

PART II	HAWAII HEALTH SYSTEMS CORPORATION	1.004
	STATE OF HAWAII	1.006
		1.007
		1.008
	Minimum Qualification Specifications	1.009
	for the Classes:	

CLERK I, II, III, IV AND V

Clerk I: No specific experience or training required. However, there must be some evidence of ability to read, write and understand oral and written English.

Clerk II: One-half (1/2) year of work experience which involved performance of clerical tasks which demonstrated knowledge of English grammar; spelling; arithmetic; ability to read and understand oral and written instructions; ability to write simply and directly; and ability to compare words and numbers quickly and accurately.

Graduation from high school may be substituted for the required clerical experience.

Clerk III, IV & V: In addition to meeting the requirements for Clerk II above, applicants must have had general clerical work experience of the kind and quality described below.

Class Title	General Clerical Experience (years)
Clerk III	1
Clerk IV	2*
Clerk V	3*

General Clerical Experience:

Work experience which involved 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, compare words and numbers quickly and accurately, operate various kinds 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 is 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.

Substitution of Education for General Clerical Experience:

1. 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 at a business or technical school which included courses in basic English, arithmetic, general clerical procedures, and office machines will be deemed to have met the experience requirements for the Clerk III level.
2. 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 (1) year will be substituted for experience on a month-for-month basis provided the training included courses in basic English, arithmetic, general procedures, and office machines.
3. Partial Completion of Clerical Training:
  - a. Completion of half a school year 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 may be substituted for six (6) months of experience.
  - b. Completion of one (1) 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 the requirements for the Clerk III level.

4. Education in an accredited university in a baccalaureate program with courses in English composition and college mathematics may be substituted for general clerical work experience on the basis of 15 semester hours for six (6) months of experience, up to a maximum of two (2) years.

\*Applicants for Clerk IV and V must demonstrate possession of 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, 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.

#### Selective Certification:

Certain positions may require that certification and selection be restricted to applicants 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.

#### Mental/Emotional Requirements:

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

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This is an amendment to the minimum qualification specifications for the classes, CLERK I – V, to include the mental/emotional requirement and delete the test requirement, effective April 16, 2005.

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This is the first minimum qualification specification for the classes CLERK I, II, III, IV and V.

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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: \_\_\_\_\_  
JANICE WAKATSUKI  
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