



# Departmental Vacancy Announcement

## DEPARTMENT OF THE ATTORNEY GENERAL

### LITIGATION SECRETARY, SRNA

Position Number: 123184

Division with the Vacancy:

### Complex Litigation

**Opening Date: Thursday, January 4, 2024**

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

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

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

This position is assigned to the Complex Litigation Division of the Office 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 matters. The Complex Litigation Division is responsible for proper handling of litigation cases that are significant and substantial in cost and exposure requiring close attention, direct supervision, and/or special handling by the Attorney General because they may involve policy issues and/or are complex, confidential, sensitive, or of an emergency nature.

This position provides legal secretarial and administrative assistance to the Supervising Deputy Attorney General of the Complex Litigation Division.

#### **Knowledge and Abilities Required:**

**Knowledge:** Business English; Spelling; Arithmetic; the operation and operational maintenance of various office appliances and equipment, including office duplicating and copying machines; office practices and procedures.

**Abilities:** Carry out a varied range of secretarial and clerical functions; organize, assign, direct, and review the work of others; maintain an effective work pace under periodic deadlines; learn and apply pertinent statutory provisions, rules, regulations, policies and procedures; read and write routine business letters, summaries and reports using acceptable format and conforming to all rules of grammar and style; speak simply and directly, including occasionally speaking to groups as well as individuals; deal tactfully with others both within and outside the organization; for some positions, type accurately at an acceptable rate of speed or type and take and transcribe shorthand dictation at acceptable rates of speed; for some positions, operate an automobile and/or supervise the work of others.

**To Apply:**

Please send cover letter, application and résumé to:

John H. Price, Supervising Deputy Attorney General  
Complex Litigation Division  
425 Queen Street, Honolulu, Hawaii 96813  
or by email to [John.H.Price@hawaii.gov](mailto:John.H.Price@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](https://ag.hawaii.gov/wp-content/uploads/2020/08/Application-for-Exempt-Employment-278_AG_7.2020.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.

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