

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

VACANCY ANNOUNCEMENT
(Recruitment No. 25-016)

Opening Date: August 14, 2025

Closing Date: Continuous Until Filled

HHL Land Agent IV

Land Management Division

This vacancy will be filled by an exempt (non-civil service) At-Will Appointment.
\$5,369.00/month, State benefits apply

DUTIES SUMMARY:

The position is located in the Land Management Division and is responsible for performing land management work involving acquisition, disposition, maintenance, enforcement, water resources, community centers and management of income-generating and other lands and properties, as well as other DHHL lands, in accordance with applicable provisions of the Hawaiian Homes Commission Act, 1920, as amended, DHHL Administrative Rules, and HRS Chapter 171.

MINIMUM QUALIFICATION REQUIREMENTS:

Education Requirement

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

Specialized Experience

Two and one-half (2.5) years of progressively responsible professional experience which demonstrated knowledge of Hawaii Land Laws, real estate laws and terminology, the real property appraisal process, various types of land titles and legal instruments affecting land transactions; and the ability to gather and analyze land transaction data; prepare reports of findings, including conclusions and recommendations, and meet and deal effectively with others.

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