



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

APPELLATE LAW CLERK (for Acting Chief Judge Katherine G. Leonard)

Anticipated Start Date: September 2, 2025

Salary: \$6,153 per month / \$73,836 per year

Location: Intermediate Court of Appeals, Honolulu, O'ahu

Summary of Duties: Reviews and analyzes the contents of the appellate briefs and records on appeal; performs legal research; prepares, reviews and edits drafts of opinions, memoranda of law and orders on motions filed with the court; conducts thorough final review of opinions, summary disposition orders, and other orders, to check for accuracy of citations, content and form; 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.

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, writing sample and law school transcript to the attention of Acting Chief Judge Katherine G. Leonard by email to rjkeliipono.m.diaz@courts.hawaii.gov:

Or by mail to:

Hawai'i State Judiciary
Intermediate Court of Appeals
426 Queen Street, Room 201
Honolulu, HI 96813
Attention: Acting Chief Judge Katherine G. Leonard

First consideration will be given to resumes received by **June 10, 2025**. Recruitment will be conducted until the position is filled.