

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

VACANCY ANNOUNCEMENT
(Recruitment No. 25-013)

Opening Date: July 25, 2025

Closing Date: Continuous Until Filled

Homestead Loan Collection Specialist

Homestead Services Division

This vacancy will be filled by an exempt (non-civil service) At-Will Appointment.
\$4,961.00/month, State benefits apply

DUTIES SUMMARY:

The position is responsible for undertaking collection activities for outstanding debts owed by a homesteader, including counseling delinquent debtor and making recommendations for cancellation of homestead leases for non-compliance with loan agreements and the Hawaiian Homes Commission Act.

MINIMUM QUALIFICATION REQUIREMENTS:

Basic Education

Graduation from an accredited college or university with a bachelor's degree which included a course (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. Examples of qualifying experience include (but are not limited to) reviewing and passing on applications for personal or commercial loans in the capacity of lender, guarantor or agent for the lender or guarantor; servicing a commercial or mortgage loan portfolio of a bank, savings and loan association or governmental agency; performing financial analysis of commercial concerns or individuals for investment purposes.

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