Hilo Medical Center
We Care for Our Community

HUMAN RESOURCES ∴ EAST HAWAII REGION: Hilo Medical Center, Hale Ho'ola Hamakua, Ka'u Hospital
1190 Waianuenue Avenue, Hilo Hawaii, 96720 Phone: (808) 974-6837 Fax: (808) 974-6831

VACANCY ANNOUNCEMENT

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: 3/3/10
JOB TITLE: CLERK TYPIST IV
RECRUITMENT NO.: KAU 6-10
STATUS: TEMPORARY WITH BENEFITS/FULL-TIME
NOT TO EXCEED: 7/31/10
JOB LOCATION: KAU HOSPITAL, BUSINESS OFFICE
SALARY: $2,378 PER MONTH SR-12, BU:03

JOB DUTIES: RESPONSIBLE FOR SERVICING THE MEDICAL STAFF (PHYSICIANS), THE HOSPITAL ADMINISTRATOR AND THE PATIENT ACCOUNTING AREA BY PERFORMING DUTIES WHICH INCLUDE MEDICAL STAFF CREDENTIALING, PROCESSING PURCHASE ORDERS, ACCOUNTS PAYABLE AND RECEIVABLE AND OTHER CLERICAL WORK IN SUPPORT OF THE HOSPITAL'S BUSINESS OPERATIONS. PERFORM OTHER RELATED DUTIES AS REQUIRED. **MUST BE AVAILABLE TO WORK SHIFTS AS NECESSARY BASED ON HOSPITAL OPERATIONS; SERVICES ARE PROVIDED 24/7.**

MINIMUM QUALIFICATIONS: To qualify, you must meet all of the following requirements. Please note that unless specifically indicated, the required education and experiences may not be gained concurrently. In addition, qualifying work experience is credited based on a 40-hour workweek.

EDUCATION: Graduation from High School with courses in typing, basic English and Arithmetic may be substituted for six (6) months experience.

TYPING EXPERIENCE: Three and one-half (3 1/2) years of progressively responsible work experience which involved operating the typewriter in performing standard clerical work such as typing of correspondence, reports and other materials, and which demonstrated knowledge of English grammar, spelling, arithmetic, common office appliance and equipment, and the ability to read and understand oral and written instructions; carrying out procedures in clerical work systems; speak and write simply and directly; observe differences in copy and proofread words and numbers quickly and accurately; operate various kinds of office equipment.

SUBSTITUTIONS ALLOWED:

1. Graduation from high school with courses in typing, basic English, and arithmetic may be substituted for six (6) months of typing experience.

2. Successful completion of a substantially full-time clerical curriculum of less than a year leading to a degree or diploma at an accredited community college, business or technical school and which included courses in typing, basic English, arithmetic, general clerical procedures, and office machines, may be substituted for typing experience on a month-for-month basis.

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3. Successful completion of a substantially full-time clerical curriculum of a year or more leading to a degree or diploma at an accredited community college, business or technical school and which included courses in typing, basic English, arithmetic, general clerical procedures, and office machines, will be deemed to have met one and one-half (1 1/2) years of the experience requirements.

4. **PARTIAL COMPLETION OF TRAINING:**
   a) Completion of a half school year of substantially full-time clerical curriculum at an accredited community college, or business and/or technical school which included courses in typing, basic English and arithmetic may be substituted for six (6) months of experience.

   b) Completion of one (1) school year (of a program of more than one year in length) of substantially full-time clerical curriculum at an accredited community college or business and/or technical school which included courses in typing, basic English, arithmetic, general clerical procedures, and office machines, will be deemed to have met one and one-half (1 1/2) years of the experience requirements.

SUPERVISORY APTITUDE: Must demonstrate possession of aptitude or potential for the performance of supervisory duties or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

SUPPLEMENTAL FORMS: Applicants must submit the **Supplement for Clerical Positions and Self-Certification Statement** and **evidence of the appropriate training** (e.g., official transcript or diploma) in order to be given credit for education **with the application.** A legible photocopy will be accepted; however, Hawaii Health Systems Corporation reserves the right to request for an official copy.

PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, HAWAII HEALTH SYSTEMS CORPORATION AT (808) 733-4162 (VOICE/TDD) TO DISCUSS SPECIAL NEEDS IN APPLYING.

AN EQUAL OPPORTUNITY EMPLOYER

UNLESS OTHERWISE INDICATED, ALL JOB VACANCIES WILL BE POSTED FOR A MINIMUM OF TEN (10) CALENDAR DAYS.

QUALITY OF EXPERIENCE: Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek.
Note: We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: Applicants must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

CITIZENSHIP AND RESIDENCE REQUIREMENT: Applicants must be eligible to work in the U.S. and at the time of appointment intend to reside in the State of Hawaii during the course of employment with the Hawaii Health Systems Corporation.

VETERAN'S PREFERENCE: If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to an HHSC-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

CRIMINAL/BACKGROUND, CREDENTIALING CHECKS: Applicable checks will be conducted periodically and any associated costs may be borne by the applicant. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

HOW TO APPLY: Applications are available at the **HILO MEDICAL CENTER,** Human Resources Office, 1190 Waianuenue Avenue, Hilo, HI 96720. You can call (808) 974-6837 (Voice/TT), Toll Free (800) 845-6733, e-mail: jobs@hhsc.org or visit our website at www.hhsc.org. **Application hours are: 9:00 am – 2:00 pm** at which time applicants are able to complete an application and have their application reviewed by the facility Human Resources Office. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be on file no later than the last day to file applications. Applications for announcements with "Continuous Recruitment Until Needs are Met" will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

STEPS TO AN ADMINISTRATIVE REVIEW, SUBSEQUENT APPEALS: If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s), 2. the specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. any additional information you want to submit to substantiate your request. If you do not submit your request within the **twenty (20) days deadline, no Administrative Review will be conducted.** Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection.

If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.

NAME: _____

SUPPLEMENT TO THE APPLICATION FOR CLERICAL POSITIONS

Indicate your typewriter preferences: Electric _____ Manual _____

INSTRUCTIONS: Under each category, please check off those courses which you completed and list any other courses that are pertinent to the position for which you are applying.

High School

	Subject
____	English
____	Arithmetic or Math
____	Typing
____	Shorthand
____	_____
____	_____

Business/Technical School or Community College

	Subject	Credits	Degree or Certificate Received & Major
____	English	_____	
____	Math	_____	
____	Typing	_____	_____
____	Shorthand	_____	
____	Office Procedures	_____	Total Number of Credits Completed
____	General Office Procedures	_____	
____	Office Machines	_____	_____
____	_____	_____	
____	_____	_____	

University

	Subject	Credits	Degree Received and Major
____	English	_____	
____	Math	_____	_____
____	Typing	_____	
____	Shorthand	_____	Total Number of Credits Completed
____	_____	_____	
____	_____	_____	_____

Others

In this section, list any other training not covered above. List the school or program where the training was administered, the contents of the training and the length of the program.

SAMPLE:

School of Program	Courses Covered	Length of Training
MDTA	English, arithmetic, office practices Typing, telephone courtesy	total of 520 hours from 3/96 to 8/96

I certify that all statements made on this supplemental form are true and complete to the best of my knowledge. I understand and agree that any misrepresentation or omission whenever discovered is grounds for the denial of or immediate separation from employment.

Signature: _____ Date: _____

SELF-CERTIFICATION STATEMENT

Certain positions filled from the written examination may require applicants to possess the capability to perform a range of typing and/or stenographic tasks. To qualify for these positions, you must be able to: 1) type straight copy at 40 net words per minute; and/or 2) take shorthand at a rate of 80 words per minute and make accurate transcriptions. If you meet the requirements, complete this form and sign and date the self-certification statement below.

My typing speed is _____ net words per minute:

I take dictation at the rate of _____ words per minute.

I acquired the above skills through:

[ ] attendance at _____
School

[ ] employment with _____
Employer

[ ] training _____
Program

Self-certification by Applicant: I hereby certify that I have thoroughly read the requirements above and presently meet these requirements. I understand that my typing proficiency may be evaluated by the appointing authority.

Signature: _____ Date: _____