

Department of Labor and Industrial Relations

Career Opportunity

Non-Civil Service Position

Unemployment Insurance Office Assistant

Oahu

\$2,760 monthly

Appointment Not to Exceed: December 31, 2022

Date of Issue: January 31, 2022

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:

Honolulu, Oahu

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)

COVID-19 Vaccination Requirement:

As a condition of employment with the State of Hawaii, each qualified candidate who has been given a conditional offer of employment must show proof of full COVID-19 vaccination and shall be fully vaccinated by his/her/their employment start date. A reasonable accommodation will be provided if requested by a candidate and it is determined through an interactive process that pregnancy, a qualifying disability, or a sincerely held religious belief prevents the candidate from receiving a COVID-19 vaccination. Please note that the COVID-19 vaccination policy above will apply to both new hires not currently employed by the State of Hawaii Executive branch, as well as current State of Hawaii Executive Branch Employees who are being considered for placement into another State of Hawaii Executive Branch position.

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