



**Office of the Attorney General**  
**RECRUITMENT & SELECTION**  
**APPLICATION FORM**

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| <b>THIS APPLICATION IS FOR THE FOLLOWING VACANT POSITION:</b>            |
| <b>Position Title:</b> <i>Law Clerk- Civil Litigation &amp; Opinions</i> |
| <b>Position Code:</b> <i>AT001733</i>                                    |
| <b>Division:</b> <i>Civil Litigation &amp; Opinions Division</i>         |
| <b>Location:</b> <i>OAG, TATTE Building, Level 6</i>                     |
| <b>Salary Rate:</b> <i>S001-A11 (\$24,991-\$26,683)</i>                  |

| 1. PERSONAL DETAILS        |  |                |  |
|----------------------------|--|----------------|--|
| NAME                       |  |                |  |
| DATE OF BIRTH              |  | GENDER         |  |
| NATIONALITY                |  |                |  |
| FAMILY STATUS (DEPENDENTS) |  |                |  |
| POSTAL ADDRESS             |  | E-MAIL ADDRESS |  |
| TELEPHONE WORK             |  | MOBILE NUMBER  |  |
| TELEPHONE HOME             |  | FAX NUMBER     |  |
| LANGUAGES                  |  |                |  |
| HOBBIES                    |  |                |  |
| COMMUNITY INVOLVEMENT      |  |                |  |

| 2. ACADEMIC BACKGROUND (Most recent ones first) |                     |                        |
|---|---------------------|------------------------|
| Dates   | Institution/Country | Qualification Attained |
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| 3. OTHER PROFESSIONAL DEVELOPMENT/WORKSHOPS/CONFERENCES ATTENDED (State only those that are relevant to this position) |                     |                       |
|--|---------------------|-----------------------|
| Dates  | Institution/Country | Programme Title/Theme |
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| <p><b>CRITERIA 4</b><br/> Research skills essential,<br/> Proficiency with Lexis<br/> Nexis, Brookersonline, and<br/> PacLii, and ability to use<br/> search engines for legal<br/> specific research<br/> (ESSENTIAL)</p>                          |  |
| <p><b>CRITERIA 5</b><br/> Ability to work<br/> independently without<br/> supervision (ESSENTIAL)</p>   |  |
| <p><b>CRITERIA 6</b><br/> Preferable proficiency in<br/> speaking and writing<br/> Samoan and English<br/> languages (ESSENTIAL)</p>  |  |
| <p><b>CRITERIA 7</b><br/> Must have a sound knowledge<br/> of all relevant legislations and<br/> Acts governing the work of the<br/> Civil Litigation &amp; Opinions<br/> division and the Office of the<br/> Attorney General<br/> (ESSENTIAL)</p> |  |
| <p><b>8. GENERAL INFORMATION</b></p>  |  |
| <p>Computer Literacy (list<br/> programmes and level of<br/> competency)</p>  |  |
| <p>Declaration of close relations to<br/> any individual who is currently<br/> employed at the Office of the<br/> Attorney General. Please list<br/> name/s and nature of relationship.</p>   |  |
| <p>Discipline Record (list past<br/> employment disciplinary cases or<br/> criminal convictions, if any)</p>  |  |
| <p>Possible start date if successful</p>  |  |
| <p><b>9. ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT</b></p>  |  |

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| <b>10.</b>       | <b>HOW DID YOU LEARN ABOUT THIS POSITION?</b>  |
|                  |  |
| <b>11.</b>       | <b>CERTIFICATION &amp; AUTHORISATION:<br/>All information submitted herewith is true and correct. The Office of the Attorney General has the authority to seek verification of any information provided.</b> |
|                  |  |
| <b>Signature</b> | <b>Date</b>  |

The following documents must be attached to this Application Form:

- Curriculum Vitae
- Certified Copies of Qualifications

Applicants may attach copies of available Referee reports and other information they wish to provide to support their application.

**OFFICE OF THE ATTORNEY GENERAL**  
**Job Description Form**

**Job Title:** Law Clerk – Civil Litigation & Opinions

**Division:** Civil Litigation & Opinions Division

**Salary Rate:** *S001-A11 (\$24,991-\$26,683)*

**Location of Job:** AGO Office, TATTE Building

**Responsible to the:** Assistant Attorney General – Civil Litigation & Opinions

**Primary Objectives**

To provide support and assistance to the Assistant Attorney General (Civil), in order to ensure that the duties and responsibilities of the position are carried out efficiently and at the highest possible standard and to ensure that objectives for the Civil Team under the Office’s Corporate Plan are met.

**Duties and Responsibilities**

1. To provide legal or other research as requested by the Assistant Attorney General or Attorney General.
2. To provide legal advice and representation as requested from the Assistant Attorney General or Attorney General.
3. To assist in providing quality opinions on and reviews or draft of international documents including conventions, treaties, bilateral and multilateral agreements etc.
4. To prepare and review contracts and other agreements and participate in evaluations as the representative of the Attorney General.
5. To assist and participate fully in all the work of the Civil Division and all team efforts to finalise and produce work allocated to the Division.
6. To undertake such other tasks and responsibilities as required by the Attorney-General or Assistant Attorney-General, including any corporate or administrative task.
7. Contribute to creating an environment where lawyers are able to reach their full potential and fully develop in all areas.

## **Selection Criteria**

1. Minimum qualification Bachelor of Laws (LLB) degree from a recognized Institution. (Essential)
2. Ability to conduct and produce high quality legal advice & other matters. (Essential)
3. Ability to draft and prepare high quality written legal opinion. (Essential)
4. Research skills essential, Proficiency with Lexis Nexis, Brookersonline, and PaCLii, and ability to use search engines for legal specific research (Essential)
5. Ability to work independently without supervision. (Essential)
6. Preferable proficiency in speaking and writing Samoan and English languages. (Essential)
7. Must have a sound knowledge of all relevant legislations and Acts governing the work of the Civil Litigation & Opinions division and the Office of the Attorney General (ESSENTIAL)