



Dear Applicant:

Attached is a Supplemental Application form with self-explanatory instructions. You must complete a Supplemental Application form for this selection process. The information you provide will be used to assess your relevant training and experience on a competitive basis.

Please include the completed cover sheet with your response, and place your name on each page of the documents that you submit. **In addition to your completed Supplemental Application form, you must submit your completed Application form (STD. 678) and resume.** Applications not in compliance with these instructions will not be accepted.

Please pay particular attention to the below information for submitting application documents. Complete applications packages must include your completed Application form (STD. 678), resume, and Supplemental Application form.

In order to participate in this selection process, you may submit your application package by any one of the following methods:

- Electronic submission
 - Through the State of California jobs website or,
 - Email complete application packages to olc.humanresources@lc.ca.gov.
- USPS Mail to:
 - Office of Legislative Counsel, Human Resources Office, 925 L Street, Suite 1105, Sacramento, CA 95814.
- Personally deliver to the address above.

For more information on the Office of Legislative Counsel, please visit:
www.legislativecounsel.ca.gov

If you have any questions, please contact the Human Resources Office at (916) 341-8330.

**SUPPLEMENTAL APPLICATION FORM
GLA/ DLC Classifications - Page 1
Cover Sheet**



Printed Name

Signature

Date

Address

City

State

Zip

Home Telephone Number

Work Telephone Number

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The Supplemental Application form is designed to elicit information regarding individual achievements and to allow assessment of potential knowledge, skills, and abilities in critical areas of the job.

Please return your completed State Application form (STD. 678), resume, and Supplemental Application, as described in the instructions.

**FAILURE TO COMPLETE AND RETURN
THIS FORM WILL RESULT IN ELIMINATION
FROM PARTICIPATION IN THIS SELECTION PROCESS**

**SUPPLEMENTAL APPLICATION FORM
GLA/ DLC Classifications - Page 2**



Applicant Name: _____

GENERAL DESCRIPTION OF DUTIES

Legal staff in the Office of Legislative Counsel provide professional services to Members of the California Legislature and, in certain situations, to the executive and judicial branches of state government and to private citizens. These legal services do not involve policy advocacy, nor do they involve partisan political activities. The legal staff primarily draft and analyze legislative measures, prepare opinions, both oral and written, regarding the effect and constitutionality of proposed legislative measures and other legal issues, and give advice regarding legislative rules and procedures. In this connection, the legal staff conduct in-depth legal research and deal with both state and federal law. In performing these tasks, the legal staff confer with legislators, legislative staff, and other authorized persons interested in these legislative measures and assist them in preparing legislation. The legal staff must deal tactfully with others in pressure situations and must work effectively as team members. Graduate Legal Assistants perform similar work but in a training capacity and under the immediate direction of a licensed attorney.

DIRECTIONS

Please **attach** to this Supplemental Application form a brief description (not to exceed three pages) describing any training or experience, subject matter expertise, and significant writing experience, that you think would be applicable to this position with the Office of Legislative Counsel and that would distinguish you from other candidates. Include any experience in government work, drafting legislative proposals or regulations, and preparation of appellate or other written briefs.