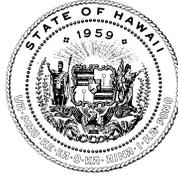


DAVID Y. IGE
GOVERNOR
STATE OF HAWAII

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 #14-019)

TITLE & PAY RANGE: HHL HOMESTEAD APPLICATION CLERK I, SR-NA (11)
POSITION NO. & BARGAINING UNIT: 101258, BU-03 CLERICAL / TECHNICAL
POSITION STATUS: Temporary NTE 06/30/2015, Exempt, Non-Civil Service
LOCATION: Homestead Services Division, Kapolei, Oahu, Hawaii

SUMMARY DESCRIPTION OF POSITION:

This position is primarily responsible for processing successorships to application rights; receiving, processing, and recommending approval or disapproval of applications for homestead leases; maintaining application records; screening waiting lists to identify applicants eligible for homestead awards; and preparing submittal items for action by the Hawaiian Homes Commission (HHC).

MINIMUM QUALIFICATION REQUIREMENTS indicated on 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:

Education:

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

General Experience:

Two (2) years of progressively responsible which involved performance of a variety of detailed tasks which demonstrated knowledge of English grammar, spelling, arithmetic, common office appliances and equipment; the ability to read and understand oral and written instructions; speak and write simply and directly; compare words and numbers quickly and accurately; and operate various kinds of office equipment.

At least one year of the General Experience must have involved, or have been supplemented by, some public contact work.

Specialized Experience:

One (1) year of progressively responsible work experience performing detailed tasks pertinent to the receipt, examination, and evaluation of documents and support evidence for Hawaiian Home Lands homestead leases. Such experience must demonstrate a good working knowledge of the Hawaiian Homes Commission Act, policies and procedures governing Hawaiian Home Lands homestead lease application and lot selection process and other aspects of the homesteading program.

Substitutions Allowed:

Substitution of Specialized Experience for General Experience:

Excess Specialized Experience may be substituted for General Experience on a month-for-month basis.

Substitution of Education for General Experience:

1. Successful completion of a substantially full-time, one year clerical curriculum leading to a diploma or degree at an accredited community college, or at a business or technical school which included courses in basic English and arithmetic may be substituted for one year of General Experience.
2. Successful completion of a substantially full-time two year clerical curriculum leading to a diploma or degree at an accredited community college or at a business or technical school may be substituted for two (2) years of General Experience.
3. Education in an accredited university in a baccalaureate program with courses in English and mathematics may be substituted for the General Experience on the basis of fifteen (15) semester hours for six (6) months of Experience.