

Minimum Qualification Specification

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.140
	STATE OF HAWAII	2.141
		2.142

for the Classes:

LEGAL ASSISTANT I, II, AND III

Experience and Education Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described below, and in the amounts indicated in the following table, or any equivalent combination of training and experience:

GENERAL EXPERIENCE/EDUCATION:

Four (4) years of progressively responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities; or

Graduation from an accredited four (4) year college or university with a bachelor's degree.

SPECIALIZED EXPERIENCE:

Paralegal work experience which demonstrates that the applicant possesses knowledge of 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.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Class Title	General Experience (years)	Specialized Experience (years)	Total Experience (years)
Legal Assistant I	4	0	4
Legal Assistant II	4	2	6
Legal Assistant III	4	4	8

Substitutions Allowed

1. Associates degree from an American Bar Association (ABA)-Approved Legal Assistant/Paralegal program with at least sixty (60) semester credit hours may be substituted for four (4) years of general experience requirement and two (2) years of specialized experience requirement.
2. Bachelor's degree plus Certificate of Achievement from an ABA-Approved Legal Assistant/Paralegal program with at least twenty-seven (27) semester credit hours may be substituted for four (4) years of general experience requirement and two (2) years of specialized experience requirement.
3. Bachelor's degree plus fifteen (15) semester credit hours from an ABA-Approved Legal Assistant/Paralegal program may be substituted for four (4) years of general experience requirement and one (1) year of specialized experience requirement.
4. Possession of a degree from a school of law approved by a nationally recognized, specialized accrediting body (or a law degree deemed comparable by a nationally recognized specialized accrediting body) may be substituted for four (4) years of general experience requirement and four (4) years of specialized experience requirement. Partial completion at an approved School of Law may be substituted for specialized experience, on the basis of fifteen (15) semester credit hours for one (1) year of specialized experience, up to four (4) years.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that they have the ability to perform the duties of the position for which they are being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class LEGAL ASSISTANT II and LEGAL ASSISTANT III which were approved on March 8, 2016.

This is the first minimum qualification specification for the new class LEGAL ASSISTANT I.

DATE APPROVED: 06/22/2026

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