

Minimum Qualification Specifications for the Classes:

STORES CLERKS I AND II
STOREKEEPERS I AND IIBasic Requirement for Stores Clerk I:

Applicants for the I level must possess either experience (paid or unpaid), education, training or any combination thereof which demonstrated the ability to read and understand detailed but routine instructions or procedures; compare words and numbers quickly and accurately and perform mathematical calculations including multiplication and division.

Experience Requirements:

In addition to meeting the basic requirement for Stores Clerk I above, applicants for the classes Stores Clerk II and Storekeepers I and II must have had work experience of the kind and quality described below.

Class Title	General Exper (yrs)	Specialized Exper (yrs)	Supervisory Exper (yrs)
Stores Clerk II	1/2	1/2	0
Storekeeper I	1/2	1-1/2	0
Storekeeper II	1/2	2-1/2	*

*Supervisory Experience: Applicants for the class Storekeeper II must demonstrate possession of Supervisory Aptitude.

General Experience: Work experience which involved a variety of clerical tasks which demonstrated knowledge of arithmetic including multiplication and division; and the ability to follow oral and written instructions, carry out procedures in clerical work systems, speak and write simply and directly, and compare words and numbers quickly and accurately.

Specialized Experience: Work experience which involved the performance of clerical work which demonstrated knowledge of storekeeping practices, methods and procedures, and inventory recordkeeping procedures.

*Supervisory Experience: Applicants for the class Storekeeper II must demonstrate possession of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through the 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 opportunity for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

Substitution of Specialized Experience for General Experience: Excess Specialized Experience may be substituted for the required General Experience on a month-for-month basis.

Substitution of Education for Experience:

For General Experience:

1. Successful completion of a substantially full-time equivalent clerical curriculum of a duration of six months or more at an accredited community college, business or technical school, which included courses in (a) English and (b) mathematics or bookkeeping may be substituted for the General Experience required.
2. Education in an accredited university in a baccalaureate program with courses in (a) English and (b) mathematics or accounting may be substituted for the General Experience required on the basis of 15 semester hours for 6 months of experience.

For General and Specialized 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 (a) basic English, (b) mathematics or bookkeeping, and (c) storeroom operations, supply management, or a related course, will be deemed to have met the experience requirements for the Stores Clerk II level.
2. Successful completion of a substantially full-time equivalent clerical curriculum leading to a degree, diploma or a certificate of achievement at an accredited community college, business school or technical school which was for a period of less than one year may be substituted for the

General or Specialized Experience on a month-for-month basis provided the training included courses in (a) basic English, (b) mathematics or bookkeeping, and (c) storeroom operations, supply management or a related course.

3. Education in an accredited university in a baccalaureate program with courses in (a) English, (b) mathematics or accounting, and (c) supply management or a related course may be substituted for 6 months of the General Experience and up to 6 months of the Specialized Experience on the basis of 15 semester hours for 6 months of 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 applicant has the ability to perform the duties of the position for which applicant is being considered.

License Required:

Some positions may require the possession of a valid State of Hawaii motor vehicle operator's license.

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, the ability to hear the conversational voice, with or without a hearing aid, the ability to lift and carry moderately heavy (25-45 pounds) packages, supplies and equipment 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.

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 classes STORES CLERKS I & II and STOREKEEPERS I & II by the Department of Education Civil Service system.

DATE APPROVED: OCT 23 2006

EFFECTIVE DATE: JUL - 1 2005



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