



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

LAW CLERK (Lautenberg)

Anticipated Start Date: August 2024

Salary: \$5,918 per month (Starting salary effective July 1, 2024)

Location: First Circuit Court, 17th Division – Criminal Administration, Honolulu, Hawai'i

Summary of Duties: Performs legal research and analysis, prepares memoranda of Law; findings of fact and conclusions of law; 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 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 domestic violence conviction or any felony 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: Submit a cover letter, resume, transcript(s), and writing samples to the attention of the Honorable Ronald G. Johnson by email to: Julie.T.Okamoto@courts.hawaii.gov

Or by mail:

Honorable Ronald G. Johnson
Attention: Julie Okamoto
First Circuit Court, 17th Division
777 Punchbowl Street
Honolulu, HI 96813

Recruitment will be conducted until the position is filled.