



# Departmental Vacancy Announcement

## DEPARTMENT OF THE ATTORNEY GENERAL

### DEPUTY ATTORNEY GENERAL

Position No. 124363

Division with the Vacancy:

### Human Services Division

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

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

These positions are located in the Human Services Division, Department of the Attorney General. The function of the Division is to provide legal advice and counsel to the Department of Human Services (DHS), and to represent DHS programs in administrative hearings and civil litigation, including actions in state and federal courts and appeals in both administrative appeals and those to state and federal appellate courts.

The purpose of these positions is to provide legal services to designated programs within the Department of Human Services (DHS). Among other things, DHS provides services and assistance to eligible needy persons in Hawaii, including financial assistance, employment supports, medical assistance, vocational rehabilitation services, protective services for children and adults, and community-based services for disabled individuals. Assignments may include advising and representing divisions and programs at DHS other than those primarily assigned, the DHS Director's Office, and DHS' administrative support offices and attached agencies. In addition, this position may include assignments to advise and represent other State agencies, the Governor, and the Legislature, working with Deputy Attorneys General in other Divisions, and supporting the administration of the Department of the Attorney General through work on committees, and other duties as assigned.

#### **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:

James W. Walther, Supervising Deputy Attorney General,  
Human Services Division  
425 Queen Street  
Honolulu, Hawaii 96813  
and/or send by email to [James.W.Walther@hawaii.gov](mailto:James.W.Walther@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. 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.

**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.