



Departmental Vacancy Announcement

DEPARTMENT OF THE ATTORNEY GENERAL

Charities Program Administrator

Position No. 124024

Division with the Vacancy:
Tax & Charities Division

Opening Date: Friday, September 1, 2023

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

Summary of Duties:

The Department of the Attorney General's Tax and Charities Division ("Division") administers and enforces Hawaii's charitable solicitations law, chapter 467B, Hawaii Revised Statutes (the "solicitations law"). The solicitations law is designed to protect the public from fraudulent charitable fundraising schemes through a comprehensive registration and reporting statutory system that serves two equally important purposes: (1) to assist potential donors in making informed giving decisions by making registration and reporting materials available to the public; and (2) to provide the Attorney General information and authority to detect and prosecute unlawful conduct as it relates to fraudulent claims.

The position of Charities Program Administrator is responsible for managing/monitoring over 9000 actively registered charitable organizations. This position is dedicated exclusively to the operational demands of the charities program without the distractions of other work priorities and obligations faced by the Division's attorneys. The program administrator would work closely with the supervising attorney and other attorneys to ensure, amongst other things, that the registration and other "front-end" reporting processes are handled in a manner that facilitates the Division's ability to ensure regulatory compliance and take corrective or legal enforcement action as necessary. Responsibilities would involve a high level of technical and managerial skills, including the ability to identify online registration and public registry issues, the independent handling of the day-to-day operations of the registration duties and functions, and the ability to coordinate the effective enforcement of program requirements.

Recommended Qualifications:

- A. Knowledge**
- Knowledge of information systems.
 - Knowledge of website design.
 - Knowledge of database management or database management tools.

B. Skills/Abilities

Writing skills: clear, concise, good grammar.

Oral skills: communicate clearly with individuals and groups.

Ability to interact with and relate to a variety of audiences and individuals.

Ability to analyze data and information for conclusions and recommendations.

Ability to organize and prioritize assignments/tasks.

C. Education

Bachelor's Degree from an accredited college or university required. Law degree desired.

D. Experience

At least five years of progressive experience in project management, IT contract administration of large-scale information systems, and demonstrated experience in project planning, project task execution, and project reporting.

E. Desirable Knowledge and Skills

Prior legal knowledge and experience or law office experience.

Familiarity with reading and interpreting judicial decisions, statutes, and other laws.

Familiarity with tax-exempt organizations and charitable trusts.

Familiarity with the legal process and procedures for administrative and court proceedings.

Familiarity with legislative process and experience with preparing and presenting testimony at legislative hearings.

Familiarity and experience in the government procurement process.

Familiarity and experience in working with the public, preparing educational materials, and performing outreach.

Familiarity and experience in the administrative rule making process.

Experience in supervising and managing a program.

Experience in supervising and managing staff.

To Apply:

Please send cover letter, application, and résumé to:

Nathan S. Chee, Supervising Deputy Attorney General

Department of the Attorney General

Tax & Charities Division

Email to: Nathan.S.Chee@hawaii.gov

Application can be found at:

https://ag.hawaii.gov/wp-content/uploads/2020/08/Application-for-Exempt-Employment-278_AG_7.2020.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.