

Department of Budget and Finance

Vacancy Announcement

Opening Date: September 23, 2016

Last day to file Applications: October 3, 2016

Office of the Public Defender (OPD) Public Defender Supervising Legal Clerk

Exempt from Civil Service

Recruitment No. 16-025

(Downtown, Oahu)

\$3,291.00 per month

The primary functions of this position are to (1) formulate, implement and update policies and procedures that govern the section's activities; (2) plan, direct, and coordinate the section activities; and (3) supervise, coordinate and prioritize the work for the PD Legal Clerks and PD Office Assistants assigned to the section to achieve section objectives.

Minimum Qualifications:

Knowledge:

Legal terminology; court functions; format, content and the use of legal documents; various types of court actions and associated processes and procedures; legal and office practices and procedures; grammar, spelling, punctuation, word usage and sentence construction; legal documents preparation, processing and filing practices and procedures; and procedures for processing and filing legal and court documents with courts, boards and commissions.

Skills/Abilities:

Prepare, process and file a variety of legal and court documents, in proper format, in accordance with established procedures; carry out legal office clerical routines; communicate effectively with others and maintain harmonious working relationships; type accurately (using a computer, word processing and/or other software applications) at the rate of 40 net words per minute; process work independently and with accuracy; identify and resolve problems in a timely manner; prioritize and plan work activities; demonstrate accuracy and thoroughness in work product; follow instructions and respond to management direction; work in fast-paced environment; gather and analyze information skillfully; manage multiple tasks; prioritize conflicting demands; establish and maintain effective working relationships; use time efficiently; initiate work activities independently; work under stressful conditions; maintain professional appearance and demeanor; and maintain regular attendance.

Experience:

1. **Specialized Experience:** Three (3) 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.

Substitution Allowed: Successful completion of a substantially full-time legal secretarial or legal assistant/paralegal curriculum or bachelor's degree with a demonstrated ability to perform the legal clerical work described above may be substituted for up to a maximum of two (2) year legal clerical work experience requirement.

2. **Supervisory Aptitude:** Applicants must demonstrate 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 of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Skilled Typing Requirement:

Applicants must be able to type accurately, using a computer, word processing and/or other software applications, at the rate of 40 net words per minute.

To Be Eligible:

Applicants must be citizens, permanent resident aliens, or nationals of the United States. Non-citizens with unrestricted employment authorization from the U.S. Immigration and Naturalization Service may also apply.

To Apply:

Applicants must submit: Completed *Application for Exempt Employment* form (Form HRD 278-Rev. 10/2013), copies of all required licenses, certificates, and diplomas/degrees. Submit applications and other documents to the OPD; 1130 North Nimitz Hwy. Suite A-254. Honolulu, Hawaii 96817. Applications and accompanying material become the property of the OPD. As needed, applicants should make copies of their applications before submittal to the OPD.

Exempt employees may be eligible for a broad range of valuable benefits available to State of Hawaii employees.

The State of Hawai'i is an equal opportunity employer and complies with applicable State and federal laws relating to employment practices.