

Minimum Qualification Specification
for the Class:CASHIER-CLERKEducation Requirements:

Graduation from high school.

Excess experience of the type described below or any work experience requiring the ability to read, comprehend, and apply written directions or a high degree of verbal skill may be substituted for education on a year-for-year basis.

General Experience Requirements:

One (1) year of work experience which involved posting a variety of information onto records and/or forms and reviewing, checking, sorting, and filing records, forms, or reports, etc. Such experience must have demonstrated knowledge of arithmetic and required the ability to read, understand and follow oral and written instructions, communicate orally and in writing, and make arithmetic computations.

Substitutions:

1. Cashiering experience; or work experience which involved the review and posting of fiscal data to records of fiscal transactions (e.g., revenue ledgers, expenditure ledgers, etc.) may be substituted for experience on a month-for-month basis.
2. Successful completion of a substantially full-time clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English and mathematics, may be substituted for experience on the basis of fifteen (15) semester credit hours of successfully completed coursework for six (6) months of experience, up to a maximum of one (1) year.
3. Education in a baccalaureate degree program at an accredited college or university may be substituted for experience on the basis of fifteen (15) semester credit hours for six (6) months of experience, up to a maximum of one (1) year.

Quality of Experience:

The number of years of experience required for this position represents the minimum amount of time necessary to qualify for the appropriate position, but length of time is not itself qualifying. The applicant's work experience must have been of a quality and scope sufficient to enable him/her to perform satisfactorily assignments typical of the position. The evaluation of the applicant's performance and potentialities may be based upon information acquired through confidential inquiry of his/her supervisors and others familiar with the nature and quality of his/her work.

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.

Mental/Emotional Requirements:

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

This is an amendment to the minimum qualification specifications for the class, CASHIER-CLERK, to amend the general experience and substitutions, effective November 13, 2012.

This is an amendment to the minimum qualification specifications for the class, CASHIER-CLERK, to include the mental/emotional requirement and delete the test requirement, effective April 16, 2005.

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: November 9, 2012

PAUL TSUKIYAMA
Director of Human Resources