

DAVID Y. IGE  
GOVERNOR



HOLLY T. SHIKADA  
ATTORNEY GENERAL

VALERIE M. KATO  
FIRST DEPUTY ATTORNEY GENERAL

**STATE OF HAWAII**  
**DEPARTMENT OF THE ATTORNEY GENERAL**  
425 QUEEN STREET  
HONOLULU, HAWAII 96813  
(808) 586-1500

**COMMUNITY AND CRIME PREVENTION SPECIALIST**  
**Exempt from civil service, temporary, full-time.**  
**Hawaii State Government Benefits.**

**Duties:** This position is responsible for researching, creating, designing, coordinating, and implementing training and educational/informational materials, programs, and projects related to crime prevention and the community. Major duties and responsibilities include project development and implementation; information gathering, design, and dissemination; liaison with government agencies and community coalitions.

**Requirements:** Bachelor's degree from an accredited college or university. Two years work experience in training, major project development, or carrying out informational programs, which utilizes the knowledge of general information gathering techniques, organizing, coordinating, implementing, and evaluation.

Ability to communicate clearly and concisely in writing and speaking. Ability to read and comprehend a broad range of subjects and to speak and write effectively in the manner best suited for the intended audience. Ability to do public speaking. Ability to work well with others. Ability to independently organize and prioritize work schedules to meet multiple deadlines. Ability to use computer design and layout software programs (e.g., Photoshop, InDesign, etc.) and presentation software programs (e.g., PowerPoint, Keynote, etc.). Ability to use audio visual equipment (e.g., laptop, projector, speakers, etc.).

Knowledge of issues, practices, and theories relating to crime prevention, substance abuse and prevention; effects on the community; and solutions and knowledge of social media technology is preferred. A current Certified Prevention Specialist (CPS) certificate issued by the Department of Health, Alcohol and Drug Abuse Division, is required for this position. This requirement must be met within two years of the employee's start date and must be maintained throughout the period of employment.

**Salary:** \$57,744/annually, pending qualifications of applicant.

**To apply:** Send cover letter, resumé, salary requirements, and completed Application for Exempt Employment postmarked to:

Department of the Attorney General  
Crime Prevention and Justice Assistance Division  
235 S. Beretania Street, Suite 401  
Honolulu, Hawaii 96813

The application can be found online at:

[https://ag.hawaii.gov/wp-content/uploads/2020/08/Application-for-Exempt-Employment-278\\_AG\\_7.2020.pdf](https://ag.hawaii.gov/wp-content/uploads/2020/08/Application-for-Exempt-Employment-278_AG_7.2020.pdf)

(No phone calls please)  
An Equal Opportunity Employer

**COVID-19 Vaccination Requirement:** As a condition of employment with the State of Hawai‘i, each qualified candidate who has been given a conditional offer of employment must show proof of full COVID-19 vaccination and shall be fully vaccinated by his/her/their employment start date. A reasonable accommodation will be provided 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.