

## TEST PLAN

### EMPLOYMENT APPEALS BOARD (EAB) LEGAL STAFF - #1543

1. Minimum Qualifications Screening
2. Agency may:
  - **develop test questions and criteria at the time of recruitment, or**
  - **use the core supplemental self assessment test that has been developed on:**
    - A. Identification of Applicable Law and Procedures **25%**
    - B. Researching and Analyzing **50%**
    - C. Communication (verbal and written) **25%**
3. Those ranking highest on the test will be invited to participate in the next phase of the selection process.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period.

#### MINIMUM QUALIFICATIONS

- a law degree **and** one year of experience as a Trial Lawyer, as an Appellate Attorney, or conducting administrative hearings; **OR**
- a Bachelor's degree with courses in Administrative Law **and** two years of experience in one of the following:
  - preparing, developing, and/or presenting cases before administrative hearings;
  - preparing written administrative decisions based on laws and regulations;
  - conducting contested case hearings.

Three additional years of experience conducting contested case hearings may substitute for the Bachelor's degree.