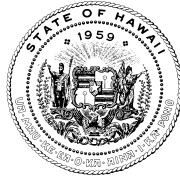


NEIL ABERCROMBIE
GOVERNOR
STATE OF HAWAII



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: May 28, 2014

Continuous Recruitment VACANCY ANNOUNCEMENT (VA-E-#14-003/004)

TITLE & PAY RANGE: HHL LEGAL ASSISTANT III, SR-NA (20)
POSITION NOs. & BARGAINING UNIT: 101259 & 101260, BU-13 Professional/Scientific
POSITION STATUS: Temporary NTE 06/30/2015, Exempt, Non-Civil Service
LOCATION: Homestead Services Division, District Office Branch,
Oahu District Office & Land Management Division,
Kapolei, Oahu, Hawaii

SUMMARY DESCRIPTION OF POSITION:

The HHL Legal Assistant position provides DHHL staff with paralegal services, including drafting a wide variety of legal documents required by DHHL programs, projects, and activities, including but not limited to homestead leases, general leases, licenses, revocable permits, rights-of-entry, easements, loan agreements, public notices, lease cancellations, various types of contracts, and change orders to construction contracts. In addition, this position drafts or reviews drafts of standard forms and documents used by DHHL, such as homestead lease applications, loan applications, designations of successors, transfers, amendments, cancellation and surrender of leases, proxies, and authorizations to release confidential records. Provides preliminary legal consultation assistance to staff members; and, as assigned, drafts or reviews drafts of submittals to the Hawaiian Homes Commission on homestead services or general administration matters affected by legal issues. Conducts research of specific parcels of Hawaiian home lands or of other lands of interest to DHHL and provides documentation of records and written reports of findings and conclusions; drafts legal documents and correspondences, and assists the Homestead Assistants in processing lease transactions and in counseling homesteaders; attends and participates in meetings regarding HSD activities; and performs a variety of other related work assignments as required.

MINIMUM QUALIFICATION 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.

HHL LEGAL ASSISTANT III

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

Associate in Science (A.S.) degree in a Paralegal Program approved by the American Bar Association, or from an accredited university. Relevant work experience at a higher, more professional level may be substituted for Education on a month-for-month basis.

Specialized Experience:

Minimum of four (4) years of paralegal work experience which involved conducting legal research; preparing legal instruments and documents; interviewing and assisting clients; performing investigative functions related to legal matter researching; assisting in judicial and administrative appearances; and assisting attorneys assigned to the DHHL with other technical and paraprofessional duties related to the paralegal work within DHHL. This Specialized Experience must have included knowledge of the legal system and procedures and legal research methods and sources of legal information.

License:

Valid driver's license to operate a motor vehicle in the State of Hawaii.