

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

**VACANCY ANNOUNCEMENT**  
(Recruitment No. 25-015)

Opening Date: August 14, 2025

Closing Date: Continuous Until Filled

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**NAHASDA Mortgage Loan Specialist**

Office of the Chairman

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 located in the Office of the Chairman and is responsible to provide information and assistance to homestead applicants and lessees applying for the Native Hawaiian Housing Block Grant (NHHBG) funds to purchase, build or repair homes; determines eligibility for loan assistance; undertakes collection activities for NHHBG loans; recommends counseling; and ensures compliance with federal and state statutes, rules and regulations; and requirements under Title VII of the Native American Housing Assistance and Self-Determination Act (NAHASDA).

**MINIMUM QUALIFICATION REQUIREMENTS:**

Education Requirement

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 work experience involving analysis of the credit position of individuals; evaluation of assets or collateral for security of loans; assessing the ability to repay the requested loan; and providing advice and guidance to borrowers as to sound financial practice and prudent use of credit.

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 DHHL. As needed, applicants should make copies of their resumes before submission to DHHL. Call 620-9538 for more information.

EQUAL OPPORTUNITY EMPLOYER