



UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT
NO. 2021-02

Position: **Paralegal to Sr. U.S. District Judge**

Classification Level: Judiciary Salary Plan, JSP 11
Table HI - Hawaii
Starting salary dependent on qualifications and experience
Salary Range: \$73,515 - \$95,574*
**Salary noted above includes a 10.28% Hawaii Cost of Living Adjustment (COLA) for 2021, subject to change annually.*

Position Location: United States District Court
300 Ala Moana Boulevard
Honolulu, HI 96850

Closing Date: Position open until filled

POSITION OVERVIEW:

The United States District Court, District of Hawaii, invites applications for the position of **Paralegal to Sr. United States District Judge** located in Honolulu, Hawaii. The Paralegal position includes legal and administrative duties, with a majority of time spent on legal matters. The legal duties include, but are not limited to, traditional law clerk work such as conducting legal research, drafting orders, and reviewing draft orders prepared by law clerks or the judge. The administrative duties include overall office management. These may include but are not limited to: tracking and monitoring calendars, filings and hearings; monitoring caseload, organizing files and correspondence; updating case lists; arranging and managing the judge's schedule as needed; coordinating the assignments of chambers staff; providing orientation and training to new law clerks and interns; monitoring deadlines and prioritizing tasks for the judge; compiling and arranging information and preparing reports; and answering calls coming into chambers.

MINIMUM QUALIFICATIONS:

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

- A juris doctor (JD) from a law school of recognized standing.
- Knowledge of laws, rules, and procedures applicable to the court. Ability to conduct legal research and analysis and draft orders.
- Ability to synthesize the results of research, and to summarize and communicate those results, both orally and in writing, in a clear and concise manner.
- Skill in writing and editing legal documents with accuracy, speed, and attention to detail.
- Ability to interact and communicate effectively with others.

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. Although Federal Government Civil Service classifications/regulations do not apply, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System (FERS), a three-tier system which includes the Social Security Retirement Program, a basic pension benefit and the Thrift Savings Plan (similar to a 401k plan with employer matching contributions), as well as Federal Employees' Health, Dental and Vision Benefits, Federal Employees' Group Life Insurance and Long-Term Care Programs, Flexible Benefits Program, paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

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 a technical fingerprint search of criminal history records.

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:

The following documents will be required:

- 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," or on the Employment page;
- 4) A brief writing sample (*please do **not** submit law review articles as a writing sample*);
- 5) Copy of law school transcripts; and
- 6) Listing of 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 application packet may disqualify an applicant from further consideration.

Please submit electronically via email all requested documents combined into ONE PDF to: careers@hid.uscourts.gov with the subject line: *VA 21-02 Paralegal to Sr. USDJ (your name)*.

Due to the anticipated 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. 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, or to fill the position any time before the closing date, if a closing date is provided, any of which may occur without prior written or other notice.

AN EQUAL OPPORTUNITY EMPLOYER