

Department of Health Employment Opportunity



Rev. 09/04/25

Human Resources Office – Recruitment & Examination • 1250 Punchbowl Street, Room 123 • Honolulu, Hawaii 96813

OPENING DATE: September 29, 2025

LAST DAY TO FILE APPLICATIONS: Continuous

Administrative Assistant II, III
Recruitment No. 25X023
Position No. Varies
Neighbor Islands

Level II \$4,054 - \$5,133 per month (SR-14, Step C to I)

Level III \$4,388 - \$5,555 per month (SR-16, Step C to I)

Note: Hiring rates will be based on availability of funds, the applicant's qualifications, and other relevant factors.

- ◆ Please be advised that the hiring process for this position is part of the Department of Health's Hiring Innovation for Rapid Employment (HIRE) Pilot Project. The Pilot Project will defer the traditional screening of applications for minimum qualifications until after a selection has been made. Therefore, the referral of an application to the hiring manager and the opportunity to interview for the position do not indicate that the applicant meets the minimum qualifications for the position, nor do they guarantee employment. If selected for the role, a comprehensive review of the application packet will occur to ensure that the minimum qualifications are met. If the selectee is deemed qualified, a conditional offer will be issued.

- ◆ **JOB DUTIES:** These positions perform secretarial services as a primary work assignment, along with minor administrative, clerical and related services for a program manager. The program manager served is at a level in the State's hierarchy which requires that he/she be substantially involved in planning, programming, and budgeting, in addition to work direction and coordination, as well as appropriate liaison and public relations.

An Administrative Assistant speaks and acts for the manager or administrator served in those matters delegated in order to facilitate workflow, coordination and management controls, and relationships with others both within and outside the organization.

The Administrative Assistant II serves as a secretary to the manager of a program and organization of considerable scope and complexity; may supervise and participate in performing highly complex clerical work; and performs other related duties as assigned.

An Administrative Assistant serves as a trusted personal assistant which require a close and confidential relationship with the manager or administrator served; an overall awareness of the activities and administrative framework of the organization; and the performance of a variety of clerical and minor administrative duties which are auxiliary to the work of the manager or administrator served.

The Administrative Assistant III serves as a secretary to the manager of a statewide program or programs and an organization of substantial complexity and size or scope; and performs other related duties as assigned.

- ◆ **MINIMUM QUALIFICATION REQUIREMENTS:** To qualify, you must meet **all** of the following requirements. Please note that unless specifically indicated, the required education and experience may not be gained concurrently. In addition, qualifying work experience is credited based on a 40-hour workweek.
 1. **General Experience Requirement: (Level II-III)** Six (6) months of work experience which involved performing tasks which demonstrated knowledge of English grammar, spelling and arithmetic; and the ability to read and understand oral and written instructions and speak and write simply and directly.
 2. **Specialized Experience Requirement:**
 - **(Level II):** Two (2) years *Progressively responsible typing, and/or substantive clerical work which demonstrated possession of, in addition to the knowledge and abilities noted under General Experience, knowledge of common office appliances and equipment and the ability to carry out procedures in clerical work systems and to perform secretarial tasks including, but not limited to, several of the following: serving as telephone and walk-in receptionist; maintaining a system of files; making travel arrangements; composing correspondence; obtaining and presenting information from files; routing correspondence;

reviewing outgoing correspondence for format, grammar, spelling punctuation and typographical errors; maintaining a log of pending work; etc., and use computers and software applications (e.g., word processing, spreadsheet, databases, etc.).

- **(Level III):** Two (2) years *Progressively responsible typing, and/or substantive clerical work which demonstrated possession of, in addition to the knowledge and abilities noted under General Experience, knowledge of common office appliances and equipment and the ability to carry out procedures in clerical work systems and to perform secretarial tasks including, but not limited to, several of the following: serving as telephone and walk-in receptionist; maintaining a system of files; making travel arrangements; composing correspondence; obtaining and presenting information from files; routing correspondence; reviewing outgoing correspondence for format, grammar, spelling punctuation and typographical errors; maintaining a log of pending work; etc., and use computers and software applications (e.g., word processing, spreadsheet, databases, etc.).
AND ** one (1) year, as noted, of progressively responsible typing and/or substantive clerical work experience, which demonstrated possession of the ability to perform secretarial duties including, but not limited to the following: 1) providing personal assistance to an administrator or executive by attending to the administrative details of an office; 2) having an overall awareness of the activities and administrative framework of a program/organization; and 3) ability to exercise sound judgment.

3. **Substitutions Allowed:**

- Graduation from high school or equivalent may be substituted for the General Experience.
- Excess Specialized Experience may be substituted for General Experience.
- Successful completion of a substantially full-time clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English, clerical/office procedures, and mathematics may be substituted for the required Specialized Experience, as noted by the single asterisk (*), on the basis of fifteen (15) semester credits of satisfactorily completed course work for six (6) months of Specialized Experience, up to a maximum of one (1) year.
- Education in a baccalaureate program at an accredited college or university may be substituted for Specialized Experience on the basis of fifteen (15) semester credits for six (6) months of experience, up to a maximum of one (1) year.

4. **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.

HOW TO FILE:

Submit **application, resume, and official transcripts** (if applicable) via email to:

doh.employment@doh.hawaii.gov

File applications immediately. E-mailed applications and supplemental materials must be submitted by midnight of the last day to file applications. For continuous recruitment, the last day to file applications will be posted in our office.

REQUIRED FORMS AND DOCUMENTATION: You must submit the following forms and documentation **together with your application** or your application may be rejected:

1. Evidence of the appropriate training (official transcript or diploma to verify coursework or major) to be given credit for education. A legible photocopy will be accepted; however, the Department of Health reserves the right to request an official copy of your transcript.
2. Copy of any license or registration required to qualify you for the position.
3. Education obtained outside the United States must be comparable to education earned at a regionally accredited school in the United States.

QUALITY OF EXPERIENCE: Your 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 be 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 part-time basis, indicate your average number of hours worked per week.

We will not withhold the referral of names of eligibles for employment consideration because of your failure to provide accurate and complete information concerning your qualifications.

MERIT CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements of the position being sought, including all education, experience, and other public employment requirements for State Civil Service employment.

The names of applicants will be referred based on their examination grade and availability for employment. The employing agency may select **any one** of the eligibles referred. The names of those not selected will be kept on an eligible list for no less than the period indicated on the eligible's notice of examination results.

CITIZENSHIP REQUIREMENT: You must be a citizen, permanent resident alien, or national of the United States; however, if you are a non-citizen with unrestricted employment authorization from the U.S. Immigration & Naturalization Service, you may also apply.

RESIDENCE REQUIREMENT: Effective July 1, 2007, persons who are non-residents of the State of Hawaii will have thirty (30) days from the date they begin their State employment to become Hawaii residents. While an employee of the State of Hawaii, they must maintain their Hawaii residency.

VETERANS' PREFERENCE: If you are claiming 5 Veterans' Preference Points, submit a copy of the DD214 (Member 4) verifying dates of honorable service. If you are claiming 10 Points, submit a copy of an official statement/letter from the Department of Veterans Affairs or armed services dated within the past 12 months which confirms your qualification to receive 10 points preference.

PHYSICAL/MEDICAL REQUIREMENTS: Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii 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.

CRIMINAL HISTORY RECORD CHECK: Individuals who are recommended for hire are required to undergo a criminal history record clearance and other checks, as applicable.

EXAMINATION: The examination for this recruitment will be conducted on an unassembled basis where the examination score is based on an evaluation and rating of your education and experience. It is therefore important that your employment application provide a clear and detailed description of the duties and responsibilities of each position you held. If you are required to report for a written, oral and/or performance test, you will be notified at a later date of the time and place of the examination.

If you must take an examination but require special accommodation, please call the Recruitment and Examination office at 586-4514 as soon as possible. We will design a fair and effective way in which you can demonstrate your ability to perform the essential functions of this job. You should be prepared to provide medical proof of your need for accommodation by a professional who is qualified to make a diagnosis.

NOTIFICATION: You will be notified, in writing, of your employment eligibility.

ADMINISTRATIVE REVIEW AND APPEAL:

Administrative Review: If you do not agree with the action taken on your application, you must first request an administrative review with the Department of Health. Requests must be made, in writing, to the Department of Health at the address listed above and received or postmarked within 7 working days following the date of our notice. Requests must include 1) the job title(s), recruitment number(s), 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 seven-day limit, no administrative review will be conducted.**

Appeal: If you do not agree with the action resulting from the administrative review, you may appeal to the Merit Appeals Board within 20 days following the date of our notice. Further information on filing an appeal is available at <http://hawaii.gov/hrd/main/ecd/mab>.

An administrative review, or in some cases an internal complaint, must have been completed before an appeal may be requested. (If an internal complaint is required prior to an appeal, you will be notified following completion of the administrative review.)

A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment.

EMPLOYMENT INTERVIEW: Please take a copy of your State application and/or resume to employment interviews. We suggest you make copy of your application before turning in the original.



STATE OF HAWAII APPLICATION FOR CIVIL SERVICE POSITIONS

DEPARTMENT OF HEALTH

Human Resources Office – Recruitment & Examination
1250 Punchbowl Street, Room 122, Honolulu, Hawaii 96813

GENERAL INSTRUCTIONS: Please type or print legibly in blue or black ink.

The information you provide will be used to determine whether you qualify for the job(s), for which you are applying.

- Your entire application and attachments (if any) must be received only at the Personnel Office above via e-mail (DOH.Employment@doh.hawaii.gov).
- Before applying, read the position requirements described in the **Announcement** carefully to determine if you qualify for the position.
- Any additional required forms described in the **Announcement** can be obtained from this office.
- Answer the questions completely and accurately. Your application may be rejected if it is incomplete or you may be disqualified or dismissed from employment if you provide false information.
- You must notify this office in writing of any changes to your name, addresses, telephone numbers or availability information.
- We will not be responsible for any mail or correspondence which does not reach you.
- Your application and supporting documents are confidential and become our property. Please keep copies for your own record.
- The information you submit on this form may be verified.

The information on pages 1 and 2 will not be released to persons involved in the appointment process.

The State of Hawai'i is an equal opportunity employer and complies with applicable state and federal laws relating to employment practices.

1. WORK AUTHORIZATION

Please answer both A and B below:

- A. Are you legally authorized to work in the United States? Yes No
- B. Will you now or in the future require sponsorship by the State of Hawaii for employment visa status (e.g. H-1B visa status)? Yes No

2. UNITED STATES MILITARY SERVICE/ VETERAN'S PREFERENCE

Note: Veteran's Preference is only applicable for open-competitive recruitments.

If you are claiming Veteran's Preference, please scan and attach a copy of your DD-214 form and/or official statement from the Veterans Administration or armed forces to your application.

- ☐ None
- ☐ I am claiming 5 Veteran's Preference points and will submit a copy of my DD-214.
- ☐ I am claiming 10 Veteran's Preference points and will submit a copy of my DD-214 and/or official statement from the Veterans Administration (VA), as applicable.

If you are claiming U.S. Military Service, please complete the following:

A. Date Entered Service: _____

B. Date Separated From Service: _____

3. _____
POSITION TITLE APPLYING FOR

4. _____
RECRUITMENT NUMBER

5. NAME: _____
Last First Middle

6. OTHER
NAMES USED
OR FORMER
LAST NAME: _____

7. MAILING
ADDRESS: _____
P.O. Box or Number and Street

City State Zip Code

8. PHONE
NUMBER: _____
Home Other

9. CERTIFICATE OF APPLICANT

I hereby certify that all statements in this application are true and correct to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment in the service of the State of Hawai'i. I have read the terms or conditions stated on this application and understand that there may be additional employment-related tests as required.

Date

Original Signature of Applicant

STATE OF HAWAII APPLICATION FOR CIVIL SERVICE POSITIONS

The information on pages 1 and 2 will not be released to persons involved in the appointment process.

Information requested in items 10 through 19 is needed to make determinations on your suitability for employment. Dismissals from employment or dishonorable separations from military service do not automatically disqualify you from employment. The circumstances of each individual case will be evaluated against the requirements of the position for which you have applied, to determine suitability for employment.

10. DISMISSALS FROM EMPLOYMENT AND/OR DISHONORABLE SEPARATIONS FROM MILITARY SERVICE

Within the past five years, were you:

A) Fired, terminated for cause, dismissed, discharged or asked to resign from employment?.....☐ YES.....☐ NO

B) Separated from military service under conditions other than honorable?☐ YES.....☐ NO

(If you answer "Yes" to question 10A or 10B, please explain in detail in item #11 below, the dates and reasons for your dismissal from employment or separation from military service. For dismissals from employment, provide also the name and address of the employer.)

11. _____

12. WITHIN THE PAST THREE (3) YEARS, HAVE YOU BEEN CONVICTED OF ANY OFFENSE RELATED TO CONTROLLED SUBSTANCES?

☐ YES.....☐ NO

(If you answer "Yes" to the above question, please explain in detail in item #13 below, the dates, nature and circumstances of the conviction; the sentence imposed and its current status; and any other relevant information you wish to provide.)

13. _____

14. HAVE YOU EVER BEEN CONVICTED OF ANY ACT, ATTEMPT OR CONSPIRACY TO OVERTHROW THE STATE OR FEDERAL GOVERNMENT BY FORCE OR VIOLENCE?

☐ YES.....☐ NO

(If you answer "Yes" to the above question, please explain in detail in item #15 below, the dates, nature and circumstances of the conviction; the sentence imposed and its current status; and any other relevant information you wish to provide.)

15. _____

16. SUSPENSION OR REVOCATION OF LICENSE

Was your license or certification to practice in a regulated profession (for example, physician, engineer, nurse, plumber, etc.) ever suspended or revoked?

☐ YES.....☐ NO

(If you answer "Yes," please explain in detail in item #17 below, the type of license; the date; the state; the specific board or organization that suspended or revoked your license; the circumstances of the suspension or revocation; and any other relevant information you wish to provide.)

17. _____

18. SETTLEMENTS OR AGREEMENTS

Have you accepted a settlement, a cash buyout such as through the State's Separation Incentive Program or are you subject to any restriction limiting or precluding you from seeking or securing employment with the State of Hawai'i?

☐ YES.....☐ NO

(If you answer "Yes," to question 18, please explain in detail in item #19 below, the reason and date of your settlement or restriction from applying with the State of Hawai'i.)

19. _____

STATE OF HAWAII DEPARTMENT OF HEALTH
Application For Civil Service Positions
EDUCATION AND EMPLOYMENT HISTORY

1. POSITION TITLE APPLYING FOR: _____

2. RECRUITMENT NUMBER APPLYING FOR: _____

The information you provide will be used to determine whether you meet the minimum qualification requirements in the Class Specifications. As required by federal and/or state laws, we do not discriminate on the basis of age, sex (including gender identity or expression), religion, race, color, ancestry, national origin, disability, marital status, veteran's status, sexual orientation, arrest and court record, citizenship, genetic information or any other protected characteristic. The State of Hawai'i is an equal opportunity employer and complies with applicable state and federal laws relating to employment practices.

3. NAME: _____

Last

First

Middle

**4. OTHER NAMES
USED OR FORMER**

LAST NAME: _____

5. E-MAIL

ADDRESS: _____

6. MAILING

ADDRESS: _____

P.O. Box

or

Number and Street

City

State

Zip Code

7. PHONE NO.: _____

Home

Other

8. EDUCATION HISTORY: When verification is required, the documentation must be submitted at the time of the application. If not, you may not receive credit for the training and/or your application may be considered incomplete and rejected. The information you provide in this section will be used strictly in the evaluation of your qualifications for the position(s) for which you are applying. The information you submit on this form may be verified.

**DO NOT
WRITE
IN THIS
SPACE**

A. NAME AND LOCATION (city and state) of last grade school attended: (elementary, intermediate or high school)

(School name/type)

(City/State/Country)

Did you graduate? ☐ Yes ☐ No **If no, what grade level did you complete?** _____

Did you receive a GED? ☐ Yes ☐ No

B. TRAINING: In-service training, business, trade, armed forces, college or university, graduate of professional schools.

NAME & ADDRESS	Course or Major Field of Study	Number of Credits or Hours Completed		Kind of Degree, Diploma or Certificate Received
		Semester	Quarter	

9. LICENSES, CERTIFICATES, OTHER QUALIFICATIONS

A. DRIVER'S LICENSE: ☐ Yes, I have a valid driver's license or I am able to obtain a valid driver's license by the time of appointment.

☐ No, I do not have a driver's license and/or I am not interested in being considered for positions which require a driver's license.

B. OTHER LICENSES OR CERTIFICATES: Please indicate the kind, registration number, and the State or other licensing authority. *If proof of evidence is required, please submit a photocopy or present for verification.*

C. KNOWLEDGE OF LANGUAGE OTHER THAN ENGLISH: List the language and check the appropriate block(s). Some positions require the ability to speak, read, and/or write in a language other than English.

LANGUAGE	SPEAK	READ	WRITE

D. SPECIAL QUALIFICATIONS: Include membership in professional or scientific societies, honors, awards, fellowships, publications (list but do not submit unless requested), etc.

10. EXPERIENCE: Please type or print legibly in blue or black ink. Begin with your present or last employment/training and work backwards. Describe all employment/training, including military service and volunteer work. Use separate blocks if your duties and responsibilities changed while working for the same employer. To receive full credit for your experience, describe in detail the tasks you were assigned. If you supervised others, explain your duties as a supervisor and indicate the number and job duties of employees you supervised. If more space is needed provide the information on a blank sheet titled "Experience" and attach it to this form. Information you submit on this form may be verified.

Please complete this section even if you are attaching a resume or other documents.

Employer _____ Address _____ Supervisor's Name and Title _____ Company Phone Number _____ Company URL Internet Address _____ Your Position Title and Duties _____ _____ _____ _____	From: _____ Month _____ Year _____ To: _____ Month _____ Year _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer Average hours worked per week _____ Reason(s) for leaving _____ _____ _____ _____ May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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ADMINISTRATIVE ASSISTANT II (SR-14)
Supplemental Questionnaire

***1. REQUIRED SUPPLEMENTAL QUESTIONS**

The information provided on this supplemental questionnaire form will be used in combination with your application to determine whether you meet the qualification requirements. Failure to provide detailed and complete information may result in your application being rejected. PLEASE DO NOT SUBMIT A RESUME IN PLACE OF COMPLETING THIS SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL NOT BE ACCEPTED. In general, proof of education obtained from and/or submitted through the internet will not be accepted. Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript. Any information you submit may be verified. **Supporting documents must be submitted at the time of the filing of your application.**

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification on agency letterhead. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number. To receive credit for temporary assignment, you must submit your **approved** Form 10 (**approved** by your supervisor and the Human Resources Officer) to our office at the filing of your application.

When applying for this position, I understand that I must thoroughly complete the "Education" and "Work Experience" sections of my application and the "Supplemental Questionnaire." This includes a detailed description of each position that I feel qualifies me for the job. I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected. I also understand that I may not submit resumes in lieu of filling out the application or Supplemental Questionnaire; however, I may attach it to the application to provide additional information.

☐ I acknowledge I have read and understand the above information

SIGNATURE

DATE

***2. DRIVER'S LICENSE**

Do you have a valid driver's license? If YES, you **MUST submit a legible copy of your DRIVER'S LICENSE** as verification.

☐ Yes

☐ No

ADMINISTRATIVE ASSISTANT II (SR-14)
Supplemental Questionnaire cont'd

***3. GENERAL AND SPECIALIZED EXPERIENCE**

This position requires at least six months of General Experience and two years of Specialized Experience as described in the job announcement.

If you possess such experience, please provide the following information to address your relevant background:

A. The name of your employer, your job title, complete dates of employment (START/END, MONTH & YEAR), and the average number of hours worked per week.

B. A brief description of this employer, including the type of company (government agency, private corporation, etc.), the major sections of the employer, the section your position was located in, the number and type of staff you worked with, the services provided, and the clientele served.

C. A detailed description of the primary focus of your position, including your major duties and responsibilities. In your description, avoid the use of vague terms such as "secretarial," "general clerical," and instead be very specific in describing the tasks you performed.

All employment information listed here should also be included on your application. Address each change in employer or position separately.

***4. SUBSTITUTION OF EDUCATION FOR EXPERIENCE**

Have you completed coursework in a baccalaureate program of an accredited college or university OR in a substantially full-time equivalent clerical/office support/business technology curriculum leading to a degree, diploma, or certificate at an accredited community college, business or technical school? (Please refer to the job announcement for more detailed information.)

If you wish to receive credit for your academic training, you **MUST SUBMIT** a copy of your **OFFICIAL TRANSCRIPTS**, at the time of the filing of the application as verification. Copies will not be returned.

- ☐ Yes
☐ No

***5. TYPING AND/OR STENOGRAPHIC SKILLS, PART 1**

Certain positions require that applicants possess the ability to perform a range of typing and/or stenographic tasks. To qualify for these positions, you must be able to type straight copy at a rate of at least 40 net words per minute and/or take shorthand at a rate of 80 words per minute and make accurate transcriptions.

If you are interested in such positions and are able to type and/or take shorthand as required, please describe below how or where you gained such typing and/or stenographic skills. You **MUST** identify your training (give school name and date) and/or employers (give employer names and dates) **AND** certify your abilities in the Typing and/or Stenographic Skills, Part 2 - Self Certification Statement, which immediately follows.

If you are **NOT** able to type at least 40 net words per minute and/or take shorthand at 80 words per minute and make accurate transcriptions, please state this in the space below.

ADMINISTRATIVE ASSISTANT II (SR-14)
Supplemental Questionnaire cont'd

***6. TYPING AND/OR STENOGRAPHIC SKILLS, PART 2 - SELF CERTIFICATION STATEMENT**

By my choice below, I hereby certify that I am able to type and/or take shorthand as described. I also understand that my typing and stenographic proficiencies may be tested by the appointing authority. Failure to demonstrate at least the minimum typing and/or shorthand skill may result in corrective action, including my removal from the list of eligibles for employment consideration.

I have chosen the ONE statement below which best reflects my skills:

- ☐ I hereby certify that I am able to type at least 40 net words per minute.
- ☐ I hereby certify that I am able to take and transcribe dictation at 80 words per minute.
- ☐ I hereby certify that I am able to BOTH type at least 40 net words per minute AND take and transcribe dictation at 80 words per minute.
- ☐ I am unable to type or take and transcribe dictation at the speeds required.

7. SUPERVISORY EXPERIENCE

This experience is **NOT** required. However, if you have supervisory experience over lower-level clerical support staff, please provide the following information:

- A.** Complete dates (START/END, MONTH & YEAR) you were an official supervisor;
- B.** The number and job titles of the employees you supervised; and
- C.** A specific description of your supervisory duties. Explain how your responsibilities and level of authority differed from those of your own supervisor.

8. ADDITIONAL INFORMATION

Provide any other information related to this position that you would like us to consider.

***9. SUPPORTING DOCUMENTS**

Your supporting documents (transcripts, driver's license, etc.), as described in the job posting, must be submitted at the time of the filing of your application.

* Required Question

E-mail your Application, Supplemental Questionnaire and Supporting Documents to:

DOH.Employment@doh.hawaii.gov

ADMINISTRATIVE ASSISTANT III (SR-16)
Supplemental Questionnaire

***1. REQUIRED SUPPLEMENTAL QUESTIONS**

The information provided on this supplemental questionnaire form will be used in combination with your application to determine whether you meet the qualification requirements. Failure to provide detailed and complete information may result in your application being rejected. PLEASE DO NOT SUBMIT A RESUME IN PLACE OF COMPLETING THIS SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL NOT BE ACCEPTED. In general, proof of education obtained from and/or submitted through the internet will not be accepted. Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript. Any information you submit may be verified. **Supporting documents must be submitted at the time of the filing of your application.**

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification on agency letterhead. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number. To receive credit for temporary assignment, you must submit your **approved** Form 10 (**approved** by your supervisor and the Human Resources Officer) to our office at the filing of your application.

When applying for this position, I understand that I must thoroughly complete the "Education" and "Work Experience" sections of my application and the "Supplemental Questionnaire." This includes a detailed description of each position that I feel qualifies me for the job. I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected. I also understand that I may not submit resumes in lieu of filling out the application or Supplemental Questionnaire; however, I may attach it to the application to provide additional information.

☐ I acknowledge I have read and understand the above information

SIGNATURE

DATE

***2. DRIVER'S LICENSE**

Do you have a valid driver's license? If YES, you **MUST submit a legible copy of your DRIVER'S LICENSE** as verification.

☐ Yes

☐ No

ADMINISTRATIVE ASSISTANT III (SR-16)
Supplemental Questionnaire cont'd

***3. GENERAL AND SPECIALIZED EXPERIENCE**

This position requires at least six months of General Experience and three years of Specialized Experience as described in the job announcement.

If you possess such experience, please provide the following information to address your relevant background:

A. The name of your employer, your job title, complete dates of employment (START/END, MONTH & YEAR), and the average number of hours worked per week.

B. A brief description of this employer, including the type of company (government agency, private corporation, etc.), the major sections of the employer, the section your position was located in, the number and type of staff you worked with, the services provided, and the clientele served.

C. A detailed description of the primary focus of your position, including your major duties and responsibilities. In your description, avoid the use of vague terms such as "secretarial," "general clerical," and instead be very specific in describing the tasks you performed.

D. Describe in detail the specific tasks you performed and responsibilities you held, if any, in each of the following areas. If "none" so indicate.

- 1)** Providing personal assistance to an administrator or executive by attending to the administrative details of an office;
- 2)** Having an overall awareness of the activities and administrative framework of a program/organization;
- 3)** Ability to exercise sound judgement.

All employment information listed here should also be included on your application. Address each change in employer or position separately.

***4. SUBSTITUTION OF EDUCATION FOR EXPERIENCE**

Have you completed coursework in a baccalaureate program of an accredited college or university OR in a substantially full-time equivalent clerical/office support/business technology curriculum leading to a degree, diploma, or certificate at an accredited community college, business or technical school? (Please refer to the job announcement for more detailed information.)

If you wish to receive credit for your academic training, you **MUST SUBMIT** a copy of your **OFFICIAL TRANSCRIPTS**, at the time of the filing of the application as verification. Copies will not be returned.

- ☐ Yes
☐ No

***5. TYPING AND/OR STENOGRAPHIC SKILLS, PART 1**

Certain positions require that applicants possess the ability to perform a range of typing and/or stenographic tasks. To qualify for these positions, you must be able to type straight copy at a rate of at least 40 net words per minute and/or take shorthand at a rate of 80 words per minute and make accurate transcriptions.

**ADMINISTRATIVE ASSISTANT III (SR-16)
Supplemental Questionnaire cont'd**

If you are interested in such positions and are able to type and/or take shorthand as required, please describe below how or where you gained such typing and/or stenographic skills. You MUST identify your training (give school name and date) and/or employers (give employer names and dates) AND certify your abilities in the Typing and/or Stenographic Skills, Part 2 - Self Certification Statement, which immediately follows.

If you are NOT able to type at least 40 net words per minute and/or take shorthand at 80 words per minute and make accurate transcriptions, please state this in the space below.

***6. TYPING AND/OR STENOGRAPHIC SKILLS, PART 2 - SELF CERTIFICATION STATEMENT**

By my choice below, I hereby certify that I am able to type and/or take shorthand as described. I also understand that my typing and stenographic proficiencies may be tested by the appointing authority. Failure to demonstrate at least the minimum typing and/or shorthand skill may result in corrective action, including my removal from the list of eligibles for employment consideration.

I have chosen the ONE statement below which best reflects my skills:

- ☐ I hereby certify that I am able to type at least 40 net words per minute.
☐ I hereby certify that I am able to take and transcribe dictation at 80 words per minute.
☐ I hereby certify that I am able to BOTH type at least 40 net words per minute AND take and transcribe dictation at 80 words per minute.
☐ I am unable to type or take and transcribe dictation at the speeds required.

7. SUPERVISORY EXPERIENCE

This experience is **NOT** required. However, if you have supervisory experience over lower-level clerical support staff, please provide the following information:

A. Complete dates (START/END, MONTH & YEAR) you were an official supervisor;

B. The number and job titles of the employees you supervised; and

C. A specific description of your supervisory duties. Explain how your responsibilities and level of authority differed from those of your own supervisor.

8. ADDITIONAL INFORMATION

Provide any other information related to this position that you would like us to consider.

***9. SUPPORTING DOCUMENTS**

Your supporting documents (transcripts, driver's license, etc.), as described in the job posting, must be submitted at the time of the filing of your application.

* Required Question

E-mail your Application, Supplemental Questionnaire and Supporting Documents to:

DOH.Employment@doh.hawaii.gov