



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

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### **SPECIAL ASSISTANT TO THE ADMINISTRATIVE DIRECTOR OF THE COURTS**

The Hawai'i State Judiciary invites qualified persons to apply for a full-time Special Assistant position located in Honolulu, Hawai'i.

**START DATE:** Position is available for immediate appointment.

**SALARY:** \$9,821 to \$15,711 per month (\$117,852 to \$188,532 annually)\* effective July 1, 2026.

\* The starting salary may be at a rate between the salary range listed above and will be determined by the hiring authority based on qualifications.

#### **SUMMARY OF MAJOR DUTIES AND RESPONSIBILITIES:**

This position is located in the Office of the Administrative Director of the Courts and assists the Administrative Director and Deputy Administrative Director of the courts in carrying out their responsibilities by providing staff services; reviewing and analyzing materials and information, and recommending solutions and/or solving technical and managerial problems; conducting studies and analysis of various matters; providing advice and guidance; coordinating various administrative matters; preparing reports, correspondence, memoranda, etc.; and/or carrying out other special assignments under delegated authority. In addition, the position works closely with the Chief Justice of the Hawai'i Supreme Court on various issues critical to the Chief Justice's execution of major initiatives towards the Judiciary's role in administering justice for all.

- Serves as a lead policy advisor to the Chief Justice, Administrative Director, and Deputy Administrative Director.
- Provides staff and executive assistance to the Administrative Director and Deputy Administrative Director of the Courts, including significant preparation for meetings or events.
- Reviews and analyzes materials, reports, studies, and other communications related to matters of general administrative detail and disposes of or makes recommendations for their disposition based upon knowledge of the thinking and policies of the Administrative Director and Deputy Administrative Director of the Courts.
- Conducts studies and analysis of various court and administration operations, procedures, practices, and policies; gathers and analyzes data; identifies and defines problem areas; and recommends immediate and long-term remedial actions and/or actions for improvement.
- Provides advice and guidance to the Chief Justice, Administrative Director and Deputy Administrative Director of the Courts on various administrative matters and in their decisions by providing pertinent information or developing workable alternatives.
- Coordinates various administrative matters involving units within the Judiciary as well as those involving other departments, agencies and/or groups.

- Meets and confers with court and administration department heads, administrators, and supervisors to resolve problems, clarify objectives and responsibilities, and suggest means for implementing recommendations approved by the Judiciary.
- Assists in the development and coordination of Judiciary-wide program or special projects.
- Participates in the development, interpretation and implementation of policies, procedures and programs.
- Prepares reports, correspondence, memorandum, administrative directives, prepared written remarks or talking points, drafts for publication, etc.
- Serves as liaison among the Chief Justice, Administrative Director and/or Deputy Administrative Director of the Courts, staff and others.
- Attends and represents the Chief Justice, Administrative Director and/or Deputy Administrative Director of the Courts at meetings and conferences.
- Serves on various administrative, advisory, or ad hoc committees as assigned.
- Assists in the review and preparation of legislative bills and testimonies.
- Assists in the gathering of information for legal matters.
- Performs other duties as required.

**KNOWLEDGE AND ABILITIES REQUIRED:**

Knowledge of principles and practices of public administration; organization and functions of the courts; research methods and techniques; administrative analysis; and report writing is required.

Ability to conduct studies and make recommendations on operations, organization, policies, procedures, and practices; gather and analyze information and make sound recommendations on technical managerial problems; prepare reports; maintain effective working relationships and serves as liaison with others within and outside of the Judiciary; and communicate effectively orally and in writing.

**QUALIFICATION REQUIREMENTS:**

**Education:** Juris Doctor degree from a law school accredited by the American Bar Association.

**Experience:** One (1) year of professional legal work experience demonstrating the required knowledge and abilities.

**EMPLOYMENT CONDITIONS:**

This position requires working a variable work schedule and flexible hours/days including evening, weekends, holidays, and on-call; and driving to and travel between various Judiciary facilities statewide to address administrative matters.

**CITIZENSHIP/RESIDENCY REQUIREMENTS:**

Applicants must be citizens, permanent 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.

### **TYPE OF APPOINTMENT:**

The selected candidate will serve in an exempt (non-civil service) at-will appointment which is excluded from the requirements of selection by merit competition and from civil service status. Exempt (non-civil service) appointments are considered at-will, which means that the hiring authority may terminate the employment relationship at any time.

### **SALARY AND BENEFITS:**

Effective July 1, 2026, the starting salary may be between the minimum salary rate of \$9,821 monthly / \$117,852 annually and maximum salary rate of \$15,711 monthly / \$188,532,824 annually, as determined by the hiring authority based on qualifications.

Exempt (non-civil service) employees are eligible for a range of benefits, including, but not limited to, the following:

- up to 13 paid holidays each year
- up to 21 vacation leave days per year
- up to 21 sick leave days per year
- Reasonable time off with pay for jury duty, bereavement leave, and certain military duty
- Membership in the state retirement system
- Employer/Employee shared premium contributions for enrollment in the state sponsored health coverage
- Free life insurance policy for employees
- Deferred compensation supplemental retirement savings plan

### **HOW TO APPLY:**

Applicants are required to submit a cover letter, resume, and the names and contact information of three (3) references, including current employer.

Documents may be sent by electronic mail to [recruitment@courts.hawaii.gov](mailto:recruitment@courts.hawaii.gov) or by mail addressed to: Hawai'i State Judiciary, Human Resources Department, 426 Queen Street, 1<sup>st</sup> Floor, Honolulu, HI 96813.

First consideration date may be given to resumes received by June 5, 2026.

To expedite the hiring process, only qualified candidates who are shortlisted will be contacted for an interview.

### **CONDITIONS OF EMPLOYMENT:**

The appointment of the selected candidate will be pending a background check and other pre-employment clearances.