



State of Hawaii

Department of Hawaiian Home Lands

HHL Office Assistant IV

Salary: \$2,494 per month. State benefits apply
Temporary, Exempt Non-Civil Service Appointment
This position is located in Kapolei, Oahu

DUTIES SUMMARY

This position provides administrative support in assisting project managers and engineers with a wide range of complex clerical assignments involving the publication of solicitation notices, construction bidding, professional services, award of contracts, and contract files.

MINIMUM QUALIFICATION REQUIRMENTS

Experience:

Basic Experience: Must possess six (6) months of work experience which demonstrated knowledge of English grammar, spelling, arithmetic; ability to read and understand oral and written instructions; write simply and directly and compare words and numbers quickly and accurately.

Clerical Experience: Two (2) years of work experience which involved the performance of a variety of clerical tasks and demonstrated knowledge of office practices and procedures, and the ability to carry out procedures in clerical work systems, and operate various kinds of office equipment and technologies.

Substitutions allowed:

1. Graduation from high school or equivalent may be substituted for Basic Experience.
2. Excess Clerical Experience may be substituted for Basic Experience.
3. Successful completion of a substantially full-time clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English, clerical/office procedures, and mathematics may be substituted for the required Clerical Experience on the basis of fifteen (15) semester credits of satisfactorily completed coursework for six (6) months of experience, up to a maximum of two (2) years.
4. Education in a baccalaureate program at an accredited college or university may be substituted for Clerical Experience on the basis of fifteen (15) semester credits for six (6) months of experience, up to a maximum of two (2) years.

License Required:

Valid Driver's License Preferred.

Legal Authorization to Work Requirement: The State of Hawaii requires all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

OTHER INFORMATION

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

Recruitment is continuous until needs are met.

HOW TO APPLY

Submit completed State of Hawaii Application for Non-Civil Service Appointment; and copies of all required licenses, certificates and diplomas/degrees to: dhhl.jobs@hawaii.gov

Applications can be found at: <https://dhhl.hawaii.gov/wp-content/uploads/2017/08/Non-Civil-Service-Application-HRD-278Rev.-10-2013.pdf>

For additional information, please email: dhl.jobs@hawaii.gov