

Minimum Qualification Specifications
for the Classes:CLERK TYPIST I, II, III & IVExperience Requirement:

Except for the substitutions provided for 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	Years of Typing Experience
Clerk Typist I	1/2
Clerk Typist II	1-1/2
Clerk Typist III	2-1/2*
Clerk Typist IV	3-1/2*

Typing Experience: Progressively responsible work experience which involved the operation of a typewriter in performing a variety of standard clerical work such as typing of correspondence, reports and other materials, and which demonstrated knowledge of English grammar; spelling, arithmetic; common office appliance 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; observe differences in copy and proofread words and numbers quickly and accurately; operate various kinds of office equipment.

Substitutions Allowed:

1. Graduation from high school with courses in typing, basic English, and arithmetic may be substituted for six (6) months of typing experience.
2. Successful completion of a substantially full-time clerical curriculum of less than a year leading to a degree or diploma at an accredited community college, business or technical school and which included courses in typing, basic English, arithmetic, general clerical procedures, and office machines, may be substituted for typing experience on a month-for-month basis.

3. Successful completion of a substantially full-time clerical curriculum of a year or more leading to a degree or diploma at an accredited community college, business or technical school and which included courses in typing, basic English, arithmetic, general clerical procedures, and office machines, will be deemed to have met the experience requirements for the Clerk Typist II class.
4. Partial Completion of Training:
 - a) Completion of a half school year of substantially full-time clerical curriculum at an accredited community college, or business and/or technical school which included courses in typing, basic English and arithmetic may be substituted for six (6) months of experience.
 - b) Completion of one (1) school year (of 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 typing, basic English, arithmetic, general clerical procedures, and office machines, will be deemed to have met the experience requirements for the Clerk Typist II class.

*Applicants for Clerk Typist III and IV 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, 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.

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.

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 and responsibilities and working conditions.

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

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

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

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