

Secretary, Center for Alternative Dispute Resolution

Exempt Appointment (Non-Civil Service), Full-Time, Temporary

Location: Center for Alternative Dispute Resolution (CADR), Honolulu, O'ahu

Salary: \$2,810 per month

Duties: Provides secretarial assistance and services to CADR and other programs under the Intergovernmental & Community Relations Department, including special projects.

Desirable Qualifications:

Education: Graduation from high school or equivalent.

Experience: Two and one-half (2-1/2) years of progressively responsible typing and/or substantive clerical work experience which demonstrated knowledge of English grammar, spelling and arithmetic; knowledge of common office equipment; knowledge and understanding of computer word processing and software applications; the ability to read and understand oral and written instructions; the ability to speak and write simply and directly; and the ability to carry out procedures in clerical work systems and perform secretarial tasks.

This experience includes, but is 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 and typography; maintaining a log of pending work; preparing and finalizing documents using computer word processing applications; preparing and finalizing charts, tables, graphs and other materials using computer software applications.

How to Apply: If you are interested in this position, please submit a current resume and cover letter to:

Email: Cecelia.C.Chang@courts.hawaii.gov

OR

Mail: Center for Alternative Dispute Resolution
417 South King Street
Room 207
Honolulu, Hawaii 96813
Attention: Director, CADR - CONFIDENTIAL

First consideration will be given to resumes received by June, 13, 2016. Recruitment will be conducted until the position is filled.