# JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Job Title: Legal Counsel (Junior)</th>
<th>Posting Date: August 28, 2020</th>
<th>Serial No.: 251-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Division: Governor's Office/Attorney General Office</td>
<td>Closing Date: September 04, 2020</td>
<td>Announcement No.: 050-20</td>
</tr>
<tr>
<td>Type of Position: Temporary Appointment</td>
<td>Posting Type: Employment Opportunity/ Open to the Public</td>
<td>Pay Grade and Salary Range: GS-15/$21,715- $51,875p.a.</td>
</tr>
</tbody>
</table>

*Note: This is exempted from the freeze as per the Governor's General Memorandum.*

**General Description:**
The Junior Legal Consultant will assist the Senior Legal Consultant, and under their supervision, complete the following scope of work: Using the step by step process and forms adopted by the Rule Reform Panel and the Five Phase Timeline set forth in the TAP proposal. Work with agency Rule Reform Officers to do the following: to inventory, review, repeal, amend, draft, agency rules for adoption. Assist agencies in identifying statutory to facilitate needed rule reforms for recommendation to the Governor.

**Key Duties and Responsibilities:**
- Shall prioritize rule reform work to first address agencies with rulemaking authority who have a demonstrated need for rules
- Reform to facilitate to use of Covid 19 federally appropriated funding allocated to the Territory or needed to deal with Covid 19 issues
- Train agency PROs in rule drafting, rule maintenance, and offer education to PROs and agency assigned personnel in the hierarchy of laws, purpose of agency rulemaking, its relationship to: government accountability, fiscal responsibility, federal reporting requirements, government liability, government efficiency, and quality of service, overall impact on public health safety and welfare and to rights of appeal of agency decisions.
- Attend meetings with the Rule Reform Panel, assist in public hearing, and supervise the work of the Legal Counsel
- Identify and establish a portal system for tracking agency rule and policy change
- Delegate, divide, allocate, or jointly work so much of the afore-stated scope of work with a junior Legal Counsel and supervise the same
- Adhere to the same standards of conduct required of Government Employees under title 7 of the American Samoa Code Annotated at all times
- Perform other job related duties as assigned

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*This is an Equal Employment Opportunity Employer*

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485 / Email: hr@americansamoa.gov / Fax: (684) 633-1139

"Here To Serve"
Knowledge, Skills and Ability:

➢ Must be an attorney presently admitted to practice law in American Samoa and be a current member of the American Samoa Bar Association in good standing. The consultant may not begin work until proof of admission is shown;
➢ Never have been disbarred from practicing law, and have no disciplinary, suspension or disbarment action pending against them in any State or Territory of the U.S.
➢ Must graduated from an ABA-accredited law school with the degree of Juris Doctor
➢ Ability to work independently with minimal supervision
➢ Ability to complete long-term project management and planning goals and objectives
➢ Ability to comply with TAP grant reporting requirements
➢ Basic Knowledge of computers and fundamentals of setting up of a web portal
➢ Able to work full time at designated Rule Reform Project Office site

Academic and Experience Requirements:

➢ Juris doctor degree from an American Bar Association (ABA) accredited law school
➢ Pass the Bar Exam in any U.S. Jurisdiction
➢ License to practice in American Samoa
➢ Salary will commensurate with degree and experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa’afetai tele,

[Signature]

Eseneiaso J Liu
Director, Department of Human Resources

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