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Minimum Qualification Specifications
for the Classes:

LEGAL ASSISTANTS II AND III

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had work experience of the kind and quality described below and in the amounts indicated in the following table:

Class Title	General Experience (years)	Specialized Experience (years)	Total Experience (years)
Legal Assistant II	4	0	4
Legal Assistant III	4	1/2	4-1/2

General Experience: Paralegal work experience which demonstrates that the applicant possesses knowledge of interviewing techniques, rules of evidence, the legal system and procedures, legal research methods and sources of legal information, and that the applicant also has the ability to understand and explain legal processes and procedures, evaluate and analyze facts and legal issues, prepare legal reports, documents and correspondence, speak clearly and follow oral and written instructions.

Specialized Experience: Paralegal work experience for the State of Hawaii which demonstrates that the applicant has knowledge of State paralegal functions and the ability to provide preliminary legal consultation services to State personnel, establish evidence and develop the State's positions in legal cases, perform legal research and prepare drafts, outlines or summaries of legal subjects, laws, statutes, briefs and other legal documents.

Substitutions Allowed:

Substitution of Education for Experience:

1. Graduation from an accredited Legal Assistant training program with at least 60 semester credits may be substituted for the General Experience requirement.

2. Graduation from an accredited School of Law may be substituted for all required General and Specialized Experience.
3. Partial completion of training at an accredited Legal Assistant training program or at an accredited School of Law may be substituted for the required General Experience on the basis of 15 semester hours of satisfactorily completed legal or paralegal course work for one year of experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination and requires the approval of the Superintendent or designee.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the minimum qualification specifications for the Executive Branch Civil Service classes LEGAL ASSISTANTS II & III by the Department of Education Civil Service system.

DATE APPROVED: JAN - 3 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
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