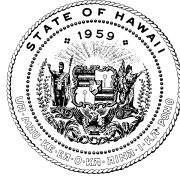


DAVID Y. IGE
GOVERNOR
STATE OF HAWAII

SHAN S. TSUTSUI
LT. 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 by: December 5, 2014

VACANCY ANNOUNCEMENT (VA~E #14-017)

TITLE & PAY RANGE: HHL HOMESTEAD ASSISTANT II, SR-NA (15)
POSITION NO. & BARGAINING UNIT: 100554, BU-03, CLERICAL / TECHNICAL
POSITION STATUS: Temporary NTE 06/30/2015, Exempt, Non-Civil Service
LOCATION: Homestead Services Division, District Office Branch,
Oahu District Office, Kapolei, Oahu, Hawaii

SUMMARY DESCRIPTION OF POSITION:

This position serves as an Assistant to the Homestead Services District Supervisor in the Oahu District Office by providing information and assistance to applicants, homestead lessees and the general public including receipt and processing of applications, assisting in the award process, receiving and processing various homestead lands transactions, assisting in loan processing and collections; researching, collecting and disseminating a variety of information as required and other support services to the Homestead Services Division.

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) 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:

Knowledge of:

Hawaiian Homes Commission Act, 1920, Administrative Rules, policies and procedures governing the application process and other aspects of the homesteading program. The objectives, operations, and lease transactions involved in the homesteading program. Loans and financial assistance for home building, farming and ranching. Mortgage, credit and/or delinquency counseling. Genealogy compilation, research, review and methodology including, but not limited to: 1) types of certificates and documents acceptable as proof of age and native Hawaiian qualification; 2) emphasis on secondary documents that may be used; 3) sources of information for birth, death, marriage, and other records used in determining genealogy; 4) procedure in obtaining confidential records from Family Court; 5) procedures in completing the "kumu ohana"; 6) types of affidavits and determination of other records that may be presented as acceptable evidence of native Hawaiian qualification. Terminology and documents used in lease transactions and loan applications. Appropriate agencies to contact relating to ordinance/lease violations. Basic math skills and deductive reasoning. Filing system methodology. Interviewing and counseling techniques. Basic building and equipment maintenance terminology and requirements.

Skills/Abilities:

Analyze, comprehend, interpret and relate HHCA of 1920, as amended, Administrative Rules, policies and procedures; and real estate (leasing) and loan (programs, applications and processing). Understand and explain basic terms and conditions of lease agreement. Read and interpret property maps and locate properties. Read and interpret topography maps. Read and interpret easements and locations of utilities and roadways. Provide technical guidance and assistance to other staff. Create and maintain effective relationships with others. Obtain compliance with homesteading requirements by gathering facts and then making sound recommendations. Speak and write effectively. Compose and prepare correspondence and reports. Prepare and deliver oral presentations for group meetings. Intermediate to advanced understanding and use of word processing, spreadsheet, e-mail with ability to create complex documents and utilize formulas. Exercise good judgment in determining the legitimacy of certificates, documents, affidavits, and other records presented as evidence of native Hawaiian qualification. Detect false and tampered documents. Maintain confidentiality relating to all data or information relating to all data or information relating to Family Court records, applications and lease records. Read and understand instructions. Sustain moderate to advanced physical exertion involving walking or riding (including, but not limited to uneven terrain) or driving/riding for extended periods of time. Operate standard office equipment.

Education: Graduation from high school or equivalent with satisfactory completion of course in English grammar, spelling and punctuation, and arithmetic or experience which demonstrated a high degree of verbal skills and the ability to read, comprehend and apply written directions and perform arithmetic computations (addition, subtraction, multiplication, division, fractions, and percentages).

General Experience:

One (1) year of work experience involving reading, comprehending, explaining and applying laws, rules and other requirements; gathering and evaluating information from various sources; and taking appropriate action in accordance with established policies, procedures, and guidelines.

Public Contact Experience:

One (1) year of work experience which involved meeting and dealing effectively with people which demonstrated the ability to establish and sustain positive relationships; provide and elicit pertinent information such as explaining and making sure people understood policies, procedures, rules, obligations, and requirements; and gaining the cooperation of others.

Non-Qualifying Experience:

Experience as a sales clerk, or any other work that did not involve establishing and sustaining positive relationships, and which did not involve providing and eliciting pertinent information as described above, but rather only involved brief exchanges of limited information, e.g., prices or direction information, does not qualify as acceptable Public Contact Experience,

Specialized Experience:

One (1) year of progressively responsible work experience which involved receiving, examining and evaluating documents and supporting evidence for Hawaiian Home Lands homestead lease transactions. Such experience must have demonstrated a good working knowledge of the Hawaiian Homes Commission Act, 1920, as amended; and departmental policies and procedures pertaining to Hawaiian Home Lands homestead lease transactions and successorship.

License:

Applicants must possess a valid license to drive in the State of Hawaii.

