



Departmental Vacancy Announcement

DEPARTMENT OF THE ATTORNEY GENERAL

LITIGATION ASSISTANT

Position Number: 123183

Division with the Vacancy:

Complex Litigation

Exempt from civil service, temporary, full-time.
Hawaii State Government Benefits.

Opening Date: Friday, July 11, 2025

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

Summary of Duties:

This position is located in 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 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 technical, investigatory, and administrative assistance to the deputy attorneys general in the Complex Litigation Division.

Recommended Qualifications:

- A. 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 Procedure. This includes Local Rules of Federal District Court and State Circuit Court Rules. Knowledge of use of a law library.
- B. Skills/Abilities**
Analyze, manage and organize documents and summarize contents, 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.
- C. Education:**
High school graduate.

D. Experience:

A combination of education and experience equivalent to graduate or paralegal curriculum at a college or community college.

To Apply:

Please send cover letter, application, resumé, and salary requirements to:

John Price, Supervising Deputy Attorney General
Department of the Attorney General
Complex Litigation Division
425 Queen Street, Honolulu, Hawaii 96813
or by email to 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

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.