



**State of Hawaii
Department of Health
Family Health Services Division
Maternal and Child Health Branch
Manoa to Kahala, Oahu**

Secretary III

\$4,038 to \$4,911 per month (SR-16, Step C to H),
Salary commensurate w/ training and experience

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

Full-Time, Permanent Civil Service position. The primary purpose of the position is to serve as Secretary to the Chief of the Maternal and Child Health Branch. This position supervises the Office Assistant III position, which comprises the Secretarial Services Staff for the Branch. Duties included secretarial and clerical services to the Maternal and Child Health Branch. This position is essential to the administrative operation of the branch and requires independent judgement and initiative.

Minimum Qualifications

To qualify, you must meet all of the following requirements:

GENERAL EXPERIENCE: Six 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.

SPECIALIZED EXPERIENCE: Three years of progressively responsible typing and or substantive clerical work which demonstrated possession of, in addition to the knowledge and abilities noted under General Clerical Experience above, knowledge of common office appliances and equipment and the ability to carry out procedures in clerical work systems and to perform secretarial tasks as described in the Minimum Qualification Requirements.

Who May Apply

LEGAL AUTHORIZATION TO WORK REQUIREMENT: The State of Hawaii requires that all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

How to Apply

Visit the Department of Human Resources Development website at <http://agency.governmentjobs.com/hawaii/default.cfm>.

Recruitment # 23-0130

Continuous until needs are met for position #03140.

Other Information

For additional information, you may contact Kimberly Arakaki at kimberly.arakaki@doh.hawaii.gov.