



# State of Hawai'i Non-Civil Service Job Opportunity

**Land Ownership Specialist I  
State of Hawaii Executive Branch  
Salary: See Position Description**

*An Equal Opportunity Employer*

**Opening Date:** 08/15/16

**Closing Date:** 09/08/16

## **RECRUITMENT INFORMATION**

This posting is for the State of Hawaii, Department of Business Economic Development & Tourism, Hawaii Housing Finance and Development Corporation.

The position is located on the Island of Oahu. (Location of this position).

**Salary: Commensurate with education and experience.**

If you have any questions regarding this non-civil service exempt position, please contact Joanne S. Agnes at (808) 587-0610 (Monday - Friday, 8:00 a.m. - 4:00 p.m. (HST) or email to [joanne.s.agnes@hawaii.gov](mailto:joanne.s.agnes@hawaii.gov).

**The State Recruiting Office will refer all inquiries regarding this exempt position to the Department of Business Economic Development & Tourism, Hawaii Housing Finance and Development Corporation.**

## **DUTIES SUMMARY**

The Hawaii Housing Finance and Development Corporation (HHFDC) is responsible for the financing and development of affordable housing in the State of Hawaii pursuant to Chapter 201H, Hawaii Revised Statutes. This position is organizationally located in the Land Ownership Unit, Real Estate Services Section (RESS), Fiscal Management Office of HHFDC and is integrated in the Development Branch. HHFDC, through RESS, administers more than 2,000 properties throughout the State of Hawai'i subject to HHFDC's (10-year) Use, Sale and Transfer Restriction, Shared Appreciation Equity (SAE), Deferred Sales Price (DSP) and/or Lease Programs ("Restrictions"). The HHFDC also administers HRS Chapters 516 (Mandatory Lease Fee Conversion) and 519 (Arbitration of Lease Rent Renegotiation) relating to leased land.

The primary purpose of this position is to function as a part of the RESS to attain HHFDC's program objectives in the areas related to real estate development, sales and leasing pursuant to HHFDC Laws. Additional objectives may also include but not be limited to activities under HRS Chapters 516 and 519; and as assigned by the Housing Sales Coordinator III and/or the Section Chief.

## **MINIMUM QUALIFICATION REQUIREMENTS**

**Knowledge:** Knowledge and practical application of real estate laws, practices and procedures; leadership and supervisory practices and principles; principles and practices of investigations, functions of various governmental agencies and departments; makeup and structures of titles, deeds and land lease agreements; report writing; records management; office machine use including micro-computers; business grammar.

**Skills/Abilities:** Possess the ability to: organize, direct and coordinate complex operations of a large scale to achieve the goals and objectives of HHFDC pursuant to HHFDC Laws; effectively communicate orally and in writing and to deal effectively with the public, subordinates and other staff; perform with minimum supervision; interpret laws, rules and regulations; instruct and advise others in the performance of their duties; secure, evaluate and analyze data and information; review and analyze applications and supporting documents based on qualifying criteria outlined in appropriate statutes, rules and regulations.

**Education:** Graduation from an accredited college or university.

**Experience:** Four (4) years of experience of progressively responsible work in real estate, office management or para-professional services related to housing such as title search, escrow, banking, land court certification or legal procedures. (Experience may be substituted for the educational requirements.)

**Other:** Valid driver's license and State of Hawai'i real estate license preferred.

**Citizenship Requirement:** The State of Hawaii requires that all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

### **OTHER INFORMATION**

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

Submit resumes to:

Department of Business, Economic Development & Tourism  
Hawaii Housing Finance and Development Corporation  
677 Queen Street, Suite 300  
Honolulu, HI 96813  
Attn: Personnel Section

**Or**

Email resumes to: [joanne.s.agnes@hawaii.gov](mailto:joanne.s.agnes@hawaii.gov)

**Deadline to submit resume: September 8, 2016**

Direct all inquiries regarding this position to:

Joanne Agnes  
Phone: (808) 587-0610; Email: [joanne.s.agnes@hawaii.gov](mailto:joanne.s.agnes@hawaii.gov)  
(Monday –Friday, 8:00 a.m. – 4:00 p.m. (HST))

**NOTE: The State Recruiting Office will refer you to the Department of Business Economic**

**Development & Tourism, Hawaii Housing Finance and Development Corporation regarding this exempt position.**

Recruitment #101169  
LAND OWNERSHIP SPECIALIST I  
SS