

EXAMINATION BULLETIN ADDENDUM
OFFICE OF THE STATE PUBLIC DEFENDER

LEGAL ANALYST

Open Spot Examination

Sacramento 5DE03
Oakland 5DE04

The **FINAL FILING DATE** for the Legal Analyst examination has been extended to June 5, 2015. Applications must be postmarked not later than June 5, 2015. The original final filing date was May 5, 2015.

Applications postmarked, or personally delivered after the final filing date will not be accepted.

TESTING UNIT
OFFICE OF THE STATE PUBLIC DEFENDER

CALIFORNIA STATE GOVERNMENT OFFERING EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, MEDICAL CONDITION, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

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.

LEGAL ANALYST

Office of the State Public Defender
770 L Street, Suite 1000
Sacramento, CA 95814
(916) 322-2676

OPEN SPOT EXAMINATION

This bulletin announces an open examination to establish a list of eligible candidates for appointment(s) to the classification of Legal Analyst with the Office of the State Public Defender. Applications will not be accepted on a promotional basis. Career credits do not apply.

SPOT EXAM FOR

Indicate on the State application (STD. 678) the location in which you wish to establish eligibility. Candidates may only establish eligibility in one location.

SACRAMENTO 5DE03
OAKLAND 5DE04

FINAL FILING DATE: May 05, 2015

HOW TO APPLY

To apply for the open spot examination, applicants must file an original signed State Application (STD. 678) in person or by mail with:

Office of the State Public Defender
Testing Unit
770 L Street, Suite 1000
Sacramento, CA 95814

(See General Information on where to obtain an application.)

State Applications (STD. 678) submitted by mail must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received after the final filing date will not be accepted for any reason.

DO NOT SUBMIT APPLICATIONS

- To the California Department of Human Resources
- Through Email
- Through Fax

If you have a disability and need special testing arrangements, mark the appropriate box on "Application for Examination" (STD. Form 678). You will be contacted to make specific arrangements.

QUALIFICATIONS APPRAISAL INTERVIEW

No written test is required. The entire examination will consist of a qualifications appraisal interview. It is anticipated that interviews will be scheduled in May/June 2015.

SALARY RANGE: \$ 3918 - 4906*

*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.

THE POSITION

The Office of the State Public Defender provides appellate and post-conviction legal representation to persons found guilty of capital crimes and sentenced to death. The Legal Analyst will perform a variety of journey level analytical paralegal tasks related to the death penalty defense mission of this office. Duties include assisting attorneys in collecting and controlling information; analyzing and summarizing documents and other research information; locating potential witnesses; interviewing witnesses; performing general legal and legislative history research and other duties as required. Travel is required.

Positions exist with the Office of the State Public Defender in Sacramento and Oakland.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in the period.

MINIMUM QUALIFICATIONS

The following patterns may be combined proportionally, when applicable to meet the overall requirements.

EITHER PATTERN I

Experience: Two years of experience in the California state service performing the duties of a Legal Assistant. (Applicants who are within six months of satisfying the

experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

and

Education: Successful completion of six (6) semester units of paralegal or undergraduate legal courses, with at least three (3) units of which must be in legal research.

(Candidates who have completed three semester units of paralegal course work necessary to fulfill the education requirements will be admitted to the examination, but they must submit evidence of completion of the required six (6) units before they can be considered for appointment.)

OR PATTERN II

Experience: Two years of experience performing paralegal duties in a law firm, corporate law office, governmental or public law office, non-profit organization, educational institution, court, or other entity under the direction and supervision of a licensed attorney or judicial officer.

and

Education: Twelve (12) semester units in a legal or paralegal curriculum or equivalent to graduation from college.

NOTE: A copy of your transcripts from the college or institute from which you obtained the required legal/paralegal course must be attached to your application. Competitors who fail to provide copies of transcripts will be eliminated from the examination.

EXAMINATION INFORMATION

A candidate may be tested only once during any 12-month period. This examination will consist of a qualifications appraisal interview only. To obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

SEE REVERSE SIDE FOR MORE INFORMATION

QUALIFICATIONS APPRAISAL - WEIGHTED 100%

Scope: In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Basic legal concepts, terminology, principles and procedures.
2. Use of legal reference materials.
3. Role of a paralegal staff in a legal office.

B. Ability to:

1. Reason logically and accurately analyze situations.
2. Locate, review and summarize relevant documents.
3. Prepare reports which set forth facts, applications of relevant law and/or conclusions.
4. Interview clients, witnesses and experts.
5. Communicate effectively.
6. Read and understand statutes, court decisions, legal documents and similar material.
7. Work cooperatively with attorneys, members of the support staff, and the general public.

VETERANS PREFERENCE CREDIT will be granted.

GENERAL INFORMATION

Applications are available at the California Department of Human Resources website (www.calhr.ca.gov), and local offices of the Employment Development Department.

For an examination without a written feature it is the candidate's responsibility to contact the Testing Unit in Sacramento, (916) 322-2676 six weeks after filing if he/she has not received a progress notice.

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 Office of the State Public Defender 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 and Oakland. 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, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire after a period of 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 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: 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.