

SAMPLE

LEAP CANDIDATE JOB EXAMINATION
SPB 273-20 (1/98)

Date:			
Department:	Work Location (County):		
Name of Leap Candidate:	Social Security Number:		
Class Title: Leap Candidate (STAFF COUNSEL)	Time Base: <input type="checkbox"/> Full Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part Time		
Date of Appointment to LEAP Candidate Class:	Expected Completion Date (MM/DD/YY)		
Supervisor:	Phone:		
Critical Class Requirements of Identified Class: Demonstrate ability to: <ol style="list-style-type: none"> 1. Interpret and apply laws, rules and regulations to perform the less difficult legal work in State Government. 2. Perform and direct legal research, assemble and evaluate evidence, and interview witnesses in the preparation of cases. 3. Assist in the presentation of cases before judges and administrative bodies. 4. Analyze situations accurately and adopt an effective course of action. 5. Advise staff members on the legal effect of rules and regulations, proposed legislative measures, statutory law, court decisions and administrative actions. 6. Prepare correspondence, reports and legal documents and assist with the drafting of legislative measures and departmental rules and regulations. 	Out-standing	Satis-factory	Needs improv

Supervisor Comments:

Final Evaluation Only: LEAP Candidate Readiness for Permanent Appointment

- Yes Request Approval of Permanent Appointment
- No Request Extension of Job Trial Period
- Recommend Termination of LEAP Candidate

(SUPERVISOR COMMENTS MUST INCLUDE JUSTIFICATION FOR ANY OF THE ABOVE)

CANDIDATE CERTIFICATION

I CERTIFY THAT I HAVE RECEIVED A COPY OF MY EVALUATION REPORT. MY SIGNATURE DOES NOT SIGNIFY THAT I AGREE WITH THE COMMENTS MADE BY MY SUPERVISOR

Leap Candidate Signature:

Supervisor Signature: