

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

**VACANCY ANNOUNCEMENT**  
(Recruitment No. 23-006)

Opening Date: February 7, 2023

Closing Date: Continuous until Filled

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**HHL Applications Officer**

Homestead Services Division  
Exempt from Civil Service

This vacancy will be filled by an exempt (non-civil service) At-Will Appointment  
\$4,337/month, State benefits apply

**DUTIES SUMMARY:**

This position is responsible for analyzing and evaluating applicants' documented genealogy and age to determine if an applicant is an eligible beneficiary; reviews applications processed by staff are in conformance to applicable guidelines; recommends to the administration approval or disapproval of an application for homestead lease; assists the applicant in retrieving required historical documents; and prepares written reports of findings and conclusions for complex cases.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Education:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

General Experience:

One and one-half years of progressively responsible professional work experience requiring a high degree of analytical skill. Such experience must have involved gathering, evaluating, and analyzing facts and other pertinent information needed to resolve problems and recommend appropriate courses of action. Such experience must have also demonstrated the ability to elicit information orally and in writing; read, comprehend, interpret, and evaluate technical subjects; and apply problem-solving methods. Supervisory experience in interviewing techniques is preferred but not required.

Substitutions Allowed:

Excess work experience of the total type and quality described above may be substituted for the educational requirement, at the department's discretion. To be acceptable, the experience must have been of such scope, level, and quality as to assure the possession of comparable knowledge, skills and abilities as is required for this position and may not be on a year-for-year basis. Document search work, i.e., genealogy or title search work may be substituted for one year of education.

**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.**