



The Hawaii State Energy Office has an exciting employment opportunity

Secretary II

The Secretary II serves the Renewable Energy Branch, responsible for providing technical assistance and permitting facilitation programs and initiatives to the renewable energy industry.

MAJOR DUTIES AND RESPONSIBILITIES include, but are not limited to:

- Providing secretarial services to the Branch Chief and staff and relieving them of clerical and administrative details by carrying-out a varied range of secretarial and clerical activities.
- Answering telephone and receiving visitors to the office. Providing information and assistance to callers and visitors; using judgment to refer inquiries to appropriate staff members, or personally taking care of matters not requiring technical knowledge or professional research; taking and relaying messages.
- Making travel arrangements; preparing travel requests, itineraries, and making transportation and hotel arrangements; preparing claims for advance payment of travel expenses, and upon travel completions, compiling report of expenses to obtain reimbursement.
- Determining the need for supplies, equipment, and services. Preparing purchase orders and requisitions; receiving items ordered and verifying costs and condition of goods received; approving payment for invoices sent by vendors; keeping inventory records of State property and equipment.
- Typing letters, memoranda, reports, and other correspondence.
- Assisting with various clerical legislative duties.

EDUCATION:

Graduation from high school with courses in basic English and arithmetic.

EXPERIENCE:

Minimum of 2 years secretarial and clerical experience, including experience with MS Word, Excel and Powerpoint.

Salary commensurate with prior work experience. Send resume, cover letter, and salary history to:

Veronica Rocha
veronica.rocha@dbedt.hawaii.gov

Application Deadline: September 30, 2014

AN EQUAL OPPORTUNITY EMPLOYER

