

DAVID Y. IGE
GOVERNOR
STATE OF HAWAII



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CHAIRMAN
HAWAIIAN HOMES COMMISSION

SHAN S. TSUTSUI
LT GOVERNOR
STATE OF HAWAII

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 #16-027)

TITLE & PAY RANGE: HHL Personnel Clerk V, SR-NA (13)
POSITION NO. & BARGAINING UNIT: 117343, BU-63, CLERICAL / TECHNICAL
POSITION STATUS: Temporary NTE 06/30/2017, Exempt, Non-Civil Service
LOCATION: Administrative Services Office, Personnel Staff
Kapolei, Oahu, Hawaii

SUMMARY DESCRIPTION OF POSITION:

This position is responsible for providing a variety of technical, clerical, and typing support services for the Personnel Staff and the Administrative Services Office as required and for performing a variety of other clerical and technical support and work related assignments as required.

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 Personnel Clerk V

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

High school diploma or equivalent and/or comparable education, training, and work experience.

General Experience:

One-year of progressively responsible general office clerical work experience.

Specialized Experience:

Three years of progressively responsible work experience in an office where the work required the knowledge and application of pertinent personnel rules, regulations, procedures and program requirements or equivalent or comparable work experience, training and education.

Supervisory Experience:

Applicants must show that they possess supervisory aptitude, which is the demonstration of aptitude or potential for the 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 and/or administrative capabilities exist; by completion of training assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

1. Successful completion of a clerical curriculum at an accredited business or technical school may be substituted for the General Experience on a month-to-month basis up to a maximum of one (1) year.
2. Successful completion of an academic year in an accredited college or university above the high school level may be substituted for one (1) year of the General Experience.
3. Graduation from an accredited four (4) year college or university with a bachelor's degree may be substituted for one (1) year of General Experience and two (2) years of Specialized Experience.

Quality of Experience:

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