



Departmental Vacancy Announcement DEPARTMENT OF THE ATTORNEY GENERAL

OFFICE OF CHILD SUPPORT HEARINGS MANAGER

Position No. 102117, SRNA

Division with the Vacancy:
Office of Child Support Hearings

Opening Date: Tuesday, January 16, 2024

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

Summary of Duties:

This position is located in the Office of Child Support Hearings (OCSH), Department of the Attorney General. The OCSH is responsible for establishing, modifying, enforcing, suspending and terminating support obligations owed to dependent children by parents via an administrative process. The OCSH's responsibilities are designed to fulfill requirements of Chapter 576E, Hawaii Revised Statutes; Chapter 34, Hawaii Administrative Rules; Title IV-D, Social Security Act and Title 45, Code of Federal Regulations, Parts 303.101 et alia. The Administrator is the head of the OCSH.

The Administrator is commissioned and appointed by the Attorney General and is responsible for the overall supervision of the hearings officers and support staff of the Office of Child Support Hearings. The Administrator recruits, manages and trains the hearings officers and support staff and is responsible for planning and carrying out the day-to-day operations of the office. The Administrator is responsible for establishing the budget for the office and is accountable for expenditures made for the operations, training, office spaces, office equipment, logistics and supplies of the office. The Administrator is responsible for ensuring that the OCSH functions within the applicable state and federally mandated guidelines.

The Administrator is empowered to hear and issue rulings in contested and uncontested child support proceedings in accordance with applicable laws and rules. These proceedings are fair and impartial hearings or reviews of uncontested support orders for the purpose of establishing, modifying, and enforcing support orders. Issue subpoenas, administer oaths, and direct the parties to engage in such disclosure as will expedite the disposition of issues. Perform research as may be needed for the disposition of cases assigned to them and for the discharge of their duties. Hear testimony, control proceedings, evaluate evidence, evaluate legal arguments and make determinations which include findings of fact and conclusions of law. May preside over and adjudicate cases on any of the islands of this state.

Minimum Requirements:

- **Education/Experience:** 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; 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.
- Three to five years of legal experience in any of the following fields is preferred: family law, administrative law, government law, or public service. Supervisory experience over a legal staff preferred. Judicial temperament and demeanor appropriate for fair hearings and adjudication of child support cases.

To Apply:

Please send cover letter, application, résumé, and two writing samples to:

Matthew S. Dvonch, First Deputy Attorney General
by email at Matthew.S.Dvonch@hawaii.gov

Application can be found at: <https://ag.hawaii.gov/wp-content/uploads/2020/02/atty-apprev-v3-Fillable-v1.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.