

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

VACANCY ANNOUNCEMENT
(Recruitment No. 23-005)

Opening Date: February 7, 2023

Closing Date: Continuous Until Filled

HHL Homestead Services Administrative Assistant

Homestead Services Division
Exempt from Civil Service.

This vacancy will be filled by an exempt (non-civil service) At-Will Appointment.
\$5712.00/month, State benefits apply

DUTIES SUMMARY:

This position is responsible to assist the Homestead Services Administrator in directing the day-to-day operations; resolve problems and complaints relating to homestead areas and Hawaiian home lands; assist in planning and maintaining work systems; monitor staffing levels; personnel administration; staff development; budgeting; draft legislation, proposals, policies and procedures relating to the Homestead Services Division; and act for the Homestead Services Administrator in his/her absence on personnel and administrative matters.

MINIMUM QUALIFICATION REQUIREMENTS:

Education Requirement:

Graduation from an accredited college or university with a baccalaureate degree.

Excess work experience as described under the Experience requirement or any other responsible administrative, professional, or analytical work experience that provided knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while fulfilling a prescribed college curriculum leading to a baccalaureate degree may be substituted for the required education on a year-for-year basis. To be acceptable, the education or experience background must have demonstrated the ability to write clearly and comprehensively materials such as reports and analyses, read and interpret complex written material; perform research and solve complex problems logically and systematically.

Experience Requirements:

Four and one-half (4-1/2) years of progressively responsible work experience which involved supervision, budgeting, understanding and applying complex laws, rules, and regulations; familiarity with real estate terminology, real estate documents, real estate transactions or combination of bank/financial institution work engaged in home financing or other building construction, agricultural, or home improvement loans; gathering and evaluating information from various sources; take appropriate action in accordance with established policies, procedures, and guidelines, public contact which involved meeting and dealing effectively with people, and which demonstrated the ability to establish and maintain positive relationships with people and provide and elicit pertinent information.

Supervisory Aptitude: Must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignment which involve some supervisory responsibilities or aspects of supervision.

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; resume; cover letter; and copies of all required licenses, certificates, and diplomas/degrees to the DHHL Human Resources Office, 91-5420 Kapolei Parkway, Kapolei, Hawaii 96707. Applications emailed, hand-carried or sent via the U.S. Mail must be postmarked by the filing deadline noted above (if applicable). Application and accompanying materials 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.

EQUAL OPPORTUNITY EMPLOYER