

**MICHAEL P. VICTORINO**  
Mayor

**SANDY K. BAZ**  
Managing Director



**OFFICE OF THE MAYOR**  
COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.mauicounty.gov](http://www.mauicounty.gov)

January 25, 2021

Michael J. Molina, Chair  
Government Relations, Ethics,  
and Transparency Committee  
200 South High Street  
Wailuku, Hawaii 96793

Dear Chair Molina:

**SUBJECT: APPOINTMENT AND REMOVAL OF ADMINISTRATIVE HEADS OF DEPARTMENTS (PROSECUTING ATTORNEY) (GREAT-1(1))**

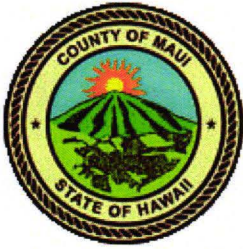
Per your request by letter dated January 22, 2021, enclosed please find a copy of the County of Maui job description for the Prosecuting Attorney regarding the appointment of Andrew H. Martin as the Prosecuting Attorney for the Department of the Prosecuting Attorney.

Please feel free to contact me at ext. 5535 should you have any questions or concerns. Mahalo for your attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "Michael P. Victorino". The signature is written in a cursive style with a large initial "M" and "V".

MICHAEL P. VICTORINO  
Mayor, County of Maui



# PROSECUTING ATTORNEY

Class Code:  
OC.055

Bargaining Unit: N/A

COUNTY OF MAUI

Established Date: Dec 12, 2018

Revision Date: Dec 14, 2018

## DUTIES SUMMARY:

- Appoint such deputy prosecuting attorneys and necessary staff as shall be authorized by the council. Deputy prosecuting attorneys shall be exempt from civil service and shall serve at the pleasure of the prosecuting attorney.
- Attend all courts in the county and conduct, on behalf of the people, all prosecutions therein for offenses against the laws of the State and the ordinances and rules of the county.
- Appear in every criminal case where there is a change of venue from the courts in the county and prosecute the same in any jurisdiction to which the same is changed or removed.
- Institute proceedings, or direct the chief of police to do so, before a judge of a court of competent jurisdiction for the arrest of persons charged with or reasonably suspected of public offenses when the prosecuting attorney has information that any such offenses have been committed, and for that purpose take charge of criminal cases before a judge of a court of competent jurisdiction, either in person or by a deputy or by such other prosecuting officer as the prosecuting attorney shall designate.
- Draw all indictments and attend before the grand jury whenever cases are presented to it for its consideration. Nothing herein contained shall prevent the conduct of proceedings by private counsel before a judge or courts of record under the direction of the prosecuting attorney.
- Prosecute administrative violations of the liquor laws before the board of liquor adjudication.
- Perform such other duties and functions as shall be assigned by the mayor.

## MINIMUM QUALIFICATION REQUIREMENTS:

- Be a citizen of the United States.
- Be a resident of the State for at least one year immediately preceding the appointment.

- Be an attorney licensed to practice and in good standing before the Supreme Court of the State.
- Have engaged in the practice of law for at least five years. (Amended 2016, 1992)
- As a part of or in addition to the five years of experience in the practice of law, three years of criminal litigation experience.
- As a part of or in addition to the five years of experience in the practice of law, three years of responsible managerial and budgetary experience.
- As a part of or in addition to the five years of experience in the practice of law, three years of experience in one or more of the following functions: attending and appearing in courts of competent jurisdiction, and prosecuting criminal offenses on behalf of a municipality or other governmental entity or defending against such proceedings; instituting proceedings, or directing the chief of police of a municipality or other governmental entity to institute proceedings, before a judge of a court of competent jurisdiction for the arrest of persons charged with or reasonably suspected of criminal offenses; drawing and presenting indictments to a grand jury for consideration; and prosecuting administrative violations of liquor laws.