


LEGAL ASSISTANT (PARALEGAL) POSITION

	JOB TITLE	Legal Assistant (Paralegal)
	DIRECTORATE/ DEPARTMENT	Directorate of Corporation Secretary and Legal Services
	GRADE/LEVEL	IRA 8
	IMMEDIATE SUPERVISOR	Legal Officer

a) Job purpose

The holder of this position is responsible for execution of tasks relating to the filing and registration of documents at registries, management of the Directorate's diaries, and effective records management.

b) Job Specifications:

Duties and responsibilities will entail:

- (i) Assisting in undertaking research on assigned legal issues;
- (ii) Drafting correspondence
- (iii) Maintaining and updating the court register
- (iv) Bringing up files for appropriate timely action
- (v) Attending to the relevant government registries on a need basis
- (vi) Compilation and completion of papers, reports and reference materials

c) Persons Specifications

- (i) A Higher National Diploma in Law with three (3) years relevant experience
OR
A Diploma in Law with four (4) years' experience
- (ii) Proficiency in computer application;
- (iii) Meets the provisions of chapter six of the constitution.

d) Competency and Skills

- (i) Strong communication and presentation skills
- (ii) Good analytical skills
- (iii) Problem solving
- (v) Professionalism