



# OFFICE OF THE ATTORNEY-GENERAL & DEPARTMENT OF JUSTICE

## VACANT POSITIONS

Applications are invited from qualified persons for the positions shown below:

VACANCY NO	VACANCY	JOB GROUP	NO. OF POSTS
VACANCY NO.3/2020	LEGAL CLERK ASSISTANT IV	'G' (CSG 13)	30

**(a) Terms of Service – Permanent and Pensionable**

**(b) Salary and other benefits**

**Basic salary – Ksh. 22, 270 x 1,040 – 23,310 x 1,070 – 24,380 x 1,090 - 25,470 x1,110 - 26,580 x 1,120 –27,700 x 1,150 –28,850 x 1,170 –30,020 p.m.**

**Allowances:**

- **Commuter Allowance** - Kshs. 4,000 p.m.
- **House Allowance** - As per region employed
- **Medical Cover** - As per existing Medical Scheme for Civil Servants
- **Leave Allowance** - Kshs. 4,000 p.a.
- **Leave Entitlement** - 30 working days p.a.

**(c) Duties and Responsibilities**

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: recording and filing processes in registers; maintaining the registers, service of documents issued by courts; preparation of returns/affidavits of service and management of the Legal Clerk movement register. Ensuring that all court processes are served in accordance with the provision of the law, executing warrants of arrest and enforcing various court orders.

**(d) Requirements**

For appointment to the grade of Legal Clerk Assistant IV, a candidate must possess: -

- Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) or its equivalent qualification;**
- Certificate of proficiency in computer applications from a recognized institution;**
- Certificate of good conduct from the Directorate of Criminal Investigation and**
- Demonstrated competence in Process Service and a Process Service Certificate from the High Court of Kenya will be an added advantage.**

**How to Apply**

Candidates who meet the above requirements are requested to make their applications by filling Application for Employment Form PSC 2 (Revised 2016) available on Public Service Commission of Kenya website ([www.publicservice.go.ke](http://www.publicservice.go.ke)).

Applications should be scanned(PDF) and emailed to: [recruit2020@ag.go.ke](mailto:recruit2020@ag.go.ke) or sent to the Postal address below on or before **20<sup>th</sup> December, 2020** to be received by **5.00pm**.

**THE SOLICITOR GENERAL,  
Office of the Attorney General &  
Department of Justice,  
P.O BOX 40112-00100 NAIROBI.**

**NB: Due to the prevailing Covid-19 Global Pandemic and the Ministry of Health Guidelines, hand delivered application will not be accepted. You are therefore, requested to adhere to the application instructions indicated above.**

**Only shortlisted applicants will be contacted.**

**OAG&DOJ** is an equal employer committed to diversity and gender equality within the organization and therefore encourages persons with disability, women, youth and those from marginalized areas to apply. Applicants with disability are requested to indicate their status on the application letter for ease of identification.