



HAWAI‘I STATE ETHICS COMMISSION

State of Hawai‘i · Bishop Square, 1001 Bishop Street, ASB Tower 970 · Honolulu, HI 96813#

POSITION DESCRIPTION: SECRETARY

I. SUMMARY OF GENERAL DUTIES:

The Hawai‘i State Ethics Commission (“Commission”) is seeking a secretary. The ideal candidate will have administrative experience (legal secretarial experience preferred); a willingness and ability to learn new skills quickly; exemplary computer skills; a commitment to customer service; and experience working with State government agencies. There is potential for growth in this position to assist with investigations and paralegal work (in connection with contested case hearings).

II. INTRODUCTION:

Article XIV of the Hawai‘i State Constitution provides that public officers and employees must exhibit the highest standards of ethical conduct. To this end, Article XIV mandates that the legislature adopt a code of ethics applicable to all appointed and elected officers and employees of the State. The Commission administers and enforces this code of ethics as set forth in Hawai‘i Revised Statutes (“HRS”) Chapter 84 (“State Ethics Code”).

The Commission also administers and enforces the Lobbyists Law, HRS Chapter 97, which prescribes registration and reporting requirements for lobbyists and organizations that engage in lobbying activities at the state level.

The Commission employs an Executive Director and Associate Director, four staff attorneys, an investigator, a computer specialist, an office manager, and two administrative staff. The Commission’s employees are exempt from HRS Chapter 76 (Civil Service Law) and serve at the pleasure of the Commission pursuant to HRS § 84-35.

III. MAJOR DUTIES AND RESPONSIBILITIES:

The Secretary is responsible for secretarial and clerical functions, including but not limited to the following:

- A. General Secretarial:** prepares, formats, and proofreads documents, reports, material for publication, and other material where consistency and professionalism is required; operates computers and is responsible for creating, maintaining and updating electronic files; is familiar with the use of standard office equipment; sets up, revises, and maintains filing systems; receives and screens phone calls and visitors; arranges appointments, conferences, and seminars; files and maintains office legal source materials, such as opinions, pleadings, disclosure forms, various lobbyists forms, legislation, listings, and circulars; orders and receives library materials; reviews and routes incoming correspondence; makes necessary arrangements for meetings, including time and space requirements and the notification of persons to attend; files

- documents with government agencies; maintains office calendar; works with public. Performs other secretarial duties as requested.
- B. Training Support:** assists the Commission in scheduling ethics trainings and maintaining records of attendees.
 - C. Processing disclosures and filings with Commission:** processes disclosure forms from government officials and lobbyists; receives and processes other filings with the Commission; assists callers in filing their disclosure forms.
 - D. Furniture, Equipment, and Supply Management:** assists Office Manager as needed in procuring furniture, equipment, and supplies for the office in compliance with the State Procurement Code and applicable administrative rules; processes required forms for purchasing; maintains inventory of all office furniture, equipment and supplies on a current basis; incorporates new furniture and equipment acquisitions into inventory file and disposes of obsolete and worn property; prepares quarterly updates and annual inventory reports to DAGS; oversees equipment rental and maintenance contracts; acts as a liaison between building management and office staff; oversees office repairs.
 - E. Legislative Support:** assists the Commission in legislative activities (e.g., tracks proposed legislation and reviews hearing notices).
 - F. Personnel matters:** assists the Office Manager as needed in maintaining personnel records and implementing personnel policies for the office (e.g., processing the required forms for various personnel actions relating to hires, transfers, terminations, pay adjustments, benefits, etc.; preparing the semi-monthly payroll; maintaining vacation and sick leave records and current balances of individual staff members; representing the Commission's office at meetings and training sessions regarding State personnel practices and otherwise keeping informed of the requirements of the State's personnel practices that are of relevance to the office; implementing personnel policies and procedures adopted by the Office of the Auditor and/or the Commission).
 - G. Fiscal Matters:** assists the Office Manager as needed with fiscal matters (e.g., compiling information for the annual audit, receiving cash and issuing receipts for copies provided of public records).

IV. MINIMUM QUALIFICATION REQUIREMENTS:

- A. Eligibility for Employment:** In accordance with HRS § 78-1(c), shall be a citizen, national, or permanent resident alien of the United States, or eligible under federal law for unrestricted employment in the United States, and shall become a resident of the State within thirty days after beginning employment as a condition of eligibility for continued employment.
- B. Training and Experience:** Graduation from high school or its equivalent; four years of full-time progressively responsible secretarial and/or office manager experience; any equivalent combination of experience, education, or training.
- C. Knowledge of the Following:** Grammar, business English, spelling, arithmetic, word usage, and sentence construction; proper formatting of documents, office practice and procedures; principles and practices of office organization and human resource

management and supervision. Computer skills including proficiency in Microsoft Office suite (including Microsoft Word, PowerPoint, and Excel) required.

- D. Additional skills:** Attention to detail and high level of accuracy; excellent interpersonal skills; analytical and problem-solving skills, including the ability to take initiative and solve new and complex problems quickly and with minimal supervision; decision-making skills; effective verbal and listening skills; effective written communication skills; ability to protect confidentiality of matters and records; ability to meet deadlines and work in a fast-paced office.
- E. Ability to Learn Basic Information Regarding:** Rules and regulations; the State Ethics Code and Lobbyists Law; other provisions of the Hawai'i Revised Statutes; government structure.

V. RECOMMENDED QUALIFICATIONS:

Experience assisting with litigation and working with attorneys and assisting with investigations; proficiency in State budgeting protocols and programs (including FAMIS); knowledge of state government organization and interagency relationships; familiarity with state ethics and lobbying laws.

VI. CONTROLS OVER THE POSITION:

- A. Supervisor.** Pursuant to HRS section 84-35, serves at the pleasure of the Commission. Reports to the Commission's Executive Director. Subject to periodic performance evaluations by the Executive Director.
- B. Full-time employment.** Shall dedicate the necessary time and effort to perform all duties described herein on a full-time basis. Shall not engage in any part-time or other employment that conflicts, detracts, or prevents the performance of all required duties in a prompt and efficient manner.
- C. Standards of Conduct.** Shall comply with the standards of conduct for state employees and the Hawai'i State Ethics Commission.
- D. Prohibition from political activity.** Pursuant to HRS section 84-35.5, shall not take an active part in political management or in political campaigns during the term of office or employment.

TO APPLY:

Please send a cover letter and résumé to ethics@hawaiiethics.org. Applications will be considered on a rolling basis and the earliest start date is July 1, 2022. If submitting an application via e-mail poses a hardship to you, please contact us via phone (808-587-0460), fax (808-587-0470), e-mail (ethics@hawaiiethics.org), or mail at 1001 Bishop Street #970, Honolulu, HI 96813.