State of Hawaii

Department of Hawaiian Home Lands

**HHL Legal Assistant III**

Homestead Services Division

Exempt from Civil Service

Temporary, Not-To-Exceed June 30, 2019

$4,079.00/month, State benefits apply

**DUTIES SUMMARY**:

The Legal Assistant provides preliminary legal consultation services to homestead program areas; performs legal research, prepares drafts, outlines or summaries of legal subjects, statutes, and ordinances; and performs other related duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS**:

General Experience: Four years of 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: Six (6) months Government paralegal work experience which demonstrates that the applicant has knowledge of government paralegal functions and the ability to provide preliminary legal consultation services to government personnel; establish evidence and develop the government's position in legal cases; and perform legal research and prepare drafts, outlines or summaries of legal subjects, laws, statutes, briefs and other legal documents.

Substitutions Allowed:

1. Graduation from an accredited Legal Assistant training program with at least sixty (60) semester credit hours may be substituted for the General Experience requirement.

2. Possession of a degree from a school of law accredited by a nationally recognized, specialized accrediting body (or a law degree deemed comparable by a nationally recognized specialized accrediting body) 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 fifteen (15)

semester credit hours of satisfactorily completed legal or paralegal course work for one (1) year of

experience.

Experience as a legal stenographer or legal secretary involving only the checking, filing, and processing of legal forms and documents is not considered qualifying.

Legal Authorization to Work Requirement: The State of Hawaii requires all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

**OTHER INFORMATION**

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be “at will,” which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

Recruitment is continuous until needs are met.

**HOW TO APPLY**

Submit completed State of Hawaii Application for Non-Civil Service Appointment; and copies of all required licenses, certificates and diplomas/degrees to: [dhhl.jobs@hawaii.gov](mailto:dhhl.jobs@hawaii.gov)

Applications can be found at: <https://dhhl.hawaii.gov/wp-content/uploads/2018/08/278_HHL_7.2018-fillable.pdf>

For additional information, please email: [dhhl.jobs@hawaii.gov](mailto:dhhl.jobs@hawaii.gov)