



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

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

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

**Location:** Third Circuit Court, 2nd Division, Hilo, 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; serves as the court officer responsible for providing courtroom services to the judge; keeps order in the courtroom; attends jurors' deliberations; 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 Hawai'i 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 writing sample to:

[Recruitment.3JC@courts.hawaii.gov](mailto:Recruitment.3JC@courts.hawaii.gov) or

**By mail to:**

Third Circuit Court  
Hale Kaulike  
777 Kilauea Avenue  
Hilo, HI 96720  
Attention: Judge Henry Nakamoto

Recruitment will be conducted until the position is filled.