

DAVID Y. IGE  
GOVERNOR  
STATE OF HAWAII



JOBIE M. K. MASAGATANI  
CHAIRMAN  
HAWAIIAN HOMES COMMISSION

SHAN S. TSUTSUI  
LT. GOVERNOR  
STATE OF HAWAII

WILLIAM J. AILA, JR.  
DEPUTY TO THE CHAIRMAN

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

P. O. BOX 1879  
HONOLULU, HAWAII 96805

**Post by: February 26, 2016**

VACANCY ANNOUNCEMENT (VA~E #16-014)

TITLE & PAY RANGE: HHL CLERK TYPIST III, SR-NA (10)  
POSITION NO. & BARGAINING UNIT: 100205, BU-03 Clerical/Technical  
POSITION STATUS: Temporary NTE 06/30/2017, Exempt, Non-Civil Service  
LOCATION: Homestead Services Division, Clerical Services  
Kapolei, Oahu, Hawaii

SUMMARY DESCRIPTION OF POSITION:

This position provides a variety of clerical and technical services to the Department of Hawaiian Home Lands (DHHL) Homestead Services Division (HSD), Branches and Offices. This position assists the Secretary to the Homestead Services Division Clerical Services pool in providing a wide variety of clerical support services to the HSD Administration, Branches and District Offices of DHHL; and performs other related work assignments.

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, March 10, 2016.**

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This vacancy will be filled by an exempt (non-civil service) At Will appointment.

A handwritten signature in black ink, appearing to read "Jobie M.K. Masagatani".  
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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:**

Four (4) years of progressively responsible and substantive clerical work experience which involved a variety of clerical tasks which demonstrated knowledge of office practices and procedures, and the ability to carry out procedures in a clerical work system and operate various kinds of office equipment and technologies. The work experience must have demonstrated knowledge of English grammar, spelling, arithmetic, the use of 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.

**Substitutions Allowed:**

**Substitution for General Experience:**

Excess progressive work Experience, training and/or education 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.