CITY & COUNTY OF HONOLULU
OFFICE OF THE HONOLULU ETHICS COMMISSION

Position:

Ethics Para-Legal Assistant I

Organizational Description:

The Honolulu Ethics Commission promotes integrity, accountability, and public trust in City government by administering and enforcing the City's ethics laws. The Commission provides guidance to City officials, employees, board / commission members, and the public on ethical standards, investigates and enforces violations of the City's ethics code, and educates City personnel to ensure ethical decision-making and compliance with applicable laws.

Position Description:

The incumbent performs routine para-professional work and assists in support of the Ethics staff attorneys (including the Executive Director and Legal Counsel (EDLC, Assistant EDLC, Associates Legal Counsel)); learns and applies the principles, methodology and techniques pertinent to the legal field; assists in legal research, legal writing, and interviewing techniques under close and continuous supervision and according to well-established practices and procedures; assists Ethics Enforcement Team members (including Ethics staff attorneys and Ethics investigators) in carrying out legal tasks and work for ethics enforcement cases; assists Ethics Outreach and Education Team members (including Ethics staff attorneys and Ethics Training Specialist) in monitoring and ensuring City officer, employee, and board / commission members, training compliance; and performs other related duties and assignments as required.

Note: There is the possibility of either partial-remote work, or alternate work schedule (4 days a week, 10 hours a day).

Responsibilities:

- Provides Legal and Case Support to Ethics Attorneys; assists Ethics attorneys with legal research; drafting and reviewing legal, legislative, and administrative documents; preparing for administrative hearings and litigation; organizing case files and evidence; maintaining legal references; processing UIPA requests; supporting court filings and appeals; and performing other paralegal functions in accordance with applicable laws, rules, and procedures.
- Coordinates Ethics Case Intake and Filing Administration**;** triages and maintains incoming communications, schedules and tracks case activities, supports ethics, financial disclosure, and lobbyist filing systems, assists with compliance monitoring, and responds to routine inquiries from City officials, employees, lobbyists, and the public regarding Ethics Commission programs and procedures.
- Supports Ethics Technology and Database Systems; assists with the testing, maintenance, enhancement, and development of Ethics case management databases and online filing systems in collaboration with Ethics staff and the Department of Information Technology.
- Supports Compliance and Public Access Programs; assists with ADA website compliance, monitors mandatory ethics training compliance, conducts outreach to facilitate training completion, and supports accessibility and public information initiatives.

- Provides in-office, administrative and meeting support; assists with Ethics Commission meetings and special sessions by coordinating meeting logistics, technology, remote participation, testimony, and other administrative functions. Compiles statistical and program data for reports and other management purposes.
- Performs other related legal, administrative, and program support duties as assigned.

Qualifications:

- **Training and Experience:** A combination of education and experience substantially equivalent to graduation from high school and three years of legal support experience involving research, application interpretation or explanation of laws, rules and regulations which have demonstrated knowledge of legal procedures and terminology.
- **Knowledge of:** Legal terminology and forms; civil and/or criminal legal processes; principles, concepts and methodology of legal discovery and fact investigation; rules of evidence and the conduct of court proceedings; methods and techniques of legal research and sources of legal information; principles of legal writing; investigative interviewing techniques; preparation and review of jury cards; electronic evidence review such as video, digital photography and digital audio.
- **Ability to:** Read, interpret, analyze, and apply laws and legal procedures; conduct legal research; prepare, process, maintain, and proofread legal records, documents, and forms; understand legal document preparation and jury instructions; communicate effectively orally and in writing; follow instructions; maintain confidentiality; exercise tact and professionalism when interacting with employees and the public; demonstrate reliability and a willingness to learn.
- **Equipment or Tools Used:** Computer, scanner, laser printer, paper shredder, facsimile machine, telephone, audio-recording and video equipment, copy machine, postage meter, date and time stamp applications; computer software, including but not limited Microsoft Office Suite, Adobe and Adobe Pro, web-based search engines, Dropbox, social media, Westlaw, Visio, video conferencing and collaboration suites such as WebEx, Zoom, Microsoft Teams, case management and online filing applications, generative artificial intelligence (gen AI), large language models (LLMs), machine learning (ML), Americans with Disabilities Act (ADA) compliance testing tools.
- **Special Work Requirement:** Ability to work in the office and remotely, launch remote meetings applications to host Ethics Commission meetings, interviews, staff and other internal and external meetings.
- **Physical Requirement:** Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.
- **License Requirement:** Legal Assistant Certification is recommended.

Compensation:

Salary is BU03 SR 16: $52,656 to $77,880 annually

Application Instructions:

To apply for the position, please send a resume and cover letter to EthicsPersonnel@honolulu.gov