



State of Hawaii

Department of Hawaiian Home Lands

HHL Homestead Assistant II

Salary: \$3,077 per month. State benefits apply

Temporary, Exempt Non-Civil Service Appointment

This position is located in Hilo, Hawaii

DUTIES SUMMARY

This position processes transfers of homestead leases including clearing the genealogy of transferees, coordinating with the attorney general's office to obtain conveyance documents, prepare recommendations to the Hawaiian Homes Commission, complete designation of successor forms; processes data entries for new lease awards and amendments of leases; investigate complaints of non-compliance of homestead leases; assist in preparing for lease violation contested case hearing and other work related and assigned duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS:

Basic Education/Experience Requirement:

Experience requiring the ability to read, comprehend and apply written directions, and a high degree of verbal skill, and the ability to perform arithmetic computations (addition, subtraction, multiplication, division, fractions and percentages). This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis. This requirement may also be met by possession of a high school diploma (or equivalent), with satisfactory completion of courses demonstrating knowledge of English grammar, spelling and punctuation and arithmetic.

General Experience:

One year of progressively responsible work experience which involved reading, comprehending, explaining and apply laws, rules, and other requirements; gathering and evaluating information from various sources; and taking appropriate action in accordance with established policies, procedures and guidelines. Such experience must have demonstrated knowledge of English grammar, spelling, basic arithmetic, and general office practices and procedures; and the ability to read and understand oral and written instructions; speak and write simply and directly, and perform a variety of clerical tasks.

Public Contact Experience:

One year of experience which involved meeting and dealing effectively with people, and which demonstrated the ability to establish and sustain positive relationships; provide and elicit pertinent information such as explaining and making sure people understood policies, procedures, rules, obligations, and requirements; and gaining the cooperation of others. The experience may be met from part-time and/or unpaid work.

NON-QUALIFYING EXPERIENCE:

Experience as a sales clerk, or any other work that did not involve establishing and sustaining positive relationships, and which did not involve providing and eliciting pertinent information as described above, but rather only involved brief exchanges of limited information, e.g., prices or direction information, does not qualify as acceptable Public Contact Experience.

Specialized Experience:

One year of progressively responsible work experience which involved receiving, examining and evaluating documents and supporting evidence for Hawaiian home lands homestead lease transactions. Such experience must have demonstrated a good working knowledge of the Hawaiian Homes Commission Act, 1920, as amended; and departmental policies and procedures pertaining to Hawaiian Home Lands homestead lease transactions and successorship.

License Requirement:

Applicants must possess a valid license to drive in the State of Hawaii.

Special Requirement:

Applicants must be commissioned as a notary public in government service shortly after appointment.

AN EQUAL OPPORTUNITY EMPLOYER

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.

Knowledge of:

The Hawaiian Homes Commission Act, 1920, as amended (as it relates to leases; philosophy, goals and functions of the Hawaiian Home Lands program; Hawaiian Home Lands homestead lease transaction and successorship qualification; sources of information for birth, death, marriage and other records commonly used in determining genealogy; terminology and documents commonly used in lease transactions; terms and conditions of lease agreements; and appropriate agencies to contact when investigating alleged ordinance/lease violations.

Ability to:

Review, understand and explain the basic terms and conditions of a lease and loan agreement; read and interpret property maps, review the recommendations of other staff members; coordinate the processing of lease transactions; handle changing priorities, and provide technical advice and assistance to other staff members.

To Be Eligible:

Applicants must be U.S. citizens or authorized to work in the U.S. and meet the minimum qualification requirements as stated above.

To Apply:

Submit completed State of Hawaii Application for Non-Civil Service Appointment; and copies of all required licenses, certificates, and diplomas/degrees to the DHHL Personnel Office, 91-5420 Kapolei Parkway, Kapolei, Hawaii 96805. Applications sent via the U.S. Mail must be postmarked by the filing deadline noted above. Application and accompanying material become the property of the DHHL. As needed, applicants should make copies of their resumes before submittal to the DHHL. Call 620-9538 for more information.

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: dhhl.jobs@hawaii.gov