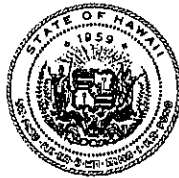


DAVID Y. IGE
GOVERNOR
STATE OF HAWAII

SHAN S. TSUTSUI
LT. GOVERNOR
STATE OF HAWAII



JOBIE M. K. MASAGATANI
CHAIRMAN
HAWAIIAN HOMES COMMISSION

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: September 22, 2016

VACANCY ANNOUNCEMENT (VA~E #16-017)

TITLE & PAY RANGE: CLERK TYPIST, HHL LDD, SR-NA (10)
POSITION NO. & BARGAINING UNIT: 102354, BU-03 Clerical/Technical
POSITION STATUS: Temporary NTE 06/30/2017
Exempt, Non-Civil Service
LOCATION: Land Development Division, Kapolei, Oahu

SUMMARY DESCRIPTION OF POSITION:

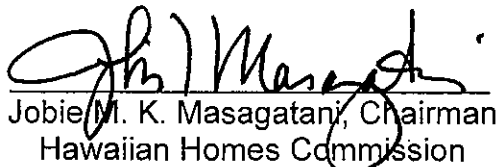
This position provides a variety of clerical support services such as typing, photocopying, filing, receptionist and other clerical work related duties as assigned and required in the Land Development Division, Housing Project Branch.

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., Friday, September 30, 2016. Thursday, October 6, 2016

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


Jobie M. K. Masagatani, Chairman
Hawaiian Homes Commission

AN EQUAL OPPORTUNITY EMPLOYER

Clerk Typist, HHL LDD

MINIMUM QUALIFICATION REQUIREMENTS:

Two and one-half years of progressively responsible typing work experience which involved the operation of a typewriter in performing a variety of standard clerical work such as typing of correspondence, reports and other materials, and which demonstrated knowledge of English grammar; spelling, arithmetic; common office appliance and equipment; and the ability to read and understand oral and written instructions; carry out procedures in clerical work systems; speak and write simply and directly; observe differences in copy and proofread words and numbers quickly and accurately; operate various kinds of office equipment.

Applicants for this Clerk Typist level must demonstrate possession of Supervisory Aptitude. Supervisory aptitude is the demonstration of aptitude or potential for performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions allowed:

1. Graduation from high school with courses in typing, basic English, and arithmetic may be substituted for six months of typing work experience.
2. Successful completion of a substantially full-time clerical curriculum of less than a year leading to a degree or diploma at an accredited community college, business or technical school and which included courses in typing, basic English, arithmetic, general clerical procedures, and office machines, may be substituted for typing work experience on a month-for-month basis.
3. Successful completion of a substantially full-time clerical curriculum of a year or more leading to a degree or diploma at an accredited community college, business or technical school and which included courses in typing, basic English, arithmetic, general clerical procedures, and office machines, will be deemed to have met one and one-half years of the typing work experience requirement.
4. Partial Completion of Training:
 - a. Completion of a half school year of substantially full-time clerical curriculum at an accredited community college, or business and/or technical school which included courses in typing, basic English and arithmetic may be substituted for six months of typing work experience.
 - b. Completion of one school year (of a program of more than 1 year in length) of substantially full-time clerical curriculum at an accredited community college or business and/or technical school which included courses in typing, basic English, arithmetic, general clerical procedures, and office machines, will be deemed to have met one and one-half years of the typing work experience requirement.