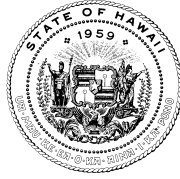


NEIL ABERCROMBIE
GOVERNOR
STATE OF HAWAII



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

VACANCY ANNOUNCEMENT (VA~E #13-010)

TITLE & PAY RANGE: HHL Personnel Clerk III, SR-NA (09)
POSITION NO. & BARGAINING UNIT: 106420, BU-63 CLERICAL / TECHNICAL
POSITION STATUS: Temporary NTE 06/30/2015, Exempt, Non-Civil Service
LOCATION: Administrative Services Office, Personnel Staff
Kapolei, Oahu, Hawaii

SUMMARY DESCRIPTION OF POSITION:

This position provides a variety of clerical and technical support services in the processing of a variety of personnel actions and forms for pre-employment new hire packets; official personnel jackets; training requests, performance appraisals; leave records; personnel database; requisitions, purchase orders, invoices, mail tracking log; conduct simple research; meets and greets visitors, clients, provides assistance/information; compose routine correspondences and types into final form; updates and maintains files and filing system, and performs other related duties as required.

MINIMUM QUALIFICATION REQUIREMENTS indicated on reverse side.

A copy of the job description is available for review in the DHHL Personnel Office.

CONTINUOUS RECRUITMENT UNTIL FILLED

This vacancy will be filled by an exempt (non-civil service) At Will appointment.

/S/

Jobie M.K. Masagatani, Chairman
Hawaiian Homes Commission

AN EQUAL OPPORTUNITY EMPLOYER

HHL Personnel Clerk III

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

High School diploma or G.E.D.

General Experience:

One (1) year of progressively responsible clerical work experience which involved the operation of a typewriter and/or computer in performing a variety of standard clerical work such as typing of correspondences, reports, and other materials; and which demonstrated knowledge of English grammar, spelling, arithmetic, and operation of common office equipment ; and

Specialized Experience:

One (1) year of experience in an office where the work required the knowledge and application of pertinent personnel rules, regulations, procedures, and program requirements. Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. The applicant's overall responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position.

Substitutions allowed:

- 1) Successful completion of a clerical curriculum at an accredited business or technical school may be substituted for the General Experience on a month-to-month basis up to a maximum of one year.
- 2) Graduation from an accredited university meets the General and Specialized Experience requirements.