



## OFFICE OF THE ATTORNEY GENERAL

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### ASSISTANT ATTORNEY GENERAL RECRUITMENT NOTICE

Practice law in the South Pacific! American Samoa is the only U.S. Territory located south of the equator. The Office of the Attorney General of American Samoa is responsible for all criminal prosecutions in the territory, as well as representing the American Samoa Government (ASG) and its various departments in all civil matters. We are a small office with approximately 10 to 15 Assistant Attorneys General (AAG) for both our Civil and Criminal Divisions.

The Office of the Attorney General is currently accepting resumes for the following Assistant Attorneys 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:** AAG's represent ASG 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, but is not limited to, preparing pleadings, interviewing clients and fact and expert witnesses, preparing for and conducting administrative and judicial hearings, as well as legal research and writing. The areas of practice general include issues of tort, contract, civil procedures, workers' compensation defense, appellate, constitutional, and other areas of law as needed to defend the Territory and its interests. This position also includes other duties and responsibilities as assigned by the Attorney General, Deputy Attorney General, and Civil Division Chief.

#### **CRIMINAL DIVISION:**

We are recruiting individuals with experience in:

- Felony prosecutions
- Misdemeanor prosecutions
- Juvenile Prosecutions

**Responsibilities:** The AAG represent ASG 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 shall include, but not be limited to, 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 hearing, motion hearing, status conferences, trials and sentencings). This position also includes other duties and responsibilities as assigned by the Attorney General, Deputy Attorney General, and Criminal Division Chief.

**Mandatory Qualifications for Both Positions:**

- Juris Doctor and Bachelor's Degrees from accredited universities 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'
- Proficient in Microsoft Office desktop applications, experience with 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 motions 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
- Experience with case management software

**Additional Qualifications for Prosecutor Positions:**

- Experience with prosecutorial case management software and willingness to employ use of same in role as prosecutor (preferred but not required)
- Experience working with police officers
- Experience with directing and monitoring efforts of criminal investigators.

**Compensation and Benefits:**

Applicants who are hired from off-island receive two-year employment contracts (renewable). The starting salary range is \$40,000 to \$50,000 dependent on experience. In addition to salary, two-year contract employees receive significant benefits:

- Furnished housing (\$25 per week)

- Travel to/from American Samoa at beginning and end of contract
- Shipping allowance for personal effects
- Medical and dental coverage (coverage available immediately for employee and dependents upon arrival)
- General annual leave (26 days per year and sick leave (13 days per year)

**General Information:**

English is spoken as well as Samoan. No knowledge of Samoan is required. Telephone calls to the U.S. Mainland are domestic long-distance calls. Mail is through the United States Postal Service. No additional bar examination is required; however, you must be able to produce a Certificate of Good Standing from your state bar. American Samoa has a near constant warm and humid climate. The current population is approximately 70,000. The island of Tutuila, which is the main island is approximately 26 miles long and 2 miles wide.

**TO APPLY:**

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

- Position you are interested in
- Qualifications which meet the mandatory general requirements, as well 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 trial (wins/losses)
- Number of bench trials (wins/losses)
- Reason for employment change
- Why would like to live and work in American Samoa
- Ability to be interviewed over the internet on Skype
- Ability to relocate to American Samoa on an expedited basis

Send a COVER LETTER and RESUME to: [asagjobs@gmail.com](mailto:asagjobs@gmail.com).

You can also apply online by [clicking here](#). Please DO NOT mail or fax cover letters or resumes. Apply online or use only the email provided with questions you may have.

**THIS POSTING WILL REMAIN OPEN CONTINUOUSLY. APPLICANTS WILL BE SELECTED FOR INTERVIEWS AS VARIOUS POSITIONS BECOME AVAILABLE. INTERESTED APPLICANTS SHOULD APPLY NOW. PRIOR APPLICANTS MAY SUBMIT UPDATED RESUMES AS NEEDED.**