



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. **Include a resume and state application in addition to your completed Supplemental Application.** Supplemental Applications that are not in compliance with the instructions will not be accepted.

Please pay particular attention to the due date for submitting application documents. In order to participate in this selection process, your completed Application form (STD. 678), resume, and Supplemental Application must be postmarked no later than the final filing date for this recruitment. Application forms, resumes, and Supplemental Applications postmarked, personally delivered, or received in the Human Resources Office via State of California intra-office mail after 5:00 p.m. on the final filing date will not be accepted for any reason.

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

Please do not modify or make any changes to text and formatting in this document. Thank you for your cooperation. If you have any questions, please contact the Human Resources Office at (916) 341-8330.

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



Printed Name

Signature

Date

Address

City

State

Zip

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Home Telephone Number

Work Telephone Number

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

Please return your completed State Application form (STD. 678), resume, and Supplemental Application, postmarked no later than the final filing date to:

Office of Legislative Counsel
Human Resources Office
925 L Street, Suite 900
Sacramento, CA 95814

**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

Complete all eight (8) items on the attached Supplemental Application form. With regard to item eight (8), please limit your written response to no more than two pages. Please do not modify or make any changes to text and formatting in this document.

OFFICE OF LEGISLATIVE COUNSEL

Supplemental Application Survey
GLA/ DLC Classifications - Page 3



Applicant Name _____

(1) From which law school did you graduate, or in which law school are you currently in your last year of study? _____

(2) Did you graduate, or are you currently ranked, in the top 50 percent of your class? _____
The top 25 percent? _____ A higher percent? _____

(3) Cite any academic honors (for instance, Dean's List or American Jurisprudence Award) you received in law school: _____

(4) List any private law firm or public law office for which you have worked or are currently working. Please include any paid or unpaid internships during law school, as applicable.

(5) If you have had significant experience in a particular subject area of law, please describe the setting, the nature of the experience, the time spent, and the service rendered to the client:

(6) Describe any significant legal writing experience, such as a comment for a law review or the preparation of written briefs professionally or in a moot court program:

(7) Describe any significant experience in writing **other than** in a law school or legal setting:

(8) Please **attach** to this application a brief description (not to exceed two pages) of any training or experience that you think would be applicable to this position with the Office of Legislative Counsel that would distinguish you from other candidates. (Include any experience in government work, the drafting of legislative proposals or regulations, or the preparation of appellate or other written briefs.)

