



# Legal Secretary

5PB25 – Exam Code

Departments: State of California  
Opening Date: January 14, 2016  
Final Filing Date: Continuous  
Type of Examination: Servicewide, Open  
Salary: Range A: \$3176.00 - \$3976.00  
Range B: \$3335.00 - \$4176.00

## EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

## DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 9 months.

## SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process.

If you have any questions, please contact:

California Department of Human Resources' Contact Center at 1-866-844-8671

OR

California Relay Service at 7-1-1

Telecommunications Device for the Deaf (TTY) at (916) 654-6336\*

(\*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

### ELIGIBLE LIST INFORMATION

An open, service wide eligible list will be established by the California Department of Human Resources for use by the State departments listed above. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

### MINIMUM QUALIFICATIONS

#### EITHER I

**Experience:** One year of experience in the California state service performing the duties of a Senior Legal Typist, Range B.

#### OR II

**Experience:** Two years of experience in a private law firm, corporate law office, or a legal program in a governmental agency performing a full range of [legal secretarial duties](#), which requires the preparation of legal documents for filing and service.

- (1) Academic education above the 12th grade may be substituted for six months of the required experience on the basis of either (a) one year of the [general education](#) being equivalent to three months of the required experience; or (b) one year of [education of a business or commercial nature](#) being equivalent to six months of the required experience;

**OR:**

- (2) Completion of a [certificated legal secretarial program](#) at either a regionally accredited college or a business school approved by the [Bureau of Private Postsecondary and Vocational Education and accredited by the Accrediting Council for Independent Colleges and Schools](#) may be substituted for one year of the required experience.]

(Candidates who are within six months of satisfying the experience requirement for this class will be admitted to this examination, but they must fully meet the experience requirement before being eligible for appointment.)

### POSITION DESCRIPTION

Incumbents in Range A perform the full range of legal secretarial work. Under general supervision, in a secretarial capacity, incumbents type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal, and appellate courts or Office of Administrative Hearings; perform complex clerical work; and coordinate and schedule court-related services with specific instruction.

Incumbents in Range B perform the most complex legal secretarial work. Under direction, incumbents independently perform the most difficult and responsible legal secretarial and clerical work, with minimum instruction, involving either: (1) work in a legal office with Level IV attorneys; or (2) work for a chief legal administrator with major administrative responsibility for a complex legal program and a large professional staff.

## EXAMINATION INFORMATION

### TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the **Training and Experience Evaluation** process.

[Click here to preview the Training and Experience Evaluation.](#)

#### Scope of Examination:

##### Knowledge of:

- Technical legal terms and various legal forms and documents and their processing.
- Modern office methods, supplies, and equipment.
- Business English and correspondence.
- Understanding of the judicial process, Department of legal procedures and practices, and multiple and specialized areas of law.
- Proper format of State and Federal citations.
- Use of legal resources from traditional library references and software applications.

##### Ability to:

- Type at a speed of 45 words per minute.
- Read and write English at a level required for successful job performance.
- Establish and maintain effective working relationships.
- Prepare correspondence independently.
- Perform difficult legal clerical work including the ability to process a large variety of legal documents, spell correctly, use good English, and make arithmetic computations.

## VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

## VETERANS

Persons retired from the United States military or honorably discharged from active duty shall be eligible to compete in promotional examinations for which they meet the minimum qualifications as prescribed by the class specification. Persons receiving passing scores shall have their names placed on the promotional eligibility lists resulting from these examinations. In evaluating minimum qualifications, related military experience shall be considered State civil service experience in a class deemed comparable by CalHR, based on the duties and responsibilities

assigned (Section 18991).

For cases in which promotional examinations are given by more than one department for the same classification, the veteran shall select one department for which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list eligibility established from the examination in which the veteran participated. Employees may request a transfer of list eligibility between departments in the same manner as provided for civil service employees (Section 18991).

## CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources, Selection Services Program  
1515 S Street, North Building, Suite 400  
Sacramento, CA 95811-7258  
1-866-844-8671

California Relay Service: (7-1-1)

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## GENERAL INFORMATION

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The California Department of Human Resources** reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [Legal Secretary classification specification](#).

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available [online](#) and at the Department of Veterans Affairs.

**Bulletin Revision Date: 07/07/2017**

## **FILING INSTRUCTIONS**

**Final Filing Date:** Continuous

**Where to Apply:** Click on the link below.

**Clicking the link below accesses the Legal Secretary Training and Experience Evaluation. Upon completion, the Evaluation will be instantly scored.**

Click [Legal Secretary Training and Experience Evaluation](#) to access the Legal Secretary Training and Experience Examination.

## **SUGGESTED RESOURCES TO HAVE AVAILABLE WHEN BEGINNING THE EVALUATION**

**Employment History:** Job Titles, organization name and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School name and address, degree(s) earned, date(s) attended, courses taken (Verifiable on a Transcript), person or office who can verify education, and phone numbers of persons listed above.

**Training:** Class titles, certifications received, name of a person who can verify your training and their contact information.