

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

VACANCY ANNOUNCEMENT
(Recruitment No. 24-025)

Opening Date: October 28, 2024

Closing Date: Continuous Until Filled

HHL Homestead Services Administrative Assistant

Homestead Services Division

This vacancy will be filled by an exempt (non-civil service) At-Will Appointment.
\$6399.00/month, State benefits apply

DUTIES SUMMARY:

This position is responsible for assisting the Homestead Services Administrator with day-to-day operations; resolution of problems and complaints relating to homestead areas and Hawaiian home lands; staffing requirements; personnel administration; staff development and utilization; budgeting; records and space management; streamlining and improvement of operational procedures; drafting of legislation, proposals, manuals, policies and procedures, etc. relating to HSD; participation in special projects; acting 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 bachelor's degree.

Specialized Experience:

Four and one-half (4.5) years of experience which involved supervision, budgeting, reading, comprehending, explaining, and applying laws, rules, and other requirements; gathering and evaluating information from various sources; and taking 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. Work experience which provided familiarity with real estate terminology, real estate documents, real estate transactions, bank, or financial institution work engaged in financing new home or other building construction, agricultural, or home improvement loans.

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/she has the ability to perform the duties of the position for which he/she 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; 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