

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

**VACANCY ANNOUNCEMENT**  
(Recruitment No. 24-021)

Opening Date: September 9, 2024

Closing Date: Continuous Until Filled

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**HHL Mortgage Loan Specialist**

Homestead Services Division, Kapolei, Oahu

This vacancy will be filled by an exempt (non-civil service) At- Will appointment  
\$4,858.00/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 four (4) year college or university with a bachelor's degree which included 3 semester credits in accounting, finance or business economics.

Specialized Experience: One and one-half (1.5) 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.

**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 Experience.

Quality of Experience: Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he is being considered.

**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 Personnel Office, 91-5420 Kapolei Parkway, Kapolei, Hawaii 96805. Applications sent via the U.S. Mail must be postmarked by the filing deadline noted**

above. 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.