

OFFICE OF THE ATTORNEY GENERAL OF AMERICAN SAMOA

ASSISTANT ATTORNEYS GENERAL RECRUITMENT

The Office of the Attorney General in American Samoa is currently accepting resumes for the following Assistant Attorney General positions within our Civil and Criminal Divisions:

CIVIL DIVISION:

We are recruiting individuals with experience in the following areas:

- Civil Litigation
- Employment Law
- Workers Compensation Defense
- Personal Injury Defense
- Medical Malpractice Defense
- Real Estate Litigation
- Child Support enforcement

Responsibilities: Assistant Attorneys General represent the American Samoa Government in a variety of civil matters. A high degree of accuracy and attention to detail is required. This position is responsible for initiating and defending civil actions, which includes preparing pleadings, interviewing clients and witnesses, preparing for and conducting administrative and judicial hearings, as well as legal research and writing. The areas of practice generally include torts, contract, civil procedure, workers' compensation defense, appellate, constitutional, and other areas of law as needed to defend the Territory and its interests. This position also includes such other duties and responsibilities as assigned by the Attorney General.

CRIMINAL DIVISION:

We are recruiting individuals with experience in:

- Felony prosecutions
- Misdemeanor prosecutions
- Juvenile prosecutions

Responsibilities: The Assistant Attorneys General represent the American Samoa Government in felony, misdemeanor and/or juvenile prosecutions. A high degree of accuracy and attention to detail is required. Our prosecutors are responsible for prosecuting crimes in the territory and such duties include reviewing police reports, preparing pleadings, interviewing victims and witnesses, meeting with police officers and investigators, negotiating pleas and preparing for and conducting judicial hearings (including first appearances, probable cause hearings, motion hearings, status conferences, trials and sentencings). This position also includes such other duties and responsibilities as assigned by the Attorney General.

Mandatory Qualifications for ALL positions:

Juris Doctorate and Bachelor's Degree required

Member in good standing of a state bar in the United States

Minimum of 1 to 5 years of experience of demonstrated increasing responsibilities

Commitment to high quality legal work

Must be well-organized with good analytical skills, excellent oral and written communication skills, and able to work in a team environment

Self-starter with proven experience as a member of a litigation or prosecutorial 'team'

PC literate with significant keyboard skills, experience with word processing and email programs, and significant knowledge/experience with Lexis or Westlaw

Demonstrated case analysis ability a must.

Additional Qualifications for Civil Division positions:

Significant substantive and procedural motion practice

Strong and successful legal research and writing skills

Record of proven negotiation and settlement skills

Ability to budget costs and calculate exposure with substantive and procedural legal knowledge

Client-focus and client-relation skills required

Significant experience with Amicus, TimeMatters or other case management software

Additional Qualifications for Prosecutor positions:

Experience with prosecutorial case management software and willingness to employ use of same in one's role as prosecutor (preferred, but not required)

Experience working with police officers

Experience with directing and monitoring efforts of criminal investigators

BENEFITS:

Applicants who are hired off-island receive two-year employment contracts (which are renewable). The salary range is generally \$45,000 to \$50,000 (dependent upon years of experience). In addition to salary, two-year contract employees receive the following benefits:

- furnished housing (cost to employee is \$25.00 per week)
- travel to/from American Samoa at beginning and end of contract
- shipping allowance for personal effects (as set by regulation)
- medical and dental coverage
- generous annual leave (26 days per year) and sick leave (13 days per year)
- contract renewal bonus

TO APPLY:

If interested in a position with either our Criminal or Civil Division, please submit a **COVER LETTER and RESUME** detailing:

- position in which one is interested (please be as specific as possible – but you may include more than one position of interest).
- qualifications which meet with mandatory general requirements, as well as additional qualifications for either criminal or civil division positions for which one requests consideration)
- summary of professional experience
- typical case load numbers
- number of jury trials (wins/losses)
- number of bench trials (wins/losses)
- reason for employment changes
- why you would like to live in American Samoa
- ability to be interviewed over the internet on Skype
- ability to relocate to American Samoa on an expedited basis

Send COVER LETTER and RESUME to: ASAGJobs@gmail.com. Please DO NOT mail or fax cover letters or resumes. Use only the email address provided.

THIS POSTING WILL REMAIN PERPETUALLY OPEN. APPLICANTS WILL BE SELECTED FOR INTERVIEWS AS VARIOUS POSITIONS BECOME AVAILABLE. **INTERESTED APPLICANTS SHOULD APPLY NOW.** THE OFFICE OF THE ATTORNEY GENERAL MAINTAINS A “RESUME BANK” AND APPLICANTS' SUBMITTALS WILL BE REVIEWED AS POSITIONS BECOME AVAILABLE. PRIOR APPLICANTS WHO WISH TO SUBMIT UPDATED RESUMES AND COVER LETTERS ARE ENCOURAGED TO DO SO.

AS OF DECEMBER 2016, WE HAVE OPEN POSITIONS IN BOTH CRIMINAL AND CIVIL DIVISIONS. WE ARE ACTIVELY RECRUITING FOR BOTH DIVISIONS.