

**Career Opportunity**  
**Department of Labor and Industrial Relations**  
**State of Hawaii Executive Branch**

VACANCY ANNOUNCEMENT

**UNEMPLOYMENT INSURANCE ASSISTANT VI – Oahu**  
Unemployment Insurance  
**Salary: \$2,926 Monthly (SR-15)**

**Opening Date: October 10, 2016**

**Closing Date: Continuous**

**RECRUITMENT INFORMATION**

Recruitment number: 17-025, Oahu. In person interviews may be required.

**DUTIES SUMMARY**

Plans, assigns, reviews, and supervises the initial claims, continued claims, and eligibility review interview activities of a fully functional, operational unit; trains and evaluates paraprofessional and clerical subordinates; and recommends approval for vacation and sick leaves.

**MINIMUM QUALIFICATION REQUIREMENTS**

**Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.**

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

**To qualify, you must meet all of the following requirements:**

**Basic Education:**

Possession of a high school diploma or equivalent.

Experience requiring the ability to read, comprehend and apply written directions and a high degree of verbal skills in addition to the ability to make basic mathematical computations, including percentages and averages. This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis.

**General Experience Requirement:**

Two (2) years of progressively responsible general office clerical experience which involved some public contact.

**Specialized Experience Requirement:**

Three (3) years of progressively responsible work experience requiring the knowledge and application of Unemployment Insurance laws, rules, regulations and procedures.

**Supervisory Aptitude:**

For the Unemployment Insurance Assistant VI level, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Please see class specifications and minimum requirements at the links below for information regarding substitutions for experience.

Click to view complete [class specifications](#) and [minimum requirements](#)

**APPLICATION MAY BE OBTAINED FROM:**

**[www.hawaii.gov/labor/jobs](http://www.hawaii.gov/labor/jobs)**

or

**Department of Labor and Industrial Relations**

**Princess Ruth Keelikolani Building**

**830 Punchbowl Street, Room 415**

**Honolulu, Hawaii 96813**

**Recruitment Hours: Mondays thru Fridays 8:00am – 4:00pm**

**Closed on State Observed Holidays**

**Submit completed Application and Supplemental Questionnaire to**

Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 415,  
Honolulu, Hawaii 96813.

Mailed applications must be postmarked by midnight of closing date.