



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

---

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

**Anticipated Start Date:** June, July or August 2024 for a one-year clerkship (ending in August or September 2025)

**Annual Salary:** \$5,713 per month (or \$68,556 per year) increasing to \$5,918 per month (or \$71,016 per year) effective July 1, 2024

**Location:** First Circuit Court, 14th Division, Honolulu, Hawaii

**Summary of Duties:** Performs legal research and analysis, 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.

**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.

**Benefits:** Eligible employees observe up to 13 paid holidays per calendar year, may earn up to 21 paid vacation days and 21 paid sick leave days per calendar year. Enrollment in medical, prescription drug, dental or vision care plans is available to eligible employees as well as membership in the State of Hawaii Employees Retirement System.

**How to Apply:** Submit a cover letter, resume, law school transcript, and writing sample to the attention of the Honorable James H. Ashford by email to: [10thDivision.1CC@courts.hawaii.gov](mailto:10thDivision.1CC@courts.hawaii.gov)

Should you have any questions, please call (808) 539-4012.

Recruitment will be conducted until the position is filled.