



# Departmental Vacancy Announcement

## DEPARTMENT OF THE ATTORNEY GENERAL

**Clerical Assistant**  
Position No. 124096

Division with the Vacancy:  
**Oversight Commission**

Opening Date: Monday, August 15, 2022

Last Day to File Applications: Continuous recruitment until needs met

### Summary of Duties:

#### Function of this organizational unit:

The Hawaii Correctional System Oversight Commission (the Commission) as found in Act 179, Session Laws of Hawaii 2019, is charged with:

1. Overseeing the State's correctional system, investigating complaints at correctional facilities, and facilitating a correctional system transition to a rehabilitative and therapeutic model;
2. Establishing maximum inmate population limits for each facility; formulate policies and procedures to prevent the inmate population from exceeding capacity;
3. Ensure that the Comprehensive Offender Reentry System under Chapter 353H, Hawaii Revised Statutes, is working properly through monitoring and reviewing elements of the program.

#### Purpose of the position:

This position is assigned typing, clerical, computer input and receptionist duties to support the work of the Commission. Additionally, this position receives work from the Oversight Coordinator to perform senior level clerical work that involves a wide range of clerical functions where some originating and planning of work are required. This position carries out assignments independently and accomplishes work with substantial use of discretion and selectiveness in deviating from established processes and procedures, specifically with handling complaint intake.

### Minimum Requirements:

#### Basic Experience:

Applicants must possess six (6) months of work experience which demonstrated knowledge of English grammar, spelling, arithmetic; ability to read and understand oral and written instructions; write simply and directly and compare words and numbers quickly and accurately.

Clerical Experience:

Applicants must possess two (2) years of clerical work experience which involved the performance of a variety of clerical tasks and demonstrated knowledge of office practices and procedures, and the ability to carry out procedures in clerical work systems and operate various kinds of office equipment and technologies.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Substitutions Allowed:

1. Graduation from high school or equivalent may be substituted for Basic Experience.
2. Excess Clerical Experience may be substituted for Basic Experience.
3. 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 Clerical Experience on the basis of fifteen (15) semester credits of satisfactorily completed coursework for six (6) months of experience, up to a maximum of two (2) years.
4. Education in a baccalaureate program at an accredited college or university may be substituted for Clerical Experience on the basis of fifteen (15) semester credits for six (6) months of experience, up to a maximum of two (2) years.

To Apply:

Please send cover letter, application, and résumé to:

Christin M. Johnson, Oversight Coordinator  
425 Queen Street, Honolulu, Hawaii 96813  
and/or send by email to [christin.m.johnson@hawaii.gov](mailto:christin.m.johnson@hawaii.gov)

Application can be found at:

[https://ag.hawaii.gov/wp-content/uploads/2020/08/Application-for-Exempt-Employment-278\\_AG\\_7.2020.pdf](https://ag.hawaii.gov/wp-content/uploads/2020/08/Application-for-Exempt-Employment-278_AG_7.2020.pdf)

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The information you provide will be used to determine whether you meet public employment requirements and 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 Hawaii is an equal opportunity employer and complies with applicable State and Federal laws relating to employment practices.

**Physical/Mental Requirements:** Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

**Reasonable Accommodation:** Qualified applicants with special needs 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. Call 586-1236 for more information.

**Criminal History Background Check:** Individuals who are recommended for hire are required to undergo a criminal history record clearance and other checks, as applicable.

**Internal Complaint:** Applicants will be notified of their status. Applicants who do not agree with a decision or action taken by the State Department of the Attorney General Human Resources Office may file an Internal Complaint with the Department of the Attorney General. Information about the Internal Complaint Procedure (ICP) and required form can be found on the ATG intranet.

**COVID-19 Vaccination Requirement:** As a condition of employment with the State of Hawaii, all qualified candidates who have successfully completed and passed the recruitment process, must show proof of full COVID-19 vaccination at the time a conditional offer of employment is made. Departments will consider reasonable accommodations if requested by a candidate and it is determined through an interactive process that pregnancy, a qualifying disability, or a sincerely held religious belief prevents the candidate from receiving a COVID-19 vaccination.

If you have any questions, please contact our office at (808) 586-1236 for further information.