



HAWAII STATE JUDICIARY NOTICE OF EXEMPT (NON-CIVIL SERVICE) EMPLOYMENT OPPORTUNITY

LAW CLERK (Lautenberg)

Anticipated Start Date: September 3, 2024

Salary: \$5,918 per month effective July 1, 2024

Location: Second Circuit Court, 3rd Division, Wailuku, Hawai'i

Summary of Duties: Performs legal research and analysis, and prepares memoranda of findings and analysis; prepares court calendar; may assist in preparations for pre-trial hearings and trials; and performs other duties as required.

Minimum Qualification Requirements: Graduation from a school of law recognized by the American Bar Association with a Juris Doctor degree. Member of Hawaii State Bar preferred, but not required.

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, lawful permanent residents (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: Please email your resume, list of references, and a writing sample to: joella.n.jones-saito@courts.hawaii.gov or

By mail to:

Second Circuit Court
2145 Main Street
Wailuku, HI 96793
Attention: Judge of the 3rd Division

First consideration will be given to resumes received by **Friday, March 1, 2024.**

Should you have questions, please contact the Judicial Assistant at (808) 244-2862.

Recruitment will be conducted until the position is filled.