

**STATE OF HAWAII**  
**DEPARTMENT OF HAWAIIAN HOME LANDS**  
**VACANCY ANNOUNCEMENT**  
**(Recruitment No. 24-010)**

**Opening Date: April 19, 2024**

**Closing: Continuous Until Filled**

**HHL Homestead Assistant I**

Homestead Services Division, Maui District Office

Exempt from Civil Service

This position will be filled by an exempt (non-civil service) At-Will Appointment  
\$3,589.00/month, State benefits apply

**DUTIES SUMMARY:**

The HHL Homestead Assistant I is responsible for providing services to the applicants, homestead lessees and the general public on the island of Maui.

**MINIMUM QUALIFICATION REQUIREMENTS:**

General Experience: One (1) year of experience which involved reading, comprehending, explaining and applying laws, rules, and other requirements; gathering and evaluating information from various sources; and taking appropriate actions 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 (1) year of experience which involved meeting and dealing effectively with people 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.

**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). The DHHL Human Resources Office must receive emails or hand-delivered applications 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.**