

Minimum Qualification Specifications
for the Classes:CASHIER I & IIExperience Requirements:

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

Class Title	General Experience (years)	Specialized Experience (years)	Supervisory Experience (years)	Total (years)
Cashier I	2	0	0	2
Cashier II	2	1	0	3

General Experience: Two (2) years clerical work experience involving the posting of a variety of information on to records; and reviewing, checking, sorting and filing of records, forms, reports, etc.

Specialized Experience: (1) Cashiering experience; or (2) work experience involving the reviewing and posting of fiscal data to records of fiscal transactions. Records of fiscal transactions include revenue ledgers, expenditure ledgers, etc.

Quality of Experience:

At least six months of the total experience required must have included experience involving contact with the public. (No substitution will be permitted for this type of experience.)

Substitutions Allowed:Substitution of Training for General Experience:

1. Completion of a course of study at a business or community college above the high school level may be substituted for General Experience on a month-for-month basis up to a maximum of one year.

2. Study at an accredited college or university may be substituted for General Experience on a year-for-year basis. (An academic year of study is equivalent to 30 semester or 45 quarter credits.)

Substitution of Training for Specialized Experience:

1. Completion of a course of study in bookkeeping or accounting at a business school or community college above the high school level may be substituted for one (1) year of Specialized Experience.
2. Study at an accredited college or university may be substituted for Specialized Experience on a year-for-year basis provided that the applicant had completed at least 6 semester or 9 quarter credits per academic year in accounting. (An academic year of study is equivalent to 30 semester or 45 quarter credits.)

Substitution of Specialized Experience for General Experience: Excess Specialized Experience may be substituted for General Experience on a year-for-year basis.

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 classes, CASHIER I & II, to include the mental/emotional requirement and delete the test requirement, effective April 16, 2005.

This is an amendment to the minimum qualification specification for the classes CASHIER I and CASHIER II which were approved on March 17, 1976.

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.

APPROVED: _____
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