

Career Opportunity

Department of Labor and Industrial Relations

State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

UNEMPLOYMENT INSURANCE ASSISTANT III

Lihue, Kauai

Recruitment number : 25-014

Salary: \$3,220 - \$4,078 per month
(SR-09, Step C to I)

Opening Date: August 8, 2024

Closing Date: Continuous

RECRUITMENT INFORMATION

Position is full-time and located in Lihue, Kauai. In person interview may be required. Hiring rates will be based on availability of funds, the applicant's qualifications, and other relevant factors. **This recruitment will remain open until 15 applications are received. Please apply immediately as this recruitment may close at any time.**

To apply, visit the DLIR Website <http://labor.hawaii.gov/jobs/>

MAIL completed APPLICATION and SUPPLEMENTAL QUESTIONS to:

Department of Labor and Industrial Relations, Human Resources Office
830 Punchbowl St., Room 415
Honolulu, HI 96813

Please ensure your application is LEGIBLE, COMPLETE, and SIGNED. Illegible, incomplete, or unsigned application may be deemed ineligible.

DUTIES SUMMARY

As an entry level Unemployment Insurance Assistant, receives training in the philosophy, objectives and provisions of the Unemployment Insurance laws and programs, procedures, methods and techniques used to accomplish the various work processes; performs the less complex work.

[Click here to view Class Specifications](#)

MINIMUM QUALIFICATION REQUIREMENTS

Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

TO QUALIFY, YOU MUST MEET ALL OF THE FOLLOWING REQUIREMENTS:

Education/Experience: A high school diploma or equivalent **OR** experience requiring the ability to read, comprehend and apply written directions and a high degree of verbal skill in addition to the ability to make basic mathematical computations, including percentages and averages. This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis.

General Experience: Two (2) years of progressively responsible general office clerical experience which involved some public contact.

Substitutions Allowed : Education in an accredited university in a baccalaureate program with courses in English composition and college mathematics may be substituted for experience on the basis of fifteen (15) semester hours for six (6) months of General Experience, up to a maximum of two (2) years.

[Click here to view Minimum Qualification Requirements](#)

PUBLIC SERVICE LOAN FORGIVENESS (PSLF) PROGRAM

The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please click: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

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Please Note: The Department of Labor and Industrial Relations is handling all aspects of this recruitment. If you have any questions regarding this announcement, please contact at: DLIR.HRO.Admin@hawaii.gov.

Application must be signed. (Applications received without signature may not be considered)

Any date-stamped submissions stamped after the closing date or no date-stamped submissions delivered after the closing date will not be considered.