



LEGAL OFFICE ADMINISTRATOR I

EXAM CODE: 8JU01
EXAM TYPE: DEPARTMENTAL – PROMOTIONAL
LOCATION(S): SPOT - LOS ANGELES
BULLETIN RELEASE DATE: January 11, 2018
FINAL FILING DATE: January 25, 2018
SALARY INFORMATION: \$4,754 - \$5,954*
**The salaries used in this bulletin are the latest available from the state controller's office, but may not reflect the most recent salary adjustment.*
CLASS & SCHEM CODE: 1344/CE46

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The state of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

It is the 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 CAN APPLY

Persons who meet the minimum qualifications by the announced final filing date. Applicants must have a permanent civil service appointment with the Department of Justice within three years of the final filing date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Otherwise, employees must be:

- 1) A current or former employee of the legislature for two or more years as defined in government code (GC) section 18990; OR
- 2) A current or former non-elected exempt employee of the executive branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC section 18992; OR
- 3) Persons retired from the united states military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.



SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "examination application." You will be notified in writing to determine what assistance can be provided.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Justice for Los Angeles. The list will be abolished **twelve** months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

FINAL FILING DATE

January 25, 2018

Examination applications (form STD 678) must be postmarked (U.S. mail) or personally delivered no later than the final filing date. Applications must have an original signature. Applications without original signature will be rejected from the examination.

APPLICATIONS POSTMARKED OR PERSONALLY DELIVERED AFTER THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON.

MINIMUM QUALIFICATIONS

EITHER I

One year of experience in the California State service performing the duties of a Legal Support Supervisor II.

OR II

Two years of experience in the California State service performing the duties of a Legal Support Supervisor I.

OR III

Four years of experience supervising a large legal clerical and secretarial staff. This experience must include at least one year with administrative responsibility for planning, organizing and coordinating the work; establishing procedures; selecting, training, and evaluating personnel; and employee relations. (Experience in California state service applied toward this requirement must have been performing the duties of a class with a level of responsibility not less than Legal Support Supervisor I.)

DEFINITION OF TERMS

The words "**performing duties of...**" means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-class assignment to the class).

The words "**...duties comparable in level of responsibility...**" means the applicant must have experience of the type and length of time in a classification at the same (or a higher) level of responsibility as the classification specified.



POSITION DESCRIPTION

The Legal Office Administrator I's have charge of large legal clerical support operations and provide the full range of staff and administrative support to the office, attorneys and program managers. Typically, the Legal Office Administrator I will have only one level of subordinate supervisors on the Legal Support Supervisor series.

EXAMINATION INFORMATION

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the overall examination. This exam will consist of the following:

Writing Exercise - 40%

The writing exercise consists of candidates responding to a job-related prompt, in writing. Candidates will write responses by computer individually. Responses will be evaluated by a panel of subject matter experts using standardized, job-related scoring criteria.

Qualification Appraisal Panel (QAP) - 60%

The QAP consists of an oral interview that will contain a set of job-related questions. Candidates will be provided a copy of the interview questions to review and take notes for a period of time before entering the interview room. Candidates' verbal responses will be evaluated by a panel of Subject Matter Experts against pre-determined, standardized, job-related scoring criteria.

TEST DATE

It is anticipated that the test will be conducted the week of **February 12th or 19th, 2018**.

KNOWLEDGE, SKILLS, & ABILITIES

The **Qualification Appraisal Panel and Writing Exercise** will measure the following:

KNOWLEDGE OF:

1. Conflict resolution techniques to address and deal with conflicts and issues that may arise in the work group such that a positive, cooperative, professional work environment results.
2. Effective supervisory principles, practices, and techniques to appropriately and effectively plan, oversee, and direct the work activities of subordinate staff.
3. Appropriate corrective action(s) and progressive disciplinary techniques to provide effective, appropriate monitoring, coaching, and counseling of the work performance of subordinate employees.
4. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, succinct, and free of mechanical errors.

ABILITY TO:

1. Plan and organize the work of subordinate staff.
2. Exercise sound judgment and common sense when making decisions.
3. Promote positive, cooperative, professional working relations among staff.
4. Express facts and ideas in written form in a succinct and organized manner.
5. Set an example for staff by modeling expectations and performance standards.
6. Efficiently manage work load and assignments, meeting overall objectives and specific deadlines.
7. Establish processes and controls to ensure timely and consistent completion of staff work and projects.
8. Adapt quickly to a variety of situations and personalities in order to provide appropriate reaction and response.
9. Counsel and guide employees regarding performance expectations, task completion, and overall performance issues.
10. Resolve performance problems with subordinate staff by planning and implementing measures to improve performance.



11. Analyze situations accurately and thoroughly in order to determine and implement effective, appropriate courses of action.
12. Prepare clear, concise, and accurate reports, correspondence, and other job-related documents for a variety of audiences.
13. Establish and maintain cooperative working relationships with subordinate staff, superiors, and peers in order to contribute to and enhance the efficiency, productivity, and effectiveness of the work unit.
14. Implement new policies, procedures, and programs, ensuring appropriate staff training and overall planning to minimize disruption to staff.
15. Adjust the tone, message, and/or approach of communications to best suit individual situations and the differing perspectives of the audience(s).
16. Effectively and appropriately deal with and react to pressure and ambiguity to minimize impact to staff and work unit operations.
17. Objectively identify all facts and implications related to a situation before drawing conclusions and determining courses of action.
18. Handle and resolve conflicts, confrontations, and disagreements in a positive, constructive manner to minimize negative personal impact.
19. Maintain a high level of morale in the work unit, providing staff a sense of worth in work tasks accomplished and allowing staff input into the professional environment of the work unit.
20. Introduce changes in the work unit in a positive manner in an effort to generate support for the changes and to minimize impact or perceived impact on staff.
21. Assign and delegate work to subordinate staff, ensuring that such assignments are equitable and reasonable based upon the relative qualifications and work load demands of individual staff members.
22. Plan and design methods and means of monitoring and improving employee performance to ensure and enhance employee productivity and the equitable distribution of work.
23. Identify performance problems and performance issues with subordinate staff to ensure that potential impact of such issues is minimized through early detection and thorough evaluation.
24. Plan for the efficient use of staff and resources to complete assigned work projects, on-going work assignments, and special projects.

VETERANS' PREFERENCE

Veterans' preference **does not** apply for this examination.

CAREER CREDITS

Career credits **do not** apply for this examination.



FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [Standard State Employment Application \(Form STD 678\)](#)
- Conditions of Employment (Form 631)

MAILING ADDRESS:

DEPARTMENT OF JUSTICE
TALENT ACQUISITION AND ANALYTICS UNIT
ATTN: LEGAL OFFICE ADMINISTRATOR I EXAMINATION
P.O. BOX 944255
SACRAMENTO, CA 94244-2550

FILE-IN-PERSON:

DEPARTMENT OF JUSTICE
TALENT ACQUISITION AND ANALYTICS UNIT
ATTN: LEGAL OFFICE ADMINISTRATOR I EXAMINATION
1300 "I" STREET, FIRST FLOOR LOBBY
SACRAMENTO, CA 95814

DO NOT SUBMIT APPLICATIONS

- TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
- THROUGH EMAIL
- THROUGH FAX
- THROUGH INTER-AGENCY MAIL

CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

PHONE NUMBER:	916-210-6021
FAX NUMBER:	916-445-1218
EMAIL ADDRESS:	TSU@DOJ.CA.GOV



GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, seven days prior to the test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, 916-210-6021, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at California Department of Human Resources Offices (www.jobs.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: Tests will be given in such places in California as the number of candidates and conditions warrant. Tests are not always given where positions currently exist.

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, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the performance of 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.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth 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.

Veterans Preference: Pursuant to Government Code Section 18973.1, effective January 1, 2014, 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 veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento)

Department of Justice, Office of the Attorney General
Office of Human Resources, Talent Acquisition and Analytics Unit
1300 I Street, Sacramento, CA 95814
916-210-6021

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.



DEPARTMENT OF JUSTICE
LEGAL OFFICE ADMINISTRATOR I
DEPARTMENTAL PROMOTIONAL
SPOT - LOS ANGELES

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

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 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
TALENT AQUISITION AND ANALYTICS UNIT
1300 "I" STREET
SACRAMENTO, CA 95814