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GOVERNOR  
STATE OF HAWAII



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HAWAIIAN HOMES COMMISSION

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STATE OF HAWAII

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DEPUTY TO THE CHAIRMAN

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

P. O. BOX 1879  
HONOLULU, HAWAII 96805

**Post by: October 27, 2016**

VACANCY ANNOUNCEMENT (VA~E #16-25)

TITLE & PAY RANGE: HHL CLERK TYPIST II, SR-NA (08)  
POSITION NO. & BARGAINING UNIT: 100206, 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 substantive clerical work duties and responsibilities that may include receiving, processing, and maintaining homestead lease applications and lessee records; performs a wide variety of clerical tasks, including receptionist responsibilities and providing coverage in other division branch/section/unit, as required and assigned.

MINIMUM QUALIFICATION REQUIREMENTS indicated on reverse side.

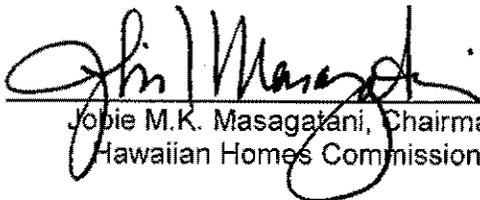
A copy of the job description is available for review in the DHHL Personnel Office.

**DEADLINE FOR FILING:**

Applications must be submitted to the DHHL Personnel Office by no later than  
**4:30 P.M., Thursday, November 10, 2016.**

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



Jobie M.K. Masagatani, Chairman  
Hawaiian Homes Commission

AN EQUAL OPPORTUNITY EMPLOYER

HHL CT II

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

High school diploma or G.E.D.

Experience:

Two and one-half (2-1/2) years of progressively responsible clerical work experience, which involved public contact; operation of a typewriter and computer to perform standard clerical work such as typing correspondence, reports, and other materials; knowledge of English grammar, spelling, arithmetic, and operation of common office equipment.

Substitutions Allowed:

Graduation from high school with courses in typing, English and arithmetic may be substituted for six (6) months of experience. Successful completion of a degree or diploma at an accredited community college, business or technical school, which included courses in typing, English, arithmetic, clerical procedures and operation of office machines, may be substituted for experience on a month-for-month basis