



Departmental Vacancy Announcement

DEPARTMENT OF THE ATTORNEY GENERAL

DEPUTY ATTORNEY GENERAL

Position No. 101861 & 101862

Division with the Vacancy:

Child Support Enforcement Agency - Maui

Opening Date: Tuesday, September 14, 2021

Last Day to File Applications: Continuous recruitment until needs are met

Summary of Duties:

The Child Support Enforcement Agency (CSEA) works in partnership with the Federal Office of Child Support Enforcement and other State and local agencies to ensure that children have the ongoing financial support of both parents, by providing a system for the establishment, enforcement, collection, and disbursements of child support. The function of the Maui Branch is to provide legal support to child support case files, and establishing child support obligations, monitoring for compliance, and undertaking enforcement actions both administratively and judicially where necessary, to collect child support in their respective districts, and establish paternity for children.

These deputy attorneys general position are located in the Maui office. Major duties and responsibilities include evaluating and processing paternity cases; evaluating and processing interstate and international and local child support cases; conducting interviews; drafting complaints, motions, and memoranda; negotiating settlements; preparing cases for pre-trial and trial; and handling motions, appeals, and court hearings.

Minimum Requirements:

- **Education/Experience:** Law school graduate.
- **Knowledge/Ability:** Knowledge of applicable State and Federal laws, rules, regulations and computer applications/software. Awareness of both Federal District and State Court of Rules of civil and criminal procedure, including Local Rules of Federal District Court and State Circuit Court Rules.

Ability to perform legal research, analyze, manage, produce and organize documents as needed, understand and apply administrative rules and court rules; give and receive oral and written instructions; use computer. Appropriate and current legal writing skills, including the ability to write logically and persuasively. Ability to set personal and professional example; leadership, supervisory or administrative ability or knowledge; strong organizational skills; good communication skills.

- **License/Certificate:** Active Hawaii State Bar License to practice law in all courts of the State of Hawaii and the United States District Court for the District of Hawaii.

How to Apply:

Please send cover letter, application, résumé, and two writing samples to:

Lynette Lau, Administrator
Child Support Enforcement Agency
Send resume by email to: Lynette.J.Lau@hawaii.gov

Application can be found online at: <https://ag.hawaii.gov/wp-content/uploads/2020/02/atty-apprev-v3-Fillable-v1.pdf>

The information you provide will be used to determine whether you meet public employment requirements and the minimum qualification requirements in the Class Specifications. As required by Federal and/or State laws, we do not discriminate on the basis of age, sex (including gender identity or expression), religion, race, color, ancestry, national origin, disability, marital status, veteran's status, sexual orientation, arrest and court record, citizenship, genetic information or any other protected characteristic. The State of Hawaii is an equal opportunity employer and complies with applicable State and Federal laws relating to employment practices.

Physical/Mental Requirements: Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

Reasonable Accommodation: Qualified applicants with special needs who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodations should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship. Call 586-1236 for more information.

Criminal History Background Check: Individuals who are recommended for hire are required to undergo a criminal history record clearance and other checks, as applicable.

Internal Complaint: Applicants will be notified of their status. Applicants who do not agree with a decision or action taken by the State Department of the Attorney General Human Resources Office may file an Internal Complaint with the Department of the Attorney General. Information about the Internal Complaint Procedure (ICP) and required form can be found on the ATG intranet.

If you have any questions, please contact our office at (808) 586-1236 for further information.