

HOMESTEAD APPLICATIONS CLERK I
(HOMESTEAD APPLICATIONS CLK I)

1.878

Duties Summary:

Interviews applicants for Hawaiian Home Lands homestead leases; provides information on eligibility requirements; examines and evaluates documents and supporting evidence; determines whether documents and supporting evidence meet requirements to substantiate age and Native Hawaiian qualifications or if additional supporting evidence is required; and performs other related duties as assigned.

Distinguishing Characteristics:

This class involves as a primary responsibility, the examination of documents and supporting evidence submitted with applications for Hawaiian Home Lands homestead leases. Activities include interviewing applicants; providing information and assistance to applicants on eligibility requirements; examining and evaluating documents and supporting evidence; determining whether documents and supporting evidence are adequate to substantiate age and Native Hawaiian qualifications or informing applicants of the need for additional evidence, if necessary; and recommending acceptance or denial of applications based on established criteria. Difficult cases in which primary and secondary documents usually used to substantiate Native Hawaiian qualifications are lacking or blood lines are difficult to substantiate, etc., are referred to a higher level Homestead Applications Clerk for examination and processing.

Examples of Duties:

Interviews applicants for Hawaiian Home Lands homestead leases and provides information on eligibility requirements, documentation necessary to verify age and blood quantum requirements, and types of waiting lists maintained by the department; explains policies and procedures governing the application process, establishment of waiting lists, lot selection process, terms and conditions of homestead leases, and other aspects of the homesteading program; provides applicants with advice and assistance on where and how to obtain birth, marriage, and death certificates or other documents used to prove Native Hawaiian qualification, including procedure on securing release of confidential records maintained by the Family Court in cases of adoption; reviews completed applications and visually checks documents for evidence of falsification; reviews documents and initiates correspondence to inform applicants if additional

supporting evidence is required to substantiate Native Hawaiian qualification; refers difficult cases to higher level personnel for processing; makes initial recommendations for approval or disapproval of applications where typical documentation shows that applicants do or do not meet established criteria; updates various waiting lists by recording proper changes such as transfers, deferrals, cancellations, succession of rights, reactivation of application, or other transactions affecting applicant's status; compiles information for Commission action on requests for transfer, deferral, cancellation, or succession of a deceased applicant's application rights, or to reactivate applications, or other transactions affecting applicant's status.

Knowledges and Abilities Required:

Knowledge of: Business English; spelling; arithmetic; the operation and operational maintenance of various office appliances and equipment, including office duplicating and copying machines; office practices and procedures; basic knowledge of laws, rules, policies and procedures governing the Hawaiian Home Lands Homestead program.

Ability to: Apply provisions of law, rules, policies, and procedures governing the Hawaiian Home Lands Homestead program, including procedures governing the application process, lot selection process and other aspects of the homesteading program; maintain an effective work pace under periodic deadlines; maintain confidentiality of application records; deal tactfully and courteously with the public; establish and maintain effective working relationships with others; communicate effectively, both orally and in writing.

HOMESTEAD APPLICATIONS CLERK II
(HOMESTEAD APPLICATIONS CLK II)

1.879

Duties Summary:

Interviews applicants for Hawaiian Home Lands homestead leases; provides information on eligibility requirements; examines and evaluates documents and supporting evidence; reviews all applications processed by branch personnel and those submitted by Neighbor Island District Offices; recommends need for additional information, approval or disapproval of all applications including the most complex applications; and performs other related duties as assigned.

Distinguishing Characteristics:

This one position class is distinguished by its responsibility for the independent examination and evaluation of legal documents and other supporting evidence submitted with the most difficult applications for Hawaiian Home Lands homestead leases. Applications which are the most difficult to process are those which lack those primary and secondary documents usually used in substantiating Native Hawaiian qualification, those where blood lines are difficult to substantiate, those which require much case-building and/or those where applicants are difficult to work with. Frequently, such cases are referred to the position in this class by other workers in the branch once the difficulties have arisen. In addition, the position in this class reviews all applications processed by branch personnel and those submitted by Neighbor Islands district offices and personally processes all types of applications. Activities include interviewing applicants; providing information and assistance to applicants on eligibility requirements; examining and evaluating documents and supporting evidence; working with researchers of other agencies retained to trace genealogy including reviewing documentation provided and informing applicants of additional documentation needed to substantiate blood lines, reviewing all applications processed by other branch personnel and those submitted by Neighbor Islands district offices; and recommending approval or disapproval of applications.

Examples of Duties:

Interviews applicants for Hawaiian Home Lands homestead leases and provides information on eligibility requirements, documentation necessary to verify age and blood quantum requirements, and types of waiting lists maintained by the department; explains policies and procedures governing the application process, establishment of waiting lists, lot selection process, financial assistance programs, terms and conditions of homestead leases, and other aspects of the homesteading program; provides applicants and researchers retained by the applicants with advice and assistance on information needed, where and how to obtain birth, marriage, and death certificates or other documents used to prove Native Hawaiian qualification, including procedures on securing release of confidential records in cases of adoption; reviews applications processed by other staff members and by Neighbor Island district offices to determine the adequacy of documentation; drafts correspondence informing applicants of additional documentation required to substantiate blood lines; provides district office personnel with advice and assistance in handling unique and unusual application problems; recommends approval or disapproval of all lease applications; researches

legal interpretation and precedents used as guidelines in making determinations and prepares written report of findings, conclusions and recommendations; updates various waiting lists by recording proper changes such as transfers, deferrals, cancellations, succession of rights, reactivation of application, or other transactions affecting applicant's status; compiles information for Commission action on requests for transfer, deferral, cancellation, or succession of a deceased applicant's application rights, or to reactivate applications, or other transactions affecting applicant's status.

Knowledges and Abilities Required:

Knowledge of: Business English; spelling; arithmetic; Hawaiian Homes Commission Act, 1920, as it relates to the Hawaiian Home Lands Homestead program; Administrative Rules, policies, and procedures governing the application process, establishment of waiting lists, lot selection process; documents acceptable as proof of age and Native Hawaiian qualification; sources of information for birth, death, marriage and other types of documents; procedure in obtaining and verifying confidential (sealed) records from Family Court to verify Native Hawaiian qualifications of adopted applicants; report writing techniques.

Ability to: Apply provisions of law, rules, policies, and procedures governing the Hawaiian Home Lands Homestead program, including procedures governing the application process, establishment of waiting lists, lot selection process, terms and conditions of Hawaiian Home Lands homestead leases, and other aspects of the homesteading program; review the recommendations of other staff members; evaluate the adequacy of marginal documentation; maintain confidentiality of application records; deal tactfully and courteously with the public; maintain confidentiality of applications records; research legal interpretations and precedents and prepare written reports and findings, conclusions and recommendations; establish and maintain effective working relationships with others; communicate effectively both orally and in writing.

HOMESTEAD APPLICATIONS SUPERVISOR
(HOMESTEAD APPLICATIONS SUPVR)

1.880

Duties Summary:

Supervises the activities of a unit engaged in the examination, evaluation and processing of documents and supporting

evidence for Hawaiian Home Lands homestead lease applications; reviews all staff recommendations to approve or disapprove applications; maintains unit procedures and recommends changes to improve operations; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for the day-to-day activities relating to the review and processing of applications for residential, agricultural and pastoral homestead leases, including the supervision of a staff of Homestead Application Clerks, under the general supervision of a division Administrator. A position in this class supervises the examination and review of documents and supporting evidence for Hawaiian Home Lands homestead lease applications and other activities related to the establishment and maintenance of appropriate waiting lists for lease awards. The one position in this class also reviews and conducts studies of the work processes, procedures, practices, etc., and makes recommendations to improve the efficiency and effectiveness of operations and identifies and compiles annual and biennial operating budget requirements and expenditure plans.

Examples of Duties:

Supervises and coordinates the work of subordinates in the receipt, review, approval or disapproval of applications for Hawaiian Home Lands homestead lease award eligibility; supervises the review of documents and supporting evidence such as Birth Certificates, Certificates of Hawaiian Birth, Marriage Certificates, Death Certificates, records of the State Archives, Courts or Libraries, official Baptismal Records, official records from the files of military services, schools or hospitals, church records, employment records, physician or mortuary written statements, obituaries or mortuary news clippings, affidavits or sworn and notarized statements; reviews all applications processed by staff personnel and by Neighbor Island district offices to determine the adequacy of documentation; provides staff with advice and assistance in handling unique and unusual application problems; recommends approval or disapproval of lease applications; attends case hearings to serve as witness in contested cases; supervises and participates in the maintenance of various waiting lists by instructing staff on proper priority orders and procedures, reviewing and effectuating proper changes in applicants' status; supervises and participates in the compilation of information for Commission action on current lists, transfers, deferrals, cancellation, succession of rights, reactivation of application, or other transactions affecting applicant's status; prepares short and long range work plans including work improvement strategies and measures of

effectiveness; conducts studies of work processes, policies and procedures to improve efficiency and effectiveness and recommends changes, as necessary; interviews applicants for position vacancies and recommends selection; provides orientation and training to new staff; assigns, reviews and evaluates work of subordinate staff; recommends approval or disapproval of leave requests; recommends various personnel actions; prepares operating budget requirements; prepares various reports; and may interview or assist applicants and review applications as necessary.

Knowledges and Abilities Required:

In addition to the knowledges and abilities required at the lower levels: thorough knowledge of Hawaiian Homes Commission Act, 1920, as it relates to the Hawaiian Home Lands Homestead program; principles and practices of supervision; the ability to supervise and participate in the operations of the homesteads applications unit; conduct studies of work processes, policies and procedures and to recommend appropriate changes; prepare short and long range work plans; prepare operating budget requirements.