



Lemanu P.S. Mauga
Governor

Fuimaono Asaua Fuimaono
Acting Public Defender

Talauega E. V. Ale
Lt. Governor

Office of the Public Defender

3rd Floor, Executive Office Building, Utulei
P.O. Box 4030
Pago Pago, American Samoa 96799
Telephone: (684) 633-1286 – Fax: (684) 633-4745

POSITION DESCRIPTION – ASSISTANT PUBLIC DEFENDER

General Description

Seeking an Assistant Public Defender (APD) to provide legal representation to indigent defendants in criminal felony, misdemeanor, juvenile, and certain proceedings as appointed by the Court. Our office employs four (4) attorneys and five (5) support staff to assist with a multitude of cases we handle each year. We are putting together a team of diverse and outstanding individuals from all racial and ethnic backgrounds who can provide high quality representation to our clients.

Position Type

Full time, entry-level assistant public defender position.

Key Duties & Responsibilities

Assistant Public Defenders are accountable for providing high quality representation to clients.

Responsibilities include:

- Preparing each case efficiently and expeditiously;
- Advising and counseling each client;
- Establishing and maintaining a professional relationship with each client;
- Effective and efficient use of investigators, mitigation and placement specialists and other support staff;
- Seeking assistance from experts appropriate to the case;
- Demonstrating professional demeanor;
- Exercising sound judgement to achieve desired results; and
- Assisting the Public Defender in carrying out responsibilities

Minimum Requirements

- Licensed to practice law in any U.S. State or Territory – American Samoa does not administer a bar exam – a law license in good standing in any U.S. jurisdiction is sufficient for local admission.
- Up to two years' experience handling criminal cases;
- Participation in a law school trial advocacy course or litigation skills program preferred but not required;
- Participation in a law school clinic or externship in which applicant was authorized to provide direct representation in litigation to individuals or entities;
- Excellent verbal, computer, and communication skills;
- Demonstrated ability to write clearly and concisely;

- Bilingual skills: English/Tagalog and/or English/Vietnamese helpful but not required;
- Willingness to interview clients in jails and in juvenile detention facilities; and,
- Valid Driver's License.

Employment Status

Contractor – Minimum two (2) year term.

Salary Range & Benefits

- \$60,000 – \$75,000 per annum
- Monthly Housing Allowance
- Monthly Utility Allowance
- Bonuses upon completion 1st year and 2nd year
- Travel allowance for yourself and your dependents.
- Household shipping allowance
- 26 days paid leave per annum
- 13 sick days per annum
- Medical & Dental benefits for employee and dependents through Lyndon B. Johnson Tropical Medical Center or the American Samoa Department of Health (you are responsible for co-pays and nominal facility charges).

Application Process

The application forms and further instructions will be provided following a successful application and screening process. The following documents will be required so please have these ready for submission upon receiving an offer letter:

- Law school transcripts;
- Copy of law school diploma;
- State bar certifications of good standing;
- Letters of Reference (letters of reference not included with application will not be considered);

Additional information concerning this vacancy may be obtained from the Office of the Secretary of American Samoa via email at secretaryofamericansamoa@go.as.gov or earl.mokoma@go.as.gov or via phone at (684) 633-6722 or (684) 731-1243.

Ma le ava tele,



Earl E. Mokoma
Legal Policy Advisor
Acting Administrator
Office of the Public Defender