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Minimum Qualification Specifications for the Classes:

CASHIER I  
CASHIER II

Experience 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; 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.

Examination:

Applicants must qualify on an appropriate examination designed to measure the applicant's knowledge and abilities necessary for satisfactory performance of the duties and responsibilities of this class of work.

For non-competitive actions, the examination may be waived.

Physical Requirements:

Applicants must be physically able to perform efficiently the duties of the position. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. Any physical condition which would cause the applicant to be a hazard to himself or to others will disqualify the applicant for employment. A person with a disability will be considered upon demonstration of ability to perform the required tasks or have the ability or means to compensate sufficiently for his disability to perform the job. In addition, applicants must possess emotional and mental stability.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the minimum qualification specifications for the Executive Branch Civil Service classes CASHIERS I & II by the Department of Education Civil Service system.

DATE APPROVED: JAN 30 2006

EFFECTIVE DATE: JUL - 1 2005



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