

E X A M I N A T I O N A N N O U N C E M E N T
SENIOR LEGAL TYPIST

DEPARTMENTAL OPEN
SALARY RANGE \$2,589 - \$3,516



CALIFORNIA DEPARTMENT OF

Insurance

An employer offering equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

How to Apply

FINAL FILING DATE: THURSDAY, SEPTEMBER 5, 2013

All applicants must complete and submit the following examination materials:

- [Standard State Application \(Form STD 678\)](#)
- [Qualifications Assessment](#)

DO NOT SUBMIT EXAMINATION MATERIALS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Send examination materials to:
California Department of Insurance
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
Attention: Mario Ayala-Noriega

NOTE: Application and Qualifications Assessment must be **POSTMARKED** no later than the final filing date. Applications and Qualifications Assessments postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.

Requirements for Admittance to the Examination

All applicants must meet the educational and/or experience requirements for this examination by **September 5, 2013**.

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 regional accredited college or business school approved by the Bureau of Private Postsecondary and Vocation Education and accredited by the Accrediting Council for Independent Colleges and Schools may be substituted for all of the required general and legal experience.

Position Description	<p>Under general supervision, in either a secretarial capacity or in a typing pool, incumbents perform 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.</p> <p><i>Positions are located in Los Angeles, Sacramento, and San Francisco.</i></p>
Examination Information	<p style="text-align: center;">Qualifications Assessment - Weighted 100%</p> <p>This examination will consist solely of a Qualifications Assessment. To obtain a position on the eligible list, a minimum score of 70% must be received.</p> <p>Click here for a copy of the Qualifications Assessment.</p>
Examination Scope	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">1. Technical legal terms and various legal forms and documents and their processing2. Modern office methods, supplies, and equipment3. Business English and correspondence <p>Ability to:</p> <ol style="list-style-type: none">1. Type at a speed of 45 words per minute2. Read and write English at a level required for successful job performance3. Establish and maintain effective working relationships4. Prepare correspondence independently5. Perform difficult legal clerical work including the ability to process a large variety of legal documents, spell correctly, use good English, and make arithmetic computations6. Transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine7. Communicate effectively8. Follow directions9. Analyze situations accurately and take effective action
Special Personal Characteristics	<p>A demonstrated interest in assuming increasing responsibility.</p>
Additional Desirable Qualifications	<p>Education equivalent to completion of the 12th grade.</p>
Eligible List Information	<p>A departmental open eligible list will be established for the California Department of Insurance. The 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 this period.</p>

Veterans' Preference Points will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested, these points through the California Department of Human Resources. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference Points.

Career Credits will not be granted in this examination.

GENERAL INFORMATION

The California Department of Insurance 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 competitors will be notified.

For an examination without a written feature, it is the candidate's responsibility to contact the California Department of Insurance, Human Resources Management Division, (916) 492-3254 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at the California Department of Insurance offices, the California Department of Human Resources, local offices of the Employment Development Department, and on the internet at www.jobs.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination. Your performance in this examination will be rated against a predetermined rating criteria. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the examination or placement on the employment list.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, are used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental 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 on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Candidates must be in 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 of records and personal history and fingerprinting may be required.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have

achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the California Department of Human Resources. Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Form CalHR-1093), which is available at www.jobs.ca.gov and the Department of Veterans Affairs.

California Relay (Telephone) Service for the Deaf or Hearing impaired:
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
(916) 492-3300

Release Date: 08/08/13
CC45-3224
TC/MA

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.
