

STATE OF HAWAII
DEPARTMENT OF EDUCATION
CIVIL SERVICE PERSONNEL

Minimum Qualification Specification for the Class:

LITIGATION COORDINATOR

Education Requirement:

Graduation from an accredited four-year college or university with a Bachelor's degree.

Experience Requirement:

Except for the substitutions provide for in this specifications, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below or any equivalent combination of training and experience.

General Experience: Two years of progressively responsible professional work experience which involved significant responsibility for performing and/or participating in the managerial aspects of a program or operation. Such experiences must have involved participation in program development, budget formulations; development of policies, procedures, rules and regulations; and evaluating program operations and recommending improvements to meet program/operational goals and objectives.

Specialized Experience: Two years of work experience in a law office, court system or other work setting which demonstrated knowledge of: legal principles and processes; court rules and procedures; civil procedure, evidence and other related legal matters; report writing; and ability to: perform critical thinking requiring an understanding and knowledge of legal principles and processes; conduct extensive research and be able to present in both verbal and written format; analyze information relevant to litigation and prepare clear memorandum.

Supervisory Aptitude:

Applicants for the class must demonstrate the possession of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work, where opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

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 responsibility as to conclusively demonstrate that applicant has the ability to perform the duties of the position for which applicant is being considered.

Substitution Allowed:

1. Possession of a degree in law may substitute for specialized work experience.
2. Licensed to practice law in at least one state may substitute for specialized work experience.

Test:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential functions of the position applying for.

This is an amendment to the minimum qualification specification for the class LITIGATION COORDINATOR, which was approved on July, 10, 2006.

DATE APPROVED: JUL 28 2011

EFFECTIVE DATE: JUL 28 2011


Douglas K. Murata
Assistant Superintendent
Office of Human Resources