



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: Deputy Chief Judge's Office - 1st Circuit Family Court, 3rd Division – Kapolei, HI

Summary of Duties: Performs legal research and analysis, and prepares memoranda of findings and analysis; drafts court orders and administrative appellate decisions; assists with administrative duties; monitors legislation, drafts/revises testimony on bills, and assists Judges who testify regarding legislation; aids in preparations for pre-trial hearings and trials/evidentiary hearings; 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 convictions.

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 receive up to 13 paid holidays per calendar year and 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, (unofficial) transcript(s), writing sample, and three references to the "Attention of the 3rd Division - First Circuit Family Court" at SrFcJudge.1CC@courts.hawaii.gov.

Resumes are being accepted to fill future exempt Law Clerk vacancies beginning with the Sept. 2026 – Sept. 2027 term with the 3rd Division – Family Court, First Circuit Court, Kapolei, HI.