



**HAWAI'I STATE JUDICIARY
NOTICE OF EMPLOYMENT OPPORTUNITY**

SECRETARY, CENTER FOR ALTERNATIVE DISPUTE RESOLUTION

LOCATION: Honolulu, Hawai'i

SALARY AND BENEFITS:

The starting salary may be at a rate from \$4,054 to \$4,221 per month (\$48,648 to \$50,652 annually), and will be commensurate with the selected candidate's qualifications.

Exempt (non-civil service) employees are eligible for a range of benefits, including, but not limited to, the following:

- up to 13 paid holidays each year
- up to 21 vacation leave days per year
- up to 21 sick leave days per year
- Reasonable time off with pay for jury duty, bereavement leave, and certain military duty
- Membership in the state retirement system
- Employer/Employee shared premium contributions for enrollment in the state sponsored health coverage
- Free life insurance policy for employees
- Deferred compensation supplemental retirement savings plan

ORGANIZATION OVERVIEW

The focus of the Center for Alternative Dispute Resolution (CADR) is to promote the effective, timely and voluntary resolution of disputes through alternative dispute resolution processes. These processes provide opportunities for early, party-driven, efficient, and fair conflict resolution or voluntary resolution of disputes.

This position is located in the Office of the Administrative Director of the Courts, Intergovernmental & Community Relations Department (ICRD), Center for Alternative Dispute Resolution (CADR).

This position serves CADR and the Judiciary's Communications Office and also provides office management and clerical assistance and services to other programs under ICRD, as needed.

SUMMARY OF MAJOR DUTIES AND RESPONSIBILITIES:

- Must be able to handle sensitive matters with accurate and timely follow-up while maintaining a courteous, helpful demeanor in both written and verbal communications.

- Utilizes strong communication and problem-solving skills to receive, screen, and respond to or route inquiries related to a wide range of questions and concerns from the public, stakeholders, and internal staff and makes referrals to Judiciary departments and other organizations and agencies where appropriate.
- Performs basic graphic design tasks such as digital poster and flyer design, registration campaign design and formatting, resizing, cropping, and adjusting photographs for use in print and digital formats using software such as MailChimp, Adobe Photoshop, Illustrator, or Canva.
- Assists with *Intranet* and *Internet* websites, and other web-based matters, including updating webpages, writing copy, uploading articles, videos, and photographs, ensuring links are functioning properly, etc.
- Applies a basic understanding of WordPress, or be willing/able to learn basic web design skills. This includes formatting text for readability, embedding multimedia content, adding captions or alt text, and ensuring that all materials are published in alignment with the organization's style and accessibility (ADA) standards.
- Assists with volunteer program management including providing support for: recruiting, training, and program development designed for engaging and retaining volunteers, maintain and manage volunteer data-bases, tracking and reporting service hours.
- Maintains subject matter, case, and administrative files and takes initiative in establishing and revising systems to meet current needs.
- Provides extensive clerical support and typing related to office correspondences and reports including: development, content creation, assembly, and distribution of various documents, promotional materials, and reports as needed. Proofreads draft documents for accuracy, spelling, punctuation, grammar, etc.
- Maintains and updates electronic calendars including scheduling meetings, trainings, remote meetings and conferences.
- Assists with scheduling, registration, and logistics for outreach activities and trainings, and assists during events as needed.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Delivers and/or picks up mail, documents, and other items and forwards to appropriate office staff for action.
- Maintains and follows Judiciary purchase and procurement procedures, including vendor contact for price quotations for, and requisitions of, office supplies and equipment; keeps inventory and requisition records of office for keys, supplies, and equipment; ensures that supplies are adequately stocked and available.

- Arranges for repair and maintenance of office equipment.
- Makes travel and hotel arrangements for staff; completes the statement of travel for staff upon travel completion.

REQUIRED QUALIFICATIONS:

Education: Graduation from high school or equivalent.

DESIRED QUALIFICATIONS:

Strong organizational skills and communication skills. Graphic design experience preferred. WordPress or other web design experience preferred. Experience using MailChimp, Adobe Photoshop, Illustrator, or Canva.

Education: Two-year associate degree.

Experience: Two and one-half (2.5) years of substantive clerical work experience which demonstrated knowledge of English grammar, spelling; knowledge and understanding of computer word processing, software, and internet applications; proficiency in Microsoft Office (Word, Excel, PowerPoint); 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: customer service support related to telephone, internet, and walk-in inquiries; maintaining a system of files; making travel arrangements; composing correspondence; maintaining and obtaining filing systems; 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 and Internet applications; preparing and finalizing charts, tables, graphs and other materials using computer software applications.

CONTROLS OVER THE POSITION:

The CADR Secretary works under the general supervision of Position Number 58841, Center for Alternative Dispute Resolution Director, EM03 and/or designee.

SPECIAL REQUIREMENTS OF THE JOB:

The incumbent in this position may be required to work a variable work schedule and to work beyond a normal work schedule including evenings, days off, and holidays.

CITIZENSHIP/RESIDENCY REQUIREMENTS:

Applicants must be citizens, lawful permanent residents (resident aliens) or nationals of the United States, or non-citizens with unrestricted employment authorization from the U.S. Citizenship and Immigration Services, U.S. Department of Homeland Security.

All applicants shall become residents of the State within thirty (30) days after beginning their employment and as a condition of eligibility for continued employment.

TYPE OF APPOINTMENT:

The selected candidate will serve in an exempt (non-civil service) at-will appointment which is excluded from the requirements of selection by merit competition and from civil service status. Exempt (non-civil service) appointments are considered at-will, which means that the hiring authority may terminate the employment relationship at any time.

HOW TO APPLY:

Applicants are required to submit a cover letter and resume to: CADR@courts.hawaii.gov

Or by mail to:

Center for Alternative Dispute Resolution
Attn: AnneMarie Smoke
417 South King St., Room 207
Honolulu, HI 96813

To expedite the hiring process, only qualified candidates that are short-listed will be selected for an interview. A proofreading test may be administered prior to selection.

If you have any questions, please call the CADR General Line at (808) 539-4237.

Recruitment will be conducted until the position is filled.

CONDITIONS OF EMPLOYMENT:

The appointment of the selected candidate will be contingent upon a background check and other pre-employment clearances.

THE HAWAII STATE JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER