



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

JUDICIAL ASSISTANT I (Lautenberg)

Start Date: Immediate

Salary: \$5,573 per month

Location: Third Circuit Court, 3rd Division, Kailua-Kona, Hawaii

Summary of Duties: Serves as the exclusive trusted personal and confidential assistant to a judge of one of the divisions of the Circuit Courts; screens, organizes and coordinates matters presented for executive consideration; schedules and manages the Court's calendar; records minutes of hearings; processes Court documents, interacts with attorneys, staff, and litigants; performs clerical/administrative tasks; and performs other duties as required.

Minimum Qualification Requirements: Graduation from high school; three (3) years of general clerical office experience; and three (3) years of legal or court work experience which included work dealing with the preparation of legal and/or court documents and forms.

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: Email a cover letter, resume and references to the attention of the Honorable Kimberly Tsuchiya at Recruitment.3JC@courts.hawaii.gov

Or by mail:

Third Circuit Court
Keahuolū Courthouse
74-5451 Kamaka'eha Avenue
Kailua-Kona, HI 96740
Attention: Honorable Kimberly Tsuchiya

Recruitment will be conducted until the position is filled.