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Minimum Qualification Specifications
for the Class:

LEGAL CLERK

Prerequisite Knowledge and Abilities Required:

Knowledge of: Legal documents preparation, processing and filing practices and procedures; legal terminology; format, content and use of legal documents; various types of court actions and associated processes and procedures; court functions; legal office clerical practices and procedures; and grammar, spelling, punctuation, word usage and sentence construction.

Ability to: Prepare, process and file a variety of legal and court documents in proper format, in accordance with established procedures; type accurately (using a typewriter or word processor) from plain or corrected copy or dictaphone, at the rate of 40 net words per minute; carry out legal office clerical routines; and deal effectively with others.

Basic Education/Experience Requirements:

Graduation from high school, or equivalent, with satisfactory completion of courses which provided knowledge of English grammar, spelling, punctuation, word usage and sentence construction and demonstrated a high degree of verbal skill. Excess experience as described below or other work experience which demonstrated the knowledge and abilities described in this paragraph may be substituted for education on a year-for-year basis.

Experience Requirements:

In addition to the above, applicants must have had progressively responsible experience of the kind and quality described and in the amounts specified below or any other equivalent combination of training and experience.

Clerical-Typing Experience: Two years of progressively responsible work experience which involved the operation of a typewriter (or word processor) in performing a variety of standard clerical work such as typing of correspondence, reports and other material. Such work must have demonstrated knowledge of English grammar, spelling, punctuation, word usage and

sentence construction; office clerical procedures; common office appliances and equipment; and the ability to read and understand oral and written instructions; carry out procedures in clerical work systems; speak and write simply and directly; observe differences in copy and proofread words and numbers quickly and accurately; and operate various kinds of office equipment.

Specialized Experience: Two years of progressively responsible legal clerical work experience which involved preparing, typing, processing and filing legal documents and which demonstrated the prerequisite knowledge and abilities described above.

Substitutions Allowed:

1. Excess Specialized Experience may be substituted for Clerical-Typing Experience.
2. Successful completion of a substantially full-time clerical, stenographic or secretarial curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in typing, basic English, general clerical procedures, and office machines may be substituted for the required Clerical-Typing Experience on the basis of fifteen semester credits of satisfactorily completed course work for one-half year of experience.
3. Successful completion of a substantially full-time legal secretarial curriculum of four semesters or five quarters leading to a degree or diploma at an accredited community college, business or technical school which included courses in typing, English, legal documents preparation, legal terminology, and legal office practices and procedures may be substituted for the required Clerical-Typing Experience and one year of the required Specialized Experience.
4. Successful completion of a substantially full-time legal secretarial curriculum of one semester leading to a certificate at an accredited community college, business or technical school which included course work in legal documents preparation, legal terminology, and legal office practices and procedures may be substituted for six months of Specialized Experience.

5. Training received in an accredited legal assistant training program which included course work that provided knowledge of legal documents preparation, legal terminology and legal office practices and procedures may be substituted for the Specialized Experience on the basis of fifteen semester credits of satisfactorily completed course work for one-half year of experience up to a maximum of one year of Specialized Experience.

Skilled Typing Requirement:

Applicants must be able to type accurately (using a typewriter or word processor) from plain or corrected copy or dictaphone at the rate of 40 net words per minute.

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/she has the ability to perform the duties of the position for which he/she 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 may be required to qualify on an appropriate examination.

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 Director.

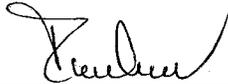
Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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 class LEGAL CLERK by the Department of Education Civil Service system.

DATE APPROVED: MAR 2 2007

EFFECTIVE DATE: JUL 1 2005



Fay Ikei
Acting Assistant Superintendent
Office of Human Resources