



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

LAW CLERK (Lautenberg)

Anticipated Start Date: November 17, 2025

Salary: \$5,918 per month (or \$71,016 per year)

Location: Third Circuit Court, 4th Division, Kona, Hawai'i

Summary of Duties: Performs legal research and analysis, and prepares memoranda of findings and analysis; assists in preparations for pre-trial hearings, jury selection, and trials including jury matters during trial; liaisons with counsel on behalf of the court, works as a team member with chambers staff 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 Hawai'i Employees Retirement System.

How to Apply: Submit a cover letter, resume, law school transcripts, writing sample and 3 references to: Recruitment.3JC@courts.hawaii.gov, or by mail to:

Third Circuit Court
Keahuolu Courthouse
74-5451 Kamakaeha Avenue
Kailua-Kona, HI 96740
Attention: Honorable Wendy DeWeese

Recruitment will be conducted until the position is filled.