

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS
VACANCY ANNOUNCEMENT
(Recruitment No. 23-003)

Opening Date: February 06, 2023

Closing: Continuous Until Filled

NAHASDA MORTGAGE LOAN SPECIALIST

Office of the Chairman, Kapolei, Oahu
Exempt from Civil Service

This position will be filled by an exempt (non-civil service) At-Will Appointment
\$4,337.00/month, State benefits apply

DUTIES SUMMARY:

The Mortgage Loan Specialist is responsible to provide information and assistance to homestead applicants and lessees applying for the Native Hawaiian Housing Block Grant (NHHBG) funds to purchase, build or repair homes; determines eligibility for loan assistance; undertakes collection activities for NHHBG loans; recommends counseling; and ensures compliance with federal and state statutes, rules and regulations, and requirements under Title VIII of the Native American Housing Assistance and Self-Determination Act (NAHASDA).

MINIMUM QUALIFICATION REQUIREMENTS:

Education: Baccalaureate degree from an accredited university which included a course (3 semester credits) in accounting, finance, or business economics.

General Experience: Must possess one and one-half (1 ½) years of progressively responsible professional work experience involving analysis of credit position of individuals; evaluation of assets or collateral for security of loans; assessing the ability to repay, gathering, evaluating, analyzing facts, resolve problems and recommend courses of action.

Non-Qualifying Experience: Credit investigation which was limited to the collection of information without an assessment and analysis of the financial conditions and reputation of individuals. Clerical experience, performed in a loan program or in support of professional loan specialists concerned with obtaining information regarding an applicant's financial background, verification of same and which may have included making recommendations for the approval or disapproval of loans based on obvious requirements without the performance of in-depth analyses of the applicant's financial position and background are not qualifying.

Substitutions allowed:

1. Satisfactory completion of all academic requirements for a master's degree from an accredited university with specialization in economics, finance, accounting, banking and credit, business administration or business law may be substituted for one (1) year of the required Experience.
2. Satisfactory completion of all academic requirements for a Ph.D. degree from an accredited university with specialization in one of the fields mentioned in item 1, above, may be substituted for all of the required Experience.
3. Possession of a degree in law from an accredited school of law may be substituted for one (1) year of the required

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 Human Resources Office, 91-5420 Kapolei Parkway, Kapolei, Hawaii 96805. Applications sent via the U.S. Mail must be postmarked by the filing deadline noted above (if applicable). Emailed or hand-delivered applications must be received in and by the DHHL Human Resources Office no later than 4:30 P.M. of the closing date (if applicable). 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.