

# How to Apply for a Judiciary Job Online

January 20, 2010



Click on “Find Jobs with the Judiciary”.

# Job Opportunities

Rev 0 Job Opportunities - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://test-courts.ehawaii.gov/general\\_information/jobs/job\\_opportunities.html](http://test-courts.ehawaii.gov/general_information/jobs/job_opportunities.html) Go Links >> Contribute Edit Post to Blog

Hawai'i State Judiciary

for Public for Litigants for Attorneys for Jurors for Media

General Information News & Reports Self-Help Services Courts Legal References Community Outreach Special Projects & E

Search the site... Search

**I want to...**

- Get Juror Information
- Find Jobs with the Judiciary
- Contact the Judiciary
- Do Business with the Judiciary
- Learn about the Judicial System
- Volunteer at the Judiciary
- Request an ADA Accommodation
- Give Feedback

## Job Opportunities

### The Hawai i State Judiciary is an Equal Opportunity Employer

There are many types of jobs in the Judiciary, with the majority being **civil service positions**. Some jobs involve highly spec and complex clerical and paraprofessional support; others are professional occupations such as social workers in areas including probation, treatment courts and guardian ad litem. There are also administrative and managerial positions, along with a few semi-skilled and trade positions.

**Exempt positions**, or positions filled outside the normal civil service process, include judges and court support staff, such as clerks.

**Summer employment and student assistant positions** involve work ranging from clerical tasks to supporting professional social work and other fields.

There are also **volunteer opportunities**, including docents, clerical aides, receptionists, events and/or special project assistants. More detailed information can be obtained under the Volunteer Opportunities link.

A+ A- Print this page

Page 3 Done Internet

Click on "Civil Service Positions".

## Main Menu – Listing of Open Competitive Jobs


Hawai'i State Judiciary

[Job Openings](#) | [Internal Job Openings](#) | [Applicant Information](#) | [Benefits](#) | [Close](#)

Hawai'i State Judiciary Current Openings for Wednesday, February 08, 2006 powered by  
**NEOGOV**

Welcome to the Hawai'i State Judiciary current employment opportunities. Both the general public and current employees of the Judiciary may apply for these job openings.

You can now apply online by clicking on the job title of interest and clicking on the "Apply" link. If this is the first time you are using our online job application system, you will need to create an account and select a Username and a Password. After your account has been established, you can build an application by clicking on the "Build Job Application" link. This application can be saved and used to apply for more than one job opening.

It is important that you include all relevant education and experience in your application, and that you list and describe each job title separately, even if it is with the same employer. Incomplete applications may be rejected.

PLEASE NOTE: Once you submit an online application, you will receive an automatic e-mail reply confirming receipt of your application. If you do not receive this e-mail, it means we did not get your application.

Search by category and/or title

All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes.

Select Category	Select All Categories	Clear All Categories
<input checked="" type="checkbox"/> Accounting and Finance (4)	<input checked="" type="checkbox"/> Clerical & Data Entry (7)	<input checked="" type="checkbox"/> Community Development (1)
<input checked="" type="checkbox"/> Court Administration (47)	<input checked="" type="checkbox"/> Health Services (1)	<input checked="" type="checkbox"/> Human Services (24)
<input checked="" type="checkbox"/> IT and Computers (1)	<input checked="" type="checkbox"/> Land Use (1)	<input checked="" type="checkbox"/> Legal (7)
<input checked="" type="checkbox"/> Library (1)	<input checked="" type="checkbox"/> Miscellaneous (2)	<input checked="" type="checkbox"/> Paraprofessional (3)
<input checked="" type="checkbox"/> Planning and Development (1)	<input checked="" type="checkbox"/> Professional (25)	<input checked="" type="checkbox"/> Public Health (1)
<input checked="" type="checkbox"/> Real Estate (1)	<input checked="" type="checkbox"/> Redevelopment (1)	<input checked="" type="checkbox"/> Social Services (26)

Enter keywords (optional):  Go

52 records found.  
Page 1 of 3 << Previous Page | 1 | 2 | 3 | Next Page >>

Position	Emp. Type	Salary	Filing Date
<a href="#">ACCOUNT CLERK II</a>	Various	\$1,911.00/Month	Continuous
Recruitment Number 05-316; Account Clerk II; SR-8; Maui...			
<a href="#">ACCOUNT CLERK III</a>	Various	\$2,147.00/Month	Continuous
Recruitment Number 05-317; Account Clerk III; SR-11; Maui...			
<a href="#">ACCOUNT CLERK III</a>	Various	\$2,174.00/Month	Continuous
Recruitment Number 05-318; Account Clerk III; SR-11; O'ahu...			

Click on "Internal Job Openings" to view and print the Internal (Non-Competitive) Vacancy Announcements.

Hawai'i State Judiciary

Welcome to the Hawai'i State Judiciary website. The Judiciary may apply for internal job openings.

You can now apply online using our online job application system. After your account has been established, you can build an application by clicking on the "Build Job Application" link. This application can be saved and used to apply for more than one job opening.

It is important that you include all relevant education and experience in your application, and that you list and describe each job title separately, even if it is with the same employer. Incomplete applications may be rejected.

PLEASE NOTE: Once you submit an online application, you will receive an automatic e-mail reply confirming receipt of your application. If you do not receive this e-mail, it means we did not get your application.

Microsoft Internet Explorer powered by **NEOGOV™**

Internal Job Openings are for permanent (regular) Judiciary civil service employees only. Click 'OK' to proceed or 'Cancel' to return to Job Openings for the general public.

**Click on "OK" to view Internal Job Openings. You must be a permanent (regular) Judiciary civil service employee to apply.**

## Listing of Internal Job Openings



### Internal Job Openings (Non-Competitive)

Hawai'i State Judiciary current job openings for Wednesday, February 08, 2006

powered by  
**NEOGOV™**

Please note: Only permanent (regular) civil service employees of the Hawai'i State Judiciary may apply for the internal job openings listed below.

For temporary vacancies: If the temporary vacancy becomes available for filling on a permanent basis, the civil service employee serving the temporary appointment may be converted to a probational appointment as provided by Judiciary Personnel Rules.

Click this link for information about the Internal Application Process. (URL for link: <http://www.courts.state.hi.us/internalrecruitinfo>)

[Print this page](#)

27 records found.

Page 1 of 2

Search by Location:

<< Previous Page 1 | 2 Next Page >>

Position <input type="checkbox"/>	Emp. Type	Salary <input type="checkbox"/>	Filing Date <input type="checkbox"/>
<a href="#">CIRCUIT COURT CLERK II (LAUTENBERG)</a>	Full-Time Permanent	Not Displayed	02/13/06
Recruitment Number IV535-06; Circuit Court Clerk II (Lautenberg), SR-20, Position No. 00058183, Full-Time Permanent, 1st Cir, Ct Svcs, Jud Svcs, FC Juvenile, Honolulu....			
<a href="#">CLERK TYPIST I</a>	Full-Time Temporary	Not Displayed	02/13/06
Recruitment Number IV326-06; Clerk Typist I; SR-06; PosNo. 00500249; Full-Time; Temporary not to extend beyond 6/30/2006; 2nd Cir, Client Svcs, Family Drug Ct, Wailuku....			
<a href="#">CLERK TYPIST II</a>	Full-Time Permanent	Not Displayed	02/21/06
Recruitment Number IV334-06; Clerk Typist II; SR-08; PosNo. 00023102; Full-Time, Permanent; 1st Cir, Ct Operations, TVB, <b>Night-Warrant Control</b> ; Honolulu....			
<a href="#">CLERK TYPIST III</a>	Full-Time Temporary	Not Displayed	02/13/06
Recruitment Number IV325-06; Clerk Typist III; SR-10; PosNo. 00500250; Full-Time; Temporary not to extend beyond 6/30/2006;			

**Click on position title of interest.**

## Specific Job Information



Hawai'i State Judiciary

[Job Openings](#) | [Internal Job Openings](#) | [Applicant Information](#) | [Benefits](#) | [Close](#)

powered by  
NEOGOV™

Job Title: Circuit Court Clerk II (Lautenberg)  
Closing Date/Time: Mon. 02/13/06 11:59 PM Hawaii Time  
Job Type: Full-Time Permanent  
Location: Honolulu

[Print Job Information](#) | [Apply](#)

Description	Benefits	Supplemental Questions
Recruitment Number IV535-06, Circuit Court Clerk II (Lautenberg), SR-20, Position No. 00058183, Full-Time Permanent, 1st Cir, Ct Svcs, Jud Svcs, FC Juvenile, Honolulu.		
<b>Summary of Duties:</b> Determines and authors the official record of every action in a court of general jurisdiction through the recording of minutes, maintaining custody of all notices and documents presented in court, receiving and processing of all exhibits, and directs courtroom procedures of hearings and trials involving complex, contested cases; and performs other duties as required.		
<b>Minimum Qualification Requirements:</b> MINIMUM QUALIFICATION REQUIREMENTS: <b>General Experience:</b> Two (2) years of progressively responsible general clerical work experience. <b>Specialized Experience:</b> Three (3) years of progressively responsible work experience which involved the receiving and examining or preparing and/or processing of legal forms and documents used in court proceedings. Such experience must have given the applicant the knowledge of the nature and purpose of legal papers and documents being handled, determining what constitutes the official permanent record, and determining what		
<b>Supplemental Information:</b> <b>Note on Substitution of Education for Experience:</b> If you are using education or training as a substitute for experience, you must submit a copy of your official transcripts, diploma, certificate, degree, or certification <b>at the time of application</b> . Failure to do so will result in no credit being given for education. If you are selected, we will need an official transcript (not a copy) indicating the completion of the required training or course work and the awarding of the appropriate degree, certification, or other credential. <b>Please proceed to Supplemental Questions before you submit your application!</b>		

### From this panel, you may click on:

- “Print Job Information” to view and print the job announcement;
- “Supplemental Questions” to view supplemental questions for this job; and
- “Apply” to create an account if you are a first time user, or if you already have an account, to retrieve your existing application.

## Job Announcement – Printed Version



**HAWAII STATE JUDICIARY**  
Department of Human Resources  
417 S. King Street, Room 101  
Honolulu, HI 96813

<http://www.courts.state.hi.us>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Circuit Court Clerk II (Lautenberg)**

*An Equal Opportunity Employer*

**SALARY**

Salary: Not Displayed

**ISSUE DATE:** 01/29/06

**FINAL FILING DATE:** 02/13/06

**THE POSITION**

Recruitment Number IV535-06, Circuit Court Clerk II (Lautenberg), SR-20, Position No. 00058183, Full-Time Permanent, 1st Cir, Ct Svcs, Jud Svcs, FC Juvenile, Honolulu.

**SUMMARY OF DUTIES**

Determines and authors the official record of every action in a court of general jurisdiction through the recording of minutes, maintaining custody of all notices and documents presented in court, receiving and processing of all exhibits, and directs courtroom procedures of hearings and trials involving complex, contested cases; and performs other duties as required.

**MINIMUM QUALIFICATION REQUIREMENTS**

MINIMUM QUALIFICATION REQUIREMENTS:

**General Experience:** Two (2) years of progressively responsible general clerical work experience.

**Specialized Experience:** Three (3) years of progressively responsible work experience which involved the receiving and examining or preparing and/or processing of legal forms and documents used in court proceedings. Such experience must have given the applicant the knowledge of the nature and purpose of legal papers and documents being handled, determining what constitutes the official permanent record, and determining what information and/or action is necessary for processing of legal papers and documents.

**Skill Requirement:** Applicants must possess the ability to type 40 net words per minute.

**REASONABLE ACCOMMODATIONS:** If you have needs due to a disability, please contact the Recruitment and Examination Section at 539-4949 (Oahu voice), 1-800-493-9298 (Neighbor Island voice) or 1-800-746-7719 (TTY). Your request should be made at the application stage, or at least five working days prior to a scheduled date.

**ADMINISTRATIVE REVIEW:** Applicants may request an administrative review by presenting additional information to substantiate this request. This must be done within ten (10) days following the date of the notification. Requests for review must be made to Judiciary Human Resources at the address listed above.

**APPEALS:** Applicants may appeal the results of their administrative review by filing an appeal with the Judiciary Personnel Appeals Board within twenty (20) days following the mailing date of the administrative review decision notification. Appeals to the Board must be in writing and include the specific reasons for the appeal.

Address all appeals to the: Judiciary Personnel Appeals Board  
c/o Office of the Administrative Director  
417 S. King Street, Room 206A  
Honolulu HI 96813-2902

**SALARY RATE:**

**New Employee:** The "basic rate of pay" for a new employee selected through an open competitive recruitment is set at the entry step.

**Current State Employee:** The "basic rate of pay" for a current civil service employee is determined by the type of movement and set in accordance with the appropriate collective bargaining agreements, Judiciary rules or executive order.

Some positions are approved for Open Competitive Recruitment at a salary range above the minimum step. For these positions, the salary range is indicated on the Open Competitive Examination Announcement. To be considered for the announced salary range which is higher than the non-competitive "basic rate of pay", the employee must apply and be certified from the Open Competitive Recruitment.

**INFORMATION TO CIVIL SERVICE EMPLOYEES OF THE JUDICIARY:**

**WHO MAY APPLY:** Permanent (regular) Judiciary civil service employees who meet the minimum qualification requirements of the position. Employees applying for a promotion must not have received a non-competitive promotion (other than a temporary non-competitive promotion) during the preceding 12-month period. Although, as a general rule, vacancies are filled by qualified persons within the Judiciary, this does not preclude the right of management to select a qualified person through the civil service competitive recruitment and examination procedure when such action is deemed to be in the best interest of the Judiciary.

**For temporary vacancies:** If the temporary vacancy becomes available for filling on a permanent basis, the civil service employee serving the temporary appointment may be converted to a probational appointment as provided by Judiciary Personnel Rules.

**Examination:** Applicants may be required to qualify by examination if the position to which the employee seeks a movement requires knowledge, skills and abilities not required in the employee's current position. An examination may include a performance test, physical examination or any other job-related test deemed appropriate to evaluate the employee's qualifications and suitability for the position.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.courts.state.hi.us>

OR

417 S. King Street, Room 101,  
Honolulu, HI 96813

RECRUITMENT #IV535-06

CIRCUIT COURT CLERK II (LAUTENBERG)

AT

**The printed job announcement contains important information you need to know. Print and keep this job announcement for your future reference.**

## Supplemental Questions



Hawai'i State Judiciary

[Job Openings](#) | [Internal Job Openings](#) | [Applicant Information](#) | [Benefits](#) | [Close](#)

powered by  
NEOGOV™

Job Title: Circuit Court Clerk II (Lautenberg)

Closing Date/Time: Mon. 02/13/06 11:59 PM Hawaii Time

Job Type: Full-Time Permanent

Location: Honolulu

[Print Job Information](#) | [Apply](#)

Description	Benefits	Supplemental Questions
<b>Circuit Court Clerk II (Lautenberg) Supplemental Questionnaire</b>		
<p>*1. <b>Location of Position:</b> This recruitment is being conducted for a position located in the geographic location indicated above. Are you interested in being considered for positions in this geographic location? (If you answer "Yes" and later decline an interview for this area, your name will be suspended from the list for this recruitment. If you answer "No," your application will be rejected.)</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>		
<p>*2. <b>Firearms:</b> For certain positions, 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.</p> <p>A crime of domestic violence is any offense committed, whether or not specifically identified by law as a crime of domestic violence, which involved the use or attempted use of physical force, or the threatened use of a deadly weapon, if you were the victim's current or former spouse, parent, or guardian; or if you were living or lived with the victim as a spouse, parent, or guardian; or you have or had a similar relationship to the victim.</p> <p>In answering this question, you should check NO if all your convictions have been expunged or set aside or you have been pardoned for all your convictions. However, if any pardon, expungement, or restoration of civil rights expressly provided that you may not ship, transport, possess, or receive firearms, you must check YES.</p> <p>Have you been convicted of any act(s) involving domestic violence?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>		
<p>3. <b>CCC - Education:</b> Please select from the list below the statement which best describes your educational accomplishments.</p>		
<p>*4. <b>CCC - Substitution of Education for Experience:</b> Please select from the list below the statement which best describes your educational accomplishments. Select all that apply. (Note: Please mail your transcripts or diplomas or certificates to us as soon as you submit your online application. We must have this evidence before we give you credit for your education.)</p> <p><input type="checkbox"/> I have completed a one-year clerical or business curriculum leading to a diploma, certificate, or other comparable degree from a business or technical school, community college, or other comparable institution above the high school level. <b>Submit proof of completion, e.g. official transcript.</b></p> <p><input type="checkbox"/> I have completed a two-year clerical or business curriculum leading to a diploma, certificate, or other comparable degree from a business or technical school, community college, or other comparable institution above the high school level. <b>Submit proof of completion, e.g. official transcript.</b></p> <p><input type="checkbox"/> I have completed course work at an accredited college or university in a Bachelor's degree program. <b>Submit official transcript.</b></p> <p><input type="checkbox"/> I have completed a legal stenographer or legal secretary curriculum in a school above the high school level. <b>Submit proof of completion, e.g. official transcript.</b></p> <p><input type="checkbox"/> I have completed course work at an accredited college or university in a legal or para-legal program. <b>Submit official transcript.</b></p>		

- **View Supplemental Questions.**
- **Click on "Apply" to create an account or login to your existing GovernmentJobs.com account.**



**Security Alert** ✕  
 You are about to view pages over a secure connection.  
Any information you exchange with this site cannot be viewed by anyone else on the Web.  
 In the future, do not show this warning  
OK More Info

Job  
Closing Date/T  
Job T  
Loca

[Print Job Information](#) | [Apply](#)

Description	Benefits	Supplemental Questions
<b>Clerk Typist II Supplemental Questionnaire</b>  *1. <b>SELF-CERTIFICATION STATEMENT FOR TYPING</b> Applicants must possess the ability to perform a range of typing tasks. To qualify for these positions, you must be able to type straight copy at a rate of 40 net words per minute.		

Click on "OK" to view pages over a secure connection.

## Create an Account/Login to Existing Account



Hawai'i State **Judiciary**

[Job Openings](#) | [Internal Job Openings](#) | [Applicant Information](#) | [Benefits](#) | [Close](#)

### Are you registered?

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

A screenshot of a login form. It has two input fields: 'Username:' and 'Password:'. Below the 'Password:' field is a 'Login' button. The form is enclosed in a blue border.

Not Registered Yet? [Create Your Account Here!](#)  
[I Forgot My Password](#)

To access the personalization features of GovernmentJobs.com you must first be a registered user. Registration is completely free and takes only a few seconds. We don't share your information with anyone and we're not going to send you an unsolicited e-mail.

**Click on “Create Your Account Here!” if this is the first time you are completing an online application.**

***You must have your own “personal” unique e-mail address to apply online. If you are a Judiciary employee, please do not use your work email address \*.courts.state.hi.us. If multiple users share the same e-mail address, Human Resources correspondence may go to the wrong person.***

***If you don't have your own e-mail address, you can set up a FREE e-mail account with [www.hotmail.com](http://www.hotmail.com), [www.yahoo.com](http://www.yahoo.com), or [www.excite.com](http://www.excite.com).***

\* \* \*

**If you have already created your GovernmentJobs.com personal account, enter your “Username” and “Password”.**

\* \* \*

**If you forgot your password, click on “I Forgot My Password” and your username and password will be sent to your e-mail address.**

## Select a "Username" and "Password"



### Request New Job Seeker Account

Enter your account information:

Username

**Tip:** Choose a Username that you can easily remember. You may use letters and numbers and the underscore "\_". *Example:* john\_doe25

Email Address

Create a Password:

Password

Confirm Password

Password Hint

**Tip:** If you forget your password, you can click on [Lost Password](#) and it will be emailed to you.

To access the personalization features of GovernmentJobs.com you must first be a registered user. Registration is completely free and takes only a few seconds. We don't share your information with anyone and we're not going to send you an unsolicited e-mail. For more information about privacy at GovernmentJobs.com, please read our [Privacy Policy](#).

After registering, you will have access to beneficial features.

CareerDesktop provides you with all of the information that is vital to your career search. You can:

- Manage your career search using multiple Career Agents
  - Create and store multiple job applications
  - Keep track of the jobs for which you've applied

- **Enter your account information and create a password.**
- **Click on "Save" to create your account.**
- **You will see a confirmation screen with your user name and password. Print the confirmation screen for future reference.**

**Once you have created an account with GovernmentJobs.com, you may complete your application online.**

- **Enter your user name and password from the Login screen (see previous page) to access your account.**

## Create an Application



Welcome, Recruitment Examination

[Help](#) [Logout](#)

To apply for the position of [Clerk Typist II](#) click here.

[Create Application](#)

**Applications You've Created:**

Name	Date Created	Modify
<a href="#">Job Application</a>	Feb 14, 2006	<a href="#">Edit</a>   <a href="#">Delete</a>

**Tip:** You do NOT need to recreate a new application every time you're applying for a position.

**If this is the first time you are completing an online application, click "Create Application".**

\* \* \*

**If you have previously created an online application, you may click on the position title "Clerk Typist II", to view a listing of your existing application(s). Skip to the "Select an Existing Application" page.**

## Build a New Application



Welcome, Recruitment Examination

Help

Logout

### Build New Application

To create an application, enter the name of the application in the box below and click the **'Create Application'** button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

A screenshot of the application creation form. It features a text input field with the label "Application Name (for your own reference):" above it. To the right of the input field is a button labeled "Create Application". Two black arrows point from the left towards the input field and the button, respectively.

**Tip:** You can reuse this application to apply for as many positions as you'd like. You do **NOT** need to recreate a new application every time you're applying for a position.

**Enter an "Application Name" and click on "Create Application".**

## Select an Existing Application



Welcome, Recruitment Examination

Help

Logout

### Choose one of your stored applications!

To **apply** for this position, you must **select** one of your stored applications. Click on the box next to the application that you want to use to apply for this position, then click the **'Select Application & Continue'** button to continue. If you would like to modify your application before applying, click the 'Edit' link.

Application Title	Date Created	Modify
<input checked="" type="radio"/> Job Application	Feb, 14 2006	<a href="#">Edit</a>
<input type="radio"/> Circuit Court Clerk II	Feb, 16 2006	<a href="#">Edit</a>
<input type="radio"/> Circuit Court Clerk IIa	Feb, 16 2006	<a href="#">Edit</a>

Select Application & Continue

Once you have created an application, the application is saved in your account. You can use your saved application to apply for future jobs.

- **Select an Application Title.**
- **Click on "Select Application & Continue".**

## Judiciary Application

Hawaii State Judiciary - General Information - Business with Judiciary - Job Opportunities - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://www.governmentjobs.com/jobseekers/js\\_contactinfo.cfm?HighStep=1&](https://www.governmentjobs.com/jobseekers/js_contactinfo.cfm?HighStep=1&) Go Links >> Contribute Edit Post to Blog

Main Menu Application Status My Account

Job Application >> Profile \* Required Field

Cancel Save & View Application

Contact Information

\* First Name

Middle Initial

\* Last Name

Primary Phone

Alternate Phone

\* Email

\* By which method would you prefer to be notified about application status, testing dates and examination results? (Note: if you select 'Email,' you may still continue to receive paper notices from certain employers, depending on their preferences.)  
Email

\* Address 1

Address 2

\* City

### Step 1: Job Application

- Complete all fields.
- Verify your email address. It is critical that your e-mail address is correct. When you submit an application, an automatic reply confirming we have received your application will be sent to this email address.
- Click on “Save & View Application”.

Welcome, Recruitment Examination

[Help](#) [Logout](#)

[Clerk Typist II](#) - Application process steps:

[1 Job Application](#)  
 [2 Agency-wide Questions](#)  
 [3 Supplemental Questions](#)  
 [4 Confirm Application](#)  
 [5 Certify & Submit](#)  
 Job Application » Review

\* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Step 2: Agency-wide Questions](#)

**Personal Profile**

[Edit Personal Profile](#)

Name:	Recruitment A Examination	Address:	417 S King Street, Room 101 Honolulu, Hawaii 96813
		Email:	<a href="mailto:recruitment@courts.state.hi.us">recruitment@courts.state.hi.us</a>
		Notification Preference:	Paper
Home Phone:	(808) 539-4949	Alternate Phone:	(808) 539-4949
Former Last Name:		Month and Day of Birth:	02/14

**Other Personal Information**

Driver's License:	Yes, Hawaii 12-34456
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Bachelor's Degree

**Preferences**

Application Privacy:	Make my resume viewable only to the specified agencies
Preferred Salary:	
Are you willing to relocate?	Yes
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day

**Objective**

**Education**

[Add Education](#)

**Work Experience**

[Add Work Experience](#)

**Certificates and Licenses**

[Add Certificates or Licenses](#)

**Text Resume**

[Go to Step 2: Agency-wide Questions](#)

\* Required Field

- Review your Personal Profile Information.
- Click on “Add...” to enter your Education, Work Experience, Certificates, etc.

It is important that you include all relevant education and experience in your application. List each job title separately even if it is with the same employer. Describe your job duties in detail. The field size is unlimited.

All pertinent information must be included in your application. Incomplete applications will be rejected. A resume is optional.

- Click on “Go to Step 2: Agency-wide Questions”.

## Agency-wide Questions



Hawai'i State **Judiciary**

[Job Openings](#) | [Internal Job Openings](#) | [Applicant Information](#) | [Benefits](#) | [Close](#)

Welcome, Recruitment Examination

[Help](#)

[Logout](#)

[Clerk Typist II](#) - Application process steps:

1 Job Application   2 **Agency-wide Questions**   3 Supplemental Questions   4 Confirm Application   5 Certify & Submit

### Agency-wide Questions

\* Required Field

If you need more than **one hour** to complete this section click the '**Save Work in Progress**' button occasionally to save your work. All questions marked '**Required**' need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of the following questions is to obtain additional job related information to evaluate your application for the position(s) you are applying for or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies.

\*1. AGENCY-WIDE QUESTIONS:

21. If you chose "Other" or would like to give us more information for the recruitment survey above, use this box to type in your response.

[Save Work in Progress](#)

[Save & Proceed](#)

\* Required Field

### Step 2: Agency-wide Questions

- Complete Agency-wide Questions.
- Click "Save & Proceed".

## Supplemental Questions



Welcome, Recruitment Examination

[Help](#) [Logout](#)

[Clerk Typist II](#) - Application process steps:

1 >>>> 2 >>>> 3 >>>> 4 >>>> 5  
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Supplemental Questions

\* Required Field

If you need more than **one hour** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. All questions marked **'Required'** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training, experience and/or availability relative to the position(s) you are applying for.

**\*1. SELF-CERTIFICATION STATEMENT FOR TYPING**

Applicants must possess the ability to perform a range of typing tasks. To qualify for these positions, you must be able to type straight copy at a rate of 40 net words per minute.

I understand that my typing proficiency may be evaluated by the appointing authority, and that Judiciary Human Resources reserves the right to test me.

8. List any other courses/training not covered above that are pertinent to the position. List the school or program where the training was obtained, the contents of the training and the length of the program.

[Save Work in Progress](#)

[Save & Proceed](#)

\* Required Field

### Step 3: Supplemental Questions

- Complete Supplemental Questions.
- Click "Save & Proceed".

## Confirm Application



Welcome, Recruitment Examination

[Help](#) [Logout](#)

[Clerk Typist II](#) - Application process steps:

1 >>>> 2 >>>> 3 >>>> 4 >>>> 5  
[Job Application](#)   [Agency-wide Questions](#)   [Supplemental Questions](#)   [Confirm Application](#)   [Certify & Submit](#)

**Confirm Application**

Please review the application you're about to send for the position of **Clerk Typist II**. If you need to modify any parts of your application, just click the **'Edit'** button next to the section you wish to modify. Once you've reviewed the application click the **'Confirm Application'** button to proceed to the final 'Certify & Submit' step.

### Personal Profile

[Edit Personal Profile](#)

Name:	Recruitment A Examination	Address:	417 S King Street, Room 101 Honolulu, Hawaii 96813
		Email:	<a href="mailto:recruitment@courts.state.hi.us">recruitment@courts.state.hi.us</a>
		Notification Preference:	Paper
Home Phone:	(808) 539-4949	Alternate Phone:	(808) 539-4949
Former Last Name:		Month and Day of Birth:	02/14

8. Q: List any other courses/training not covered above that are pertinent to the position. List [Edit](#) the school or program where the training was obtained, the contents of the training and the length of the program.

A:

[Confirm Application](#)

- **Review your application.**
- **If you need to modify any part of your application, Click the "Edit" button next to the section you wish to modify.**
- **When you have completed your review of your application, Click on "Confirm Application".**

## Certify and Submit Your Application



Welcome, Recruitment Examination

[Help](#) [Logout](#)

[Clerk Typist II](#) - Application process steps:

1 >>>> 2 >>>> 3 >>>> 4 >>>> 5  
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Certify & Submit

The screenshot shows a white rectangular box with a blue border. On the left side of the box is the Hawai'i State Judiciary logo. To the right of the logo is a paragraph of text: "By clicking on the 'Accept' button, I hereby certify that all statements in this application are true and correct to the best of my knowledge, and I agree and understand that any omission or misstatements of material facts herein may cause forfeiture of all rights to any employment in the service of the Hawai'i State Judiciary. I understand that any application materials including transcripts, copies of licensure and certification documents, etc. become the property of the Judiciary Human Resources Department and will not be returned." Below the text are two buttons: "Accept" and "Decline". An arrow points from the bottom left of the box to the "Accept" button.

### Step 5: Certify & Submit

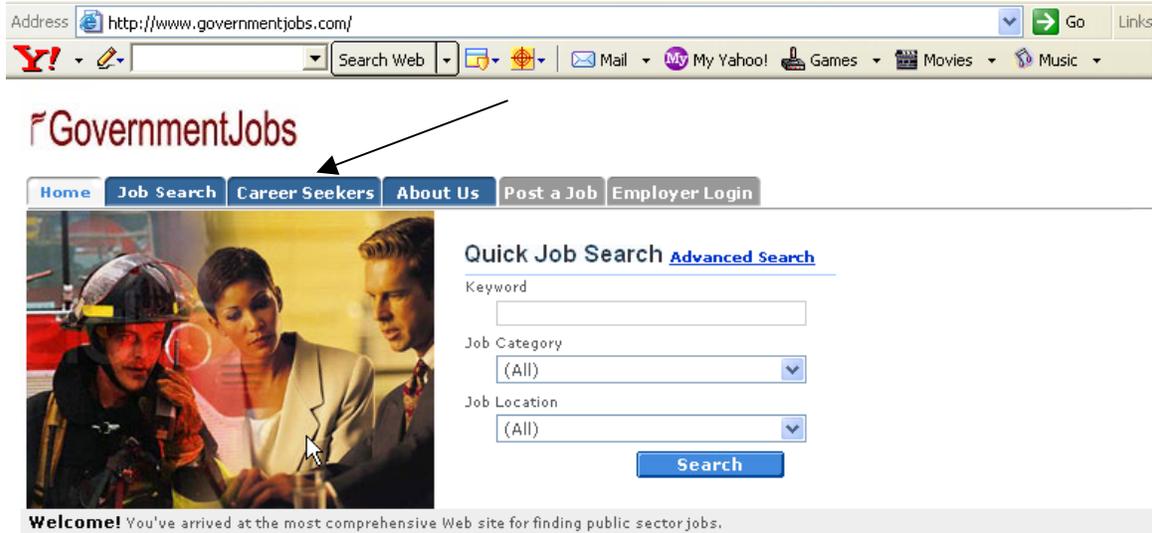
**Read this paragraph before submitting your application. If you are ready to submit your application, Click "Accept." This is considered your electronic signature.**

***Once you submit an online application, you will receive an automatic email reply confirming Human Resources has received your application. You may print this page for your records.***

***If you do not receive this email, it means we did not get your application. Double check your email address to make sure that it was entered correctly.***

***Thank you for applying online with the Hawai'i State Judiciary!***

## How to View a Listing of the Applications You Submitted



The screenshot shows a web browser window with the address bar displaying <http://www.governmentjobs.com/>. The browser's toolbar includes a search engine, mail, and other services. The GovernmentJobs.com logo is at the top left. Below the logo is a navigation menu with the following items: Home, Job Search, Career Seekers, About Us, Post a Job, and Employer Login. The 'Career Seekers' item is highlighted in blue. To the right of the navigation menu is a 'Quick Job Search' section with a 'Keyword' input field, 'Job Category' and 'Job Location' dropdown menus (both set to '(All)'), and a 'Search' button. Below the search section is a 'Welcome!' message: 'Welcome! You've arrived at the most comprehensive Web site for finding public sector jobs.'

- Visit [www.governmentjobs.com](http://www.governmentjobs.com) website.
- Click on “Career Seekers.”

## Login to Your Existing Account



The screenshot shows the GovernmentJobs.com website with the 'Career Seekers' navigation menu highlighted. Below the navigation menu is the heading 'Are you registered?' followed by the text: 'To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.' Below this text is a login form with the following fields: 'Username:' with an input field, 'Password:' with an input field, and a 'Login' button.

- Enter your “Username” and “Password”.
- Click on “Login.”

[Create Application](#)

### Applications You've Created:

Name	Date Created	Modify
<a href="#">Job Application</a>	Feb 14, 2006	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Circuit Court Clerk II</a>	Feb 16, 2006	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Circuit Court Clerk IIa</a>	Feb 16, 2006	<a href="#">Edit</a>   <a href="#">Delete</a>

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

This is a listing of all applications you have created.

Click on "Application Status" to view a listing of applications you have submitted.

### Positions You've Applied For

You have applied for **1** position.

Job Title	Organization	Applied	View	App. Status
<a href="#">Clerk III</a>	Hawai'i State Judiciary, HI	03/01/06	<a href="#">View</a>	Application Received