

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

VACANCY ANNOUNCEMENT
(Recruitment No. 24-032)

Opening Date: December 12, 2024

Closing Date: Continuous Until Filled

HHL Application Officer

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 position is responsible for analyzing and evaluating an applicant's documented genealogy and age to determine if an applicant is an eligible beneficiary; approve or disapprove applications for homestead leases subject to review by the Deputy Attorney General and the Homestead Services Administrator, with final approval and acceptance by the Chairman; review applications processed by others and concur with or deny the recommended action; assist applicants in retrieving historical documents by directing them to available resources or by obtaining the information for the applicant; and prepare written reports of findings and conclusions for complex cases.

MINIMUM QUALIFICATION REQUIREMENTS:

Education Requirement

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

General Experience

One and one-half (1.5) 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 required to resolve problems and/or to 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, analyses or proposals; and apply problem-solving methods and techniques.

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.