



Departmental Vacancy Announcement

DEPARTMENT OF THE ATTORNEY GENERAL

DEPUTY ATTORNEY GENERAL

Position No. 100095

Division with the Vacancy:

Land

Opening Date: Tuesday, February 11, 2025

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

Summary of Duties:

The Land Division provides legal services on all matters relating to the Department of Land and Natural Resources including various attached commissions, boards, and agencies.

This position will be responsible for advising State departments and staff on legal issues; and preparing and reviewing legal documents and contracts, as well as provide legal services including litigation and administrative matters.

Minimum Requirements:

- **Education/Experience:** Graduate from an accredited law school.
- **Knowledge:** 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:** Ability to work independently with limited supervision, able to review and analyze statutes, rules and cases, review conveyance documents and contracts, prepare written legal opinions; 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. Set personal and professional example; leadership; 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, résumé, and two writing samples to:

Julie H. China, Supervising Deputy Attorney General
Land Division
425 Queen Street, Honolulu, Hawaii 96813
and/or send by email to Julie.H.China@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.