



Secretary of American Samoa

Lemanu P.S. Mauga
Governor

American Samoa Government
Telephone: (684) 633-4116 Fax: (684) 633-2289

Talauega E.V. Ale
Secretary of American Samoa

Job Title	Senior Legal Consultant	Posting Date:	9-16-2023
Department /Division	Office of the Secretary of American Samoa	Closing Date:	Open until filled
Type of Position:	Temporary Contract Position	Salary Range and Benefits:	\$70,000 per annum \$1000 monthly housing allowance

General Description:

A Senior Legal Consultant is responsible for training Rule Reform Officers (RRO) in rule drafting, rule maintenance and educating RRO's to the purpose behind rule making. Its relationship to the tenets of the Originating Executive Order making all efforts to alleviate public burden, improving agency operations and budgets, improving government efficiency and fiscal responsibility, minimizing liability risk, planning and implementing the Governor's policies.

Key Duties and Responsibilities:

- Complete agency wide rule reform for the Territory of American Samoa under the Comprehensive Administrative Rule Reform (CARR) Project.
- Assist and advise agency Rule Reform Officers (RRO) to complete step by step process for agency rule reform as described in CARR flow chart as authorized by the Rule Reform Panel (RRP).

Work Prioritization

- Prioritize their work effort towards agencies having demonstrated the need for rule reform that mitigates against an existing or foreseeable event or incident that would have a significant negative or deleterious impact on employment, economy, health and well-being of the Territory of American Samoa and its

population or facilitate the use of Federal funds allocated to the Territory as a result thereof.

- Rule reform work for all other agencies may thereafter be conducted according to urgent need or readiness of agencies to update their agency rules
- Attend Meetings In person or via Zoom or other medium, for agency presentation of rule reforms to the RRP and assist agencies in public hearings, media and public presentation of the CARR Project
- Identify and assist with design and publication of a government website for uploading adopted agency rules and a portal system for tracking pending agency rules
- Perform other job-related duties as assigned or directed

Knowledge, Skills and Ability:

- Ability to work independently with minimal supervision
- Ability to complete long-term project management and planning goals and objectives
- Have a basic knowledge of computers and fundamentals of setting up of a web portal
- Must be able to report to and start work, in person and on-island on September 31, 2023.
- Timeline flexible at discretion of and/or direct approval of Secretary of American Samoa or his designee.

Academic and Experience Requirements:

- Must be presently admitted to practice law, or able to attain admission in 30 days or less in American Samoa and be a member in good standing or able to attain said membership and status in 30 days or less
- 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
- Have some direct work experience with 2020 federal Covid-19 laws and regulations as concerns at least one or more American Samoa government agencies (preferred but not required).
- Have graduated from an ABA- accredited law school with the degree of Juris Doctor
- Have at least 2 years of experience drafting and interpreting administrative rules.

- Have at least 1-year direct work experience training and educating management level agency personnel in the importance of maintaining and updating administrative rules
- Years of progressively responsible working experience may be substituted for portion of the academic requirement

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
Designee of the Secretary of American
Samoa