



# OFFICE OF THE AUDITOR STATE OF HAWAI'I



## Non-Civil Service Job Opportunity

# WRITER

## Island of O'ahu

The Office of the State Auditor is seeking qualified individuals to write and edit performance audit reports and other types of publications, and to provide support for the Office of the Auditor's communication efforts with the Hawai'i State Legislature, auditees, and the general citizenry.

### Major Duties

Assists the Editor and performance audit teams with organizing, drafting and editing performance audit reports and other types of project reports.

### Minimum Qualifications

Baccalaureate degree from an accredited institution of higher education is required. Degree in English, journalism, communications, law, or other advanced degree in a related field and 3 years of professional writing and/or editorial experience preferred.

Candidates should be comfortable working in a Microsoft Windows-based, networked environment and have at least an intermediate level knowledge of Microsoft Office Suite. Familiarity with Microsoft SharePoint and Adobe Acrobat is desirable.

### Compensation

Starting salaries and salary adjustments are set at the discretion of the State Auditor, as provided under Chapter 89C, Hawai'i Revised Statutes (Public Officers and Employees Excluded from Collective Bargaining). Performance-based merit increases may be given to personnel whose work is determined to have contributed significantly to the work of the office.

### Benefits

Office of the Auditor personnel are legislative branch employees of the State of Hawai'i. Personnel are entitled to benefits afforded all regular state executive and legislative branch employees, including health care insurance, workers' compensation, temporary disability, retirement programs, and other benefits.

To apply, submit a cover letter, resume, and 2 writing samples to:

Office of the Auditor, State of Hawaii  
465 South King Street, Room 500  
Honolulu, Hawai'i 96813

or send email to: [LAO.Auditors@hawaii.gov](mailto:LAO.Auditors@hawaii.gov)

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