

Department of Labor and Industrial Relations

Career Opportunity

89-Day Non-Civil Service Appointment

Human Resources Assistant IV

NC23-10

\$18.23 per hour

Date of Issue: November 16, 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:

Perform clerical/technical support services in recruitment and placement, position classification, personnel transactions, and personnel administration services for various divisions of the department.

Minimum Qualification

High school diploma or equivalent

Bachelor's degree highly desirable

Preferred Skills and Abilities

- Experience in an office where the work required the knowledge and application of pertinent human resources rules, regulations, procedures and program requirement.
- Attention to detail
- Customer Service
- Effective communication
- Ability to operate computers and calculators

Pay Rate

\$18.23 per hour

Work Location

Downtown, Honolulu

To apply : **Email** the following items to DLIR.HRO.ADMIN@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.