

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS
VACANCY ANNOUNCEMENT
(Recruitment No. 26-004)

Opening Date: January 27, 2026

Closing: Continuous Until Filled

HHL OFFICE ASSISTANT IV

Homestead Services Division, Kapolei, Oahu

Exempt from Civil Service

This position will be filled by an exempt (non-civil service) At-Will Appointment

\$3,471.00/month, State benefits apply

DUTIES SUMMARY:

The HHL Office Assistant IV is responsible for providing a variety of complex clerical services and office support to the staff of the Homestead Services Division. Duties include typing letters, memoranda, reports, forms and other correspondence from rough and finished drafts; answering telephone, routing calls and relaying messages to appropriate staff members or offices of the Department; and making arrangements for travel by staff members, including obtaining departmental clearances, making reservations for transportation and lodging, computing travel expenses, and processing vendor invoices and staff claims for reimbursement of travel expenses.

MINIMUM QUALIFICATION REQUIREMENTS:

Basic Experience:

Six (6) months of work experience which demonstrated knowledge of English grammar, spelling arithmetic; ability to read and understand oral and written instructions; write simply and directly and compare words and numbers quickly and accurately.

Clerical Experience:

Two (2) years of work experience involving the performance of a variety of clerical tasks and demonstrated knowledge of office practices and procedures, and the ability to carry out procedures in clerical work systems, and operate various kinds of office equipment and technologies.

Substitutions allowed:

1. Graduation from high school or equivalent may be substituted for Basic Experience.
2. Excess Clerical Experience may be substituted for Clerical Experience.
3. Successful completion of a substantially full-time clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English, clerical/office procedures, and mathematics may be substituted for the required Clerical Experience on the basis of fifteen (15) semester credits of satisfactorily completed coursework for six (6) months of experience, up to a maximum of two (2) years.
4. Education in a baccalaureate program at an accredited college or university may be substituted for Clerical Experience on the basis of fifteen (15) semester credits for six (6) months of experience, up to a maximum of two (2) years.

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; and copies of all required licenses, certificates, and diplomas/degrees to the DHHL Human Resources Office, 91-5420 Kapolei Parkway, Kapolei, Hawaii 96805. Applications sent via the U.S. Mail must be postmarked by the filing deadline noted above (if applicable). Emailed or hand-delivered applications must be received in and by the DHHL Human Resources Office no later than 4:30 P.M. of the closing date (if applicable). Application and accompanying material 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