

COUNTY GOVERNMENT OF BUSIA



COUNTY ASSEMBLY OF BUSIA

RECRUITMENT

DATE: 28th July, 2025

ADVERT NO. 1/2025/2026

The Busia County Assembly Service Board wishes to invite suitable candidates in the County Assembly Service to fill the position below:

LEGAL CLERK II, JOB GRADE "J"/CASB 10 (1 POSITION) - ONE (1) YEAR CONTRACT

Requirements for Appointment

For appointment to this grade, a candidate must:

- i) Bachelor of Laws Degree from a recognized institution
- ii) Proficiency in computer applications

Duties and Responsibilities:

Duties and responsibilities will entail:

- (i) Conduct legal research and analysis
- (ii) Prepare legal documents
- (iii) Compile case materials and write reports memoranda
- (iv) Documenting hearing dates in litigation matters
- (v) collecting, circulating and filing published bills and subsidiary legislation
- (vi) Filing court documents and any other legal documents
- (vii) Organizing legal department registry
- (viii) Drafting legal documents under the supervision of assistant director legal services and
- (ix) Providing any other legal clerical services that may be required by the County Assembly, committees, the Speaker or the Clerk of the County Assembly

FUNCTIONAL SKILLS, BEHAVIORAL COMPETENCIES/ATTRIBUTES

Be a person of integrity, demonstrate high professional competence, leadership skills, strong interpersonal skills and the ability to meet deadlines.

Glambo

How to apply:

All applicants should submit their applications together with copies of their detailed Curriculum Vitae, academic and professional certificates, testimonials, National Identity Card or Passport and any other supporting documents by Thursday 7th August, 2025 to:

The Secretary
Busia County Assembly Service Board
P.O. Box 1018-50400
Busia-Kenya

Hand delivery applications can be submitted to the **Office of the Clerk to the County Assembly** during official working hours.


Gabriel Erambo

Ag. Clerk to Assembly