectively apply this knowledge, skill, or ability under the majority of circumstances or situations.</p> <p>Moderate Education, Training, and/or Experience – I have moderate education, training, and/or experience using this knowledge, skill, or ability and/or have moderate experience applying this knowledge, skill, or ability.</p> <p>Minimal Education, Training, and/or Experience – I have limited education, training, and/or experience using this knowledge, skill, or ability and/or have limited experience applying this knowledge, skill, or ability. However, I have not applied it in an actual job.</p> <p>No Education, Training, and/or Experience – I have no education, training, and/or experience relevant to this knowledge, skill, or ability.</p>		Extensive Education, Training, and/or Experience	Moderate Education, Training, and/or Experience	Minimal Education, Training, and/or Experience	No Education, Training, and/or Experience
35.	Ability to operate scanner to transfer printed material into electronic format.				
36.	Ability to operate copy machine to reproduce documents.				
37.	Knowledge of the judicial process to effectively interact with and understand the requests of the attorney.				
38.	Knowledge of how to prepare a large variety of legal forms and documents (internal memos, summaries of facts, narrative reports, etc.) for filing and service.				
39.	Working knowledge of deadlines for filing legal documents with courts.				
40.	Knowledge of how to prepare the most common types of legal documents in an effective manner (e.g., briefs, motions, pleadings), including how to apply rules regarding content, citations, order of presentation, formatting, and page limitations.				
41.	Knowledge of proper filing techniques to create and maintain an organized series of necessary files of varying types to store and retrieve hardcopy/electronic information.				
42.	Knowledge of legal process related to filing pleadings and other legal documents in state, federal, and appellate courts and administrative law forums (e.g., Office of Administrative Hearings).				
43.	Ability to maintain strict confidentiality of important information in order to be in compliance with the Information Practices Act.				
44.	Knowledge of proper format of State and Federal citations.				
45.	Knowledge of legal terminology reflected in pleadings, briefs, interrogatories, and other documents.				
46.	Knowledge of legal concepts, principles, and procedures necessary to understand statutory requirements.				

LEGAL SECRETARY Training and Experience Questionnaire

PART II – EXPERIENCE

PRINT NAME _____

		EXPERIENCE			
		Extensive Education, Training, and/or Experience	Moderate Education, Training, and/or Experience	Minimal Education, Training, and/or Experience	No Education, Training, and/or Experience
<p>Extensive Education, Training, and/or Experience – I have extensive education, training, and/or experience using this knowledge, skill, or ability. I can effectively apply this knowledge, skill, or ability under the majority of circumstances or situations.</p> <p>Moderate Education, Training, and/or Experience – I have moderate education, training, and/or experience using this knowledge, skill, or ability and/or have moderate experience applying this knowledge, skill, or ability.</p> <p>Minimal Education, Training, and/or Experience – I have limited education, training, and/or experience using this knowledge, skill, or ability and/or have limited experience applying this knowledge, skill, or ability. However, I have not applied it in an actual job.</p> <p>No Education, Training, and/or Experience – I have no education, training, and/or experience relevant to this knowledge, skill, or ability.</p>					
47.	Knowledge of the use of legal resources from traditional library references and software applications.				
48.	Knowledge of legal procedures and practices.				
49.	Ability to recognize and identify various legal documents to categorize in an appropriate filing sequence.				
50.	Ability to review, edit and evaluate written documents for accuracy and completeness to produce quality products.				
51.	Ability to perform basic mathematical functions such as addition, subtraction, multiplication, and division.				
52.	Knowledge of internet search functions to locate information such as court decisions and relevant federal and state statutes.				
53.	Ability to read and understand dockets for retrieval of documents from court files.				
54.	Knowledge of proper spelling, grammar, punctuation, and sentence structure of the English language to ensure that prepared and/or reviewed written materials are complete, and free of writing.				
55.	Ability to accurately transcribe information from various sources (e.g., handwritten drafts, dictation machine) to relay information to attorneys and/or other parties.				
56.	Ability to understand oral instructions containing complex and technical information.				
57.	Knowledge of how to prepare clear and effective formal correspondence.				

