

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

VACANCY ANNOUNCEMENT
(Recruitment No. 25-020)

Opening Date: September 1, 2025

Closing Date: Continuous Until Filled

HHL Homestead Assistant I

Homestead Services Division

This vacancy will be filled by an exempt (non-civil service) At-Will Appointment.
\$3,900.00/month, State benefits apply

DUTIES SUMMARY:

The position is responsible for providing services to homestead beneficiaries including but not limited to information on the Hawaiian Home Lands program, qualifying requirements, and genealogical research; and receiving, reviewing, and processing various lease transactions and lease-related requests.

MINIMUM QUALIFICATION REQUIREMENTS:

General Experience

One (1) year of experience which involved reading, comprehending, explaining and applying laws, rules, and other requirements; gathering and evaluating information from various sources; and taking appropriate action in accordance with established policies, procedures and guidelines. Such experience must have demonstrated knowledge of English grammar, spelling, basic arithmetic, and general office practices and procedures; and the ability to read and understand oral and written instructions, speak and write simply and directly, and perform a variety of clerical tasks.

Public Contact Experience

One (1) year of experience which involved meeting and dealing effectively with people which demonstrated the ability to establish and sustain positive relationships; provide and elicit pertinent information such as explaining and making sure people understood policies, procedures, rules, obligations, and requirements; and gaining the cooperation of others. The experience may be met from part-time and/or unpaid work.

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