

## Minimum Qualification Specifications for the Class:

INVENTORY CLERKBasic Education/Experience Requirement:

Experience requiring the ability to read, comprehend and apply written directions and a high degree of verbal skill in addition to the ability to make basic mathematical computations, including percentages. This experience may be met from part-time and/or unpaid work experience. There must, however, be evidence that participation was on a continuous basis. This requirement may also be met by possession of a high school diploma.

General Experience: Two years of work experience which involved performance of a variety of clerical tasks which demonstrated knowledge of English grammar, spelling, basic mathematics, common office appliances and equipment; and the ability to read and understand oral and written instructions, carry out procedures in clerical work systems and speak and write simply and directly.

Specialized Experience: One year of work experience which involved inventory recordkeeping including marking/tagging items, coding, processing various forms for loss, damage, disposal, etc., and the preparation of various reports. Such work must have required knowledge of methods, practices, regulations and procedures relating to the State's Inventory Management System and the ability to apply the pertinent regulations and procedures; to recognize the need for changes and to recommend new and/or improved methods and procedures. The work must also show the ability to conduct studies and prepare reports of findings.

Non-Qualifying Experience:

Experience limited to the performance of simple and repetitive clerical work which primarily involved a short cycle of tasks and manual dexterity shall not be considered qualifying for either. Examples of such non-qualifying work include, but are 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.

Substitutions Allowed:

Substitution of Education for General 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, mathematics, general clerical procedures, and office machines, may be substituted for the required General Experience on a month-for-month basis.
2. Education in an accredited university in a baccalaureate program with courses in English composition and college mathematics may be substituted for the required general work experience on the basis of 15 semester hours for 6 months of experience, up to a maximum of 2 years.

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 applicant has the ability to perform the duties of the position for which applicant is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

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

Physical and Medical 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. Handicaps 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 Superintendent or designee.

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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 INVENTORY CLERK by the Department of Education Civil Service system.

DATE APPROVED: APR 18 2006

EFFECTIVE DATE: JUL - 1 2005



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