



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

LAW CLERK (Lautenberg)

Term: September 2026 through September 2027

Salary: \$6,728 per month (\$80,736 per year), effective July 1, 2026

Location: First Circuit Court, 6th Division, Honolulu, Hawai'i

Summary of Duties: Performs legal research and analysis, and prepares memoranda of findings and analysis; prepares court calendar; drafts court orders; assists with administrative duties; 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. 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 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 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, (unofficial) transcript(s), writing sample, and three references to raynette.s.kam@courts.hawaii.gov.

Resumes are being accepted to fill future exempt Law Clerk position for the September 2026 – September 2027 term with the 6th Division – First Circuit Court, Honolulu, HI.

Recruitment will be conducted until the position is filled.