Department of Labor and Industrial Relations

Career Opportunity

89-Day Non-Civil Service Appointment

Secretary II

NC23-01

$19.76 per hour

Date of Issue: July 5, 2022

LAST DAY TO FILE APPLICATIONS: Continuous
Please apply immediately as this recruitment may close at any time.

Duties and Responsibilities include but are not limited to:
Under the general supervision of the Occupational Health Branch Manager, provides administrative assistance and clerical services to the Branch Manager and staff, in connection with management of the branch. Where procedures have been established, proceeds with great degree of independence in performing duties necessary to expedite the work of the branch.

Minimum Qualification
High school diploma or equivalent

Preferred Experience, Knowledge, Skills and Abilities
- Telephone and walk-in receptionist
- Maintaining a system of files and making travel arrangements
- Composing and routing correspondence; reviewing for outgoing correspondence for format, grammar, spelling punctuation and typographical errors
- Attention to detail
- Effective communication
- Ability to operate computers and software applications (e.g., Word, Excel, Outlook, etc.)

Work Location
Downtown, Honolulu

To apply: Email the following items to dlir.hiosh@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