

STATE OF HAWAII
HOUSE OF REPRESENTATIVES
Twenty-Sixth Legislature

Seeking energetic, outgoing and team-oriented individuals interested in participating in the legislative process. The following temporary positions are for the 2011 Legislative Session and generally run from December/January to May.

COMMITTEE CLERK/LEGISLATIVE AIDE/RESEARCHER

Temporary full-time positions.

Digest legislation, review reports, and recommend courses of action to the committee. Draft resolutions and committee reports. Handle inquiries concerning the status of legislation. Coordinate meetings and public hearings. Assemble and prepare bills and testimony for hearings. Perform other duties as directed. Long hours and flexibility required. Familiarity with Microsoft Word 2007 and Microsoft Excel 2007 preferred.

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. Perform other duties as directed. Requires strong analytical & critical thinking, writing, communication and math skills. Must be able to work long hours, including some weekends and holidays. The ability to interact with government officials and the general public is required. A general understanding of State and county programs and services and the legislative process preferred. Familiarity with Microsoft Excel 2007, Microsoft Word 2007, and databases preferred.

LEGISLATIVE ATTORNEY

Temporary full-time positions.

Requires strong writing and legal research skills. Will draft bills and other legislative documents, and respond to requests for legal reviews. Must be licensed by the Hawaii State Supreme Court. Strong skills in Microsoft Word 2007 and familiarity with Microsoft Access 2007 and the legislative process preferred, but not necessary.

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 2007 skills preferred.

INFORMATION RESOURCES SPECIALIST

Temporary full-time positions.

Requires a minimum of 1 year experience in troubleshooting and installing hardware such as PCs, laptops and laser printers. Must have experience with Microsoft Office 2007 and Microsoft Windows XP. Knowledge of networking, including wireless networks, and transmission media such as CAT 5. Ability to respond to user assistance requests and follow detailed instructions. Must be able to lift a minimum of 50 lbs.

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. Problem solving/critical thinking skills. Detail oriented and flexible. Must type at least 40 wpm. Strong Microsoft Word 2007 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.

SERVICE AIDE

Temporary full and part-time positions.

Seeking service oriented individuals who are prompt, follow instructions, and work well with others. Responsibilities include security, crowd control, and public safety activities. May also include some lifting, moving furniture, delivering, cleaning, sorting mail, and other similar activities.

Submit Resume with Cover Letter indicating desired position(s) to:

HOUSE CHIEF CLERK'S OFFICE,
415 South Beretania Street Room 027
Honolulu HI 96813

Attn: Resume
Fax: (808) 586-6401
E-mail: resume@capitol.hawaii.gov

(NO PHONE CALLS PLEASE)
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