

City & County of Honolulu Position Description

Position No: CC191

- For specific information on preparing position descriptions, please review the Department of Human Resources (DHR) Personnel Manual Chapter IV-2, Preparing and Processing Position Descriptions.
- [General Instructions](#) on completing this form are located on the City's intranet website (cityfyi).
- This form is a basic Word Table. To navigate around the form, use the TAB key to move forward, and SHIFT-TAB to move backward, or use your mouse to move to a specific field.
- Complete every item; if not applicable, so indicate. Press F1 for Help with each item.
- Be accurate. This is an official document upon which classification determinations will be based. In addition, it may be utilized for other personnel related processes, including performance evaluations.
- To complete processing, submit the completed position description via eforms through appropriate channels. Incomplete forms may be returned for completion.
- By submitting this position description, the Appointing Authority certifies that the information provided herein is accurately described and the duties and responsibilities are consistent with the approved organization chart.
- This position description is not considered official until action is taken by the Director of Human Resources.**

Department of Human Resources Use Only	Allocation:	Legal Clerk I
	Title Code:	010109
	Pay Grade:	SR 10
	Effective:	09/10/2014
	BU:	03 Included
	FLSA:	Non-Exempt
	Other:	S
	Org Code:	0025
	PPD:	
	Reference:	
Appointing Authority:	Donna Y.L. Leong	07/08/2014
Classification Approved:	<i>Carolee C. Kuba</i> Director of Human Resources	
Date:	09/10/2014	

Present Title	Legal Clerk I	Department	Corporation Counsel
Present Pay Grade	SR10	Division	Ethics Commission
Present Title Code	010109	Branch	
Position Status	Permanent	Section/Unit	
	F/T <input checked="" type="checkbox"/> P/T <input type="checkbox"/> # Hrs	Work Location	715 S. King Street, Suite 211
Immediate Supervisor	Position No.	Title and Pay Grade	
	CC156	Executive Director and Legal Counsel	
Subordinates	Position No.	Title and Pay Grade	
		NA	
Licenses or Certificates required to perform the essential functions of this position	Valid Type 3 Driver's License		
Equipment or tools regularly operated or used. (For trucks, provide GVW, TARE weight & license number.)	Computer, typewriter, scanner, laser printer, paper shredder, facsimile machine, telephone, audio-recording equipment, xerox machine, postage meter, date and time stamp machine, computer software including, but not limited to: Microsoft Outlook, Excel, Word, Power Point, Adobe, PDF Converter Enterprise, Website editing (Joomla Content Management System), Google Chrome, Internet Explorer, social media (FaceBook).		
Special Work Requirements			

DESCRIPTION OF THE MAJOR DUTIES AND RESPONSIBILITIES ASSIGNED OR DELEGATED TO THIS POSITION.

List only those duties that are part of the regular work of this position throughout the year. List the duties in order of importance or frequency and combine related details. Environmental and physical demands, hazards, and/or unusual isolation involved in the performance of the work must be identified for each duty or group of duties. Opposite each description of a duty or group of duties, enter the approximate percentage of time devoted to that work. Percentages of time for all duties and responsibilities must total 100%. Enter in the last column, the appropriate ADA indicator(s) as shown below:

- (1) The performance of this function is the reason that the job exists.
- (2) The number of other employees available to perform this function is limited.
- (3) This function is highly specialized, and employee is hired for special expertise or ability to perform this function.

#	Description of Duties and Responsibilities	% of Time	ADA Indicator (s)
<p>General Summary: (Describe the overall purpose and objective of this position) Serves as support staff to the Ethics Commission (EC) staff and the EC under the direction of the Executive Director/Legal Counsel (EDLC).</p>			
1.	<p>Assists in maintaining EC documents including but not limited to:</p> <ul style="list-style-type: none"> • <u>Administrative Files</u>. Establishes, organizes and maintains routine and confidential electronic and paper records administrative files including, but not limited to: correspondence, reports, meeting minutes, personnel information, legislation, reference material, policies, news media reports, financial disclosures, lobbyists forms, inventory, training materials, budget documents, • <u>Legal Files</u>. Establishes, organizes and maintains routine and confidential legal case files including, but not limited to: pleading files, containing pleading indices, Notice of Alleged Violations, Answer, Motions, Memorandum in Opposition, Reply, Discovery requests and responses, Document production; Correspondence Files. • <u>Archives</u>. Sets up codes and purges records for archiving and obtains site and transportation to archive records. 	40	1,2
2.	<p>Prepares legal case documents and exhibits for informal and formal administrative hearings, discovery production, and court appearances including, but not limited to:</p> <ul style="list-style-type: none"> • Subpoenas, • Document production lists, • Bates numbering documents, • Notice of Alleged Violation, • Various Motions (e.g., Summary Judgment) • Exhibits and Declarations in support of Motions, • Memorandum in Opposition to Motions, • Replies to Oppositions, • Requests for Answers to Interrogatories, • Requests for Production of Documents, • Requests for Admissions, • Responses to discovery requests including document production; • Pre-Hearing Statements; • Settlement Agreements, • Appeals, 	10	1,2
3.	Assists in preparing Ethics Commissioners and EC staff for meetings including but not	10	1,2

	<p>limited to:</p> <ul style="list-style-type: none"> • scheduling meeting rooms, • setting up meeting room or hearing room with demonstrative exhibits and audio visual equipment, • distributing meeting material, • preparing meeting material including agendas, memorandums, and minutes, 		
4.	<p>Assists in EC purchasing including but not limited to:</p> <ul style="list-style-type: none"> • Researches and/or solicits bids or proposals for non-price schedule supplies, equipment and services. • Prepares requisitions for purchases, travel and lodging • Under the direction of the Legal Clerk III, arranges for transcription, hearing officers, expert witnesses, investigative services, additional clerical support. 	10	1,2
5.	<p>Assists in supporting ethics training including but not limited to:</p> <ul style="list-style-type: none"> • scheduling ethics training, • arranges meeting locations, • obtains, creates and prepares training materials, • maintains databank of who has received training. 	5	1,2
6.	<p>Handles incoming and outgoing EC communications including but not limited to:</p> <ul style="list-style-type: none"> • Receives, screens and sorts all incoming communication, callers and visitors • Answers general non-legal questions from city personnel, the public and media on Ethics Commission activities, procedures, policies, rules and regulations. • Delivers and obtains interdepartmental mail • Uses city motor pool vehicle for deliveries 	5	1,2
7.	<p>Assists in the reviewing and filing EC Disclosure Forms including but not limited to: Financial Disclosures,</p> <ul style="list-style-type: none"> • Conflicts of Interest, • Outside Interest and • Lobbyist Registration and Annual Reports. 	5	1,2
8.	Prepares transmittals, correspondence, memorandums, and other documents,	5	1,2
9.	Maintains statistics and creates tables, charts and graphs showing training, requests for advice, complaints, case status and other workload statistics and information including survey results.	5	1,2
10.	Performs other related duties as may be required.	5	