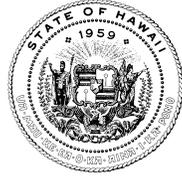


DAVID Y. IGE
GOVERNOR
STATE OF HAWAII



JOBIE M. K. MASAGATANI
CHAIRMAN
HAWAIIAN HOMES COMMISSION

SHAN S. TSUTSUI
LT. GOVERNOR
STATE OF HAWAII

DARRELL T. YOUNG
DEPUTY TO THE CHAIRMAN

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

P. O. BOX 1879
HONOLULU, HAWAII 96805

Post by: December 05, 2014

VACANCY ANNOUNCEMENT (VA~E #14-016)

TITLE & PAY RANGE: HHL SECRETARY III, SR-NA (16)
POSITION NO. & BARGAINING UNIT: 116927, BU-03 CLERICAL / TECHNICAL
POSITION STATUS: Temporary NTE 06/30/2015, Exempt, Non-Civil Service
LOCATION: Office of the Chairman, Kapolei, Oahu, Hawaii

SUMMARY DESCRIPTION OF POSITION:

This position is located in the Office of the Chairman and is responsible to provide personal assistant and secretarial duties to the Executive Assistant. This position will also provide a variety of clerical services to the Office of the Chairman Special Assistant, HHL Claims; Administrative Rules Officer; Legislative Analyst; HHL Land Issues Officer and, as needed, also provide clerical support assistance to the Hawaiian Homes Commission; Deputy to the Chairman; and the Chairman, Department of Hawaiian Home Lands.

MINIMUM QUALIFICATION REQUIREMENTS are indicated on the reverse side.

DEADLINE FOR FILING:

Applications must be submitted to the DHHL Personnel Office by no later than
4:30 P.M., Thursday, December 18, 2014.

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:

General Clerical Experience:

Six months of work experience which involved performance of tasks which demonstrated knowledge of English grammar, spelling and arithmetic; and the ability to read and understand oral and written instructions; and speak and write simply and directly.

Specialized Clerical Experience:

* Three years of progressively responsible typing and/or substantive clerical work which demonstrated possession of, in addition to the knowledge and abilities noted under General Clerical Experience, knowledge of common office appliances and equipment and the ability to carry out procedures in clerical work systems and to perform secretarial tasks including, but not limited to, several of the following: serving as telephone and walk-in receptionist; maintaining a system of files; making travel arrangements; composing correspondence; obtaining and presenting information from files; routing correspondence; reviewing outgoing correspondence for format, grammar, spelling and typography; maintaining a log of pending work; ect., and use computers and software applications (e.g., word processing, spreadsheet, databases, ect.)

** In addition to two (2) years of the Specialized Experience noted by the single asterick (*), requires one or two years, as noted, of progressively responsible typing, and/or substantive clerical work, which demonstrated possession of the ability to perform secretarial duties including, but not limited to the following:

- 1) providing personal assistance to an administrator or executive by attending to the administrative details of an office;
- 2) having an overall awareness of the activities and administrative framework of a program / organization; and 3) ability to exercise sound judgment.

Substitution of Education for Experience:

1. Graduation from high school with courses in basic English and arithmetic may be substituted for the six (6) months of General Clerical Experience.
2. 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 business English, clerical/office clerical procedures and mathematics, may be substituted for the required Specialized Experience as noted by the single asterisk (*) on the basis of fifteen (15) semester credits of satisfactorily completed course work for six (6) months of Specialized Experience, up to a maximum of one (1) year.
3. Education in a baccalaureate program at an accredited college or university may be substituted for Specialized Experience on the basis of fifteen (15) semester credits for six (6) months of experience, up to a maximum of one year.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered for.

