



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

LAW CLERK (Lautenberg)

Salary: \$6,535.00 per month (\$78,420 per year)

Location: First Circuit Court, 12th Division – Civil/Environmental Court, Honolulu

Summary of Duties: Performs legal research and analysis, and prepares memoranda of findings and analysis; prepares court calendar; assists 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. Member of Hawai'i State Bar preferred, but not required.

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 Hawaii Employees Retirement System.

How to Apply: Submit a cover letter, resume, transcript(s), and writing sample to the "Attention of the 12th Division - Civil/Environmental Court" at ExemptJobs.1C@courts.hawaii.gov.

Resumes are being accepted to fill future exempt Law Clerk vacancies for the August 2027 – August 2028 term with the 12th Division – Civil/Environmental Court, First Circuit Court, Honolulu.