

Minimum Qualification Specifications
for the Classes:

HOMESTEAD ASSISTANT I and II

HOMESTEAD ASSISTANT I 3.741

Prerequisite Knowledge and Abilities Required

Knowledge of: Interviewing techniques; business English, spelling, grammar and punctuation; basic arithmetic (addition, subtraction, multiplication, division, fractions, and percentages); and common office practices and procedures.

Ability to: Learn the philosophy, goals and functions of the Hawaiian Home Lands program; read, comprehend, apply and explain pertinent laws, rules, policies and procedures; review and understand legal and/or technical documents and other materials; gather and evaluate information from various sources and recommend an appropriate course of action; read and understand oral and written instructions; communicate effectively, orally and in writing; establish rapport with clients; gain the confidence and cooperation of others; maintain objectivity and stability during emotional and sensitive situations; maintain confidentiality of information; and perform a variety of general clerical tasks.

HOMESTEAD ASSISTANT II 3.742

Prerequisite Knowledge and Abilities Required: In addition to the knowledge and abilities required at the lower level:

Knowledge of: The Hawaiian Homes Commission Act, 1920, as amended (as it relates to leases); philosophy, goals and functions of the Hawaiian Home Lands program; Hawaiian Home Lands homestead lease transaction and successorship processing; documents commonly accepted as proof of age and native Hawaiian qualification; sources of information for birth, death, marriage and other records commonly used in determining genealogy; terminology and documents commonly used in lease transactions; terms and conditions of lease agreements; and appropriate agencies to contact when investigating alleged ordinance/lease violations.

Ability to: Review, understand and explain the basic terms and conditions of a lease and loan agreement; read and interpret property maps; review the recommendations of other staff members; coordinate the processing of lease transactions; handle changing priorities; and provide technical advice and assistance to other staff members.

Basic Education/Experience Requirements

Experience which demonstrated a high degree of verbal skill and the ability to read, comprehend and apply written directions and perform arithmetic computations (addition, subtraction, multiplication, division, fractions, and percentages). 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. This requirement may also be met by possession of a high school diploma (or equivalent), with satisfactory completion of courses in English grammar, spelling and punctuation, and arithmetic.

Experience Requirements

In addition to the above, applicants must have progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	General Experience (Years)	Public Contact Experience (Years)	Specialized Experience (Years)	Total Experience (Years)
Homestead Assistant I	1	1	--	2
Homestead Assistant II	1	1	1	3

General Experience: Experience which involved reading, comprehending, explaining and applying laws, rules, and other requirements; gathering and evaluating information from various sources; and taking appropriate action in accordance with established policies, procedures and guidelines. Such experience must have demonstrated knowledge of English grammar, spelling, basic arithmetic, and general office practices and procedures; and the ability to read and understand oral and written instructions, speak and write simply and directly, and perform a variety of clerical tasks.

Public Contact Experience: Experience which involved meeting and dealing effectively with people which demonstrated the ability to establish and sustain positive relationships; provide and elicit pertinent information such as explaining and making

sure people understood policies, procedures, rules, obligations, and requirements; and gaining the cooperation of others. The experience may be met from part-time and/or unpaid work.

Non-Qualifying Experience: Experience as a sales clerk, or any other work that did not involve establishing and sustaining positive relationships, and which did not involve providing and eliciting pertinent information as described above, but rather only involved brief exchanges of limited information, e.g., prices or direction information, does not qualify as acceptable Public Contact Experience.

Specialized Experience: Progressively responsible work experience which involved receiving, examining and evaluating documents and supporting evidence for Hawaiian Home Lands homestead lease transactions. Such experience must have demonstrated a good working knowledge of the Hawaiian Homes Commission Act, 1920, as amended; and departmental policies and procedures pertaining to Hawaiian Home Lands homestead lease transactions and successorship.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required

Applicants must possess a valid license to drive in the State of Hawaii.

Special Requirement

Applicants must be commissioned as a notary public in government service shortly after appointment.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

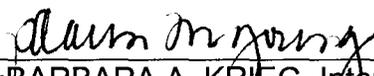
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes HOMESTEAD ASSISTANT I and HOMESTEAD ASSISTANT II, which were approved on November 21, 2005.

DATE APPROVED: 3/23/2012



BARBARA A. KRIEG, Interim Director
Department of Human Resources Development