



# Departmental Vacancy Announcement

## DEPARTMENT OF THE ATTORNEY GENERAL

### DEPUTY ATTORNEY GENERAL

Position No. 100431

Division with the Vacancy:  
**Administration Division**

**Opening Date: Wednesday, August 2, 2017**

**Last Day to File Applications: Friday, August 11, 2017\***

\*Applications and supplemental materials must be postmarked by midnight of the last day to meet filing deadline.

#### **Summary of Duties:**

The Administration Division provides legal services to the Office of the Governor; Office of the Lieutenant Governor; Department of Accounting and General Services (and its administratively attached entities); Department of Budget and Finance (including the Employees Retirement System and the Hawaii Employer-Union Health Benefits Trust Fund); Land Use Commission; Office of Elections; Research Corporation of the University of Hawai'i; Campaign Spending Commission; Judiciary; Tax Review Commission; the Legislature (including the Auditor and Ethics Commission); and the Department of the Attorney General's non-legal services divisions (Crime Prevention and Justice Assistance Division, Child Support Enforcement Agency, and Hawai'i Criminal Justice Data Center).

This deputy attorney general position provides representation of, and legal advice and counsel to, the Employees' Retirement System (ERS), and includes the review of its contracts, documents, rules, and legislation; representation of the ERS at administrative hearings and appeals; attendance at ERS board and committee meetings; and other assistance as required by the ERS.

#### **Minimum Requirements:**

- **Education/Experience:** Graduate from an accredited law school.
- **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.

**To Apply:**

Please send résumé and cover letter to:

Pat Ohara, Supervising Deputy Attorney General,  
Administration Division  
by email at Patricia.T.Ohara@hawaii.gov.

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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.

**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.