

DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING and DEPARTMENT OF JUSTICE  
QUALIFICATIONS ASSESSMENT (QA) FOR  
GRADUATE LEGAL ASSISTANT

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the Graduate Legal Assistant (GLA) classification, with the Department of Fair Employment and Housing (DFEH), and the Department of Justice (DOJ). The information you provide will be rated based on pre-determined job-related criteria created by Subject Matter Experts (SME's). The rating will be used to determine your final score in this examination. If successful, your name will be placed onto a separate eligible list for the GLA. The list will be used by DFEH and DOJ to fill vacancies at specific locations. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time bases you are interested in working. It is required that you personally complete this examination accurately and without assistance. Candidates who fail to follow the instructions will be eliminated from this examination.

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

"The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

- j. Has intentionally attempted to practice any deception or fraud in his or her application, in his or her examination, or in securing his or her eligibility."

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME (PRINTED): \_\_\_\_\_

I.D. NUMBER (Last 4 digits of SSN#): XXX-XX-\_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_

MAIL YOUR COMPLETED MATERIALS TO THE ADDRESS BELOW. BE CERTAIN TO SIGN YOUR MATERIALS BEFORE SUBMITTING.

Department of Fair Employment and Housing  
Human Resources Office  
2218 Kausen Drive, Suite 100  
Elk Grove, CA 95758

**NOTE:**

- This is an **Open Examination**, tested on a **Continuous basis**. Candidates meeting the minimum qualifications may submit their examination to DFEH at any time. DFEH/DOJ will determine when to process the examinations to establish results, notify candidates, and add names to the eligibility list to be utilized by DFEH and DOJ. **Processing may be on an as received basis, monthly basis, and/or quarterly basis.**
- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

## GENERAL INSTRUCTIONS

### Read instructions carefully

**Attach your completed State application (Form STD. 678)** to this Qualifications Assessment (QA).

This process is the entire examination for the Graduate Legal Assistant (GLA) classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a lower score.

1. Additional instructions are provided on the following pages.
2. If successful, your name will be placed on a separate eligible list for the GLA classification.
3. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for the GLA. You must ensure you have addressed each of the following areas:

- Affirmation Statement (page 1)
- General Instructions (page 2)
- Prior State Employment Information (page 3)
- Conditions of Employment & Minimum Qualifications (page 4)
- Job Requirements (page 4)
- Desirable Qualifications & Education (page 5)
- Graduate Legal Assistant Work Experience (pages 6 & 7)
- Graduate Legal Assistant Knowledge Assessment (pages 8 &9)

### **YOUR RESPONSES ARE SUBJECT TO VERIFICATION**

Please keep in mind that all information provided on this QA will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the certification list
- Loss of State employment
- Loss of rights to compete in any future State examinations

**PRIOR STATE EMPLOYMENT INFORMATION**

Complete this next section **ONLY** if you have been previously **dismissed** from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **[IF THIS DOES NOT APPLY TO YOU, please skip this question.](#)**

Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

	YES
	NO

**DFEH POSITIONS ARE LOCATED IN:  
ELK GROVE, UC DAVIS, LOS ANGELES and UC IRVINE**

**DOJ POSITIONS ARE LOCATED IN:  
OAKLAND, LOS ANGELES, SACRAMENTO, SAN FRANCISCO, FRESNO AND SAN DIEGO**

The Department of Fair Employment and Housing (DFEH) will process any address changes or availability for employment for both DFEH and Department of Justice (DOJ) at the following address:

Department of Fair Employment and Housing  
Human Resources Office  
2218 Kausen Drive, Suite 100  
Elk Grove, CA 95758

**CONDITIONS OF EMPLOYMENT FORM**

On a <u>permanent</u> basis, I am willing to work:	On a <u>temporary</u> basis, I am willing to work:
FULL TIME	FULL TIME (LIMITED TERM)
PART TIME (12 months per year, less than 40 hours per week)	PART TIME (12 months per year, less than 40 hours per week)
INTERMITTENT (Not more than 1500 hours per year, which is equivalent to 9 months of work at 40 hours per week)	INTERMITTENT (Not more than 1500 hours per year, which is equivalent to 9 months of work at 40 hours per week)

**GRADUATE LEGAL ASSISTANT**

**DFEH POSITIONS ARE LOCATED IN:**

ELK GROVE                      UC DAVIS  
 LOS ANGELES                UC IRVINE

**DOJ POSITIONS ARE LOCATED IN:**

OAKLAND                      SAN FRANCISCO                SACRAMENTO  
 FRESNO                      LOS ANGELES                SAN DIEGO                STATEWIDE

(Please check which location(s) you would be willing to accept employment.)

**MINIMUM QUALIFICATIONS**

**GRADUATE LEGAL ASSISTANT:**

**Education:** Current eligibility to take the California State Bar examination. (Persons in their last year of law school may compete in the examination but may not be appointed until they have eligibility to take the California State Bar examination.)

**JOB REQUIREMENTS**

The following are job requirements. Please respond to each question by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, it will be grounds for elimination from the examination process.

1. Are you willing to comply with departmental training requirements?	Yes	No
2. Are you willing to participate in team meetings, committees, special projects, etc. as required and/or assigned by your supervisor/manager?	Yes	No
3. Are you willing to travel as required?	Yes	No
4. Are you willing to work professionally, tactfully, and ethically with individuals from a wide range of cultural backgrounds?	Yes	No
5. Are you willing to assume increasing responsibilities, and demonstrate mature judgment, loyalty, poise, tact, and discretion?	Yes	No

**DESIRABLE QUALIFICATIONS and EDUCATION**

Please indicate if you have any of the following education by marking the appropriate box(es).

	Date of Graduation
Bachelor of Arts (BA) or Bachelor of Science (BS) Degree	
Master of Arts (MA) or Master of Science (MS) Degree	
Juris Doctor (JD)	
Master of Laws (LL.M)	
Doctor of Philosophy in Law (PhD)	
	<b>ANSWER Yes/No</b>
If you are attending your last year of law school, are you currently ranked in the top fifty (50%) of your class?	
Have you been a member of the Order of Coif or other law school honor society?	
Have you ever been a member of a law review, had a membership on a law school's Dean's list or received an American Jurisprudence Award?	
Have you completed one or more law school courses in administrative law and/or represented persons before administrative hearings?	
Have you completed more than one course in law school on the subject of the rules of evidence?	
Have you completed course work in Constitutional Law, Civil Procedures, and Evidence?	
Have you completed one or more courses in law school on the subject of equitable remedies?	
Have you completed course work regarding appellate court practices?	
Have you worked as a law clerk or intern for a public law office, including but not limited to Department of Fair Employment and Housing (DFEH), Attorney General's Office (AG's) and the District Attorney's Office (DA), or for a judge or court?	
Have you participated in a clinical or practical legal program for law school credit, for pay, or as a volunteer, including but not limited to Department of Fair Employment and Housing (DFEH), Intern Program?	
Have you participated in a moot court or trial advocacy program during law school, participated in a trial or hearing involving the presentation of evidence and the examination of witnesses?	
During law school have you participated in the preparation of a written brief(s) in a moot court or trial advocacy program?	

**SECTION I**  
**DETAILED WORK EXPERIENCE – GRADUATE LEGAL ASSISTANT**

		Length of Experience				
		Extensive Experience	Substantial Experience	Moderate Experience	Minimal Experience	Limited Experience
<p><b>Note to Applicant:</b> For items #1 - #20, refer to the scale description below and rate your level of experience and education.</p> <p><b>Definition of Levels:</b></p> <p><b>Extensive Experience:</b> Posses expert knowledge and could perform task as well as instruct others in this task.</p> <p><b>Substantial Experience:</b> Possess advanced knowledge and would be able to perform this task under the majority of circumstances or situations encountered.</p> <p><b>Moderate Experience:</b> Possess sufficient knowledge to perform task successfully in routine situations.</p> <p><b>Minimal Experience:</b> Some knowledge how to perform this but may require instruction.</p> <p><b>Limited Experience:</b> Little or no experience <u>performing</u> this task.</p>						
1.	Confer with a supervisor or professor to discuss details of cases and/or assignments, to obtain guidance in determining tasks to be performed.					
2.	Assist in determining if complaints are valid or violations of law have occurred under the guidance of a supervisor or as part of law school coursework (for example, by conducting neutral fact-finding investigations) (laws may include but are not limited to, Fair Employment and Housing Act (FEHA), Unruh Act, Ralph Act or other applicable law).					
3.	Gather and analyze research data, such as statutes, decisions, legal articles, codes, and documents for an assignment or a case.					
4.	Draft correspondence, reports, legal documents, including briefs, pleadings, discovery, appeals, and contracts for review by a supervisor or professor.					
5.	Organize and maintain files in paper or electronic filing system for an assignment or a case.					
6.	Assist in preparing for mediations, depositions, administrative hearings, court appearances, or trials, or mock trails by performing tasks such as organizing and preparing exhibits and presentation for a supervisor or professor.					
7.	Organize, index and redact documents in response to discovery, Public Records Act (PRAs), subpoenas, and other requests for information to assist a supervisor or as part of law school coursework.					
8.	Observe mediations, depositions, administrative hearings, court appearances, or trials.					
9.	File pleadings with Administrative or Superior Courts in person or by utilizing telephone, email, or fax under the guidance of a supervisor or generate draft pleadings as part of law school coursework.					
10.	Respond to public inquiries regarding California law (including but not limited to Fair Employment and Housing Act (FEHA), Unruh Act, Ralph Act or other applicable laws).					

**SECTION I**  
**DETAILED WORK EXPERIENCE – GRADUATE LEGAL ASSISTANT**

		Length of Experience				
		Extensive Experience	Substantial Experience	Moderate Experience	Minimal Experience	Limited Experience
<p><b>Note to Applicant:</b> For items #1 - #20, refer to the scale description below and rate your level of experience and education.</p> <p><b>Definition of Levels:</b></p> <p><b>Extensive Experience:</b> Posses expert knowledge and could perform task as well as instruct others in this task.</p> <p><b>Substantial Experience:</b> Possess advanced knowledge and would be able to perform this task under the majority of circumstances or situations encountered.</p> <p><b>Moderate Experience:</b> Possess sufficient knowledge to perform task successfully in routine situations.</p> <p><b>Minimal Experience:</b> Some knowledge how to perform this but may require instruction.</p> <p><b>Limited Experience:</b> Little or no experience <u>performing</u> this task.</p>						
11.	Use legal organizational software such as Lexis-Nexis, Westlaw, and Microsoft Office to review, organize, and synthesize large volumes of information.					
12.	Analyze, interpret, and apply civil rights laws, rules, and regulations to determine validity of complaint, organize case records, or assignments.					
13.	Prepare formal discovery (e.g., interrogatories, subpoenas), interview witnesses, and review and analyze documents to assist a supervisor or prepare draft discovery as part of law school coursework.					
14.	Meet time frames based on established guidelines for investigations or assignments.					
15.	Under the guidance of a supervisor or professor as part of law school coursework, explore resolution and negotiate settlements between parties to close cases.					
16.	Under guidance of a supervisor or professor as part of law school coursework, prepare for and participate in formal settlement conferences with parties.					
17.	Prepare settlement documents to assist in closure of cases.					
18.	Update and maintain a system (e.g., a case management/database) to reflect current information, including changes of address, dates of correspondence and contacts, and the content of conversations.					
19.	Prepare a report or assignment in accordance with procedures and/or guidelines.					
20.	Under the guidance of a supervisor or professor, create and/or edit investigative/legal documents to comply with procedures and policies.					

**SECTION II**  
**KNOWLEDGE ASSESSMENT – GRADUATE LEGAL ASSISTANT**

<p><b>For items #21 - #37, please rate your level of knowledge by indicating the box that best describes your level of knowledge in each of the following areas.</b></p> <p><b><u>Definition of Levels:</u></b></p> <p><b><u>Extensive Knowledge:</u></b> I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations.</p> <p><b><u>Moderate Knowledge:</u></b> I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge successfully and I have applied it to an actual job or assignment.</p> <p><b><u>Basic Knowledge:</u></b> I possess some knowledge but may require additional instruction to apply this knowledge effectively.</p> <p><b><u>Limited Knowledge:</u></b> I possess little or no education or training relevant to this knowledge.</p>		Level of Knowledge			
		<b><u>Extensive Knowledge</u></b>	<b><u>Moderate Knowledge</u></b>	<b><u>Basic Knowledge</u></b>	<b><u>Limited Knowledge</u></b>
21.	Knowledge of legal principles and their application, the use of legal references, and legal terms.				
22.	General knowledge of legal terms in order to ensure correct presentation of written materials.				
23.	Knowledge of modern office procedures and equipment (e.g., alphabetize, organize, inventory, fax, photocopier, scanner, computer and printer, etc.) in order to complete work assignments.				
24.	General knowledge of business English in order to proofread, (e.g., grammatical construction, correct errors and clarity of documents, etc.) and effectively communicate with staff and others, etc.				
25.	General knowledge of the judicial process, legal procedures, and practices of law to ensure that the proper documents are filed with the courts and/or administrative agencies and that court mandates are met.				
26.	Detailed knowledge of proper format of State and Federal citations (e.g., case law, statutes, regulations etc.) to ensure documents meet court mandated guidelines.				
27.	Knowledge of legal resources from traditional library references and software applications (e.g., Westlaw, Rutter Group, CEB, California statutes) in order to effectively research and analyze legal issues.				
28.	Skill to assume leadership role over a given assignment (e.g., organize case files, litigation tracking) to ensure information is readily available when needed.				
29.	Skill to communicate effectively (written and orally) in order to provide assistance/direction to staff and others, exchange information, write reports/memoranda/letters, etc.				
30.	Ability to reason logically, and analyze situations accurately and adopt an effective course of action.				
31.	Ability to analyze situations accurately and adopt an effective course of action in order to complete work assignments.				
32.	Ability to establish and maintain effective working relationships with staff in order to preserve a professional work environment and gain the cooperation of others.				

**SECTION II**  
**KNOWLEDGE ASSESSMENT – GRADUATE LEGAL ASSISTANT**

For items #21 - #37, please rate your level of knowledge by indicating the box that best describes your level of knowledge in each of the following areas.		Level of Knowledge			
		Extensive Knowledge	Moderate Knowledge	Basic Knowledge	Limited Knowledge
<p><b>Definition of Levels:</b></p> <p><b>Extensive Knowledge:</b> I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations.</p> <p><b>Moderate Knowledge:</b> I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge successfully and I have applied it to an actual job or assignment.</p> <p><b>Basic Knowledge:</b> I possess some knowledge but may require additional instruction to apply this knowledge effectively.</p> <p><b>Limited Knowledge:</b> I possess little or no education or training relevant to this knowledge.</p>					
33.	Ability to independently prepare written materials (e.g., memoranda, letters, pleadings, reports).				
34.	Ability to follow directions with minimal instruction to complete work assignments.				
35.	Ability to effectively analyze situations and take appropriate action in order to deal tactfully with a wide range of inquiries.				
36.	Ability to interact tactfully with courts, administrative agencies, governmental entities, other counsel or witnesses ensuring a professional representation.				
37.	Ability to work under pressure and time constraints while handling changing priorities/deadlines to complete assigned tasks and assist counsel and managerial staff.				

**THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR  
 GRADUATE LEGAL ASSISTANT**

Please refer to page one for mailing instructions