



Board of Water Supply

Join the passionate and enthusiastic team at the Board of Water Supply (BWS), City and County of Honolulu.

We are committed to providing the citizens of the City and County of Honolulu safe, dependable and affordable water by creating and promoting a safe, healthy working environment.



Senior Clerk Typist (Temporary Employment)

This position performs a variety of difficult clerical or routine administrative tasks which are primarily substantive in nature, executes assignments with a minimum of supervision, and accomplishes work with substantial use of discretion and selectiveness in deviating from established processes and procedures; whereas the Clerk-Typist operates a typewriter and performs a variety of tasks involving referral to a number of different sources, executes assignments in accordance with general instructions, and accomplishes work with some use of discretion and selectiveness in deviating from established processes and procedures.

- ◆ Full-time salary is \$2,722 per month
- ◆ Hours: 7:45am to 4:30pm
- ◆ Minimum Qualifications: A combination of education and experience substantially equivalent to graduation from high school, including or supplemented by course work in typing, and three years of clerical experience which shall have included some typing. Licenses and Certifications: Valid Driver's License (Type 3), as required.

To Apply:

Please visit the City and County of Honolulu Department of Human Resources <http://www.honolulu.gov/hr> to apply. Applicants are also welcome to submit a resume with their knowledge, skills, and abilities and detailed work experience to bwshr@hbws.org.

At the time of application, you must be a citizen, national, or permanent resident alien of the United States or a non-citizen eligible under Federal law for unrestricted employment.

The City and County of Honolulu is an Equal Opportunity Employer