



State of Hawai'i Career Opportunity

**MCCH Assistant Coordinator
Island of Oahu
Salary: See Position Description**

An Equal Opportunity Employer

Opening Date: 05/24/17

Closing Date: 06/14/17

RECRUITMENT INFORMATION

This posting is for the State of Hawaii, Department of the Attorney General, Crime Prevention and Justice Assistance Division (CPJAD).

This position is located on the Island of Oahu.

Salary: \$3,478 - \$3,619, per month.

The State Recruiting Office will refer all inquiries regarding this exempt position to the Department of the Attorney General.

DUTIES SUMMARY

Provide assistance to the Missing Child Center-Hawaii Coordinator. Respond to telephone calls from parents of missing children, law enforcement agencies, and the public. Assist in the establishment and delivery of programs to promote community awareness of the problem of missing children.

MINIMUM QUALIFICATION REQUIREMENTS

Requirements: Bachelor's degree from an accredited university or college. High school diploma and four years paid experience in using database and desktop publishing software; research, analysis, and report writing; fundraising; and investigation may be substituted for the bachelor's degree. Valid State of Hawaii driver's license, Type 3.

Experience and Knowledge: Two years of experience which demonstrates: 1) interpersonal and communication skills dealing with a variety of audiences, 2) general familiarity with Hawaii state or county government functions (law enforcement and courts) and procedures, 3) coordination of activities among groups, 4) organizing and prioritizing tasks, 5) analyzing problems and proposing solutions, and 6) preparing detailed reports. Computer competency, good analytical, writing, organization skills required. Knowledge of the criminal justice system. Familiarity of law enforcement investigative procedures and Hawaii family law preferred.

OTHER INFORMATION

To apply: Send cover letter, resumé, and completed Application for Exempt Employment (download Application from <http://ag.hawaii.gov/employment/>), postmarked no later than June 14, 2017 to:

**Department of the Attorney General
Crime Prevention and Justice Assistance Division
235 South Beretania Street, Suite 401
Honolulu, Hawaii 96813**

(No phone calls, please)
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APPLICATIONS MAY BE FILED ONLINE AT:
<http://dhrd.hawaii.gov/job-seekers>

Recruitment # EX120685
MCCH ASSISTANT COORDINATOR
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