

County of Hawai`i

DEPARTMENT OF HUMAN RESOURCES

RECRUITMENT NO. 08-12 - Open to all interested individuals, including members of the public.

CONTINUOUS RECRUITMENT
UNTIL NEEDS ARE MET

SENIOR CLERK-STENOGRAPHER

Permanent Vacancy – Department of Water Supply in Hilo and future island-wide vacancies

Eligible list may also be used for future County-wide temporary and permanent vacancies for this class of work during the one year life of the eligible list. Temporary appointments may lead to conversion to permanent employment.

Selective certification may be applicable in certain instances for certain positions requiring special qualifications in addition to those listed.

STARTING SALARY - \$2,311.00 - \$3,559.00 per month (SR-11)

EXAMPLES OF DUTIES – Takes and transcribes dictation and performs a variety of difficult clerical work or routine administrative work in preparing, checking, reviewing, evaluating, and refining forms, records, and similar materials; prepares reports and maintains continuing records; may supervise others; and performs other related duties as required.

MINIMUM REQUIREMENTS - A combination of education and experience substantially equivalent to graduation from high school, and two years of clerical experience which shall have included some typing and stenography. Possession of a current typing proficiency certificate with a minimum typing speed of 40 net words per minute, and a current proficiency certificate for shorthand with a minimum dictation rate of 80 net words per minute (standard, 3 minute test) from an authorized examiner (**submit a copy of your typing and shorthand proficiency certificate**).

To obtain a Certificate of Proficiency in Typing/Shorthand you may call Hawai`i Community College at 974-7531 to schedule an appointment. A copy of a Certificate of Proficiency in Typing/Shorthand issued within the past two years by an authorized examiner may also be submitted.

Physical Requirements: Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties as prescribed in the County of Hawai`i's Pre-Entry Medical Examination Guide. The Pre-Entry Medical Examination Guide is on file for public inspection at the Department of Human Resources.

EXAMINATION - The examination will consist of a training and experience evaluation based on the applicant's education and experience as presented in the application. The minimum passing score is 70, which indicates that the kind and length of experience is of the minimum required.

INTERVIEW AND PRE-EMPLOYMENT MEDICAL EXAMINATION - Eligibles who are certified to vacancies may be subjected to a selection interview. The person(s) selected must also pass a pre-employment medical examination conducted by the County Physician prior to any appointment being made.

HAWAI`I COUNTY AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

Published Hawai`i Tribune Herald, West Hawai`i Today & Honolulu Star Bulletin: January 13 & 20, 2008

For information about other county recruitments, call the County of Hawai`i's job-hotline at ☎ 961-8618 or visit www.co.hawaii.hi.us

GENERAL EMPLOYMENT REQUIREMENTS AND INFORMATION:

CIVIL SERVICE SYSTEM: This is for civil service employment with the County of Hawai'i. You must meet the minimum qualification requirements and other public employment requirements.

Applicants will be referred to the employing department or agency in the order of their examination grade and availability for employment. The employing department or agency may select any one of the eligibles referred. The names of those not selected will be kept on the eligible list for one year from the date of placement on the list for future employment consideration.

CITIZENSHIP AND RESIDENCE: Applicants must be citizens, permanent resident aliens or nationals of the United States. Persons with employment authorization from the Department of Homeland Security may also apply.

HOW TO APPLY: Call the County of Hawai'i's 24-hour job-hotline at # (808) 961-8618, or apply in person at the Department of Human Resources, County of Hawai'i, Aupuni Center, 101 Pauahi Street, Suite 2, Hilo, Hawai'i, 96720, telephone # (808) 961-8361 or Office of the Mayor/Executive Branches, 75-5706 Kuakini Highway, Suite 103, Kailua-Kona, Hawai'i, 96740. Text telephone users (for persons with hearing/speech impairments) can text the Department of Human Resources at # (808) 961-8619. Applications can also be downloaded from the County's "employment opportunities" web page at www.co.hawaii.hi.us. The downloaded applications should be mailed, faxed (808) 961-8617, or brought in person to the Department of Human Resources by the closing date.

WHEN TO FILE: File the application immediately. Mailed applications and supplemental materials should be postmarked by midnight of the closing date to file applications.

For open-continuous recruitments, notice of the closing date will be posted in the Department of Human Resources or other agencies as authorized by the Director of Human Resources.

VETERAN'S PREFERENCE: If you are claiming 5 or 10 point Veteran's Preference, you must submit a copy of your DD 214 and/or other substantiating documents specifying the periods of your service.

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 the position. Provide a detailed description of your duties and responsibilities. If you worked on a volunteer or part-time basis, indicate the average number of hours worked per week. Verification of any volunteer work performed may be requested.

EXAMINATION: Unless otherwise specified in this announcement, you must qualify on an appropriate examination designed to measure applicants' knowledge and skills necessary for satisfactory performance of the duties and responsibilities of the class of work. If you are required to report for a written and/or performance examination, you will be notified at a later date of the time and place of the examination. Persons who require special accommodations should call the Recruitment & Examination Division at (808) 961-8361 as soon as possible. They also must submit a written request with documentation from a professional (who is qualified to make a diagnosis of such medical condition) verifying proof of the medical condition and the need for the accommodation. Such documentation must be submitted to the Recruitment & Examination Division 10 working days prior to the reporting date.

NOTIFICATION: You will be notified in writing of your application status and employment eligibility.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be physically and mentally able to perform efficiently the duties of the position. Qualified applicants must be able to perform, with or without reasonable accommodation, the essential functions of the position in question. The County of Hawai'i is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodations 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.

Offers of employment with the County of Hawai'i will be conditioned on the results of a pre-entry medical examination with the County Physician.

ADMINISTRATIVE REVIEW AND APPEAL:

Administrative Review: If you do not agree with an action taken on your application, you should FIRST request an administrative review with the Department of Human Resources. This must be done within 10 calendar days following the date your notice was sent. Requests must be in made, in writing, to the Department of Human Resources, Recruitment & Examination Division, at the address listed on this announcement. Your letter requesting the administrative review must include: 1) the job title, recruitment number, and the specific reason(s) you are requesting the review, and 2) any additional information you want to submit to substantiate your request. If you do not submit your request within the 10-day limit, no administrative review will be conducted.

Appeal: If you do not agree with the administrative review decision or action taken by the Department of Human Resources, you may appeal to the County of Hawai'i Merit Appeals Board within 20 calendar days from the date your notice was sent. Appeals to the Merit Appeals Board must be completed on forms available at the Department of Human Resources. Appeals must be sent to the Merit Appeals Board, c/o Aupuni Center, 101 Pauahi Street, Suite 2, Hilo HI 96720. A change in rating will not affect the employment consideration of referred applicants or of an applicant's appointment.

EMPLOYMENT BENEFITS: Career opportunity and mobility in a merit system, sick leave and vacation earnings, paid holidays, life, dental, medical, vision and prescription drug insurance plans, employer paid retirement plan, social security, flexible spending plan, tax-sheltered savings and investment program, mortgage loans through the State Employees' Retirement System, credit union membership. Persons who are hired may be required to pay union dues/service fees.