

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

VACANCY ANNOUNCEMENT
(Recruitment No. 25-017)

Opening Date: August 29, 2025

Closing Date: Continuous Until Filled

HHL Homestead Lease Coordinator

Homestead Services Division

This vacancy will be filled by an exempt (non-civil service) At-Will Appointment.
\$4,742.00/month, State benefits apply

DUTIES SUMMARY:

The position is responsible for coordinating and processing work activities for surrendered and cancelled leases and providing support for homestead evictions on the islands of Oahu, Maui, Kauai, Hawaii, Molokai and Lanai in conformance with statutory requirements, the Hawaiian Homes Commission Act, as amended, DHHL Administrative Rules, homestead leases, and established work plans and schedules.

MINIMUM QUALIFICATION REQUIREMENTS:

General Experience

Six (6) months of work experience which demonstrated knowledge of arithmetic and spelling, and ability to follow oral and written directions, write simply and directly, and observe differences in words and numbers quickly and accurately.

Specialized Experience

Three (3) years of progressively responsible experience in real estate sales and property management. Experience deemed applicable includes real estate development, real estate escrow processing and real estate closing transactions, mortgage loan processing; or other related experience.

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