



**UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII**

**VACANCY ANNOUNCEMENT
NO. 2016-02**

Position: Law Clerk to a U.S Magistrate Judge

Classification Level: Court Personnel System, JSP 11/01 - JSP14/10
Table HI - Hawaii
Starting salary, dependent on qualifications
Salary Range: \$67,813 - \$148,482
**Salary noted above includes 12.05% Hawaii Cost of Living Adjustment (COLA).*

Number of Positions: Two (2)

Position Location: United States District Court
300 Ala Moana Boulevard, Room C-338
Honolulu, HI 96850

Closing Date: Position open until filled. Priority consideration will be given to applications received by 4:00pm on February 22, 2016

POSITION OVERVIEW:

The United States District Court, District of Hawaii, invites applications for the position of Law Clerk to a United States Magistrate Judge located in Honolulu, Hawaii. The Law Clerk appointment shall begin on or about the end of March 2016. The position(s) are anticipated to be a one to two year term. Both positions include the possibility for extension, and one position may be extended into a career position.

Primary duties of the position include administrative and traditional law clerk responsibilities such as researching substantive issues of federal and state law, drafting legal memoranda, opinions and orders, and attending court proceedings. Additional duties include overseeing the daily operations of the Judge's chambers, interacting with chambers staff, court personnel, litigants and/or the public, and generally providing trusted legal support to the Judge. Selected candidate may perform other duties as assigned, including clerical tasks. Successful candidates must exhibit the highest standards of excellence and integrity, and display, at all times and to all persons, a courteous, professional and cooperative attitude.

MINIMUM QUALIFICATIONS:

At the time of appointment, the candidate must possess the following minimum requirements:

- Be a graduate of an ABA accredited law school with excellent academic credentials
- Possess superior analytical ability and strong research and writing skills
- Be proficient in computer and word processing skills
- Demonstrate excellent verbal, written and interpersonal skills

PREFERRED QUALIFICATIONS:

- Bar membership, clerkship experience and/or post-law school work is preferred

COMPENSATION AND BENEFITS:

Compensation will be set based on the experience and qualifications of the successful candidate subject to the policies and guidelines set forth in the Judicial Salary Plan. Law Clerks qualify for federal employees' group health insurance, flexible spending accounts, vision, dental and life insurance, and Career Law Clerks qualify for retirement benefits. Federal employees observe ten paid holidays per year.

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.

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.

HOW TO APPLY:

Interested qualified applicants can apply through OSCAR (<https://oscar.uscourts.gov/>).

In the alternative, please submit ALL the requested documents below in ONE PDF format:

- 1) Letter of interest;
- 2) An updated resume;
- 3) A completed and signed AO-78 (Judicial Branch Federal Employment application), which is available from the Hawaii U.S. District Court website: www.hid.uscourts.gov under FORMS and "Miscellaneous;"
- 4) A writing sample;
- 5) Copy of law school transcripts; and
- 6) Three professional references with contact information.

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet may disqualify applicant from further consideration.

Please submit electronically via email in ONE PDF to: careers@hid.uscourts.gov with subject line: *VA 16-02 Law Clerk to Magistrate Judge (your name)*.

Due to the volume of applications, 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 written response regarding their application status.

The District of Hawaii, U.S. District Court reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice.

AN EQUAL OPPORTUNITY EMPLOYER