



# Departmental Vacancy Announcement

## DEPARTMENT OF THE ATTORNEY GENERAL

### SUPERVISING DEPUTY ATTORNEY GENERAL

Position No. 100430

Division with the Vacancy:  
**Civil Recoveries Division**

**Opening Date: Tuesday, January 3, 2023**

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

\*Applications and supplemental materials must be postmarked by midnight of the last day to meet filing deadline.

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

The Civil Recoveries Division (CRD) represents the State to recover and collect monies including, but not limited to, civil judgments, property damage claims, litigation, disputes, account receivables, delinquent loans, delinquent accounts, salary and benefit overpayments, lease rents, dishonored checks, and miscellaneous fees owed to the State and its agencies. CRD also administers the Asset Forfeiture program and represents State agencies and employees in other non-collection types of case as assigned.

This position is responsible for the overall administration and supervision of the Civil Recoveries Division by planning, organizing, directing and evaluating the activities of the division to ensure the delivery of quality representation to the clients that are serviced. CRD represents various State Agencies in the systematic recovery and collection of monies owed the State; and supports and handles other non-collection matters and various other assignments.

#### **Minimum Requirements:**

- **Education:** 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; proven leadership, supervisory or administrative ability or knowledge; strong organizational skills; effective 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:

Department of the Attorney General  
Human Resources Office  
425 Queen Street, Honolulu, Hawaii 96813

Application can be found 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 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.

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