

Minimum Qualification Specifications for the Classes:

PERSONNEL CLERKS II, III, IV, & V
PERSONNEL TECHNICIANS VI & VII

Experience Requirement:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the paragraphs below and in the amount indicated on the following table:

Class Title	Gen Exper (yrs)	Spclzd Exper (yrs)	Supvry Exper (yrs)	Total (yrs)
Personnel Clerk II	1	0	0	1
Personnel Clerk III	1	1	0	2
Personnel Clerk IV	1	2	0	3
Personnel Clerk V	1	3	*	4
Personnel Technician VI	1	4	*	5
Personnel Technician VII	1	5	*	6

*For certain positions in the Personnel Clerk IV level and above, applicants must show that they possess supervisory aptitude.

General Experience: Progressively responsible general office clerical experience.

Specialized Experience: Experience in an office where the work required the knowledge and application of pertinent personnel rules, regulations, procedures and program requirements.

Supervisory Experience: *For certain positions in the Personnel Clerk IV level and above, applicants must show that they possess 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 or in similar work in which opportunities for demonstrating supervisory and/or administrative capabilities exist; by completion of training assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

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 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.

Substitutions Allowed:

Substitution of Education for Experience:

1. Successful completion of a clerical curriculum at an accredited business or technical school may be substituted for the General Experience on a month-to-month basis up to a maximum of one year.
2. Successful completion of an academic year in an accredited college or university above the high school level may be substituted for one year of the General Experience.
3. Graduation from an accredited college or university may be substituted for one year of General Experience and two years of Specialized Experience. Applicants possessing this educational qualification are deemed to have met all of the requirements for the Personnel Clerk IV level.

Selective Certification:

For some positions, applicants may be required to possess specialized knowledge and skills in a particular functional area or areas in order to perform the duties of the position. For such positions, certification may be restricted to eligibles who possess these requirements. Departments requesting selective certification must show the connection between the need for these skills and the duties of the position to be performed.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical Requirement:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

PART II
PERSONNEL CLERKS II, III, IV, & V
PERSONNEL TECHNICIANS VI, & VII
8A.515, 8A.517, 8A.519, 8A.521, 8A.523 & 8A.524

This is an amendment to the minimum qualification specifications for the classes Personnel Clerk II, III, IV & V and Personnel Technician VI & VII that was approved on August 4, 2006.

DATE APPROVED: 10/06/09



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