





# JOB OPPORTUNITY

## CALIFORNIA STATE DEPARTMENT OF INSURANCE

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- Type at a speed of 45 words per minute
- Read and write English at a level required for successful job performance
- Establish and maintain effective working relationships
- Compose correspondence independently
- Prepare correspondence independently
- Spell correctly, use good English and make arithmetic computations
- Perform difficult legal clerical work including the ability to process a large variety of pleadings and correspondence
- Communicate and follow directions effectively
- Analyze situations accurately and take effective action
- Type, format, docket, file, and serve legal pleadings in multiple jurisdictions
- Independently performs complex clerical and legal secretarial work
- Coordinate and schedule legal services
- Screen mail, visitors, and telephone calls and take appropriate action
- Communicate effectively and professionally with members of the courts, administrative agencies, governmental entities, law firms, and the public
- Provide information and assistance using good judgment and discretion
- Maintain case and administrative files and records

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Legal Secretary level, those with transfer eligibility, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

### APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#), and proof of meeting the minimum qualifications of the classification to Lynda Harris, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13<sup>th</sup> Floor, Sacramento, CA 95814. **Failure to provide**

10/12/15 LLH

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### DO NOT SUBMIT APPLICATIONS TO CalHR

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.

