

STATE OF HAWAII
HOUSE OF REPRESENTATIVES

Twenty-fourth Legislature

Seeking energetic, outgoing and team-oriented individuals interested in participating in the legislative process. The following temporary positions are for the 2008 Legislative Session.

COMMITTEE CLERK/LEGISLATIVE AIDE

Temporary full-time positions.

Coordinate meetings and public hearings. Process a variety of correspondence. Assemble and prepare bills and testimonies for hearings. Draft resolutions and committee reports. Digest legislation referred to the committee. Review reports and recommend courses of action. Handle inquiries concerning the status of legislation. May be called upon to coordinate legislative activities and tours for student and constituent groups. Strong skills in Microsoft Word and familiarity with Microsoft Access and the legislative process preferred, but not necessary.

LEGISLATIVE ATTORNEY

Temporary full-time positions.

Requires strong writing and legal research skills. Will draft bills and other legislative documents, and respond to legal opinion requests as assigned. Must be licensed by the Hawaii State Supreme Court. Strong skills in Microsoft Word and familiarity with Microsoft Access and the legislative process preferred, but not necessary.

PROGRAM BUDGET ANALYST

Temporary full-time positions.

Perform review and analysis of State budget documents and funding requests submitted by State departments, agencies, and legislative committees. Prepare budget documents, committee reports, and related worksheets for review and approval by the Legislature. Requires strong writing, communication and math skills. Must perform research and numbers analysis. Long hours and flexibility also required. Familiarity with Microsoft Excel, Microsoft Word, and databases preferred.

BOOKKEEPER

Temporary full-time positions.

Maintain and record financial transactions and account information. Evaluate records for accuracy of balances, postings, calculations, and other records. Requires knowledge of standard office practices and communication skills. Ability to learn quickly and work independently. Detail oriented and flexible. Strong Microsoft Word skills preferred.

INFORMATION RESOURCE SPECIALIST

Temporary full and part-time positions.

Requires a minimum of 2 years experience in troubleshooting, maintaining, repairing, and installing hardware such as PCs, laptops, laser printers, servers, and PDAs. Must have strong skills in a variety of software, especially with Microsoft Office 2003, Microsoft Windows XP, and Microsoft Windows 2003 Server. Knowledge of networking, including wireless networks, and transmission media such as CAT 5 and 6. Ability to respond to user assistance requests.

CLERK/DATA-ENTRY CLERK

Temporary full and part-time positions.

Requires knowledge of standard office practices and communication skills. Ability to learn quickly and work independently. Detail oriented and flexible. Must type at least 40 wpm. Strong Microsoft Word skills preferred. Word processor typing skill assessment may be required.

RECEPTIONIST

Temporary full and part-time positions.

Requires excellent communication and customer service skills with pleasant telephone etiquette. Should possess knowledge of standard office practices. Minimal typing and clerical services.

COLLATING CLERK

Temporary full and part-time positions.

Requires physical flexibility. Must be able to assemble large quantities of documents in a short period of time. Assist in document and product delivery.

MESSENGER

Temporary full and part-time positions.

Requires customer service and oral communication skills, and is able to perform various office positions. May assist in public safety and crowd control activities for building occupants as well as visitors. May be assigned to sort and distribute mail, and assist in inventory control.

Submit Resume with Cover Letter to:

HOUSE CHIEF CLERK'S OFFICE, Attn: Shayne

State Capitol, Room 027
Honolulu, HI 96813

Fax: (808) 586-6401

E-mail: resume@capitol.hawaii.gov

(NO PHONE CALLS PLEASE)

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