HAWAI`I STATE JUDICIARY
NOTICE OF EXEMPT (NON-CIVIL SERVICE) EMPLOYMENT OPPORTUNITY

LAW CLERK (Lautenberg) for the Honorable Michael K. Soong

Location: Fifth Circuit Court, 1st Division, Līhuʻe, Kauaʻi

Start Date: January 2027

Salary: $6,728 per month ($80,736 per year)

*Effective July 1, 2027, salary will increase to $6,914 per month ($82,968)

Summary of Duties: Performs legal research and analysis, and prepares memoranda of findings and analysis; communicates with attorneys on preparation of court orders; assists 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 Hawaiʻi 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 Hawaiʻi Employees Retirement System.

How to Apply: Please email a cover letter, resume, list of references, and writing samples to: recruitment.5jc@courts.hawaii.gov, or by mail to:

Fifth Circuit Court
3970 Kaʻana Street, Suite 306
Līhuʻe, HI 96766
Attn: Chief Judge of the 5th Circuit

Recruitment will be conducted until the position is filled.