DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR

SENIOR LEGAL TYPIST
OPEN
CC45 3224 5IR08

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 AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. 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 (entrance requirements) stated below as of MAY 1, 2015 may apply.

HOW TO APPLY
Applications for this classification will be accepted on a continuous basis and cut-off dates can be set at any time by the Department as the needs warrant.

Applications (Form 678) are available at the Department of Industrial Relations Human Resources Office, 455 Golden Gate Avenue, Ste 8529 (8th Floor) in San Francisco, CA 94102.

This form can also be accessed from the California Department of Human Resources website at http://jobs.ca.gov/pdf/std678.pdf, or http://web.dir.ca.gov/Informational/Intranet/forms/pdf/std678.pdf

**In the section of the application titled “Examination or Job Titles for which you are applying”, please write:**

SENIOR LEGAL TYPIST EXAM- 5IR08

CUT OFF DATE
May 1, 2015

Applications (Form 678) must be submitted to the Department of Industrial Relations by MAY 1, 2015 at the following address:

By Mail:
Department of Industrial Relations – Exam Unit
P.O. Box 420603
San Francisco CA 94142

In Person:
Department of Industrial Relations
455 Golden Gate Ave, Ste 8529 (8th floor)
San Francisco, CA 94102

Applications by mail must be POSTMARKED by the United States Postal Service no later than MAY 1, 2015. Postmark by a leased meter will be deemed received on the date stamped by the HR Office. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason. Candidates may choose to send the application by certified mail as proof it was sent and postmarked by the 5/1/15 final file date. All applications must have an original signature. Unsigned or incomplete applications will NOT be accepted for the examination. Applications by fax or email will NOT be accepted. The last cut-off date was July 25, 2014.

(Continued on Next Page)
**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.

**SALARY RANGE**

- $2,641 - $3,307 Range A
- $2,952 - $3,693 Range B

*A recruitment and retention differential pay will apply in the following counties: Alameda, Contra Costa, Los Angeles, Marin, Orange, San Diego, San Francisco, San Mateo and Santa Clara.

**LOCATIONS OF POSITIONS**

Positions are located statewide with the Department of Industrial Relations’ Division of Workers’ Compensation and the Workers’ Compensation Appeals Board.

**ELIGIBLE LIST INFORMATION**

This examination is administered as a continuous filing exam. A list of eligible candidates will be established for the Department of Industrial Relations. Names of successful candidates will be merged onto the list in order of final scores regardless of date. Eligibility expires 12 months after it is established. Candidates may submit an application for retest after nine (9) months from the established list date to reestablish eligibility.

**EXAMINATION INFORMATION**

This examination will consist of a Training and Experience examination weighted 100%. Applicants who meet the minimum qualifications will be mailed a Training and Experience examination packet to complete and will be required to return it by a specific date. **Candidates who do not return the completed Training and Experience examination packet by the required due date will be eliminated from this examination.**

**REQUIREMENTS FOR ADMITTANCE**

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the **MAY 1, 2015, CUT OFF DATE.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I" or "II". For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**MINIMUM QUALIFICATIONS**

**Either I**

**Experience:** One year of experience in typing and clerical work, at least six months of which shall have been in work of a legal nature requiring the preparation of legal correspondence, petitions, briefs, motions, depositions, and various legal notices and forms. Academic education above the 12th grade may be substituted for six months of the required general experience on the basis of either one year of general education being equivalent to three months of general experience, or one year of education of a business or commercial nature being equivalent to six months of general experience.

**Or II**

Completion of a certificated legal secretarial program at either a regionally accredited college or business school approved by the Bureau of Private Postsecondary and Vocational Educational and accredited by the Accrediting Council for Independent Colleges and Schools may be substituted for all of the required general and legal experience.

(Continued on Next Page)
### ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the 12th grade.

### SPECIAL PERSONAL CHARACTERISTIC

A demonstrated interest in assuming increasing responsibility.

### POSITION DESCRIPTION

An incumbent in this class performs the less complex legal secretarial work in State service. Under general supervision, in either a secretarial capacity or in a typing pool, performs legal typing and difficult clerical work that may involve transcribing dictation from a dictating machine and performing related office work required in preparing and processing a variety of legal documents.

### EXAMINATION INFORMATION

This examination will consist of a Training and Experience Questionnaire and is the sole component of the Senior Legal Typist examination. In order to obtain a position on the eligible list, a minimum score of 70.00% must be attained.

**Training and Experience Questionnaire – Weighted 100%**

A. **Knowledge of:**

1. Technical legal terms and various legal forms and documents and their processing;
2. Modern office methods, supplies, and equipment;

B. **Ability to:**

1. Type at a speed of 45 words per minute;
2. Read and write English at a level required for successful job performance;
3. Establish and maintain effective working relationships;
4. Prepare correspondence independently;
5. 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;
6. Transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine;
7. Communicate effectively;
8. Follow directions;
9. Analyze situations accurately and take effective action.

### 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 at [http://jobs.ca.gov/Job/VeteransInformation](http://jobs.ca.gov/Job/VeteransInformation), and the Department of Veterans Affairs.
GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Personnel Office at 1-800-564-0771 three days prior to the written 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 Personnel Office at 1-800-564-0771 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 (CalHR) offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the CalHR website at http://jobs.ca.gov/pdf/std678.pdf or the Department of Industrial Relations website at www.dir.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.

The Department 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 law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide 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 in this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

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 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.

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 at http://jobs.ca.gov/Job/VeteransInformation, and the Department of Veterans Affairs.

High School Equivalent: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General 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.

California Relay System Telephone number for the deaf and hearing impaired: 1-800-735-2929