

Department of Labor and Industrial Relations

Career Opportunity **Non-Civil Service Position** **Unemployment Insurance Office Assistant** **Kona Claims Office** **\$2,760 monthly**

Appointment Not to Exceed: December 31, 2021

Date of Issue: May 11, 2021

LAST DAY TO FILE APPLICATIONS: Continuous

Duties Summary include but not limited to:

Receives, reviews, processes, and files documents; prepares, reconciles, and inputs data; and receives and examines requests.

Minimum Qualification:

High school diploma or equivalent.

Preferred Experience and Skills:

- Two (2) years of progressively responsible general office clerical experience which involved some public contact.
- Customer service
- Effective communication
- Attention to detail

Work Location:

Kona Claims Office - Kealahou, Hawaii

To apply: Email the following items to Ullcallcenter@hawaii.gov

- **Application** (required) http://labor.hawaii.gov/jobs/files/2021/05/Application_UI-OA-Kona-NTE.pdf
All fields on application must be filled in and signed. Incomplete application will not be considered.
- **Resume** (optional)

Notice of "At Will" Employment:

The position is exempt from civil service and temporary in nature. Therefore, if appointed to the position, your employment will be considered to be "at will", which means that you may be discharged from your employment at the prerogative of the department head or designee at any time.

DLIR is an Equal Opportunity Employer/Program Manager