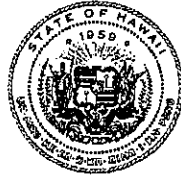


DAVID Y. IGE
GOVERNOR
STATE OF HAWAII

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: ²²September 29, 2016

VACANCY ANNOUNCEMENT (VA~E #16-018)

TITLE & PAY RANGE: HHL CONTRACTS ASSISTANT, SR-NA (15)
POSITION NO. & BARGAINING UNIT: 101715, 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 is located in the Land Development Division, Design and Construction Branch of the Department of Hawaiian Home Lands and is responsible to assist in drafting contracts and specifications, and provide a variety of other services in the preparation and processing of contracts and perform other related duties as assigned.

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, at will (non-civil service) appointment.


Jobie M. K. Masagatani, Chairman
Hawaiian Homes Commission

AN EQUAL OPPORTUNITY EMPLOYER

HHL Contracts Assistant II

MINIMUM QUALIFICATION REQUIREMENTS:

Education/Basic Experience:

Work experience that demonstrated the ability to read, comprehend and apply written directions, or a high degree of verbal skill. This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis. This requirement may also be met by graduation from high school or equivalent.

Specialized Experience:

Four (4) years of responsible experience in preparing or processing contracts, specifications and related legal instruments or notices requiring the knowledge and application of pertinent laws, policies and procedures. Such experience must demonstrate possession of the knowledge and the proper application of specification writing, drafting of contracts and legal notices, and contract letting, including but not limited to the advertisement for bids, instructions to bidders, proposals, contract and bond forms.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification or a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that s/he has the ability to perform the duties of the position for which s/he is being considered.

Substitutions:

Successful completion of thirty (30) semester credit hours of coursework from an accredited college or university which included at least six (6) semester credit hours of coursework that covered contracts may be substituted for one (1) year of Specialized Experience.