



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

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### **LAW CLERK (Lautenberg) for the Honorable Taryn R. Tomasa**

**Term:** End of August 2026 through August 2027

**Salary:** \$6,535 per month (\$78,420 per year)

**Location:** First Circuit Court, 7<sup>th</sup> Division, Civil Administration, Honolulu, Hawai'i

**Summary of Duties:** Conducts extensive legal research, significant writing with in-depth legal analysis. Must be able to draft legal research memoranda quickly and accurately while balancing duties of preparing court orders, non-hearing motions, daily court calendars, and assist division staff. Must bailiff court hearings and trials. Flexible schedule required to assist with evening settlement conferences and mandatory 2-week unpaid training prior to clerkship. Proficiency with Outlook, Teams and Zoom. May assist in preparations for pre-trial hearings and trials; 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, references, law school transcript(s), and writing sample to the attention of the Honorable Taryn R. Tomasa by email to:  
[7thDivision.1CC@courts.hawaii.gov](mailto:7thDivision.1CC@courts.hawaii.gov)

Should you have any questions, please call (808) 539-4006.

Recruitment will be conducted until the position is filled.