



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

SPECIAL ASSISTANT FOR JUDICIARY COMMUNICATIONS

The Hawaii State Judiciary invites qualified persons to apply for a full-time, Special Assistant for Judiciary Communications in Honolulu, Hawai`i.

START DATE: January 2, 2025

SALARY: \$9,142 to \$10,542 per month (\$109,704 to \$126,504 annually)*

*The starting salary may be at a rate between the salary range listed above and will be determined by the hiring authority based on qualifications.

LOCATION: Communications and Community Relations Office, Intergovernmental and Community Relations Department, Office of the Administrative Director of the Courts

SUMMARY OF DUTIES: This position serves as a Special Assistant responsible for all facets of Judiciary communications, public information, community relations and outreach, including, but not limited to developing the Judiciary's communication strategies and identifying the means and methods for effective implementation; reviewing and analyzing materials and information, and recommending solutions and/or solving technical managerial problems; developing effective relationships with Judiciary stakeholders including other agencies, the legislature, the media, and the public for the management of information dissemination; carrying out special assignments and studies under delegated authority; and serving as the Judiciary's spokesperson and media/community relations liaison.

The incumbent of this position provides leadership, and serves as a trusted expert, confidante, and principal staff advisor to the Chief Justice, Administrative Director of the Courts, Deputy Administrative Director of the Courts, judges and management officials in the areas of communications and community relations.

The incumbent of this position must maintain a high degree of confidentiality, as he/she has access to, knowledge of, and attends to highly sensitive and confidential matters related to Judiciary communications and information. The work of the Special Assistant is performed within the framework of pertinent laws, rules, regulations, policies and procedures, and requires a high degree of organizational and communication skills.

QUALIFICATION REQUIREMENTS:

Education: Bachelor's degree from an accredited college or university is required.

Experience: Progressively responsible professional work experience in public information or a related field which demonstrated leadership and successful management of communications initiatives for an organization is desired. The experience must demonstrate the ability to analyze complex problems and strategic issues, develop integrated and creative solutions; and develop and maintain effective internal

and external communication protocols and practices. The experience must also demonstrate the ability to establish effective working relationships with community organizations, government agencies; the ability to organize, plan, and conduct programs to disseminate information to the public, including evaluating the style, manner of presentation, and effect of materials presented in terms of public information value; the ability to act as a spokesperson for a company, an organization, or a segment of a large organization; the ability to effectively utilize social media to enhance the Judiciary's communications program; and the ability to perform on-camera interviews and/or conduct press conferences. The experience may have been gained in print, broadcast or digital media including Internet, e.g., social media such as X (Twitter) and mobile mass communication, and must demonstrate familiarity with the working environment of the media.

In addition, at least one (1) year of progressively responsible professional work experience that demonstrates the ability to develop and execute proactive communications programs including public relations plans that strategically support the goals and objectives of the client is highly desired. This experience must have included planning, developing, and conducting public relations activities designed to create and maintain a favorable public image for the employer or client; keeping the public informed of the employer's programs, accomplishments, or points of view; arranging for and conducting public contact programs designed to meet the employer's objectives, utilizing knowledge of changing attitudes and opinions of clients, employees and other interest groups. The experience may have been gained as an account manager in a public relations firm or in any other environment which required of the applicant an affirmative and pro-active approach to the enhancement of public images including counseling and coaching the employer or client, and their staff in matters of external relations. The experience must have also demonstrated the ability to bring together a work team of diverse opinions and perspectives, to direct and mobilize a workforce in a unified and concerted effort, often with limited resources and with time constraints.

DESIRABLE EXPERIENCE: Work experience at the legislature or as an attorney, which demonstrates possession of skills and abilities stated above.

OTHER REQUIREMENTS: The incumbent must be able and willing to work a variable work schedule and work outside of normally scheduled work hours (e.g., holidays, days off, nights) as needed; and must be able and willing to drive to and travel between various Judiciary facilities statewide to address communications, public information, and community relations/outreach matters.

TYPE OF APPOINTMENT: The selected candidate will serve in an exempt (non-civil service), at-will appointment which is excluded from the requirements of selection by merit competition and from civil service status. Exempt (non-civil service) appointments are considered at-will, which means that the hiring authority may terminate the employment relationship at any time.

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: Exempt (non-civil service) employees are eligible for a range of benefits, including, but not limited to the following: Exempt (non-civil service) employees are eligible for a range of benefits, including, but not limited to, the following:

- up to 13 paid holidays each year
- up to 21 vacation leave days per year
- up to 21 sick leave days per year
- Reasonable time off with pay for jury duty, bereavement leave, and certain military duty
- Membership in the state retirement system
- Employer/Employee shared premium contributions for enrollment in the state sponsored health coverage
- Free life insurance policy for employees
- Deferred compensation supplemental retirement savings plan

HOW TO APPLY: Please submit a current resume and cover letter to:

Email: Recruitment@courts.hawaii.gov or

By mail to:

Hawai'i State Judiciary
Human Resources, Staffing Services Division
426 Queen Street, 1st Floor
Honolulu, HI 96813

First consideration date will be given to resumes received by **Friday, December 6, 2024.**

In order to expedite the hiring process, only qualified candidates that are shortlisted will be selected for an interview and contacted.

CONDITIONS OF EMPLOYMENT:

The appointment of the selected candidate will be pending a background check and other pre-employment clearances.

THE HAWAI'I STATE JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER