

## Minimum Qualification Specifications for the Class:

COMMODITY DISTRIBUTION ASSISTANTExperience Requirement:

General Experience: Three years of progressively responsible clerical experience.

Specialized Experience: Two years of progressively responsible experience in the sale, purchase, procurement, inventory, receipt or storage of agricultural commodities and/or foodstuffs or other responsible experience which required the knowledge and application of pertinent rules and regulations concerning the U. S. Department of Agriculture, Commodity Distribution Program.

Substitutions:

Specialized Experience for General Experience: Excess specialized experience may be substituted for general experience on a year-for-year basis.

Education for Experience:

1. Completion of a clerical curriculum in a technical school may be substituted for one year of general experience;
2. Completion of a data processing or higher accounting curriculum in a technical school may be substituted for two years of general experience;
3. Successful study at an accredited college or university may be substituted for general experience on the basis of one academic year for one year of work experience; or
4. Graduation from an accredited college or university with a major in accounting, economics or marketing may be substituted for three years of general experience and one year of specialized experience.

Tests:

For competitive actions, all applicants must qualify on an appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical Requirements:

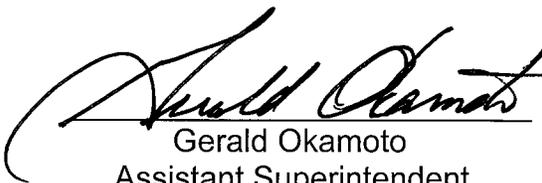
Standard 3 g. Applicants must be physically able to perform effectively the duties of the position which are described elsewhere in this specifications. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of an arm or leg or foot will not disqualify 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 others will disqualify for appointment. 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 class COMMODITY DISTRIBUTION ASSISTANT by the Department of Education Civil Service system.

DATE APPROVED: FEB - 3 2006

EFFECTIVE DATE: JUL - 1 2005

  
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Office of Human Resources