



DISABILITY AND COMMUNICATION ACCESS BOARD

1010 Richards Street, Room 118 • Honolulu, Hawaii 96813
Ph. (808) 586-8121 (V) • Fax (808) 586-8129

POSITION ANNOUNCEMENT

DCAB Office Assistant Administrative and Clerical Services Unit

The Disability and Communication Access Board (DCAB) is seeking a person to fill the position of DCAB Office Assistant of the Administrative and Clerical Services Unit.

The basic functions of this position are:

- Develop and process purchase orders for supplies and services. Finalize all transactions with correct accounting information, accurate and complete information, and conformance to state and departmental standards. Contact vendors for information.
- Maintain a ledger system for accounts receivable and payable accounts and a filing system for purchase orders and payments. Track outstanding invoices, prepare travel requests and make travel arrangements.
- Maintain personnel records, prepare leave and record leave taken for staff, prepare and procure worker's compensation, family and medical leave act, and temporary disability insurance forms, including calculation of leave time.
- Maintain office equipment and monitor inventory of equipment and supplies; answer phone calls and assist the public with general information and referral; and assist the supervisor as needed.

Minimum qualifications: High School diploma. Bachelor's Degree from accredited college or university in accounting, business, or human resources preferred. One-half (1½) years of general clerical experience that demonstrates knowledge of English, grammar, spelling, arithmetic, and writing. One (1) year of specialized clerical experience; substantive clerical work which demonstrates knowledge of common office equipment and ability to perform clerical tasks that involve a variety of complex assignments (e.g., involve a number of steps, processes and/or referral to a number of different sources and requires the use of judgment to determine appropriate disposition); prioritizes work and carries out assignments independently in accordance with general instructions and established policies and procedures; and/or participates in performing moderately complex clerical work.

The position is a State position, exempt from civil service. The position reports to the DCAB Administrative Officer. Salary range \$2,945 - \$4,029/month.

Send resume and cover letter to: Executive Director
Disability and Communication Access Board
1010 Richards Street, Room 118
Honolulu, HI 96813

DEADLINE: Postmarked by April 30, 2021.