



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 in-depth reviews, investigation and analyses of Moral Character files, including contacting appropriated state and federal agencies obtaining all data on applicants seeking admission to practice law in the State of California. In addition the MCA prepares detailed reports for the Committee of Bar Examiners for review of applicants whose application raise questions of moral turpitude.

MAJOR DUTIES & RESPONSIBILITIES

1. The MCA is responsible for analyzing application for Moral Character Determinations by reviewing fingerprint checks from the Department of Justice and/or FBI, request police reports when appropriate, review responses and follow-up on if formation when necessary.
2. The MCA approves applications, which comply with the established moral character standards, assigns a classification level and screens information according to the applications classification. If the application does not meet the prescribed standards the MCA consults with superiors to determine the need to proceed with in-depth evaluations.
3. The MCA determines the necessary depth of submitted documentation and evaluates the needs for outside agency reports and coordinates the return of the information via contacts with the applicant and organizations.
4. The MCA prepares detailed reports for the Committee of Bar Examiners which includes investigative information from probation department licensing agencies, written applicant statements and statements from complaining witnesses regarding particular incidents.
5. the MCA tracks cases through the committee process until final decision are rendered, enter the decision on the log sheets and the Interim Computer System and maintains a list of applicants who are eligible for Supreme Court motions for admission to the State Bar.
6. The MCA responds to applicants and public concerning the application and certification process, general requirements for gaining admittance to the State Bar and the Rules, Procedures and Policies of the Committee of Bar Examiners via telephone and correspondence.

MORAL CHARACTER ANALYST

Admissions

7. The MCA supervises the proctors at State Bar Examination sites including the set-up, administration and security of the site and prepares a final report detailing occurrences at the examination site, specialized applicant needs and violations of procedures.
8. The MCA reviews, investigates, evaluates and approves routine applications of foreign legal consultant registrants.
9. The MCA reviews and investigates files of denied applicants re-applications and prepares reports for the Committee of Bar Examiners.
10. The MCA may perform a number of other similar or related duties which may not be specifically included within this position description, but which are consistent with the general level of the job 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