



Departmental Vacancy Announcement DEPARTMENT OF THE ATTORNEY GENERAL

HEARINGS OFFICER Position No. 102113

Division with the Vacancy:

Office of Child Support Hearings (OCSH)

Opening Date: Thursday, April 27, 2017

Last Day to File Applications: Monday, May 8, 2017

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

Summary of Duties:

The Office of Child Support Hearings (OCSH) will be assuming the responsibility of conducting contested case hearings for the Department of Education for individuals covered by the Disabilities Education Improvement Act of 2004 (IDEA) and Title 8, Chapter 60, Hawaii Administrative Rules and the Rehabilitation Act of 1973, Section 504.

The main function of the Hearings Officer will include conduction prehearing conferences, ruling on motions, and conducting contested cases 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:

To apply, please send a cover letter and resume to:

Erin Sugita, Child Support Hearings Manager,
Office of Child Support Hearings

and/or send a cover letter and resume by email to: Erin.N.Sugita@hawaii.gov.

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.