



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

JUDICIAL ASSISTANT I (Lautenberg)

Salary: \$5,308 per month

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

Summary of Duties: Serves as the exclusive trusted personal and confidential assistant to a judge of one of the divisions of the Circuit Courts; schedules and manages the Court's calendar; records minutes of hearings; processes Court documents, interacts with attorneys, staff, and litigants; performs clerical/administrative tasks; and performs other duties as required.

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

Prior experience with the Judiciary Information Management System (JIMS) and civil litigation/civil jury trials is 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.

How to Apply: Please submit a cover letter, resume and references to the attention of the Honorable Jeffrey P. Crabtree by email: exemptjobs.1c@courts.hawaii.gov or by mail to:

First Circuit Court
777 Punchbowl Street
Honolulu, Hawai'i 96813
Attention: Judge of the 6th Division – Honorable Jeffrey P. Crabtree

Should you have any questions, please email exemptjobs.1c@courts.hawaii.gov.

Recruitment will be conducted until the position is filled.