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GOVERNOR  
STATE OF HAWAII

SHAN S. TSUTSUI  
LT. GOVERNOR  
STATE OF HAWAII



JOBIE M. K. MASAGATANI  
CHAIRMAN  
HAWAIIAN HOMES COMMISSION

WILLIAM J. AILA, JR.  
DEPUTY TO THE CHAIRMAN

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

P. O. BOX 1879  
HONOLULU, HAWAII 96805

Post by: February 5, 2016

VACANCY ANNOUNCEMENT (VA~E #16-004)

TITLE & PAY RANGE: HHL LEGAL ASSISTANT III, SR-NA (20)  
POSITION NO. & BARGAINING UNIT: 101260, BU-13 Professional & Scientific  
POSITION STATUS: Temporary, Exempt, Non-Civil Service  
LOCATION: Land Management Division,  
Kapolei, Oahu

SUMMARY DESCRIPTION OF POSITION:

This 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. Also drafts or reviews drafts of standard forms and documents used by DHHL, including but not limited to 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 in variety of other related work assignments as required.

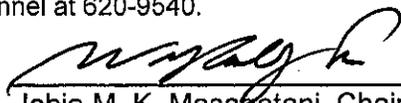
MINIMUM QUALIFICATION REQUIREMENTS indicated on reverse side.

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

**DEADLINE FOR FILING:**

Applications must be submitted to the DHHL Personnel Office by no later than  
**4:30 P.M., Monday, February 22, 2016.**

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

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 level may be substituted for Education.

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; assisting in judicial and administrative appearances; and assisting attorneys with other technical and paraprofessional duties related to paralegal work. This 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.