



Hawaii Health Systems Corporation—Maui Region

Kula
HOSPITAL
100 Keokea Highway
Kula, HI 96790

Maui Memorial
MEDICAL CENTER
221 Mahalani Street
Wailuku, HI 96793

Lanai
COMMUNITY HOSPITAL
P.O. Box 630650
Lanai City, HI 96763

VACANCY ANNOUNCEMENT

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: 10/17/07; 07/01/08; 11/21/08
JOB TITLE: CLERK IV
RECRUITMENT NO.: MMMC 0763
JOB LOCATION: MAUI MEMORIAL MEDICAL CENTER, WAILUKU, MAUI
SALARY RANGE: \$2313 PER MONTH (SR-10)

Vacancies may be in the following areas: Health Information Management (Medical Records), Patient Financial Services (Billing), Surgical Services and other departments.

JOB DUTIES: The Clerk IV is primarily responsible for independently performing a variety of clerical tasks, which include providing clerical services; review and maintenance of documents as needed; and performing other duties as assigned.

Rotating Shift Work: This position/departments may require applicants to be able to work rotating shifts, weekends, holidays and evenings. You must be available for rotating shift work for certain departments.

MINIMUM QUALIFICATION REQUIREMENTS ARE:

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 experiences are credited based on a 40-hour workweek.

General Experience Requirement: Two and one-half (2-1/2) years of work experience which involved the performance of a variety of clerical tasks which demonstrated knowledge of English grammar, spelling, arithmetic; common office appliances and equipment; and the ability to read and understand oral and written instructions, carry out procedures in clerical work systems, speak and write simply and directly, and compare words and numbers quickly and accurately and operate various types of office equipment.

Non-Qualifying Experience: Experience limited to the performance of simple and repetitious clerical work which primarily involved a short cycle of tasks and manual dexterity shall NOT be considered qualifying. Examples of such non-qualifying work include but are not limited to such tasks as wrapping and unwrapping articles; opening envelopes, folders and similar containers; affixing tags and labels; arranging, rearranging or tidying up office desks and equipment; delivering, distributing or collecting correspondence or parcels.

PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, MAUI MEMORIAL MEDICAL CENTER AT (808) 242-2251 TO DISCUSS SPECIAL NEEDS IN APPLYING.

CLERK IV (CONTINUED)

Substitutions Allowed:

- a. Graduation from high school may be substituted for six months of the required *Experience*.
- b. Successful completion of a substantially full-time equivalent clerical curriculum of a duration of a year or longer, leading to a degree or diploma at an accredited community college, or a business or technical school which included courses in 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 required experience.
- c. Successful completion of a substantially full-time equivalent clerical curriculum leading to a degree, diploma or a certificate of achievement at an accredited community college, business school or technical school which was for a period of less than one year will be substituted for the required *Experience* on a month-for-month basis provided the training included courses in basic English, arithmetic, general clerical procedures, and office machines.
- d. *PARTIAL COMPLETION OF CLERICAL TRAINING:*
 - 1) Completion of half a school year of substantially full-time clerk curriculum at an accredited community college, or business and/or technical school which included courses in basic English, arithmetic, general clerical procedures, and office machines, may be substituted for six months of the required *Experience*.
 - 2) Completion of one school year (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 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 required experience.
- e. Education from an accredited university in a baccalaureate program with courses in English composition and college mathematics may be substituted for the required Experience on the basis of 15 semester hours for each six months of experience, up to a maximum of two years.

REQUIRED FORMS AND DOCUMENTATION: You must complete the following forms and documentation **together with your application** or your application may be rejected.

- a. Evidence of the appropriate training (e.g., official transcript or diploma) to be given credit for education. A legible photocopy will be accepted; however Maui Memorial Medical Center reserves the right to request an official copy.
- b. The supplemental for ***Clerical Positions & Department/Unit Preference Form***.

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

	<u>Subject</u>
_____	English
_____	Arithmetic or Math
_____	Typing
_____	Shorthand
_____	_____
_____	_____

Business/Technical School or Community College

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

University

	<u>Subject</u>	<u>Credits</u>	<u>Degree Received and Major</u>
_____	English	_____	_____
_____	Math	_____	_____
_____	Typing	_____	_____
_____	Shorthand	_____	<u>Total Number of Credits Completed</u>
_____	_____	_____	_____
_____	_____	_____	_____

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:

<u>School of Program</u>	<u>Courses Covered</u>	<u>Length of Training</u>
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: _____

**CLERK IV
DEPARTMENT/UNIT PREFERENCE FORM**

Please check areas of interest.

HEALTH INFORMATION MANAGEMENT
(MEDICAL RECORDS)
08/14/08

SURGICAL SERVICES
11/21/08

PATIENT FINANCIAL SERVICES
(BILLING)
11/21/08

OTHER
Please specify: _____

11/21/08

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: You 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 a 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. 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 **Maui Memorial Medical Center;** Human Resources Office, 285 Mahalani St. Apt #22 Wailuku, HI 96793. **Mailing Address:** 221 Mahalani St. Wailuku, HI 96793. You can call (808) 242-2251, e-mail: mmmcjobs@hhsc.org or visit our website at www.hhsc.org. Application hours are: M-F 7:45 a.m. to 4:30 p.m., excluding holidays 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 filed 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: 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.