

THE JUDICIARY – STATE OF HAWAII

Communications and Community Relations

SUMMARIES OF VOLUNTEER POSITIONS

Position Summary	Court	Minimum Hours	Minimum Commitment	Position Code
ACCOUNT CLERK Assist the fiscal officer with accounting and related clerical duties.	ALL COURTS	1 FULL DAY OR 2 HALF DAYS/WEEK	3 – 6 MONTHS	S- Staff support
A/JCSRU AIDE Assist the Adult/ Juvenile Community Service and Restitution Unit (A/JCSRU) Counselors in: monitoring offenders' compliance with required work; processing new referrals; typing notices, memos and letters. May prepare caseload statistics.	CIRCUIT Adult Client Services Branch	6 HOURS PER WEEK	4 MONTHS	C- Client Related

<p>A/JCSRU CLERICAL MESSENGER AIDE</p> <p>Assist the A/JCSRU Clerical intake section by carrying out assigned tasks under the supervision of unit secretary and/or senior clerk/typist.</p>	<p>CIRCUIT</p> <p>Adult Client Services Branch</p>	<p>6 HOURS PER WEEK</p>	<p>4 MONTHS</p>	<p>S- Staff support</p>
<p>ADULT PROBATION CASE AIDE</p> <p>Assist the probation officer</p> <p>By gathering information about compliance with conditions of probation; associated clerical tasks.</p>	<p>CIRCUIT</p> <p>Adult Client Services Branch</p>	<p>6 HOURS PER WEEK</p>	<p>ONE YEAR</p>	<p>C- Client Related</p>

Note: Unless otherwise specified, volunteer work hours are between 7:45 a.m. and 4:30 p.m., Monday through Friday.

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<p>ADULT PROBATION RISK MANAGEMENT CASE AIDE</p> <p>Assist Adult Probation Officers with probationers</p> <p>By: interviewing probationers, providing information on jobs, school, and resources; locating and contacting them; writing letters and reports. May assist with drug testing.</p>	<p>CIRCUIT</p> <p>Adult Client Services Branch</p>	<p>6 HOURS PER WEEK</p>	<p>ONE YEAR</p>	<p>C- Client Related</p>
<p>ADULT PROBATION SPECIAL SERVICES CASE AIDE</p> <p>Assist probation officer by gathering information about compliance with court requirements. This may include urinalysis sampling for drugs. Recordkeeping and some clerical work are required.</p>	<p>CIRCUIT</p> <p>Adult Client Services Branch</p>	<p>6 HOURS PER WEEK</p>	<p>ONE YEAR</p>	<p>C- Client Related</p>

<p>BAR EXAM PROCTOR</p> <p>Must not be a prospective law student or attorney or otherwise have a conflict of interest. Assist Board of Examiners of the Supreme Court in monitoring applicants taking the Hawaii state bar exam to practice law in Hawaii.</p>	<p>COURTS OF APPEAL</p>	<p>5 HOURS A DAY</p> <p>3 TO 4 DAYS DURING EXAM PERIODS</p>	<p>FEBRUARY AND JULY</p>	<p>S- Staff support</p>
<p>CLERICAL-MESSENGER AIDE</p> <p>Assist staff in general clerical-messenger tasks.</p>	<p>ALL</p>	<p>4 HOURS PER WEEK</p>	<p>4 MONTHS</p>	<p>S- Staff support</p>

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COURT CLERK'S AIDE Assist court clerk and staff by: preparing documents for court; receiving various documents typing court calendar.	CIRCUIT	1 FULL DAY OR 2 HALF DAYS/WEEK	6 MONTHS	S- Staff support
COURT ORIENTATION DOCENT Inform the public about Hawai'i's Judicial System by conducting group orientations of the Circuit Court.	ADMIN CCR	ONE MORNING OR ONE AFTERNOON PER WEEK	9 MONTHS	S- Staff support

<p>COURT ORIENTATION</p> <p>DOCENT ASSISTANT</p> <p>Assist docents with pre-arranged visiting groups by: helping them to enter the courthouse; maintaining order and control of groups.</p>	<p>ADMIN</p> <p>CCR</p>	<p>ONE MORNING</p> <p>OR ONE AFTERNOON</p> <p>PER WEEK</p>	<p>9 MONTHS</p>	<p>S- Staff support</p>
<p>CRIMINAL MISDEMEANOR</p> <p>CASE AIDE</p> <p>Assist Adult Services Probation Officers in intake of individuals on probation for abusing a family member.</p>	<p>CIRCUIT</p> <p>Adult Client Services Branch</p>	<p>2 HALF DAYS</p> <p>PER WEEK</p>	<p>ONE YEAR</p>	<p>C- Client Related</p>

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DATA ENTRY CLERK Access the computer and enter relevant data on court cases. Review and update computerized information.	ALL	3 HOURS PER WEEK	6 MONTHS	S- Staff support
DATA PROCESSING AIDE Computer experience required. Assist technical staff in: preparing documentation for training users, installing equipment; collating data, compiling and posting statistics; entering data into computer.	ADMINISTRATION	4 HOURS PER WEEK	3 MONTHS	S- Staff support
DATA PROCESSING OPERATOR Typing and computer experience required. Gather information and enter information into computer. Research missing data and maintain data entry documentation manuals.	CIRCUIT	3 HOURS PER WEEK	6 MONTHS	S- Staff support

<p>DISTRICT COURT</p> <p>CASE AIDE Assist probation officers</p> <p>in supervising probationers</p> <p>in adhering to court requirements; other clerical related duties</p>	<p>CIRCUIT</p> <p>Adult Client Services Branch</p>	<p>6 HOURS PER WEEK</p>	<p>ONE YEAR</p>	<p>C- Client Related</p>
<p>EQUALITY AND ACCESS TO THE COURTS AIDE</p> <p>Assist in researching and reviewing material relating to bias in the courts. Clerical.</p>	<p>ADMINISTRATION</p>	<p>3 HOURS A WEEK</p>	<p>3-4 MONTHS</p>	<p>S- Staff support</p>

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<p>JUDICIAL CLERK'S ASSISTANT</p> <p>Assist Judicial Clerk in: reviewing and researching documents in case files regarding bail and other funds; preparing documents and letters; contacting attorneys and others by telephone.</p>	<p>CIRCUIT</p>	<p>10 HOURS PER WEEK</p>	<p>6 MONTHS</p>	<p>S- Staff support</p>
<p>JUDICIAL/COURT CLERK'S AIDE</p> <p>Assist Judicial Clerk and cashiers in: explaining procedures to defendants; obtaining traffic abstracts; sorting and filing documents; sorting and distributing mail.</p>	<p>RURAL COURTS</p>	<p>10 HOURS PER WEEK</p>	<p>6 MONTHS</p>	<p>S- Staff support</p>

<p>JHC CURRICULUM PLANNER</p> <p>Assist in research and development of educational programs at the JHC under direction of the Education Specialist.</p>	<p>ADMINISTRATION/JUDICIARY HISTORY CENTER</p>	<p>3 HOURS PER WEEK</p>	<p>9 MONTHS</p>	<p>S- Staff support</p>
<p>JHC DOCENT/ GALLERY TEACHER</p> <p>Teach groups about the History of Ali'iolani Hale and the Judiciary at the Judiciary History Center.</p>	<p>ADMINISTRATION/JUDICIARY HISTORY CENTER</p>	<p>3 HOURS PER WEEK</p>	<p>9 MONTHS</p>	<p>S- Staff support</p>
<p>JHC DOCENT/GREETER</p> <p>Greet and invite visitors to Ali'iolani Hale, giving information about the building and introducing the multi-media presentation.</p>	<p>ADMINISTRATION/JUDICIARY HISTORY CENTER</p>	<p>2-3 HOURS PER WEEK</p>	<p>FLEXIBLE</p>	<p>S- Staff support</p>

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JHC RESEARCHER Assist the Educational Specialist with research with research projects. provide legal research knowledge and expertise.	ADMINISTRATION/JUDICIARY HISTORY CENTER	6 HOURS PER WEEK	ONE SEMESTER OR 3 MONTHS	S- Staff support
LEGAL DOCUMENTS WORKER Process legal documents and Maintain case files.	CIRCUIT/DISTRICT	5 HOURS A WEEK	4 MONTHS	S- Staff support
PRESENTENCE AIDE Assist probation officer At the Adult Probation Division in preparation Of the presentence report by: Reading and summarizing	CIRCUIT Adult Client Services Branch	1 FULL DAY OR 2 HALF DAYS/WEEK	ONE YEAR	C- Client Related

<p>Police, probation and parole</p> <p>Reports; interviewing</p> <p>Defendants for mental</p> <p>Health examination</p> <p>information; investigate</p> <p>supervision requests.</p> <p>Master's level student preferred.</p>				
<p>RESEARCH</p> <p>STATISTICIAN AIDE</p> <p>Maintain detention services</p> <p>Statistics by entering, Verifying and evaluating</p> <p>Admissions and releases;</p> <p>Translate police reports.</p> <p>Keypunch information To coding sheets.</p> <p>Other research/clerical duties as needed.</p>	<p>FAMILY</p>	<p>10 HOURS A WEEK</p>	<p>6 MONTHS</p>	<p>S- Staff support</p>

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<p>TEACHER'S AIDE</p> <p>Under the supervision of DOE teachers in the Detention Home with Their schoolwork by: Preparing lesson plans; Administering and correcting tests; teaching English, reading Or mathematics. May also help with recreational activities.</p>	<p>FAMILY DETENTION HOME</p>	<p>2 HALF DAYS/WEEK</p>	<p>4 MONTHS</p>	<p>C- Client Related</p>
<p>TEMPORARY RESTRAINING ORDER (TRO) AIDE</p> <p>Assist the TRO Social Workers by attending hearings and copying Court's orders.</p> <p>Escort clients to hearings.</p> <p>Process referral letters.</p> <p>Answer hotline.</p>	<p>CIRCUIT/TRO Unit</p> <p>Adult Client Services Branch</p>	<p>8 HOURS A WEEK</p>	<p>6 MONTHS</p>	<p>C- Client Related</p>

<p>VGAL CASE AIDE</p> <p>Assist in: Reviewing documents and files; observing and reporting on visits between children and parents; transporting clients to and from appointments; doing related clerical work</p>	<p>FAMILY</p> <p>Juvenile Client Services Branch</p>	<p>6 HOURS A WEEK</p>	<p>2 SEMESTERS</p> <p>OR 8 MONTHS</p>	<p>C- Client Related</p>
<p>VIPS PERSONNEL</p> <p>MANAGEMENT SPECIALIST</p> <p>Assist in developing and implanting personnel policies and procedures for the CCR Program. Create, review and revise volunteer position descriptions.</p>	<p>ADMINISTRATION/CCR</p>	<p>FLEXIBLE AS MUTUALLY AGREED</p>	<p>4-6 MONTHS</p>	<p>S- Staff support</p>

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VIPS PROGRAM ASSISTANT Assist in operation, planning, evaluating of the CCR Program.	ADMINISTRATION/CCR	6 HOURS PER WEEK	6 MONTHS	S- Staff support
VIPS SOCIAL SERVICE ASSISTANT Assist CCR Staff in: Recordkeeping; following-up with volunteers and their Supervisors regarding placement; clerical tasks.	ADMINISTRATION/CCR	6 HOURS PER WEEK	6 MONTHS	S- Staff support
VIPS VOLUNTEER RECRUITER Assist CCR staff in finding volunteers by developing and carrying out plans for targeted and general recruitment. Writing and telephone communication skills are required.	ADMINISTRATION/CCR	6 HOURS PER WEEK		S- Staff support