Career Opportunity

Department of Labor and Industrial Relations

State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

UNEMPLOYMENT INSURANCE ASSISTANT III - Hilo

Recruitment # 17-002

Salary: $13.56 per hour (SR-09)

Opening Date: August 4, 2016 **Closing Date: Continuous**

RECRUITMENT INFORMATION

Positions are Part-Time Intermittent. Work hours may vary from 0-40 hours per week depending on operational needs of the division. In person interview may be required. A continuous recruitment can close at any time.

DUTIES SUMMARY

As an entry level Unemployment Insurance Assistant, receives training in the philosophy, objectives and provisions of the Unemployment Insurance laws and programs, procedures, methods and techniques used to accomplish the various work processes; performs the less complex work.

- Click here to view Class Specifications

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 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:

Education/Experience: A high school diploma or equivalent **OR** experience requiring the ability to read, comprehend and apply written directions and a high degree of verbal skill 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: Two (2) years of progressively responsible general office clerical experience which involved some public contact.

- Click here to view Minimum Qualification Requirements and relevant substitutions

The Class Specification and Minimum Qualification Specifications can also be obtained from the Department of Human Resources Development website at:
http://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/

PUBLIC SERVICE LOAN FORGIVENESS (PSLF) PROGRAM
The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please click: https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service

Click for DLIR Civil Service APPLICATION (Form HRD 315) and Supplemental Questions

or visit the DLIR Website at http://labor.hawaii.gov/jobs/application/

or visit the Department of Labor and Industrial Relations, Personnel Office
830 Punchbowl Street, Room 415
Honolulu, Hawaii 96813
(808) 586-9043

Recruitment Hours: Monday thru Friday 8:00am – 4:00pm
Closed on State Observed Holidays

Submit completed APPLICATION and SUPPLEMENTAL QUESTIONS to:
Department of Labor and Industrial Relations, Personnel Office
830 Punchbowl St., Room 415
Honolulu, HI 96813.

Mailed applications must be postmarked by midnight of closing date.

An Equal Opportunity Employer