

Hawaii Job Order Print Document

Job Information:

Job Order: 1318882

Print Date: 10/17/2016 5:24:19 PM

Job Title: **DOBOR-PROPERTY MANAGEMENT LEGAL RESEARCH SPECIALIST ID# 16510**

Type of Job: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Duration: **Over 150 Days**

Special Job Category:

Green Job: **No**

Job Created from ARRA (Stimulus): **No**

Employer Name: **Research Corporation of the University of Hawaii**

Job Duties and Skills:

Description:

DOBOR-PROPERTY MANAGEMENT LEGAL RESEARCH SPECIALIST - ID# 16510.

Social Science Research Institute. Regular, Full-Time, RCUH Non-Civil Service position with the Social Science Research Institute (SSRI) and the Department of Land and Natural Resources (DLNR), Division of Boating and Ocean Recreation (DOBOR), located in Honolulu, Hawai'i. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

MINIMUM MONTHLY SALARY: \$3,222/Mon.


DUTIES: Researches current boating and ocean recreation regulations from other jurisdictions and evaluates their application to Hawai'i. Systematically reviews and analyzes current DOBOR rules, regulations, laws and policies in Hawai'i and makes recommendations. Evaluates procedures for issuance of leases, easements, permits, licenses, and disposal of DOBOR properties. Tracks proposed state and federal legislation related to boating and ocean recreation and provides status updates to DOBOR staff. Supports DOBOR contract review process. Researches challenges to or requests for amendments to DOBOR rules. Provides legal training for scientists.

PRIMARY QUALIFICATIONS: EDUCATION/TRAINING: Doctor of Law (Juris Doctor) Degree from an accredited college or university with a concentration related to, property management, real estate or administrative law or Master's Degree from an accredited college or university in Planning or related field. **EXPERIENCE:** At least one (1) year of paid/unpaid work experience in relevant field, focused coursework, or externships related to property management, real estate, planning, or administrative law. **ABIL/KNOW/SKILLS:** Knowledge of research methods and techniques. Ability to speak and write clearly, including the ability to analyze and draft documents requiring minimal review and editing. Proficiency with the Microsoft Office package including Word, Excel, and PowerPoint. Must possess a valid driver's license and maintain throughout duration of employment. Must possess excellent project and time management skills. **POLICY AND/OR REGULATORY REQUIREMENTS:** As a condition of employment, employee will be subject to all applicable RCUH policies and procedures and, as applicable, subject to University of Hawai'i's and/or business entity's policies and procedures. Violation of RCUH's, UH's, or business entity's policies and/or procedures or applicable State or Federal laws and/or regulations may lead to disciplinary action (including, but not limited to possible termination of employment, personal fines, civil and/or criminal penalties, etc.).

SECONDARY QUALIFICATIONS: Familiarity with the Department of Land and Natural Resources and Division of Boating and Ocean Recreation. Knowledge of Hawai'i property, real estate, and/or administrative law issues.

INQUIRIES: Charissa Minato 956-2577 (Oahu).

APPLICATION REQUIREMENTS: Please go to www.rcuh.com, click on "Employment"; select "Apply" and navigate to "See Job Announcements and/or Apply for a Job." You must submit the following

documents online to be considered for the position: 1) Cover Letter, 2) Resume, 3) Salary History, 4) Supervisory References, 5) Copy of Degree(s)/Transcript(s)/Certificate(s). All online applications must be submitted/received by the closing date (11:59 P.M. Hawai'i Standard Time/RCUH receipt time) as stated on the job posting. If you do not have access to our system and the closing date is imminent, you may send additional documents to rcuhr@rcuh.com. If you have questions on the application process and/or need assistance, please call (808)956-8344 .

CLOSING DATE: October 21, 2016.

RCUH's mission is to support the research and training programs of the University of Hawai'i and to enhance research, development, and training generally in Hawai'i.

Equal Opportunities Employer - Minorities/Women/Disability/Veteran.

Skills Needed (e.g.Degrees, certification, software, etc.): **No**

Special Skills:

Job Requirements:

Min. Age:

Months of Experience: **12**

Education Level: **Specialized Degree (e.g. MD, DDS)**

Near Public Transportation: **Yes**

Requires a Drivers License: **Yes, Operator License**

Drivers License Certification: **GVWR<15001 & Transport < 16 people**

Drivers License Endorsements:

Hiring Requirements:

Hiring Requirements Other:

Required Tests: **No test required**

Brief Description of Testing: **NA**

Compensation and Hours:

Minimum Salary: **3222.00 Month**

Maximum Salary:

Pay Comments: **DOE (Depends on Experience)**

Supplemental Compensation: **No**

Types of Compensation:

Hours per Week: **Hours are Specific**

Shift: **Not Applicable**

Benefits:

Description of other Benefits: **No Benefits Listed**

Occupational Code: **23201100 Paralegals and Legal Assistants**

Industry Code: **541710 - Physical/Engineering/Biological Research**