



## Departmental Vacancy Announcement DEPARTMENT OF THE ATTORNEY GENERAL

### Missing Child Center Hawaii - Program Assistant Position No. 120685

Division with the Vacancy:

### Crime Prevention & Justice Assistance

**Opening Date:** Thursday, November 16, 2023

**Last Day to File Applications:** Continuous recruitment until needs are met\*

**Description:** Assist in the operations of the Hawaii Missing Child Center-Hawaii (MCCH). Respond to calls from parents or legal guardians, the public, law enforcement agencies and individuals regarding a missing child. Collect and enter data, conduct searches, assess and make recommendations to the MCCH databases. Prepare, print, and distribute missing child posters. Assist in training for child welfare, judiciary, and law enforcement staff on the purpose and role of MCCH. Assist in the establishment and delivery of programs to promote community awareness of the problem of missing children.

**Requirements:** Bachelor's degree from an accredited university or college. High school diploma and five years paid experience in using database and desktop publishing software; research; analysis; report writing; 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 paid 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; analytical, writing, and organizational skills required. Knowledge of the criminal justice system. Familiarity of law enforcement investigative procedures and Hawaii family law preferred.

**Salary range:** \$64,620 annually, pending qualifications of applicant.

**To apply:** Send cover letter, resumé, salary requirements, and completed Application for Exempt Employment postmarked to:

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

(No phone calls please)  
An Equal Opportunity Employer

Download Application for Exempt Employment from:

[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.

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