

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

VACANCY ANNOUNCEMENT
(Recruitment No. 25-006)

Opening Date: July 1, 2025

Closing Date: Continuous Until Filled

HHL Office Assistant IV

Land Development Division

This vacancy will be filled by an exempt (non-civil service) At-Will Appointment.
\$3,471.00/month, State benefits apply

DUTIES SUMMARY:

The position is located in the Land Development Division and is responsible for providing administrative clerical support to the project managers, engineers and other staff concerning the publication of solicitation notices, construction bidding, professional services, awards of contracts and contract files.

MINIMUM QUALIFICATION REQUIREMENTS:

Basic Experience

Applicants must possess six (6) months of work experience which demonstrated knowledge of English grammar, spelling, arithmetic, ability to read and understand oral and written instructions; write simply and directly and compare words and numbers quickly and accurately.

Clerical Experience

Two (2) years of work experience which involved the performance of a variety of clerical tasks and demonstrated knowledge of office practices and procedures, and the ability to carry out procedures in clerical work systems, and operate various kinds of office equipment and technologies.

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