



# Departmental Vacancy Announcement

## DEPARTMENT OF THE ATTORNEY GENERAL

### DEPUTY ATTORNEY GENERAL

Position No. 100293

Division with the Vacancy:

### Health Division

**Opening Date:** Friday, October 22, 2021

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

#### Summary of Duties:

The Health Division provides legal advice to the Department of Health (DOH) and represents the agency in administrative hearings and civil actions, including actions in state and federal courts and appeals.

This deputy attorney general provides legal services for various divisions within the Department of Health, including Office of Planning, Policy, and Program Development, Chronic Disease Prevention and Health Promotion; Disability Communications Access Board, Emergency Medical Services and Injury Prevention Systems Branch, as well as the Executive Office on Aging. These services include advice and counsel, legislation review, and administrative and civil litigation.

#### 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.

**To Apply:**

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

Valerie M. Kato, Supervising Deputy Attorney General  
Health Division  
425 Queen Street, Honolulu, Hawaii 96813  
or by email at [Valerie.M.Kato@hawaii.gov](mailto:Valerie.M.Kato@hawaii.gov)

Application can be found online at: <https://ag.hawaii.gov/wp-content/uploads/2020/02/atty-apprev-v3-Fillable-v1.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.

**COVID-19 Vaccination Requirement:** As a condition of employment with the State of Hawaii, all qualified candidates who have successfully completed and passed the recruitment process, must show proof of full COVID-19 vaccination at the time a conditional offer of employment is made. Departments will consider reasonable accommodations if requested by a candidate and it is determined through an interactive process that pregnancy, a qualifying disability, or a sincerely held religious belief prevents the candidate from receiving a COVID-19 vaccination.

If you have any questions, please contact our office at (808) 586-1236 for further information.