

PART II

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

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Minimum Qualification Specifications
for the Classes:

ACCOUNT CLERK I, II, III, IV, AND V

Experience Requirements:

Except for the substitutions provided in this specification, applicants must have had work experience of the kind and quality described below and in the amounts shown in the following table:

| Class Title | General Experience | Specialized Experience | Total Experience (years) |
|-------------------|--------------------|------------------------|--------------------------|
| Account Clerk I | 1/2 | 0 | 1/2 |
| Account Clerk II | 1/2 | 1 | 1-1/2 |
| Account Clerk III | 1/2 | 2* | 2-1/2 |
| Account Clerk IV | 1/2 | 3* | 3-1/2 |
| Account Clerk V | 1/2 | 4* | 4-1/2 |

General Experience: Work experience which demonstrated knowledge of arithmetic and spelling and possession of the abilities to follow oral and written directions, to write simply and directly, and to observe differences in words and numbers quickly and accurately.

Specialized Experience: Work involved in posting to accounting records and other systematizing of fiscal information, i.e., computing, classifying and recording numerical data to keep sets of financial accounting records complete and to derive reports therefrom. Such experience must have demonstrated knowledge of standard accounting classification and terminology pertinent to accounts maintenance operations and office practices and procedures relating to the processing and recording of transactions and accounting information. For levels III, IV and V, this work must have involved reconciling accounts (i.e., checking for errors, balancing, and going back to original source document for verification); and the preparation of standard financial statements.

Some Account Clerk IV and V positions require that applicants possess knowledge of the principles and practices of double-entry bookkeeping. For these positions, the department may request selective certification.

(*)Some Account Clerk III, IV and V positions require that applicants possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude 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, previous work experience in a position that demonstrates or performs supervisory functions 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.

Non-Qualifying Experience:

Experience as an inventory clerk, stock clerk, supply clerk, or other related work which is primarily concerned with posting non-fiscal data or checking accuracy of computations and which does not involve or require any fiscal record keeping knowledge is not considered qualifying Specialized Experience.

Substitution of Education for Experience:

1. Graduation from high school with courses in basic English and arithmetic may be substituted for six (6) months of General Experience.
2. Successful completion of a substantially full-time equivalent accounting curriculum: leading to a degree or diploma at an accredited business school, community college, or other comparable institution which included accounting courses in double-entry procedures in analyzing, recording and summarizing transactions; and the preparation and interpretation of financial statements, may be substituted for Specialized Experience on the basis of one (1) year of such training for one (1) school year of experience, up to a maximum of two (2) years.
3. Completion of one (1) school year of (more than one year program) substantially full-time accounting curriculum which normally leads to a degree or diploma at an accredited business school, community college, or other comparable institution which included accounting courses in double-entry procedures in analyzing, recording and summarizing transactions; and the preparation and interpretation of financial statements may be substituted for one (1) year of Specialized Experience.

4. Education in an accredited university in a baccalaureate program may be substituted for Specialized Experience on the following basis:
 - a) A baccalaureate degree in accounting will be deemed to have met the experience requirements for the Account Clerk V level.
 - b) Fifteen (15) semester hours of training may be substituted for six (6) months of experience, up to a maximum of three and one-half (3-1/2) years provided the training included at least three (3) credits per semester of accounting courses such as accounting theory and methods used to record and report financial information; analysis of methods for valuing the assets, liabilities, and ownership; etc.

Selective Certification:

Certain positions may require that applicants be restricted to those who possess the pertinent specialized experience and knowledge required to perform the duties of the position. In requesting selective certification, the department must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties and responsibilities of the position to be filled.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition, which would cause applicants to be a hazard to themselves or others, is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties, responsibilities and working conditions.

This is an amendment to the minimum qualification specifications for the classes ACCOUNT CLERK I – V, to clarify supervisory aptitude, effective April 16, 2013.

This is an amendment to the minimum qualification specifications for the classes ACCOUNT CLERK I – V, to include the mental/emotional requirements and to delete the test requirement, effective April 1, 2005.

This series replaces the Account Clerk I, II and III classes, which were approved on December 3, 1970.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

DATE APPROVED: April 16, 2013

PAUL TSUKIYAMA
Director of Human Resources