



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

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### **APPELLATE LAW CLERK (for Associate Judge Keith K. Hiraoka)**

**Anticipated Start Date:** January 17, 2024

**Location:** Intermediate Court of Appeals of the State of Hawai'i, Honolulu, Hawai'i.

**Starting Salary:** \$5,940 per month (\$6,153 per month effective July 1, 2024)

**Summary of Duties:** Reviews and analyzes the contents of appellate briefs and records on appeal; performs legal research; prepares memoranda of law and proposed dispositions; conducts thorough final review of opinions, memorandum opinions, and summary disposition orders to check for accuracy of citations, content, and form; and performs other duties as required.

**Requirement:** Graduation from a school of law accredited by the American Bar Association with a Juris Doctor degree.

**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, writing sample(s), a list of at least two references, and law school transcript to the attention of the Honorable Keith K. Hiraoka by email to: [kehaulani.y.otsuka@courts.hawaii.gov](mailto:kehaulani.y.otsuka@courts.hawaii.gov)

Or by mail:

Hawai'i State Judiciary, Intermediate Court of Appeals  
426 Queen Street, Room 201  
Honolulu, HI 96813  
Attention: Honorable Keith K. Hiraoka

Note: Your law school transcript does not have to be an original transcript. A copy will be acceptable.

Applications will be considered as received. Recruitment will be conducted until the position is filled.

Should you have any questions, please contact Kehaulani Otsuka at (808) 539-4752.