



Departmental Vacancy Announcement

DEPARTMENT OF THE ATTORNEY GENERAL

SIPD Special Agent Position Nos. Various

Division with the Vacancy:
Special Investigations & Prosecution Division

Opening Date: Friday, September 1, 2023

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

Summary of Duties:

This position is located in the Special Investigation & Prosecution Division (SIPD) of the Department of the Attorney General. The Department of the Attorney General is responsible for the provision of advice, counseling, and representation of the State in civil and legislative matters, administrative and regulatory enforcement, as well as the investigation and prosecution of criminal offenses.

SIPD is tasked with investigating and prosecuting corruption, fraud, and economic crimes and human trafficking. SIPD is responsible for helping to ensure that Hawaii State government, its elected officials, employees, and others who work with the State meet the highest standards of honesty, accountability, and efficiency. SIPD meets this responsibility through the investigation of and seeking prosecution of such entities when it has been determined that criminal conduct has occurred. SIPD's criminal enforcement actions may also present the opportunity to review government agency procedures, identify gaps, and make recommendations to ensure better compliance with the law and enhance efficacy. SIPD is also dedicated to fighting human trafficking, including but not limited to, sex trafficking and labor trafficking.

The individual in this position will conduct in-depth investigations and analyses of alleged criminal wrongdoing, corruption, conflicts of interest, fraud and abuse within Hawaii State government agencies and entities, including any allegations of improper and unethical conduct by State employees, appointed and/or elected officials, and public officers. The individual in this position will also be assigned to handle complex and sensitive investigations relating to human trafficking, as well as be involved with statewide task forces.

REQUIRED LICENSES, CERTIFICATES, ETC.:

- A. Incumbent must possess a valid State of Hawaii driver's license and is required to provide a personal automobile to effectively conduct official duties and respond to emergency situations.
- B. Incumbent must qualify tri-annually with issued or departmental authorized firearms, which will be kept readily available.

- C. Incumbent must meet all State and Federal requirements applicable to the carrying, possession and use of firearms and ammunition.
- D. Incumbent must currently or have previously been qualified by a certified law enforcement firearms instructor to carry a department or agency issued handgun to perform his/her duties.

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge:

- 1. The incumbent in the position must have a satisfactory knowledge of:
 - a. Investigative techniques
 - b. Interview and interrogation techniques
 - c. Proper investigative report writing techniques
 - d. Rules of legal evidence
 - e. Search and seizure laws
 - f. Laws of arrests

B. Skills/Abilities:

- 1. The incumbent in the position must have the ability to and/or possesses:
 - a. Techniques of/and equipment used in surveillance
 - b. Proper use of force, including deadly force
 - c. Hawaii Penal Code and Federal Rules of Criminal Procedure
 - d. Adept computer skills including word processing and spreadsheet proficiency
 - e. Skills and familiarity with digital forensic evidence
 - f. Gathering, maintaining, and proper distribution of confidential and/or sensitive information
 - g. Conduct review and analysis of financial and other written documents

C. Education:

Bachelor's degree in criminal justice may be substituted for the required criminal investigations experience.

D. Experience:

- 1. General Experience:
 - Five (5) or more years of law enforcement practice in a police department or law enforcement agency preferred.
- 2. Preferred Specialized Experience:
 - a. Successful performance of, or participation in, large-scale, confidential and/or sensitive investigations involving white-collar crime involving Hawaii state and federal laws and agencies.
 - b. Experience in the use of investigative techniques commonly used in public corruption and white collar crime, including but not limited to digital and other computer evidence gathering and/or analysis.

- c. Experience in conducting reviews of government agencies and/or private organizations related to ethics, policies/procedures, and guidelines involving identification of and recommendation of necessary policies and procedures to ensure better compliance with the law, ethics, and/or enhance efficacy.

To Apply:

Please send cover letter, application, and résumé to:

David Van Acker, Supervising Deputy Attorney General
Department of the Attorney General
Special Investigation and Prosecution Division
425 Queen Street, Honolulu, Hawaii 96813
Or email to: David.M.Vanacker@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.