



HAWAI`I STATE JUDICIARY

NOTICE OF EXEMPT (NON-CIVIL SERVICE) EMPLOYMENT OPPORTUNITY

JUDICIAL ASSISTANT II (for Associate Judge Daniel M. Gluck)

Anticipated Start Date: April 20, 2026, or as soon thereafter as possible.

Location: Intermediate Court of Appeals of the State of Hawai'i, Honolulu, Hawai'i.

Starting Salary: \$6,242 per month (\$74,904 per year), BU-03, SR-23E

Summary of Duties: Serves as the exclusive trusted personal and confidential assistant to a judge of the Intermediate Court of Appeals (ICA). Actively participates in the day-to-day management of the administrative and clerical details for the office of the judge to ensure the smooth operation of the court. Maintains the judge's calendar of events, which includes arranging and scheduling of personal and official appointments, conferences, meetings, and other personal/official functions. Keeps and maintains a record of cases assigned to the judge's chamber, which includes obtaining and verifying the completeness of case files, calling the judge's attention to matters requiring court action, keeping the judge informed of the progress and status of the cases, and performing other duties as required.

Prepares necessary personnel forms for processing; maintains records and statistics on personnel.

Prepares for the judge's signature various court documents, personal and official correspondence, and administrative forms.

Types, edits, proofreads, checks citations in, and files: draft and final opinions and orders, galley proofs of published opinions, correspondence, and other written material prepared by the judge during his/her judicial or administrative duties. Performs other functions relating to the drafting and finalization of opinions and the review of galley proofs of published opinions.

Compiles, prepares, and maintains a table of cases published in the Hawai'i Reports. Updates the court rules, statutes, reporters, and other reference materials located in the judge's chamber.

Performs other duties relating to the operation of the court system and other specific duties formulated by the individual judge in accordance with the judge's need.

Minimum Qualification Requirements: Graduation from high school; three (3) years of general clerical office experience; and four (4) years of legal or court work experience which included work dealing with the preparation of legal and/or court documents and forms.

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 and resume to the attention of incoming Associate Judge Daniel M. Gluck by email to Joelle.L.Hoke@courts.hawaii.gov.

Or by mail:

Hawai'i State Judiciary, Intermediate Court of Appeals
426 Queen Street, Room 201
Honolulu, HI 96813
Attention: Incoming Associate Judge Daniel M. Gluck

Applications will be considered as received. Recruitment will be conducted until the position is filled.

Should you have any questions, please contact Joelle Hoke at (808) 539-4003.