



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

P. O. BOX 1879
HONOLULU, HAWAII 96805

VACANCY ANNOUNCEMENT (VA~E #14-011)

TITLE & PAY RANGE: HHL Clerk Typist III, SR-NA (10)
POSITION NO. & BARGAINING UNIT: 104353, BU-03 CLERICAL/TECHNICAL
POSITION STATUS: Temporary NTE 06/30/2015, Exempt, Non-Civil Service
LOCATION: Homestead Services Division, Molokai District Office
Kaunakakai, Molokai, Hawaii

SUMMARY DESCRIPTION OF POSITION:

This position provides clerical support and services to the Molokai District Office, in the areas of recordkeeping, billing and inventory of Molokai Water System; receives and collects various types of payments; prepares right of entry permits; coordinates reservations for the social hall and beach parks; provides information and assistance to applicants, lessees and the public; performs a variety of clerical tasks as assigned and required.

MINIMUM QUALIFICATION REQUIREMENTS indicated on reverse side.

DEADLINE FOR FILING:

If you are interested and your job skills and experience meet the job descriptions and minimum qualifications for the positions listed, please send resume and cover letter detailing which position you are applying for to dhl.jobs@hawaii.gov no later than **4:30 P.M., Friday, February 14, 2013.**

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.

/S/

Jobie M.K. Masagatani, Chairman
Hawaiian Homes Commission

AN EQUAL OPPORTUNITY EMPLOYER

HHL CLERK-TYPIST III:

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

High school graduate or equivalent.

Basic Experience:

Six (6) months of work experience which demonstrated knowledge of English grammar, spelling, arithmetic; ability to read and understand oral and written instructions; write simply and directly and compare words and numbers quickly and accurately.

Clerical Experience:

One (1) year of clerical work experience, which involved the performance of a variety of clerical tasks and demonstrated knowledge of office practices and procedures, and the ability to carry out procedures in clerical work systems, and operate various kinds of office equipment and technologies.

Substitutions Allowed:

1. Graduation from high school or equivalent may be substituted for Basic Experience.
2. Excess Clerical Experience may be substituted for Basic Experience.
3. Successful completion of a substantially full-time clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English, clerical/office procedures, and mathematics may be substituted for the required Clerical Experience on the basis of fifteen (15) semester credits of satisfactorily completed coursework for six (6) months of experience, up to a maximum of two (2) years.
4. Education in a baccalaureate program at an accredited university may be substituted for Clerical Experience on the basis of fifteen (15) semester credits for six (6) months of experience, up to a maximum of two (2) years.