

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

**VACANCY ANNOUNCEMENT**  
(Recruitment No. 23-013)

Opening Date: May 05, 2023

Closing Date: Continuous Until Filled

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**HHL Mortgage Loan Specialist**

Homestead Services Division

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

**DUTIES SUMMARY:**

The primary purpose of this position is to interview applicants and explain the Hawaiian Home Lands' loan programs, investigate and analyze financial and credit status of applicants and recommend acceptance or rejection of applications for loans, and process follow-up documents for execution of approved loans.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Education:

Graduation from an accredited college or university with a bachelor's degree which included a course (3 semester credits) in accounting, finance, or business economics. Excess work experience as described under General Experience below 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 completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. 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. The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically. Experience in housing related industries which involved the assistance of pre and post homeownership is preferred.

General Experience:

One and one-half (1-1/2) years of progressively responsible professional experience which demonstrated the possession of knowledge and abilities required to analyze the credit position of individuals or businesses; evaluate the assets or collateral offered for security for loans considering earned and potential income; assess the desire and willingness of the individual or business to repay based on credit history and other relevant factors and to provide advice and guidance to borrowers as to sound financial practices and wise use of credit. Examples of qualifying experience include (but are not limited to) reviewing and passing on applications for personal or commercial loans in the capacity of lender, guarantor or agent for the lender or guarantor; servicing a commercial or mortgage loan portfolio of a bank, savings and loan association or governmental agency; performing financial analysis of commercial concerns or individuals for investment purposes.

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 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 General Experience.

**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; resumes, cover letters, references 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 (as applicable). Emailed and hand delivered applications must be received in/by the Human Resources Office by the deadline (as 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.

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