

PART II

DEPARTMENT OF EDUCATION
STATE OF HAWAII

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Minimum Qualification Specifications for the Classes:

SCHOOL ADMINISTRATIVE SERVICES ASSISTANTS I, II, III AND IV
(SCHOOL ADM SVCS ASSTS I, II, III AND IV)

Education Requirement:

Graduation from high school. Excess general or specialized experience as described below or other work experience requiring the ability to read, comprehend and apply written directions or a high degree of verbal skills may be substituted for education on a year-for-year basis.

Experience Requirements:

Except for the substitution provided for in these specifications, applicants must have had experience of the kind and quality described below and in the amounts shown in the following table or any equivalent combination of training and experience:

Class Title	General Experience (Yrs)	Spclzd Experience (Yrs)	Total Experience (Yrs)
SCHOOL ADM SVCS ASST I	2	0	2
SCHOOL ADM SVCS ASST II	2	1	3
SCHOOL ADM SVCS ASST III	2	2	4
SCHOOL ADM SVCS ASST IV	2	3	5

General Experience: Progressively responsible work experience which involved skilled typing using a typewriter or word processing equipment in performing a variety of standard clerical work such as typing of correspondence, reports and other material; knowledge of English grammar, spelling and arithmetic; use of common office appliances and equipment; the ability to read and understand oral and written instructions; carry out procedures in clerical work systems; speak and write simply and directly; observe differences in copy and proofread words and numbers quickly and accurately; operate various kinds of office equipment.

Specialized Experience: Responsible clerical experience in a Hawaii public school setting in the capacity of chief clerical assistant to the principal. Such experience must have involved the performance of administrative office services and support functions of a school and skilled typing.

Skilled Typing Requirement: Applicants must be able to type accurately (using a typewriter or word processor) from plain or corrected copy at the rate of 40 net words per minute.

Substitutions Allowed:

1. Successful completion of a one-year clerical or business curriculum, which included courses in English, arithmetic, general clerical procedures and office machines, and typing, leading to a diploma, certificate or other comparable degree from an accredited community college, business or technical school, may be substituted for one year of General Experience. Applicants who have not graduated may receive partial credit towards general experience on the basis of fifteen semester hours or its equivalent in quarter credits or other units, for each half year of general experience up to a maximum of one year. To receive partial credit, the work completed must have included course work in typing proficiency.
2. Successful completion of a two-year clerical or business curriculum, which included courses in English, arithmetic, general clerical procedures and typing, leading to an Associate in science, diploma, certificate or comparable degree from an accredited community college, business or technical school, may be substituted for two years of General Experience. Applicants who have not graduated may receive partial credit toward the general experience requirements on the basis of fifteen semester hours or its equivalent in quarter credits or other units, for each half year of general experience up to a maximum of two years. To receive partial credit, the work completed must have included course work in typing proficiency.

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:

