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Minimum Qualification Specifications for the Classes:

CONTRACTS ASSISTANT I
CONTRACTS ASSISTANT II

Education Requirement:

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

Experience Requirement:

Except for the substitution provided for in these specifications, applicants must have had progressively responsible experience of the type and quality described below and in the amounts shown in the following table:

Class Title	Specialized Experience
Contracts Assistant I	3
Contracts Assistant II	4

Specialized Experience:

Responsible experience in preparing or processing contracts, specifications and related legal instruments or notices requiring the knowledge and application of pertinent laws, policies and procedures.

Quality of Experience:

Possession of the required amount of experience will not in itself be accepted as proof of qualification for a position. Eligibility for any level will be based upon a clear showing that applicants have the ability to effectively handle assignments commensurate with duties of the particular level for which they have applied. For both the I and II levels, the applicants' experience must show that they possess the knowledge and the proper application of specification writing, drafting of contracts and legal notices, and contract letting including, but not limited to, the advertisement for bids, instructions to bidders, proposals, contract and bond forms.

Substitution Allowed:

Graduation from an accredited community college, business or technical school above the high school level with a major in legal stenography or legal secretarial courses may be substituted for one year of the required experience.

Selective Certification:

Certain positions may require that certification and selection be restricted to eligibles who possess the pertinent specialized experience and knowledge required to perform the duties of the position. In requesting selective certification, the department must show the connection between the kind of training or experience on which they wish to base selective certification and the duties and responsibilities of the position to be filled.

Tests:

For competitive examinations, all applicants must qualify on an appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical Requirements:

Standard 3g. Applicants must be physically able to perform the duties of the position, which are described elsewhere in this specification. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of an arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by the use of satisfactory prosthesis. Any physical condition which would cause the applicant to be a hazard to himself or others will disqualify for appointment. In addition, applicants must possess emotional and mental stability.

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 CONTRACTS ASSISTANTS I & II by the Department of Education Civil Service system.

DATE APPROVED: MAR - 9 2006

EFFECTIVE DATE: JUL - 1 2005



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