



# Departmental Vacancy Announcement

## DEPARTMENT OF THE ATTORNEY GENERAL

### DEPUTY ATTORNEY GENERAL

Position No. 112489

Division with the Vacancy:

### Education Division

**Opening Date: Thursday, January 18, 2018**

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

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

The Education Division (EDU) provides legal services to the Department of Education, the Board of Education, the Hawaii State Public Library System, the Hawaii Teacher Standards Board, the Charter School Commission, the individual Charter Schools and their Governing Boards, the Early Learning Board, and the Executive Office on Early Learning.

This deputy attorney general is primarily responsible for providing legal advice and representation to EDU clients, with priority to the Department of Education (DOE) and the Board of Education (BOE). Major duties and more specific responsibilities include, but are not limited to: advising and representing the DOE and BOE in administrative proceedings and civil actions, including appeals; researching and preparing legal documents and interviewing witnesses relating to assigned cases; drafting litigation pleadings; engaging in civil litigation practice (i.e. pretrial discovery and motions practice); and assisting EDU clients (priority to DOE and BOE) in implementing court orders changing the clients' practices and procedures. This deputy also drafts legal memoranda or opinions regarding legal matters related to the clients' duties; advises/represents the DOE and BOE on matters relating to contracts and agreements entered into by the clients; drafts/reviews legislative matters; attends legislative proceedings; provides training related to clients' duties; and assists in drafting statutes, rules, and regulations.

#### **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 cover letter, application, résumé, and two writing samples to:

Holly T. Shikada, Supervising Deputy Attorney General,  
Education Division at 586-1255  
and/or send by email to [Holly.T.Shikada@hawaii.gov](mailto:Holly.T.Shikada@hawaii.gov)

Application can be found online at: <http://ag.hawaii.gov/wp-content/uploads/2012/11/atty-apprev-092008.pdf>

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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.