

PART II

DEPARTMENT OF EDUCATION
STATE OF HAWAII

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Minimum Qualification Specifications for the Classes:

8A.341

ACCOUNT CLERK I, II, III, IV & V

Experience Requirement:

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

Class Title	General Experience	Specialized Experience	Total (years)
Account Clerk I	1/2	0	1/2
Account Clerk II	1/2	1	1-1/2
Account Clerk III	1/2	2*	2-1/2
Account Clerk IV	1/2	3*	3-1/2
Account Clerk V	1/2	4*	4-1/2

*Some Account Clerk III, IV and V positions require that applicants 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 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.

General Experience: Work experience which demonstrated knowledge of arithmetic and spelling and possession of the abilities to follow oral and written directions, to write simply and directly and to observe differences in words and numbers quickly and accurately.

Specialized Experience: Work involved in posting to accounting records and other systematizing of fiscal information; i.e., computing, classifying and recording numerical data to keep sets of financial accounting records complete and to derive reports therefrom. Such experience must have demonstrated knowledge of standard accounting classification and terminology pertinent to accounts maintenance operations and office practices and procedures relating to the processing and recording of

transactions and accounting information. For levels III, IV and V, this work must have involved reconciling accounts (i.e. checking for errors, balancing, and going back to original source document for verification); and the preparation of standard financial statements.

Some Account Clerk IV and V positions require that applicants possess knowledge of the principles and practices of double-entry bookkeeping. For these positions, the department may request selective certification.

Non-Qualifying Experience:

Experience as an inventory clerk, stock clerk, supply clerk or other related work which is primarily concerned with posting non-fiscal data or checking accuracy of computations and which does not involve or require any fiscal record keeping knowledge is not considered qualifying specialized experience.

Substitution of Education for Experience:

1. Graduation from high school with courses in basic English and arithmetic may be substituted for six (6) months of general experience.
2. Successful completion of a substantially full-time equivalent accounting curriculum leading to a degree or diploma at an accredited business school, community college or other comparable institution which included accounting courses in double-entry procedures in analyzing, recording and summarizing transactions; and the preparation and interpretation of financial statements; may be substituted for specialized experience on the basis of one (1) year of such training for one (1) school year of experience, up to a maximum of two (2) years.
3. Completion of one (1) school year of (more than one-year program) substantially full-time accounting curriculum which normally leads to a degree or diploma at an accredited business school, community college or other comparable institution which included accounting courses in double-entry procedures in analyzing, recording and summarizing transactions; and the preparation and interpretation of financial statements may be substituted for one (1) year of specialized experience.
4. Education in an accredited university in a baccalaureate program may be substituted for specialized experience in the following basis:
 - a) A baccalaureate degree in accounting will be deemed to have met the experience requirements for the Account Clerk V level.

- b) Fifteen (15) semester hours of training may be substituted for six (6) months of experience, up to a maximum of three and one-half (3-1/2) years provided the training included at least three (3) credits per semester of accounting courses such as accounting theory and methods used to record and report financial information; analysis of methods for valuing the assets, liabilities, and ownership; etc.

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.

Organizations 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 positions filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical 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, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities 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, with or without reasonable accommodation, 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.

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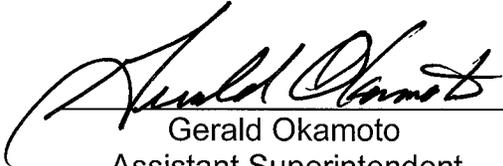
Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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 Account Clerk I, II, III, IV & V by the Department of Education Civil Service system.

DATE APPROVED: DEC 15 2005

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
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Office of Human Resources