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Class Specifications  
for the Class:LEGAL CLERK**Class Distinguishers:**

Complexity: This class reflects responsibility for independently performing a wide variety of legal clerical work in support of attorneys which primarily involve the preparation, processing and filing of a variety of complex legal and court documents with courts or quasi-judicial bodies. The work involves responsibility for preparing a successive variety of documents for each case which requires a variety of specialized procedures for preparation, processing and filing. A position in this class is required to prioritize assignments in order to complete preparation and processing of legal and court documents for various cases within frequent time constraints and established deadlines.

Supervision Received: Positions are typically supervised by a legal secretary or an attorney.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Legal terminology; function of courts; format, content and use of legal documents; various types of court actions and associated processes and procedures; legal office practices and procedures; grammar, spelling, punctuation, word usage and sentence construction; clerical requirements for preparing and typing a variety of complex legal and court documents and forms, and other related materials; and procedures for processing and filing legal and court documents with courts or quasi-judicial bodies.

Ability to: Accurately prepare, type, process and file a variety of complex legal and court documents, in proper format, in accordance with established procedures and within prescribed deadlines, with the appropriate court or quasi-judicial body; locate and abstract data from legal files and records; check citations and quotations from legal sources; establish and maintain case files and systems of legal records; carry out legal office clerical routines; operate computer equipment to prepare legal documents, reports, correspondence, etc., and input, verify, update and extract

data from information systems; work within constant time constraints and deadlines; explain legal processes, procedures and/or departmental policies; type accurately at the rate of 40 net words per minute; and deal effectively with others including attorneys, court personnel and the public.

**Examples of Duties:** *(The following duties are representative of the nature and complexity of work assignments characteristic of this class. The examples do not necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.)*

1. Prepare and type (using a typewriter or word processor) in proper format from rough draft, electronic documents, dictaphone or notes, a variety of legal and court forms and documents such as: complaints, answers to complaints, motions, orders, judgments, stipulations, legal memoranda, subpoenas, interrogatories, requests, affidavits, briefs, petitions, notices, certificates, summonses, notices for deposition, disclosures, exhibits, pretrial statements, findings of fact and conclusions of law, jury instructions, witness lists, extraditions, voir dire, questions, releases, contracts and leases.
2. Process and file documents with appropriate courts or quasi-judicial body, in accordance with the specific procedures of each body, including manner of filing and established deadlines.
3. Complete and perform follow-up of the preparation and processing of documents, forms, and other materials to include appropriate attachments, copies, signatures, stamps, manner of delivery (court filing, mail, delivery, facsimile, etc.); keep track of responses and receipts due upon or after submittals, and key dates for other required actions subsequent to submittals.
4. Gather and organize relevant material for use in legal proceedings; research files and references to obtain information needed by attorneys; locate and verify/abstract information from legal files and records; verify the accuracy of citations and quotations by checking legal sources; and compile and prepare

relevant materials for use by attorneys in court proceedings.

5. Type from rough draft, electronic documents, notes or dictaphone into proper format legal opinions, memos, correspondence, reports, and legislative materials (testimonies, bills, justifications, objections to bills, etc.); type in required data on various legal, court and other printed forms.
6. Call courts and refer to other sources to obtain information regarding procedures for the proper preparation, processing and filing of documents and related materials.
7. Keep abreast of assigned attorneys' caseload and status of cases; inform attorneys of significant matters; answer phones; handle sensitive and confidential information in responding to inquiries and requests for information from others; act as liaison between attorneys and departmental personnel; keep calendar for attorneys' appointments, due dates for documents, court appearances, conferences, meetings, etc.
8. Establish, maintain, and close case files and records; and record, verify, extract and update pertinent information in computer case log.
9. Set up, maintain, and update legal office procedures, files, and manuals; document samples as guide material for office use; and develop office forms and form letters.

Other Duties: Positions in this class may also perform the following ancillary duties:

1. Maintain a library of references including legal publications, law digests, reports, and court and other decisions.
2. Transcribe and type correspondence, documents, proceedings of meetings, conferences and hearings from audio tape or other recordings.
3. Draft routine correspondence, reports and other materials requiring specific knowledge of operational

methods, procedures, policies and other information for supervisor's review; open and review incoming mail and determine priority of attorneys' attention when routing; may index and file documents, correspondence and other material in appropriate files; prepare paperwork for training and conferences; make travel arrangements including booking air transportation, hotel and car; prepare and type estimates for travel expenses for approval; prepare and type paperwork for expenses for completed travel including per diem; prepare/log attorneys' time sheets into the computer; provide information to callers regarding status/disposition of cases, departmental policies, etc.; coordinate conference calls; prepare and type requisitions and purchase orders; and process requests for payment of bills and keep a filing system of accounts.

4. Distribute or assign appropriate clerical work to lower-level clerical positions; and provide instruction, guidance and review work completed by lower-level clerical positions.

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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 class specifications for the Executive Branch Civil Service class LEGAL CLERK by the Department of Education Civil Service system.

DATE APPROVED: MAR 2 2007

EFFECTIVE DATE: JUL 1 2005

  
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