UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT
NO. 2026-08

Position Title:	**COURTROOM MANAGER (i.e., Courtroom Deputy Clerk)**
Terms of Employment:	Full-time, Excepted Service
Classification Level:	Court Personnel System (CPS) Table HI – Hawaii CL 26-27, Steps 1-61; Salary Range: $61,668 – $110,128* (Starting salary dependent on individual qualifications and experience) **Salary range noted above based on 2026 pay tables and includes an 8.64% non-taxable Hawaii Cost of Living Adjustment (COLA), which is subject to change annually.*
Position Location:	Office of the Clerk United States District Court 300 Ala Moana Boulevard, Room C-338 Honolulu, HI 96850
Closing Date:	Position open until filled. Priority consideration for applicant packets received by **Monday, October 12, 2026**.

Are you interested in a position that supports the federal Judiciary's mission of ensuring equal access under the law? Do you thrive in a team environment? 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 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. This position offers an excellent opportunity to advance a career in Federal court service. Courtroom Managers are available for assignment to courtroom and case management duties for all the judicial officers in the district, but this position will primarily support U.S. District Judge Jill A. Otake.

The Courtroom Manager (CRM) is responsible for managing cases for district and magistrate judges and providing a full range of courtroom services to ensure timely and efficient courtroom proceedings for litigants. The courtroom manager provides administrative support in and out of the courtroom. This position requires accuracy, diplomacy, and sensitivity in dealing with judges, attorneys, members of other government agencies, the public, and members of the U.S. District Court's Clerk's Office, Chambers and Probation & Pretrial Services. A successful courtroom manager works with meticulous attention to detail, creates systems to organize and prioritize tasks, and communicates calmly and with confidence. Candidates must also be mature, responsible, tactful, and be able to work harmoniously with others in a fast-paced and team-oriented work environment. The

position requires a professional, cooperative, and congenial demeanor in all instances and strong administrative, organizational, analytical, and writing ability.

REPRESENTATIVE DUTIES:
Courtroom Managers are responsible for managing judges' cases by:

- Scheduling hearings, trials and conferences, and coordinating the in-courtroom presence of parties, attorneys, jurors, other court staff, and members of other court-related agencies;
- Attending court sessions and conferences in person and by video teleconference. Facilitates the orderly flow of proceedings including, but not limited to, preparing the courtroom, electronically recording in-court proceedings, assuring the presence of all necessary participants, and managing witnesses and exhibits. Takes notes of proceedings and rulings and prepares and dockets minute entries and other documents in the Case Management/Electronic Case Filing (CM/ECF) system;
- Drafting orders and judgments for the judge's approval. Docketing orders, pleadings and judgments pursuant to local court rules and policies, utilizing applicable automated systems;
- Informing the jury team of upcoming jury trials. Assisting the judge and parties in jury selection and maintaining records of jury selection and attendance. Maintaining contact with counsel during deliberations;
- Acting as liaison between the Clerk's Office, the bar, the public, and the judge to ensure that cases proceed efficiently;
- Performing other related duties or special projects, as assigned. Duties may require working during nonbusiness hours. This position may involve outer island or out-of-district travel.

SALARY AND QUALIFICATIONS:

Starting salary will be commensurate with education, qualifications, and experience. This position is graded under the Court Personnel System. At the CL-26 level, applicants must have a minimum of one year of specialized experience, while at the CL-27 level, applicants must have a minimum of two years of specialized experience.

Specialized experience is progressively responsible work experience such as that obtained in a court, legal or related field which demonstrates the ability to apply a body of rules, regulations, directives, or laws. Such experience should have allowed for the development of the particular knowledge, skills, and abilities to successfully perform the duties of the position and involved the routine use of automated software and equipment for word processing, data entry, or report generation.

Preferred Qualifications: Preference will be given to individuals with a Bachelor's degree from an accredited college or university. Federal court calendaring, docketing, and courtroom management experience, knowledge of federal rules and procedures, and experience with electronic case management and filing (CM/ECF) are all highly desired. Paralegal experience or a J.D. would be helpful and welcomed.

Candidates must also demonstrate: Experience in dealing with complex assignments; strong attention to detail and organization skills; ability to multitask and successfully manage multiple priorities to completion; a demonstrated ability to think through, analyze, and interpret written communications; ability to prioritize tasks, work under time pressure and

meet deadlines; superior oral and written communication skills; strong interpersonal skills; ability to adhere to the *Code of Conduct for Judicial Employees* and court confidentiality requirements; a professional demeanor and appearance appropriate for a court environment.

Candidates must also be responsible, tactful, capable of exercising sound judgment and able to work harmoniously with others in a fast-paced team-oriented work environment. Candidates must also have strong attention to detail and organizational skills, as well as the ability to multi-task and successfully manage multiple priorities to completion. The ability to maintain strict confidentiality and work under tight deadlines is essential.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidates will be provisionally hired subject to successful completion of a background investigation by law enforcement agencies, which includes an FBI fingerprint check.

Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

TOTAL REWARDS & WORK-LIFE BALANCE:

Salary: Depending on qualifications and experience, CL 26-27, Steps 1-61; Salary Range: $61,668 - $110,128

Time off: 13 days of paid vacation the first three years, increasing with tenure thereafter, 13 sick days accrued per year, 14 paid holidays (including both federal and local holidays).

BENEFITS
Federal Pension plus employer-matching and automatic contributions to the Thrift Savings Plan (similar to a 401K).

Choice of a variety of employer-subsidized federal health and life insurance options. Supplemental dental, vision, and long-term care coverage.

Flexible spending account to pay out-of-pocket health and dependent care expenses with income set aside tax-free from salary dollars.

Other Perks: Eligibility for Public Service Loan Forgiveness Program, public transit or parking subsidy, compensatory time, employee assistance program, reasonable and flexible work hours, potential for occasional telework, onsite cafeteria and gym.

See the United States Courts website for an overview of Federal Judiciary benefits.

APPLICATION PROCESS:
It is recommended that applicant packets be submitted as soon as possible. Priority consideration will be given to applications received by Monday, October 12; however, the position remains open until filled and applicant packets will be reviewed as received. To ensure consideration, promptly submit ***one of each*** of the following combined into a **single pdf** document:

1) Letter of interest;
2) An updated resume;
3) A completed and signed AO-78 (Judicial Branch Federal Employment application – version dated 5/24), which is available from the Hawaii U.S. District Court website: **www.hid.uscourts.gov** under FORMS and "Miscellaneous," or on the Employment Page; and
4) Three professional references with current contact information.

You must submit **ALL** required documents to be considered for this opportunity. Non-submission of the required documentation or an incomplete applicant packet may disqualify applicant from further consideration.

Please submit as one PDF via email to: **careers@hid.uscourts.gov** with subject line: *VA 26-08 Courtroom Manager (your name).*

The U.S. District Court will only communicate with those individuals 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 for reimbursement.

The District of Hawaii, U.S. District Court 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 Court Unit Executive 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.