



11. LEGAL CLERK III, GRADE 9 (REF. NO. KeNHA/ LEGAL CLERK III/ 11/2025) – 2 POSITIONS

Job Title:	LEGAL CLERK III	KeNHA GRADE 9	2 Positions
Terms of Service	Permanent & Pensionable		
Place of Work:	KeNHA		
Directorate:	Legal Services		
Reporting to:	Legal Clerk II		
Supervises:	N/A		

Job Purpose

To provide legal advisory services to the Authority and Board Secretariat services

Job Description

- (i) Reviewing and retrieving files for relevant action;
- (ii) Opening legal files;
- (iii) Preparing and serving court documents;
- (iv) Photocopying file documents;
- (v) Receiving and dispatching legal correspondence; and
- (vi) Filing contract and court documents;

Job Specifications

For appointment to this grade, an officer must have:

- (i) Diploma in Law or any other relevant qualification from a recognized institution; and
- (ii) Proficiency in computer applications.