



**STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS**

P. O. BOX 1879
HONOLULU, HAWAII 96805

VACANCY ANNOUNCEMENT (VA-E #14-001)

TITLE & PAY RANGE: HHL APPLICATION ASSISTANT, SR-NA (13)
POSITION NO. & BARGAINING UNIT: 110645, BU-03 Clerical/Technical
POSITION STATUS: Temporary NTE 06/30/2015, Exempt, Non-Civil Service
LOCATION: Homestead Services Division/Application Branch
Kapolei, Oahu, Hawaii

SUMMARY DESCRIPTION OF POSITION:

This position manages genealogy audits for lease offerings, assists with developing, maintaining, and improving the automated systems in the applications branch, reviews and processes difficult and special case genealogies processed by staff; provides training in the application process; researches and resolves application discrepancies; works on special projects; services applicants; and performs other related work.

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, February 7, 2014.

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

/S/

Jobie M. K. Masagatani, Chairman
Hawaiian Homes Commission

AN EQUAL OPPORTUNITY EMPLOYER

HHL APPLICATION ASSISTANT:

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

High School graduate or equivalent.

General Experience:

Two years of clerical/technical work involving reviewing various documents for accuracy, completing assignments timely and in conformance with applicable laws, rules and regulations.

Public Contact Experience:

Two years of meeting and dealing with and providing services to a variety of clientele, customers, and the general public.

Specialized Experience:

Two years of specialized clerical/technical work experience with the Hawaiian Homes Commission Act, DHHL Administrative Rules, applicable federal and state statutes, policies and procedures.

Substitutions allowed:

- 1) Successful completion of a full-time clerical curriculum leading to a degree or diploma at an accredited community college, business, or technical school may be substituted for the respective years of clerical work experience up to two (2) years.
- 2) Completion of each fifteen (15) semester hours in an accredited university in a BA program, with courses in English and mathematics, may be substituted for six (6) months of clerical/technical work experience up to two (2) years.