

Minimum Qualification Specifications for the Classes:

PRE-AUDIT CLERKS I, II, III & IVExperience Requirement:

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

Class Title	General Exper (years)	Specialized Exper (years)	Pre-Audit Exper (years)	Spvry Exper (years)	Total Exper (years)
Pre-Audit Clerk I	1	2	0	0	3
Pre-Audit Clerk II	1	2	1	0	4
Pre-Audit Clerk III	1	2	2	*	5
Pre-Audit Clerk IV	1	2	3	*	6

*For the Pre-Audit Clerk III and IV levels, supervisory aptitude rather than actual supervisory experience may be accepted.

General Experience: Responsible clerical work experience which demonstrated knowledge of arithmetic and required the ability to read and understand, follow oral and written instructions, communicate orally and in writing and to make arithmetical computations.

Specialized Experience: Responsible clerical work experience in the preparation and keeping of payroll records and/or in the preparation and processing of vouchers, invoices and statements.

Pre-Audit Experience: Progressively responsible work experience which involved the examination and verification of invoices, vouchers, statements and other request for payment for completeness, accuracy, legality and propriety.

Supervisory Aptitude:

*For the Pre-Audit Clerk III and IV levels, supervisory aptitude rather than actual supervisory experience may be accepted. 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 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.

Substitutions Allowed:

Substitutions of Education for Experience:

1. Graduation from high school may be substituted for one-half year of General Experience.
2. Successful completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum leading to a degree, diploma or a certificate of achievement at an accredited community college or at a business or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines may be substituted for the one year of General Experience provided the duration of the training was for a year or more.
3. Successful completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum leading to a degree, diploma or a certificate of achievement at an accredited community college, business or technical school which was for a period of less than one year may be substituted for General Experience on a month-for-month basis provided the training included courses in basic English, arithmetic, general clerical procedures and office machines.
4. Successful completion of half a school year of substantially full-time clerical, stenographic or secretarial curriculum at an accredited community college, business and/or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines, may be substituted for six months of General Experience. Successful completion of one school year (of a program of more than one year in length) of: Substantially full-time clerical, stenographic or secretarial curriculum at an accredited community college, business and/or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines, may be substituted for one year of General Experience.
5. Successful completion of one school year (of a program of more than one year in length) of substantially full-time clerical, stenographic or secretarial

curriculum at an accredited community college, business and/or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines, may be substituted for one year of General Experience.

6. Successful completion of a substantially full-time equivalent bookkeeping or accounting curriculum leading to a degree or diploma at an accredited business school, community college or other comparable institution which included accounting courses may be substituted for the General Experience or the Specialized Experience on the basis of one year of such training for one year of experience, up to a maximum of two years of General or Specialized Experience.
7. Successful completion of one school year of (more than one year program) a 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 may be substituted for one year of General or Specialized Experience.
8. Education in an accredited university in a Baccalaureate program with courses in English composition and college mathematics may be substituted for experience on the basis of fifteen semester hours for six months of General Experience, up to a maximum of one year of General Experience.
9. Education in an accredited university in a Baccalaureate program may be substituted for experience on the basis of fifteen semester hours for six months of Specialized Experience, provided the fifteen semester hours included at least three semester hours in accounting or auditing courses, up to a maximum of two years of Specialized 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.

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 may be required to qualify on an appropriate examination.

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, and the ability to hear the conversational voice, with or without a hearing aid, 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.

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

PART II
PRE-AUDIT CLERKS I, II, III & IV
8A.407, 8A.409, 8A.411 & 8A.412

adoption of the minimum qualification specifications for the Executive Branch Civil Service classes PRE-AUDIT CLERKS I, II, III & IV by the Department of Education Civil Service system.

DATE APPROVED: 12/26/06

/S/ Fay Ikei
for Gerald Okamoto
Assistant Superintendent
Office of Human Resources

EFFECTIVE DATE: 7/1/05