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Minimum Qualification Specifications for:

STAFF SERVICES ASSISTANT

Education Requirement:

Graduation from high school. Excess general 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.

Basic Education/Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had work experience of the kind and quality described below and in the amounts shown on the following table:

Class Title	General Exper (years)	Supervisory Exper (years)	Total Exper (years)
Staff Services Assistant	4	0	4

General Experience: Progressively responsible office and administrative housekeeping work experience which included the full range of office services in records and files maintenance, word and mail processing, and reception and related services, and responsibility for at least two of the following areas: (a) fiscal recordkeeping; (b) budget preparation; (c) purchasing; (d) inventory control; and (e) personnel services.

Substitution of Education for Experience:

1. Successful completion of a substantially full-time equivalent secretarial, office or business management, or accounting curriculum leading to a degree or diploma at an accredited business or community college may be substituted for the required General Experience on a month-for-month basis, but not to exceed two years.
2. Successful completion of the requirements for a bachelor's degree in business administration from an accredited 4 year college or university with emphasis in accounting, personnel and industrial relations, or any other closely related field may be substituted for three years of the required General Experience.

3. Successful completion of the requirements for a bachelor's degree in business administration from an accredited 4 year college or university with emphasis in Office Management may be substituted for four years of the required General Experience.

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 he/she has the ability to perform the duties of the position for which he/she is being considered.

Specialized 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 may be required to qualify on the appropriate examination.

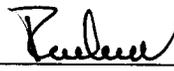
Physical and Medical Requirements:

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

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 a new minimum qualification specification for the Staff Services Assistant I class of work by the Department of Education Civil Service system.

DATE APPROVED: APR 4 2008

EFFECTIVE DATE: APR 04 2008



Fay Ikei
Acting Assistant Superintendent
Office of Human Resources