



THE STATE BAR OF CALIFORNIA

OFFICE OF HUMAN RESOURCES

845 SOUTH FIGUEROA STREET, LOS ANGELES, CA 90017-2515 (213) 765-1100 • 180 HOWARD STREET, SAN FRANCISCO, CA 94105-1639 (415) 538-2351

MORAL CHARACTER ANALYST

Office: Admissions
Status: Non-Exempt – General Unit
Grade: 8

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Moral Character Determinations
Supervises: None

DEFINITION

The Moral Character Analyst (MCA) conducts investigation and in-depth analysis of the Moral Character applications of applicants seeking admission to practice law in the State of California. Investigation includes applicant contact and contacting appropriate state and federal agencies to obtain documents. The MCA also prepares detailed investigative reports for the Committee of Bar Examiners.

MAJOR DUTIES & RESPONSIBILITIES

1. The MCA reviews the application for Moral Character determination and analyzes documents from the Department of Justice, other law enforcement agencies and other legal documents.
2. The MCA requests legal and law enforcement documents, reviews responses, and requests follow-up information when necessary.
3. The MCA assigns classification levels, approves applications where appropriate and consults with supervisors to review higher-level clearances.
4. The MCA reviews the depth of the information and evaluates the need for additional information from the applicant and outside agencies.
5. The MCA prepares detailed reports for the Committee of Bar Examiners, which include an analysis of law enforcement and court documents, applicant statements, witness statements, financial and bankruptcy records, licensing agency records, and other records relevant to the application.
6. The MCA responds to telephone calls and correspondence from applicants and the public regarding the application and certification process, requirements for admission to the practice of law, and the policies and procedures of the Committee of Bar Examiners.
7. The MCA is responsible for a role during the State Bar examinations, which may include site set-up, security, administration of the exam and supervising test proctors. The MCA may prepare a report which may include occurrences at the test site, special needs of applicants and violations of procedure.
8. The MCA also investigates and evaluates applications of foreign legal consultant registration applicants and multi-jurisdictional practice applicants.

MORAL CHARACTER ANALYST

Admissions

9. The MCA investigates and updates files of previously denied applicants who apply for readmission and the MCA prepares these reports.
10. The MCA may perform a number of similar and related duties consistent with the general level of the position and the responsibilities described.

KNOWLEDGE & SKILLS

1. Principles of effective writing and verbal presentations.
2. Basic techniques of record and file organization.
3. Problem identification, analysis and evaluation.
4. Business math for completing non-technical calculations such as addition, subtraction, multiplication and division.
5. The basic rules of vocabulary, grammar, spelling and punctuations as specified in Webster's New Collegiate Dictionary.
6. Assemble data and prepare required reports.
7. Within the introductory period obtain a working knowledge of the State Bar and the functions of the Admissions Department
8. Computer information systems, including personal computer applications and work processing.
9. Computerized information and database record keeping systems.

ESSENTIAL ELEMENTS / ABILITY TO

1. Communicate clearly and effectively in person and in writing.
2. Possess visual capability and digital dexterity to operate a computer and other standard office equipment.
3. Make fine visual distinctions upon proofreading written document and viewing information on a computer screen.
4. Obtain and present material in oral and written form.
5. Handle public contact by telephone.
6. Endure long periods of sitting.
7. Digital dexterity to assemble retrieve and replace files.

MINIMUM QUALIFICATIONS

1. Bachelor degree, or equivalent work experience in a field that develops the skills required for the functions and responsibilities of the position, and
2. Minimum two (2) years experience in a position requiring extensive writing, research and analysis, preferably in an investigative environment.
3. Successful completion of the State Bar validated standard tests for the position.
4. Accomplished computer keyboarding skills.

Revised October 2012