

Honorable Pula'ali'i Nikolao Pula  
Governor

Honorable Pulumata'ala Ae Ae Jr.  
Lieutenant Governor



Titiaoalii Dr. Asenati Ietitaia Sa'au-Umi  
DHR Director

Max Tuitele  
Deputy Director

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Deputy Director

AMERICAN SAMOA GOVERNMENT  
DEPARTMENT OF HUMAN RESOURCES  
PAGO PAGO, AMERICAN SAMOA 96799

**JOB ANNOUNCEMENT**

<b>Job Title:</b> <i>Legal Counsel</i>		<b>Posting Date:</b> <i>June 26, 2026</i>	<b>Serial No.:</b> <i>098-26</i>
<b>Department/Division:</b> <i>Office of Protection &amp; Advocacy for the Disabled (OPAD)</i>		<b>Closing Date:</b> <i>July 17, 2026</i>	<b>Announcement No.:</b> <i>098-26</i>
<b>Type of Position:</b> <i>Permanent Appointment</i>	<b>Posting Type:</b> <i>Employment Opportunity/ Open to the Public</i>	<b>Pay Grade and Salary Range:</b> <i>GS-15/\$21,715 - \$62,275p.a.</i>	

**General Description:**

The Office of Protection & Advocacy for the Disabled seeks a qualified private attorney to provide independent legal services under the federal Protection and Advocacy system and the Client Assistance Program. The attorney will advise OPAD staff on intake and case merit, provide direct representation to eligible clients, ensure from the American Samoa Government in all advocacy matters.

**Key Duties and Responsibilities:**

- Meet with OPAD staff and requesters to review new intakes and requests for Protection & Advocacy and Client Assistance Program services.
- Identify legal issues, including applicable statutes of limitations, and advise requesters and accepted clients accordingly.
- Determine legal merit for potential representation.
- Assess whether OPAD should provide legal advice or full presentation.
- Draft, review, and approve OPAD staff responses involving a requester's legal rights.
- Accept a caseload limited by OPAD's available resources.
- Review, revise, and draft OPAD's intake and case assessment policies, practices, and SOPs to ensure compliance with P&A/CAP statutory and regulatory requirements.
- Conduct annual reviews of all such policies for continued federal compliance.
- Review all OPAD cases prior to closer to ensure:
  - No resolved legal issues remain
  - Client goals were achieved or are unachievable.
  - OPAD complied with American Samoa legal requirements for representation.
- Review and approve client closing letters/ termination correspondence.

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799  
Ph: (684) 633-4481/ Email: [info@hr.as.gov](mailto:info@hr.as.gov)

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- Advise OPAD staff on use of authorities granted under P&A enabling statutes related to monitoring, abuse and neglect investigations, and other P&A authorities.

**Knowledge, Skills, and Ability:**

- The attorney must adhere to all obligations, restrictions, and provisions in any federal Notice of Award (NOA) issued to OPAD.
- Familiarity required with the following federal programs:
  - PADD (Developmental Disabilities)
  - PAIMI (Mental Illness)
  - PAIR (Individual Rights)
  - PAAT (Assistive Technology)
  - PABSS (Social Security Beneficiaries)
  - PATBI (Traumatic Brain Injury)
  - PAVA (Voting Accessibility)
  - CAP (Client Assistance Program)
  - SPSSB (Rep. Payee)
- Familiarity required with American Samoan laws protecting disability rights.

**Academic and Experience Requirements:**

- Applicant must have a master's degree from an accredited university or college plus four (4) years of work experience two (2) years of supervisory capacity.
- OR a bachelor's degree from an accredited university or college plus five (5) years of work experience and three (3) years of supervisory.
- Must hold a Juris Doctor (J.D.) degree
- Must be an active member of the American Samoa Bar Association
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement.
- Salary will be adjusted according to 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 699-4481.**

Fa'afetai tele,



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Titiaoalii Dr. Asenati Ietitaia Sa'au-Umi  
Director, Department of Human Resources

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