

# Department of Labor and Industrial Relations

## Career Opportunity

### Non-Civil Service/Exempt Position

## Labor & Industrial Relations Appeals Board Staff Attorney

Position # 123065E

Appointment Not to Exceed: June 30, 2022 and subject to renewal

Date of Issue: October 6, 2021

**LAST DAY TO FILE APPLICATIONS:** Continuous

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#### **Duties Summary** include but not limited to:

The Staff Attorney serves as the Labor Industrial Relations Appeals Board's in-house attorney and provides legal support to the agency by researching and interpreting statutes and caselaw; drafting orders, decisions, legislation, legislative testimonies, administrative rules, and other legal documents; conducting pre-trial/settlement conferences; and performing other legal or administrative duties as assigned.

#### **Recommended Qualifications:**

Competencies: Background or experience advising government boards, commissions, or other similar entities; litigation experience prosecuting or defending claims in administrative law, preferably workers' compensation, employment, or insurance matters preferred.

Skills: Research, writing, mediation, and communication skills. Proficiency in Office 365 and Adobe applications

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

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

**Salary:** Negotiable based on experience

**To apply:** Submit the following to [damien.a.elefante@hawaii.gov](mailto:damien.a.elefante@hawaii.gov), Subject: Staff Attorney Position

- **Resume**
- **Letter of interest**
- **Legal Writing Sample** such as a legal research memo or legal position statement or pleading

#### **Notice of "At Will" Employment:**

The position is exempt from civil service and temporary in nature. Therefore, if 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 the department head or designee at any time.

**DLIR is an Equal Opportunity Employer/Program Manager**