

Minimum Qualification Specifications  
for the Classes:STATISTICS CLERK I & IIEducation/Experience Requirement:

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

Class Title	General Clerical Experience (yrs)	Specialized Clerical Experience (yrs)	Supervisory Experience (yrs)	Total Experience (years)
Statistics Clerk I	1	1	-	2
Statistics Clerk II	1	2	*	3

General Clerical Experience: Responsible typing, stenographic, substantive clerical work, or any combination thereof which duties 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, observe differences in copy and proofread words and numbers quickly and accurately.

Specialized Clerical Experience: Clerical work experience involving collecting, processing and aggregating data which demonstrated knowledge of methods and techniques in obtaining measures of central tendency and variability, and techniques of graphic and tabular presentation of statistical data.

Supervisory Experience: \*For the Statistics Clerk II, applicants must show 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.

Substitutions Allowed:

Substitution of Education for General Clerical Experience:

1. Graduation from high school may substitute for six (6) months of General Clerical Experience.
2. 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 English, arithmetic, and general clerical procedures may substitute for one (1) year of General Clerical Experience.
3. 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 may substitute for General Clerical Experience on a month-for-month basis provided the training included courses in English, arithmetic and general clerical procedures.
4. Education in an accredited college or university in a baccalaureate program with courses in English and college mathematics may be substituted for General Clerical Experience on the basis of 15 semester hours for six (6) months of General Clerical Experience.

Substitution of Education for Specialized Clerical Experience:

Successful completion of coursework in research and/or statistics in an accredited community college, business school, technical school, or college or university, may substitute for Specialized Clerical Experience on the basis of six (6) semester hours of such coursework for one (1) year of Specialized Clerical Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

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/Designee.

Mental/Emotional Requirements:

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

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This is an amendment to the minimum specifications for the classes, STATISTICS CLERK I & II, to clarify supervisory aptitude, effective April 16, 2013.

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This is the first minimum specifications for the classes, STATISTICS CLERK I & II.

DATE APPROVED: April 16, 2013

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PAUL TSUKIYAMA  
Director of Human Resources