

Department of Labor and Industrial Relations  
Career Opportunity  
**Non-Civil Service Position**  
**Unemployment Insurance Office Assistant**  
**Oahu**

Recruitment number: NC25-08

**\$3,156 monthly**

Appointment Not to Exceed: December 31, 2025

Date of Issue: May 23, 2025

**LAST DAY TO FILE APPLICATIONS: Continuous**

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**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:**

Downtown, Honolulu

**To apply:** Email the following items to [synamarie.k.souza@hawaii.gov](mailto:synamarie.k.souza@hawaii.gov)

attn. Syna Souza

- [Application](#) (required)

All fields of 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**