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Minimum Qualification Specifications for the Class:OPERATIONS ASSISTANTExperience Requirements:

The background of the applicant must positively show that applicant possesses the ability to read, comprehend, apply written directions and possess a reasonable degree of verbal skill. In addition, the applicant must have had progressively responsible experience of the kind and in the quantity described below:

Three years of progressively responsible clerical work experience which involved processing and filing documents and contact with the public.

Substitution of Training for Experience: (a) completion of a clerical curriculum at an accredited business or technical school may be substituted for two years of the required experience on a month-for-month basis; (b) successful study at an accredited college or university may be substituted for the required experience on the basis on one academic year (30 semester credit hours) for one year of work experience.

Quality of Experience: Possession of the required amount 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 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:

Certain positions may require that certification and selection be restricted to eligibles 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 or experience on which they wish to base selective certification and the duties and responsibilities of the position to be filled.

Tests:

For competitive actions, applicants must qualify on the appropriate test.

For non-competitive actions, this requirement may be waived.

Physical Requirements:

Applicants must be physically able to perform efficiently the duties of the position, which are described elsewhere in this specification. 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 applicants to be a hazard to themselves or to others will disqualify for appointment. A person with a handicap will be considered upon demonstration of ability to perform the required tasks or have the ability or means to compensate for the handicap sufficiently to perform the job. In addition, applicants must possess mental and emotional stability.

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 OPERATIONS ASSISTANT by the Department of Education Civil Service system.

DATE APPROVED: AUG - 4 2006

EFFECTIVE DATE: JUL - 1 2005



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