



State of Hawai'i Non-Civil Service Job Opportunity

STAFF ATTORNEY
State of Hawaii Executive Branch

An Equal Opportunity Employer

Opening Date: 12/29/16

Closing Date: Continuous

RECRUITMENT INFORMATION

This posting is for the State of Hawaii, Department of Labor & Industrial Relations, Labor & Industrial Relations Appeals Board.

The position is located on the Island of Oahu, Downtown.

Salary: \$50,000 - \$55,668 per year

Based on qualifications, experience and other relevant factors.

If you have any questions regarding this **non-civil service exempt position**, please contact the Department of Labor and Industrial Relations, Human Resources Office at (808) 586-9040 (Monday - Friday, 7:45 a.m. - 4:30 p.m. HST).

DUTIES SUMMARY

Serves as Labor and Industrial Relations Appeals Board's in-house attorney. Duties and responsibilities include drafting of orders, decisions, memoranda, correspondence; assisting in the preparation of or conducting pretrial conferences; performing legal research relative to case law, statutes, rule and other reference and legal authorities. Also assists in the establishing of rules, policies and procedures for processing of appeals. Provides legal consultation to the Board as necessary.

MINIMUM QUALIFICATION REQUIREMENTS

Citizenship Requirement:

The State of Hawaii requires that all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

Required License:

An attorney in good standing, licensed to practice law in the State of Hawaii.

Recommended Qualifications:

Knowledge: Workers' Compensation or occupational safety and health as it relates to boiler and elevator safety law, the Hawaii Workers' Compensation Medical Fee Schedule, administrative rules relating to vocational rehabilitation, Hawaii Rules of Civil Procedures, Hawaii Rules of Evidence, Hawaii Rules of Appellate Procedure.

Skills/Abilities: Perform legal research and complex legal analysis, interpret and apply laws pertaining to appeals before the Board; establish and maintain professional and cooperative work relations; write and think logically and analytically; and possess strong oral and written communication skills.

Education: Graduate of a law school accredited by the American Bar Association.

Experience: Administrative law and hearings, in particular, workers' compensation or occupational safety and health as it relates to boiler and elevator safety, civil litigation, and government/board and commissions.

OTHER INFORMATION

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

Appointment Not to Exceed: 06.30.2017, renewable annually.

To Apply, visit the Department of Labor & Industrial Relations website at <http://labor.hawaii.gov/jobs/>, complete the application and submit to:

Department of Labor & Industrial Relations, Human Resources Office
830 Punchbowl Street, Room 415
Honolulu, Hawaii 96814

Submit the following with your application

- Writing Sample (legal research memo or legal position statement or pleading)
- Verification of license to practice law in the State of Hawaii

Direct all inquiries regarding this position to:

Department of Labor & Industrial Relations, Human Resources Office, (808) 586-9040, Mon-Fri 8a-4p.