



# Legal Support Supervisor 1

**Exam Code: 0PBFN**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Continuous

## CLASSIFICATION DETAILS

Legal Support Supervisor 1 – \$4,529.00 - \$5,674.00 per month

[View the Legal Support Supervisor 1 classification specification](#)

If you have tested for the Legal Support Supervisor 1 classification as part of the Legal Support Supervisor 1 and Legal Support Supervisor 2 exam in the previous 6 months, it may be too early for you to take this exam. Please check your CalCareer account for the retake date on your exam results notification for this classification **BEFORE** continuing this exam process. Retaking this exam under another or a new User I.D. and password, Social Security Number (voluntary, not required, information), or name is not allowed.

## APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

### Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **six (6)** months.

### How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

**Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

**MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

**Legal Support Supervisor 1**

**Either 1**

One year of experience in the California state service performing the duties of a Senior Stenographer, Legal, Range B or Senior Typist, Legal, Range B.

**Or 2**

Three years of experience in legal stenographic and/or clerical work, at least one year of which shall have been in a responsible position performing a variety of difficult stenographic and/or clerical work or in a supervisory capacity. (Experience in California state service applied toward the specialized one-year requirement must be performing the duties of a class at a responsibility level not less than that of Senior Stenographer, Legal, Range B.) (Academic education above the twelfth grade may be substituted for the year of required general experience on the basis of either: (a) one year of general

education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.)

## **POSITION DESCRIPTION**

### **Legal Support Supervisor 1**

This is the first supervisory level in the Legal Support Supervisor series. Incumbents supervise the work of a legal secretarial support staff of approximately 5 to 15 providing legal support services to a large professional staff of attorneys. Incumbents may perform responsible legal secretarial work in addition to supervision of a legal support team.

## **EXAMINATION SCOPE**

This examination consists of the following components:

### **Training and Experience Evaluation – Weighted 100% of the final score.**

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### **Knowledge of:**

1. Technical legal terms and various legal forms and documents and their processing.
2. Modern office methods and procedures and office supplies, materials and equipment.
3. Business English and correspondence.
4. Principles of effective supervision and training.
5. Department's Affirmative Action Program objectives.
6. A manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

### **Ability to:**

1. Read and write English at a level required for successful job performance.
2. Prepare correspondence independently utilizing good English.
3. Communicate effectively.

4. Follow directions.
5. Analyze situations accurately and take effective action.
6. Secure and maintain cooperative relationships with all persons contacted in the work.
7. Type at a speed not less than 40 words a minute.
8. Effectively contribute to the department's affirmative action objectives.

### **Special Characteristics**

1. A demonstrated interest in assuming increasing responsibility.

### **Additional Desirable Qualifications**

1. Ability to take dictation involving legal terms at 90 words a minute.
2. Education equivalent to completion of the twelfth grade.

## **ELIGIBLE LIST INFORMATION**

A servicewide, open eligible list for the **Legal Support Supervisor 1** classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility. Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

## **EXAMINATION INFORMATION**

[Preview of the Legal Support Supervisor 1 Training and Experience Evaluation](#)

## **PREPARING FOR THE EXAMINATION**

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.

**Note:** This examination is being given online and you are able to take the examination at any time on any day of the week. Once you click [Take the Legal Support Supervisor 1 examination](#) classification button, your time will begin. There is no way to pause, stop, or reset the timer once you start. A stable internet connection is recommended as no additional time will be provided for internet loss, power loss, or computer/browser issues. At this time, if you are unable to complete the timed examination, it is recommended you do not continue until you are able to do so.

## TESTING DEPARTMENTS

State of California (all State of California departments)

## CONTACT INFORMATION

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (866) 844-8671  
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## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

## **DRUG-FREE STATEMENT**

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.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) 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 applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental 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 in one to four years unless otherwise stated on the bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.