

## **JUDICIAL ASSISTANT I (Lautenberg)**

Exempt (Non-Civil Service) Appointment

**Salary:** \$4,509 per month

**Location:** First Circuit Court, 18<sup>th</sup> Division, Honolulu, Hawaii

**Summary of Duties:** Serves as the exclusive trusted personal and confidential assistant to a judge of one of the divisions of the Circuit Courts; schedules and manages the Court's calendar; records minutes of hearings; processes Court documents, interacts with attorneys, staff, and litigants; performs clerical/administrative tasks; and performs other duties as required.

**Minimum Qualification Requirements:** Graduation from high school; three (3) years of general clerical office experience; and three (3) years of legal or court work experience which included work dealing with the preparation of legal and/or court documents and forms.

**Qualification for Firearms (Lautenberg):** Applicants must be qualified to possess firearms or ammunition in accordance with state and federal laws, e.g., no misdemeanor or felony domestic violence conviction.

**Citizenship/Residency Requirements:** Applicants must be citizens, permanent resident aliens or nationals of the United States, or non-citizens with unrestricted employment authorization from the U.S. Citizenship and Immigration Services, U.S. Department of Homeland Security.

All applicants shall become residents of the State within thirty (30) days after beginning their employment and as a condition of eligibility for continued employment.

**How to Apply:** Submit a cover letter, resume and references to the attention of the Honorable Ronald G. Johnson by email: [17thDivision.1CC@courts.hawaii.gov](mailto:17thDivision.1CC@courts.hawaii.gov)

Or by mail to:  
First Circuit Court  
777 Punchbowl Street  
Honolulu, HI 96813  
Attention: Honorable Ronald G. Johnson

If you have additional questions about this position, please contact the 17<sup>th</sup> Division at (808) 538-5170.

**Recruitment will be conducted until the position is filled.**