



**CPUC**

# Legal Support Supervisor I

**Open - Spot San Francisco**

**California Public Utilities Commission**

**Exam #:** 3UC10

**Class Code:** 1277

**Min. Salary:** \$3507/month

**Max Salary:** \$4392/month\*

**\*Legal Support Supervisor I candidates are eligible for salary adjustments for recruitment and retention not to exceed \$4701.06.**

AN EQUAL OPPORTUNITY EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

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 SERVICE.

## **HOW TO APPLY:**

You may access the application online at: <http://www.cpuc.ca.gov/PUC/jobs/>

If you need special testing arrangements due to a disability, mark the appropriate box on Question 2 of the "Examination and/or Employment Application." You will be contacted in advance of the examination to make specific arrangements convenient for you.

**FINAL FILING DATE:** October 29, 2013

Applications **must** be received online by the final filing date. The PUC will **not** accept applications after the final filing date. Do not submit your application to the State Personnel Board.

## **THE POSITION**

The position is located in San Francisco. The Legal Support Supervisor I performs a wide variety of supervisory and administrative duties necessary to maintain the support functions of an administrative law or legal office.

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 and/or administrative law judges. Incumbents may perform responsible legal secretarial work in addition to supervision of a legal support team.

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION - MINIMUM QUALIFICATIONS:**

**All applicants must meet the education and experience requirements for this examination by the final filing date.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates that possess qualifying experience amounting to 50% of the required time in Pattern I, and additional experience amounting to 50% of the required time in Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

### **Either I**

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

### **Or II**

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.)

**SPECIAL REQUIREMENT:**

Ability to type at a speed not less than 40 words per minute.

**EXAMINATION INFORMATION**

This examination will consist of an oral interview (weighted 100%). In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the examination. Candidates who do not appear for their scheduled examination will be withdrawn from the examination process.

**QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%**

The interview may include the following:

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, including MS Office, Intranet, Internet, and e-mail.
3. Business English and correspondence.
4. Principles of effective supervision and training.
5. Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office policies and procedures.
6. E-mail, intranet, and internet for correspondence regarding various projects.
7. Documentation software for creating documents.
8. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

Ability to:

1. Read and write English at a level required for successful job performance.
2. Prepare correspondence independently utilizing good English.
3. Follow directions.
4. Analyze situations accurately and take effective action.
5. Develop and maintain cooperative relationships with all persons contacted in the work.
6. Communicate effectively with a variety of people of various classifications in various divisions.
7. Effectively organize the work so as to not lose documents or any other important items.
8. Manage multiple priorities to meet management needs in an appropriate and timely manner.
9. Organize multiple projects.
10. Analyze situations accurately and take effective action.
12. Listen attentively.
13. Prioritize assignments and projects.
14. Manage time according to the needs of assignments and projects.
15. Complete assignments thoroughly and on time.
16. Speak clearly and concisely (e.g., conducting trainings, meetings, etc.).
17. Intervene, mediate, and/or resolve a disagreement between team members.
18. Use MS Office to present and maintain information.
19. Plan, conduct, or direct negotiations to improve operating methods and mediate controversial issues.
20. Effectively contribute to the department's Equal Employment Opportunity objectives.
21. Communicate effectively.

**ELIGIBLE LIST INFORMATION:**

A list of eligible candidates will be established for the California Public Utilities Commission. The list will be effective for at least 12 months and up to 48 months to meet the needs of the Commission.

**Veterans' preference** credit 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. Veterans who achieve permanent civil service status are not eligible to receive veteran's points.

**GENERAL INFORMATION**

**Applications** are available at the State Personnel Board office, local offices of the Employment Development Department, and in Human Resources of the California Public Utilities Commission.

**If meeting the requirements** stated above, you may take this competitive examination. Possession of the entrance requirements does not ensure a place on the eligible list. All candidates passing the examination will be ranked according to scores.

**The California Public Utilities Commission** reserves the right to revise the examination plan to better meet the needs and service of the Commission. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** Examinations are typically scheduled in San Francisco. However, there are instances when examinations are given in such places in California as the number of candidates and conditions warrant.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the candidate's experience. Evaluation of a candidate's personal development will include consideration of own training needs; plans for self-development; and the progress the candidate has made towards self-development.

**Veterans Preference:** Veteran's preference credits will be added to the final score of all competitors who are successful in the examination and who qualify for and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans preference are on the Veteran Preference Application Form which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O.Box 1559, Sacramento, CA 95807.