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: October 27, 2016

VACANCY ANNOUNCEMENT (VA~E #16-022)

TITLE & PAY RANGE:	HHL CLERK TYPIST II, SR-NA (08)
POSITION NO. & BARGAINING UNIT:	104354, BU-03 Clerical/Technical
POSITION STATUS:	Temporary NTE 06/30/2017, Exempt, Non-Civil Service
LOCATION:	Homestead Services Division, District Office Branch Kamuela, Hawaii

SUMMARY DESCRIPTION OF POSITION:

This position provides a variety of clerical and technical support services to the West Hawaii District Office and performs other related duties as 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.

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 Clerk Typist II, Position No. 104354

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 work experience 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.

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.