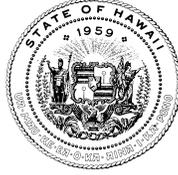


NEIL ABERCROMBIE
GOVERNOR
STATE OF HAWAII



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

Post by: December 3, 2014

VACANCY ANNOUNCEMENT (VA-E #14-018)

TITLE & PAY RANGE: HHL CLERK TYPIST III, SR-NA (10)
POSITION NO. & BARGAINING UNIT: 106110, BU-03 CLERICAL / TECHNICAL
POSITION STATUS: Temporary NTE 06/30/2015, Exempt, Non-Civil Service
LOCATION: Land Management Division, Kapolei, Oahu, Hawaii

SUMMARY DESCRIPTION OF POSITION:

This position provides clerical support and responsibilities that may include receiving, processing, sorting of incoming/outgoing mail, internal documents, bills, invoices and pay statements, recording of numerical data, establishing and maintaining division and branch files and records, in addition to performing a wide variety of substantive clerical tasks, including receptionist responsibilities, and other work related assignments as required and assigned.

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., Tuesday, December 16, 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:

Education:

High school diploma, G.E.D., or equivalent training and/or work experience.

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:

Two years of responsible 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 with courses in typing, English and arithmetic may be substituted for six (6) months of 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 or 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 satisfactory 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.