



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

LAW CLERK (Lautenberg)

We are hiring for 2 Law Clerk vacancies:

- 1st vacancy (current term): Immediate start date to August 31, 2026 (with the possibility of extension).
- 2nd vacancy (future term): Anticipated start date of September 1, 2026 to August 31, 2027.

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

Location: Second Circuit Court, 3rd Division, Wailuku, Hawaii

Summary of Duties: Performs legal research and analysis, and prepares memoranda of findings and analysis; prepares court calendar; 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. Member of Hawaii 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 Hawai'i Employees Retirement System.

How to Apply: We are currently accepting applicants for both vacancies. For the anticipated vacancy in September 2026, first consideration will be given to resumes received by **April 15, 2026**.

Please email your resume, list of references, transcripts, and a writing sample to: joella.n.jones-saito@courts.hawaii.gov, or by mail to:

Second Circuit Court
2145 Main Street
Wailuku, HI 96793
Attention: Judge of the 3rd Division

Should you have questions, please contact the Judicial Assistant at (808) 244-2862. Recruitment will be conducted until the position is filled.