



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

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### **LAW CLERK (Lautenberg)**

**Start Date:** March 1, 2024

**Salary:** \$5,713 per month (\$5,918 per month effective July 1, 2024)

**Location:** Fifth Circuit Court, 2nd Division, Lihue, Hawaii

**Summary of Duties:** Performs legal research and analysis, and prepares memoranda of findings and analysis; communicates with attorneys on preparation of court orders; assists 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 a cover letter, resume, list of references, and writing samples to: [celeste.h.inanod@courts.hawaii.gov](mailto:celeste.h.inanod@courts.hawaii.gov) or

By mail to:

Fifth Circuit Court  
3970 Ka'ana Street, Suite 307  
Lihue, HI 96766  
Attn: Circuit Judge of the 2nd Division

Recruitment will be conducted until the position is filled.