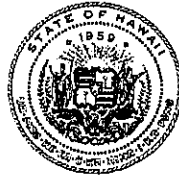


DAVID Y. IGE
GOVERNOR
STATE OF HAWAII

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

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Post by: September 49, 2016

VACANCY ANNOUNCEMENT (VA~E #16-019)

TITLE & PAY RANGE: HHL HOMESTEAD LEASE COORDINATOR, SR-NA (18)
POSITION NO. & BARGAINING UNIT: 111524, BU-03 Clerical/Technical
POSITION STATUS: Temporary NTE 06/30/2017, Exempt, Non-Civil Service
LOCATION: Homestead Services Division/Administration
Kapolei, Oahu, Hawaii

SUMMARY DESCRIPTION OF POSITION:

This position manages, coordinates and processes a variety of work activities associated with surrendered and cancelled homestead leases. The position also coordinates the relocation of homestead lessees, and provides support for homestead evictions on a statewide basis in conformance with statutory requirements, the Hawaiian homes Commission Act, 1920, as amended, DHHL Administrative Rules, homestead lease requirements, and other established work plans and work schedules in addition to performing other work related responsibilities.

MINIMUM QUALIFICATIONS 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., 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

HHL Homestead Lease Coordinator

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

Associate's degree from an accredited college or university.

Specialized Experience:

Six (6) years of progressively responsible work experience in property management and/or real estate sales. The six years of required experience may include work experience in managing lease, rental or other properties and/or in real estate development, real estate escrow processing and real estate closing transactions, mortgage loan processing, or other related property management or real estate work experience.

Substitutions allowed:

1. A real estate license will be substituted for two (2) years of Specialized Experience.
2. A Bachelor's degree from an accredited university in a Business' major or other closely related field may be substituted for the Specialized Work Experience.