

**SECRETARY
LEGISLATIVE REFERENCE BUREAU
(Revision of Statutes Division)**

**SECRETARY - REVISION OF STATUTES DIVISION
FULL TIME/PERMANENT**

About Us:

The Legislative Reference Bureau (LRB) is a non-partisan legislative service agency that provides research, analysis, drafting, and technical support to Hawaii legislators, legislative committees, and in some cases, other government agencies and members of the public. Information about LRB may be found at <https://lrb.hawaii.gov>.

Position Description:

The Revision of Statutes Division Secretary's primary duties will be to assist Revision of Statutes Division staff, who annually compile and publish the Hawaii Revised Statutes, Session Laws of Hawaii, and other legislative reference documents.

At certain times during the legislative session (January - May), the Revision of Statutes Division Secretary will assist Research Division staff with preparing and dispatching legislative requests for bill drafting and other legislative documents, research memoranda, research reports, and correspondence, as needed and as workload allows.

The division of work will be approximately 70/30 between the Revision of Statutes Division and the Research Division.

Reports to:

LRB Director, Assistant Director for Revision of Statutes, First Assistant Director, or Administrative Secretary for Research

Essential Duties:

- (1) Assisting Revision of Statutes Division staff with the formatting, compilation, proofreading, and pre-publication of the Session Laws of Hawaii, Hawaii Revised Statutes, and other legislative reference publications;
- (2) Assisting Revision of Statutes Division staff with other clerical and secretarial duties, including responding to inquiries from legislators, legislative staff, other government agencies, vendors, and the general public;
- (3) During the legislative session (January - May), assisting Research Division staff and the Administrative Secretary for Research with preparing and dispatching legislative requests for bill drafting and other legislative documents, research memoranda, research reports, correspondence, and other documents. During the

legislative session (January - May), the Secretary may be asked to work an unpredictable flexible schedule that may include some evenings and weekends and some state and federal holidays;

- (4) Maintaining confidentiality of work product prepared for members of the legislature;
- (5) Working effectively with other staff as part of a team on any assigned project;
- (6) Completing time-sensitive projects in a professional and timely manner; and
- (7) Performing general office duties, as needed, such as answering telephone calls, lifting and storing office supplies (up to 25 lbs.), and other duties as assigned by the LRB Director, Assistant Director for Revision of Statutes, First Assistant Director, or Administrative Secretary for Research.

Required Qualifications:

A successful candidate must:

- (1) Possess, at minimum, a high school diploma. An associate's degree or higher is highly desirable;
- (2) Have at least two years of office experience and proficiency in Microsoft Office Suite. Experience and proficiency in Adobe, Canva, and other commonly used office- and graphic design-related software, proofreading, and general clerical procedures are highly desirable;
- (3) Demonstrate good judgment, discretion, reliability, punctuality, integrity, and the ability to complete assigned tasks in a timely and efficient manner. A successful candidate shall also possess the ability to follow instructions and procedures, pay particular attention to accuracy and detail in work products, possess superlative organizational and multi-tasking abilities, and work as part of a team;
- (4) Possess excellent oral and written communication skills, including writing, grammar, and spelling. A candidate for Revision of Statutes Division Secretary should also be highly proficient in operating office-related electronic equipment and other software, as may be required, and be able to type at least 50 words per minute; and
- (5) Be available to work flexible and unpredictable hours during the legislative session (January to May), which may include some evenings and weekends and some state and federal holidays, to support agency needs.

At the discretion of the LRB Director, possible substitutions for one or more years of experience may include the satisfactory completion of training at an accredited business or technical school above the high school level; the successful completion of one academic year of business administration or information technology study at an accredited college or university; or any equivalent combination of related experience, training, and education. Knowledge of the legislative process is preferred but not required.

Compensation and Benefits Include:

- Salary commensurate with experience; range \$38,000 to \$44,000;
- Annual paid vacation and sick leave;
- Thirteen (13) paid holidays each year;
- Hawaii EUTF medical insurance benefits;
- Hawaii Employees' Retirement System retirement benefits; and
- Supportive, mission-driven work environment where your skills directly support the legislative process.

While this position is considered to be full-time permanent, the position is exempt from the civil service and considered "at will" in nature. Therefore, if you are appointed to the position, you may be discharged from your employment at the prerogative of the LRB Director or designee at any time for cause, which includes failure to meet performance or other standards and/or lack of funding for the position.

Benefits**EXEMPT BENEFITS**

This is a non-civil service position. Benefit information will be provided at time of offer by the Department Personnel Officer or Director of the hiring department.

Listed below is a summary of the benefits the State offers to exempt employees, which is based on full-time employment.

Paid Holidays

Eligible for 13 paid holidays each year; 14 holidays during an election year.

Paid Vacation

Eligible for 21 days per year.

Paid Sick Leave

Eligible for 21 days per year.

Other Leaves

Reasonable time off with pay may be provided for jury or witness duty, a death in the family, some military duty, and donation to the Blood Bank. Leave sharing donations may be granted to eligible employees who have serious personal illnesses or injuries or need to care for a seriously ill or injured family member. Various leaves without pay may also be granted with full re-employment rights.

Health Insurance

The State pays a part of the premiums for each employee's enrollment in a State sponsored Medical, Drug, Vision, and Dental Plan. For more information, visit the Employer Union Trust Fund website www.eutf.hawaii.gov for coverage and options.

Group Life Insurance

The State provides a free life insurance policy for eligible exempt employees.

Retirement Plan

The State contributes to a retirement plan for eligible employees. Generally, employees under the Hybrid Plan with 10 years of credited service and who have reached 65 years of age or have 30 years of credited service and have reached 60 years of age may retire and receive benefits. To find out more about the options you have, go to <http://ers.ehawaii.gov>.

Premium Conversion Plan

Participating exempt employees may increase their take-home pay by having the State deduct the cost of health care premiums before payroll taxes are withheld.

Flexible Spending Accounts

Eligible exempt employees can reduce their federal and state income taxes and social security taxes by setting aside money from their paychecks to pay for eligible out-of-pocket health care expenses and eligible dependent care expenses on a BEFORE-TAX basis.

Transportation Benefits

Participating employees may increase their take-home pay by having the State deduct qualified transportation expenses (i.e. eligible parking fees, monthly bus passes for TheBus, fare coupons for The Handi-Van, Vanpool Hawaii participation fee, etc.) through pre-tax payroll deductions.

Deferred Compensation

The State offers exempt employees a tax-deferred retirement savings program. This program allows employees to build a retirement nest egg through voluntary, pre-tax payroll deductions. A broad range of investment options are available to select from.

Temporary Disability Insurance

Qualified exempt employees may be eligible to receive partial wage replacement, at no cost to the employee, for a disability caused by a non-work related injury or illness under this program.

Social Security

As an employer, the State also contributes to an exempt employee's social security account.

The above information is solely intended as a summary of the benefits available to State of Hawaii employees and is subject to change. Whether or not you are entitled to a particular benefit will depend on your specific appointment and employment status (included, excluded, exempt, non-exempt). Nothing herein shall be deemed as creating an employment contract, promise of employment, promise of continued employment, or obligation of any kind on the part of the State of Hawaii.

The State of Hawaii is an Equal Opportunity Employer.

How to Apply:

Interested applicants should email a letter of inquiry, resume, and a minimum of three (3) professional references to lrbresearch@capitol.hawaii.gov no later than January 10, 2026.

Direct all inquiries regarding this position to:

Lisa Santos

Legislative Reference Bureau

Hawaii State Capitol, Room 446

Honolulu, Hawaii 96813

Email: lrbresearch@capitol.hawaii.gov

Phone: No phone calls please