



Departmental Vacancy Announcement

DEPARTMENT OF THE ATTORNEY GENERAL

DEPUTY SOLICITOR GENERAL

Position No. 100382

Division with the Vacancy:

Appellate Division

Opening Date: Monday August 2, 2021

Last Day to File Applications: Continuous until needs are met

Summary of Duties:

The Appellate Division (APP) has oversight authority over most state and federal appeals in the Department of the Attorney General. The Division also serves as the primary contact point with other states for filing amicus briefs in the United States Supreme Court and other courts in pending non-Hawaii cases that may affect Hawaii.

This Deputy is principally responsible for preparing appeal briefs, motions, and other pleadings necessary to effectively represent the State of Hawai'i — its departments, agencies, and employees — in state and federal courts, often on short deadline. The Deputy will do oral arguments before those courts as well. Representation also extends to certain select, important non-appellate legal matters that raise significant constitutional or other complex legal issues. This Deputy will also consult and advise attorneys in other divisions who are working on appeals, as well as prepare recommendations to the Attorney General for joining multi-state amicus briefs in the U.S. Supreme Court and other federal and state courts.

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; 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:

Kimberly Guidry, Solicitor General
Appellate Division
425 Queen Street
Honolulu, Hawaii 96813

and/or send by email to: Kimberly.T.Guidry@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.