



Departmental Vacancy Announcement

DEPARTMENT OF THE ATTORNEY GENERAL

DEPUTY ATTORNEY GENERAL

Position No. 112402

Division with the Vacancy:
Administration Division

Opening Date: Wednesday, January 15, 2020

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

Summary of Duties:

The Administration Division advises all three branches of State government and a few dozen agencies. The Administration Division provides all facets of legal services to its clients, except for personnel and tort matters. The services provided to these clients include: consultation with agency directors and staff; written and oral legal advice and opinions on questions submitted to the Division for response; drafting and review of legislation, administrative rules and contracts; legal counsel at public open meetings of boards and commissions and chapter 91 contested case hearings; negotiating and documenting various transactions; and representing and defending agencies in administrative hearings and in State and federal courts.

This position is responsible for providing legal services to the trustees and staff of the Employees' Retirement System (ERS), including oral and written advice, drafting and reviewing contracts, coordinating with outside investment counsel in reviewing investment documents, and representing the ERS in contested case hearings and their appeals.

Minimum Requirements:

- Education/Experience: Graduate from an accredited law school.
- Knowledge/Ability: Knowledgeable of applicable State and Federal laws, and administrative rules. Awareness of State Court Rules of Civil Procedure. Ability to perform legal research, analyze, manage, produce and organize documents as needed, understand and apply administrative rules and court rules, and use computer. Appropriate legal writing skills, including ability to write logically, and persuasively. Strong communication and organizational skills.
- License/Certificate: Active Hawaii State Bar License to practice law in all courts of the State of Hawaii.

To Apply:

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

Pat Ohara, Supervising Deputy Attorney General
Administration Division
425 Queen Street
Honolulu, HI 96813

Or by email to: patricia.t.ohara@hawaii.gov

If you have any questions about the position, please contact the above by email or by phone at (808) 586-1268.

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

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.