

STATE OF HAWAII
DEPARTMENT OF TAXATION

**OFFICE ASSISTANT I, II, III
(NON-Civil Service)**

Office Assistant I \$10.97 hourly, Office Assistant II \$11.84 hourly
Office Assistant III \$12.84 hourly
NIGHT SHIFT & DAY SHIFT AVAILABLE

**TAX CLERK
(NON-Civil Service)**

Tax Clerk \$15.02 hourly

**From November 2014 to April 2015
No benefits**

OFFICE ASSISTANT

OFFICE ASSISTANT I - Open and sort the incoming mail, prepare outgoing mail and performs other related clerical duties; OFFICE ASSISTANT II – Edits, files, sorts, documents, makes arithmetic computations and verifies totals using an adding machine or calculator; OFFICE ASSISTANT III - Prepares, reviews and processes forms, records, reports, applications and other documents for accuracy, completion and conformance to established requirements.

Education: High School Diploma or Equivalent Desired

OFFICE ASSISTANT III requires one (1) year of clerical experience involving the performance of a variety of clerical tasks and demonstrates knowledge of office practices and procedures.

TAX CLERK

Duties: performs of a variety of general and specialized clerical work involving tax matters.

SPECIALIZED EXPERIENCE REQUIRED: one (1) year of responsible, substantive clerical work experience which demonstrated numerical facility and logical, analytical thinking and involved reviewing documents to ensure that numerical data and arithmetic computations are complete, accurate, properly categorized and recorded, and in accordance with pertinent rules, policies, procedures, and guidelines

Apply in person at: State of Hawaii, Department of Taxation, 830 Punchbowl Street, Room 217. Bring with you identification to show Security Personnel when you enter the Keelikolani Building.