



# Departmental Vacancy Announcement

## DEPARTMENT OF THE ATTORNEY GENERAL

### **SUPERVISING DEPUTY ATTORNEY GENERAL**

**Position No. 100094**

Division with the Vacancy:

### **Commerce and Economic Development**

**Opening Date: Friday, September 27, 2024**

**Last Day to File Applications: Friday, October 25, 2024 \***

\*Applications and any supplemental materials must be received by 4:30 pm of the last day to meet filing deadline.

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

The Commerce and Economic Development Division (CED) provides a full range of legal services, including advice and counsel, document, rules, and legislation review, and advocacy in litigation in administrative and judicial fora for its client departments. CED currently provides legal services to the Department of Commerce and Consumer Affairs; the Department of Business, Economic Development and Tourism; the Department of Agriculture; and their attached agencies.

The Supervising Deputy Attorney General for this Division is responsible for the functional operations of CED, including the establishment of policies and procedures for the orderly operation and representation of the Division; proper assignment of cases and projects to the CED staff; consultation with CED attorneys; attendance at Division Supervisors' meetings with the Attorney General; preparation of performance ratings for CED attorneys; and preparation of budget requests for additional personnel and office equipment. In addition, the Supervisor handles other miscellaneous matters that may be assigned to the Division and substitutes for other deputy attorneys general as appropriate.

#### **Minimum Requirements:**

- **Education/Experience:** Law school graduate. Minimum five (5) years of legal practice.
- **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 the Local Rules of Practice for the United States District Court for the District of Hawaii and the Hawaii Rules of the Circuit Courts and District Courts.

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, and resume to:

Matthew S. Dvonch, First Deputy Attorney General  
by email at [Matthew.S.Dvonch@hawaii.gov](mailto:Matthew.S.Dvonch@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.

**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.