



**UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII**

VACANCY ANNOUNCEMENT

No. 2026-04

Position:	JURY ASSISTANT
Terms of Employment:	Temporary, Part-time (Duration of appointment expected to extend for several months, depending on budget and needs of the office)
Classification Level:	CL-22, \$36,962, per year, pro-rated for P/T hours, depending on experience and qualifications <i>* Salary noted above based on 2026 pay tables and includes a 22.21% locality pay adjustment and a 8.64% non-taxable Hawaii Cost of Living Allowance (COLA) for Hawaii, both of which are subject to change annually.</i>
Position Location:	Office of the Clerk United States District Court Prince Kuhio Federal Building and U.S. Courthouse 300 Ala Moana Boulevard Honolulu, HI 96850
Closing Date:	Position open until filled. Priority consideration for applicant packets received by 5:00 PM on Friday, July 31, 2026.

The Clerk's Office of the United States District Court for the District of Hawaii is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Whether launching or continuing a career in public service, the U.S. District Court is a great place to work with competitive salaries and benefits, a work schedule that promotes a work-life balance, access to a fitness center, and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner. Currently, we are seeking applicants for a temporary, part time **Jury Assistant** position.

The Jury Assistant will be responsible for performing a variety of administrative and customer services related support for the Clerk's Office. This position will be assigned in the Jury department, working with petit jurors and grand jurors.

REPRESENTATIVE DUTIES:

- Print and mail summons for jurors.
- Open and sort all daily incoming mail.
- Assist with ensuring supplies are stocked in the jury department and for the jurors during trials.
- Assist in answering phones and providing information to jurors.
- Assist in booking travel, airfare and hotel for neighbor island jurors.
- Prepare, scan and deliver jury related documents to court.
- Receive, screen and refer phone calls and visitors; respond to routine inquiries and provide assistance as necessary.
- Maintain confidentiality.
- Operate a variety of technical equipment, including but not limited to copiers, computers, scanners, and

letter stuffers.

- Perform project-based assignments with strong attention to detail, accuracy, and timeliness.
- Receive, screen, copy, and route jury-related correspondence to appropriate personnel as necessary.
- Perform other related duties, as assigned.

MINIMUM QUALIFICATIONS:

We are seeking applicants who are motivated, personable, dependable, adaptable, and able to remain calm under pressure. Additionally, the selected applicant must have strong verbal and written communication skills, organizational skills, including the ability to handle multiple assignments while dealing with frequent interruptions, and the ability to maintain strict confidentiality, always demonstrating sound ethics and good judgment. A professional demeanor and appearance appropriate for a court environment is required. Lifting and bending may be required.

Applicants for this position must be able to deal effectively with the Judges of the District Court, managers, coworkers and the public. The applicant selected must understand and abide by the rules, policies and regulations of the Court. He or she must possess the ability to function to some extent as a replacement worker for other workers in leave status. General computer and word processing skills are required, including a working proficiency in Microsoft Office Suite and automated database systems. A team attitude, attention to detail and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards.

EDUCATION

To qualify, a person must be a high school graduate or equivalent.

BACKGROUND INVESTIGATION

As a condition of employment, the selected candidate must successfully complete a Federal Bureau of Investigation (FBI) background investigation, defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Court employees, including volunteers, are required to adhere to the [Code of Conduct for Federal Judicial Employees](#).

HOW TO APPLY:

It is recommended that applications be submitted as soon as possible. To ensure consideration, qualified applicants must submit one of each of the following documents combined into a single pdf:

- 1) A letter of interest;
- 2) An updated resume;
- 3) A completed and signed "AO-78 Judicial Branch Application for Employment" version dated 5/24 (available as a fillable pdf on the Employment page of our website at www.hid.uscourts.gov).

All three documents should be combined and submitted together as a single pdf.

Non-submission of the required documentation or an incomplete application packet may disqualify applicant from further consideration.

Please submit as one PDF via email to: careers@hid.uscourts.gov with subject line: *VA 24-06 Jury Assistant (your name)*.

Packets will not be considered complete unless **all** items have been received by Human Resources. The court will only communicate with those qualified applicants who will be invited for personal interviews and only applicants who are interviewed will receive a response regarding their application status. Interview and relocation expenses are not eligible to be reimbursed.

The U.S. District Court for the District of Hawaii reserves the right to modify or withdraw this vacancy announcement, to fill the position any time before the closing date, or to fill more than one position from this vacancy, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk of Court may choose to select a candidate from the original qualified applicant pool.

Equal Focused Employer. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance. The court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify Human Resources at 808-541-1441. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

We value diversity, are committed to equity and inclusion, and support a workplace in which everyone is treated with dignity and respect.