

Department of Labor and Industrial Relations

Career Opportunity

Non-Civil Service Position

Unemployment Insurance Office Assistant

Maui Claims Office

\$2,760 monthly

Appointment Not to Exceed: December 31, 2021

Date of Issue: May 18, 2021

LAST DAY TO FILE APPLICATIONS: Continuous

Please apply immediately as this recruitment may close at any time.

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:

Maui Claims Office – Wailuku, Maui

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

- [Application](#) (required)

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