



HAWAI'I STATE JUDICIARY NOTICE OF EXEMPT (NON-CIVIL SERVICE) EMPLOYMENT OPPORTUNITY

SPECIAL ASSISTANT TO THE ADMINISTRATIVE DIRECTOR – COMMISSION ON JUDICIAL CONDUCT ADMINISTRATOR

Overview:

This position is the Administrator to the Commission on Judicial Conduct (Commission) and requires legal knowledge and experience of practices and procedures of the State courts and the Rules of the Supreme Court of the State of Hawai'i (RSCH) and the Hawai'i Revised Code of Judicial Conduct (Code), as the same be amended from time to time. The Administrator will manage both the internal workings of the Commission as well as its external relationships and public presence.

This position is located in the Office of the Administrative Director of the Courts, Commission on Judicial Conduct, in Honolulu, Hawai'i

Salary and Benefits:

\$9,142 to \$12,084 per month; or \$109,704 to \$145,008 annually (EM-05)*

*The starting salary may be at a rate between the salary range listed above, based on qualifications.

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:

Applicants are required to submit the following: 1) Cover Letter, and 2) Resume.

Application packets may be emailed to: Recruitment@courts.hawaii.gov

First consideration will be given to resumes received by June 2, 2025.

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

Recruitment will be conducted until the position is filled.

Summary of Duties:

Major Duties and Responsibilities include:

All the duties and responsibilities of this position are subject to the direction and supervision of the Commission. This position assumes overall responsibility for the operations and staff of the Commission.

- Serve as attorney to the Commission;
- Assist and advise the Commission in carrying out its duties and responsibilities;
- Lead the strategic direction of the Commission and developing a strategic plan to achieve goals and objectives to improve the efficiency and functioning of the Commission;
- Analyze data to develop and present reports, insights, and recommendations to the Commission;
- Assist with the interpretation of statutes and case law and research and preparation of legal memoranda to the Commission;
- Assist in the review and preparation of legislative bills and testimony.
- Subject to the confidentiality requirements set forth in RSCH Rule 8.4, receive information regarding judicial misconduct, screen complaints, conduct preliminary evaluations and investigations of complaints, prepare analyses of complaints for the Commission's consideration, and prepare memoranda and correspondence;
- Assist the Commission in receiving and responding to requests for advisory opinions; maintain and preserve Commission's records, including all complaints, files, and written dispositions and advisories;

- Maintain statistics concerning the administration of the Commission, including preparation of annual reports of the Commission's activities; exercise supervision over the Commission's staff;
- Assist and advise the Commission in matters which the Commission determines require further proceedings, appointment of special counsel, review of special counsel's reports, conduct of formal hearings, if initiated by special counsel, drafting of Commission reports, findings of fact and conclusions of law for presentation for review by the Supreme Court; and
- Perform other duties as assigned.

Controls Over the Position:

This position is administratively assigned to the Hawai'i Supreme Court; the position is subject to the general supervision and direction of the Commission.

Qualification Requirements:

- Advanced analytical skills, with the ability to derive insights from complex data.
- Proficiency in Microsoft Word, Excel, PowerPoint, and database management tools.
- Skilled in creating data-driven presentations, reports, and recommendations.
- Strong written and verbal communication abilities.
- Exemplary leadership qualities, including collaboration, teamwork, "big picture" visionary thinker.
- Demonstrated excellence in interpersonal interactions and support within the internal office/staff and effective working relationships with external organization and the public.

License Requirement: Active license to practice law in the State of Hawai'i.

Other Requirements:

This position requires working a variable work schedule and flexible working hours/days including evening, weekends, holidays, days off, and on-call; and driving and travel as appropriate.

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.

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.

Conditions of Employment:

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

THE HAWAII STATE JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER