OFFICE OF THE ATTORNEY GENERAL
OF AMERICAN SAMOA

ASSISTANT ATTORNEYS GENERAL RECRUITMENT

Do you want to practice law on a tropical island? Do you want to wear flip flops to court? Do you want to experience a unique culture in the South Pacific? Do you want to gain significant legal experience in a U.S. Territory?

American Samoa is a U.S. Territory, located approximately six hours from the State of Hawaii, with an approximate population of 55,000. The Territory follows U.S. federal law as well as local territorial law. The Office of the Attorney General is responsible for representing the Territory in both Civil and Criminal legal matters. Our civil division provides both general counsel to government departments and representation in litigation. Our criminal division prosecutes all crimes in the territory, from traffic violations to major felonies. Our attorneys enjoy a relaxed, casual environment in a beautiful tropical setting.

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 and 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, including in a judicial clerkship;

  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-focused and client-relation skills required

**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 (including family members)
- 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 (civil or criminal)
- qualifications which meet with mandatory general requirements, as well as additional
- qualifications for either criminal or civil division positions for which one requests consideration)
- 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.

WE HAVE OPEN POSITIONS IN BOTH CRIMINAL AND CIVIL DIVISIONS. WE ARE ACTIVELY RECRUITING FOR BOTH DIVISIONS.