

Legal Clerk – Scale 5/6 (V/VI) at Moi University

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Location: Kenya

Category: other-general

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Moi University is a public university located in the town of Eldoret in western Kenya. It was the second public university to be established in Kenya, after the University of Nairobi **Ref. MU/ADM/04/6/**

Duties and Responsibilities

An officer at this level will be responsible for:

Supporting in house legal counsel by assembling and organizing information for legal documents; researching law;

Assembling case materials;

Writing reports and memoranda:

Receiving legal correspondences and making bring-ups in the Legal Office:

Handling and managing litigation files from inception through;

Coordinating the filing of service of legal documents in courts of Law;

Undertaking routine errands to public registries courts and other relevant offices;

Ensuring proper cataloguing, abstracting, indexing and filing of case files;

Establishing, strengthening and maintaining both hard and soft filing system in such a way that is responsive to the University's record keeping needs and keeps the filing system up to date;

and

Performing any other duties as may be assigned from time to time.

For appointment to this grade a candidate must have: –

Diploma in Legal Studies or other equivalent qualifications from a recognized institution;

At least one year experience in legal matters as a Clerk;

Computer skills in relevant packages;

Ability to maintain confidentiality; and

Excellent oral and written communication.

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