



**OAHU REGION
HAWAII HEALTH SYSTEMS CORPORATION**

**VACANCY ANNOUNCEMENT
CONTINUOUS ANNOUNCEMENT UNTIL NEEDS ARE MET**

DATE POSTED: JANUARY 5, 2024
JOB TITLE: OFFICE ASSISTANT III (*Temporary, Full-time, w/ Benefits*)
RECRUITMENT NO: OR 06-24
JOB LOCATION: MALUHIA, KALIHI/KAPALAMA/PALAMA, HONOLULU, OAHU*
SALARY RANGE: \$3,006.00 per month (SR-08)

Position may be extended or converted to Permanent with Management Approval.

DUTIES: The appointee to this position provides clerical support to Education/Employee Health, Social Services and other departments of Maluhia as assigned. Duties include filing entering data into computer programs and databases, handling incoming and outgoing mail, receiving visitors, answering phones and other related duties as assigned.

*The incumbent of this position may also provide services at Maluhia.

MINIMUM QUALIFICATION:

Basic Experience: Six (6) months of work experience which demonstrated knowledge of English grammar, spelling, arithmetic, ability to read and understand oral and written instructions; write simply and directly and compare words and numbers quickly and accurately.

Clerical Experience: One (1) years of work experience which involved performance of a variety of clerical tasks and demonstrated knowledge of office practices and procedures, and the ability to carry out procedures in clerical work systems, and operate various kinds of office equipment and technologies.

Keyboarding/Computer Skill Requirement: Some positions require keyboarding proficiency and/or the ability to use computers and work processing and/or other software applications. Positions that require keyboarding/typing skill (40 net words per minute) are typically Office Assistant II and higher levels.

REQUIRED FORMS and DOCUMENTATION: Applicants must submit at the time of application, the **Supplement for Clerical Positions, Self-Certification Statement** and evidence of the appropriate training (e.g., official transcript or diploma) in order to be given credit for education. A legible photocopy will be accepted; however, Hawaii Health Systems Corporation reserves the right to request for an official copy. (Please scroll to bottom for supplemental form.)

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ALL JOB VACANCIES WILL BE POSTED FOR A MINIMUM OF (10) CALENDAR DAYS.

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QUALITY OF EXPERIENCE: 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 have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek. **Note:** We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: Applicants must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

CITIZENSHIP AND RESIDENCE REQUIREMENT: Applicants must be eligible to work in the U.S. and at the time of appointment intend to reside in the State of Hawaii during the course of employment with the Hawaii Health Systems Corporation.

VETERAN'S PREFERENCE: If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

MEDICAL/PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be contingent on successfully passing a pre-employment physical examination, which includes drug screen and other regulatory medical requirements such as, but not limited to, two-step tuberculosis (TB) screen. The cost for physical examinations, except the cost for drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation.

CRIMINAL/BACKGROUND, CREDENTIALING CHECKS: Applicable checks will be conducted periodically and any associated costs may be borne by the applicant. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

HOW TO APPLY: Applications are available at the **Hawaii Health Systems Corporation (e.g.);** Leahi Hospital Human Resources Office, 2nd Floor 3675 Kilauea Avenue, Honolulu, HI 96816. You can call (808) 733-8070, (Voice/TT), Toll Free (800) 845-6733, e-mail: oahujobs@hhsc.org or visit our website at www.hhsc.org. Application hours are: 8:00am to 3:30pm at which time applicants are able to complete an application and have their application reviewed by the facility Human Resources Office. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be on file no later than the last day to file applications. Applications for announcements with "Continuous Recruitment until Needs are Met" will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

STEPS TO AN ADMINISTRATIVE REVIEW, SUBSEQUENT APPEALS: If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s), 2. The specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. Any additional information you want to submit to substantiate your request. **If you do not submit your request within the twenty (20) days deadline, no Administrative Review will be conducted.** Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection. If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.

Office Assistant III

Substitutions Allowed:

1. Graduation from high school or equivalent may be substituted for Basic Experience.
2. Excess Clerical Experience May be Substituted for Basic Experience.
3. Successful completion of a substantially full-time equivalent clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English, clerical/office procedures, and mathematics may be substituted for the required Clerical Experience on the basis of fifteen (15) semester credits of satisfactorily completed coursework for six (6) months of experience, up to a maximum of two (2) years.
4. Education in a baccalaureate program at an accredited college or university may be substituted for Clerical Experience on the basis of fifteen (15) semester credits for six (6) months of experience, up to a maximum of two (2) years.

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NAME: _____

SUPPLEMENT TO THE APPLICATION FOR CLERICAL POSITIONS

Indicate your typewriter preferences: Electric _____ Manual _____

INSTRUCTIONS: Under each category, please check off those courses which you completed and list any other courses that are pertinent to the position for which you are applying.

High School

Subject
____ English
____ Arithmetic or Math
____ Typing
____ Shorthand
____ _____
____ _____

Business/Technical School or Community College

<u>Subject</u>	<u>Credits</u>	<u>Degree or Certificate Received & Major</u>
____ English	_____	_____
____ Math	_____	_____
____ Typing	_____	_____
____ Shorthand	_____	_____
____ Office Procedures	_____	<u>Total Number of Credits Completed</u>
____ General Office Procedures	_____	_____
____ Office Machines	_____	_____
____ _____	_____	_____
____ _____	_____	_____

University

<u>Subject</u>	<u>Credits</u>	<u>Degree Received and Major</u>
____ English	_____	_____
____ Math	_____	_____
____ Typing	_____	_____
____ Shorthand	_____	<u>Total Number of Credits Completed</u>
____ _____	_____	_____
____ _____	_____	_____

Others

In this section, list any other training not covered above. List the school or program where the training was administered, the contents of the training and the length of the program.

SAMPLE:

<u>School of Program</u>	<u>Courses Covered</u>	<u>Length of Training</u>
MDTA	English, arithmetic, office practices Typing, telephone courtesy	total of 520 hours from 3/96 to 8/96

I certify that all statements made on this supplemental form are true and complete to the best of my knowledge. I understand and agree that any misrepresentation or omission whenever discovered, is grounds for the denial of or immediate separation from employment.

Signature: _____ Date: _____