



REPUBLIC OF KENYA

VACANT POSITIONS IN THE OFFICE OF THE ATTORNEY GENERAL  
&  
DEPARTMENT OF JUSTICE

**VACANT POSITIONS**

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

VACANCY NO.	VACANCY	JOB GROUP	NO. OF POSTS
VACANCY NO. 5/2024	LEGAL CLERK ASSISTANT IV	CSG 13	THIRTY (30)

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

(b) **Salary and other benefits**

Basic salary – Ksh 25, 420 x 1,040 – 26,460 x 1,070 – 27,530 x 1,090 - 28,620 x 1,110-  
29,730 x 1,120 –30,850 x 1,150 –32,000 x 1,170 -33,170 p.m.

**Allowances:**

- **Commuter Allowance** - Kshs. 4,000 p.m.
- **House Allowance** - As per region deployed
- **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, CSG 13**, a candidate must possess: -

- (i) KCSE mean grade C- (minus) or its recognized equivalent;
- (ii) Met the requirements of Chapter Six of the Constitution of Kenya;

- (iii) Certificate of proficiency in computer applications from a recognized institution; and
- (iv) Certificate of good conduct from the Directorate of Criminal Investigation.
- (v) Demonstrated competence in Process service and Valid Process Server 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 **OAG&DOJ.1.2024** available on OAG&DOJ website (**[www.statelaw.go.ke](http://www.statelaw.go.ke)**). Applications should be scanned(PDF) and Emailed to: **recruit2024@ag.go.ke** or sent to the address below on or before **21<sup>st</sup> November, 2024** to be received by **5.00pm**.

**THE SOLICITOR GENERAL,  
OFFICE OF THE ATTORNEY GENERAL &  
DEPARTMENT OF JUSTICE,  
P.O BOX 40112-00100  
NAIROBI.**

### **Please Note:**

- 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;
- Only shortlisted applicants will be contacted;
- Canvassing in any form will lead to automatic disqualification; and
- Shortlisted candidates shall be required to produce originals of their National Identity card; academic and professional certificates and transcripts; and other testimonials during interviews.

**Hon. Dorcas Adour, SC, OGW, EBS  
Attorney General**