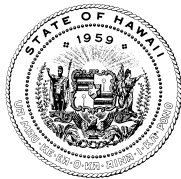


NEIL ABERCROMBIE
GOVERNOR
STATE OF HAWAII



JOBIE M. K. MASAGATANI
CHAIRMAN
HAWAIIAN HOMES COMMISSION

DARRELL T. YOUNG
DEPUTY TO THE CHAIRMAN

**STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS**

P. O. BOX 1879
HONOLULU, HAWAII 96805

Post by: May 28, 2014

VACANCY ANNOUNCEMENT (VA~E #14-013)

TITLE & PAY RANGE: HHL HOMESTEAD LEASE COORDINATOR, SR-NA (18)
POSITION NO. & BARGAINING UNIT: 111524, BU-03 Clerical/Technical
POSITION STATUS: Temporary NTE 06/30/2015, Exempt, Non-Civil Service
LOCATION: Homestead Services Division/Administration
Kapolei, Oahu, Hawaii

SUMMARY DESCRIPTION OF POSITION:

This position manages, coordinates and processes a variety of work activities associated with surrendered and cancelled homestead leases. The position also coordinates the relocation of homestead lessees, and provides support for homestead evictions on a statewide basis in conformance with statutory requirements, the Hawaiian homes Commission Act, 1920, as amended, DHHL Administrative Rules, homestead lease requirements, and other established work plans and work schedules in addition to performing other work related responsibilities.

MINIMUM QUALIFICATIONS REQUIREMENTS indicated on reverse side.

DEADLINE FOR FILING:

Currently on continuous recruitment until further notice.

This vacancy will be filled by an exempt (non-civil service) at will, appointment. Additional information may be obtained by calling Personnel at 620-9540.

Jobie M. K. Masagatani, Chairman
Hawaiian Homes Commission

AN EQUAL OPPORTUNITY EMPLOYER

HHL HOMESTEAD LEASE COORDINATOR:

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

Associate's degree from an accredited college or university.

Specialized Experience:

Six (6) years of progressively responsible work experience in property management and/or real estate sales. The six years of required experience may include work experience in managing lease, rental or other properties and/or in real estate development, real estate escrow processing and real estate closing transactions, mortgage loan processing, or other related property management or real estate work experience.

Substitutions allowed:

1. A real estate license will be substituted for two (2) years of Specialized Experience.
2. A Bachelor's degree from an accredited university in a Business major or other closely related field may be substituted for the Specialized Work Experience.