

PART II

DEPARTMENT OF EDUCATION
STATE OF HAWAII

8A.147
8A.149
8A.150
8A.151

Minimum Qualification Specifications for the Classes:

SECRETARIES I, II, III and IV

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 in the following table:

Class Title	Gen. Clerical Exp. (Yrs)	Spec. Clerical Exp. (Yrs)	Total Exp. (Yrs)
Secretary I	1/2	1*	1-1/2
Secretary II	1/2	2*	2-1/2
Secretary III	1/2	3**	3-1/2
Secretary IV	1/2	4**	4-1/2

Specialized Clerical Experience:

*Progressively responsible typing, stenographic and/or substantive clerical work which duties demonstrated possession of, in addition to the knowledge and abilities noted under General Clerical Experience, knowledge of common office appliances and equipment and the ability to carry out procedures in clerical work systems and to perform secretarial tasks including, but not limited to, several of the following: serving as telephone and walk-in receptionist; maintaining a system of files; making travel arrangements; composing correspondence; obtaining and presenting information from files; routing correspondence; reviewing outgoing correspondence for format, grammar, spelling and typography; maintaining a log of pending work; etc.

**In addition to two years of the Specialized Clerical Experience noted by the single asterisk (*), requires one or two years as noted of progressively responsible typing, stenographic and/or substantive clerical work, which duties demonstrated possession of the ability to perform secretarial duties including, but not limited to, the following: 1) providing personal assistance to an administrator or executive by attending to the administrative details of an office; 2) having an overall awareness of the activities and administrative framework of a program/organization; and 3) ability to exercise sound judgment.

General Clerical Experience: Work experience which involved performance of tasks which demonstrated knowledge of English grammar, spelling and arithmetic; and the ability to read and understand oral and written instructions; and speak and write simply and directly.

Substitutions Allowed:

Any combination of work experience and/or education, although not cited elsewhere in this specification, which clearly demonstrates the applicant's possession of knowledge, skills and abilities comparable in quality and quantity to that described in this specification may be accepted as satisfying a portion or all of the minimum qualification requirements.

Substitution of Education for Experience:

1. Graduation from high school with courses in basic English and arithmetic may be substituted for the six months of General Clerical Experience.
2. Successful completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum leading to a degree or diploma at an accredited community college, business or technical school which included courses in business English, arithmetic, office clerical procedures, and office machines will be deemed equivalent to one year of Specialized Clerical Experience as noted by the single asterisk (*).
3. Partial completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum at an accredited community college, business or technical school which included courses in business English, arithmetic, office clerical procedures, and office machines will be substituted for the Specialized Clerical Experience as noted by the single asterisk (*) on a month-for-month basis.
4. Education in an accredited university in a baccalaureate program may be substituted for the Specialized Clerical Experience noted by the double asterisk (**), on the basis of fifteen semester hours for six months of experience, up to a maximum of one year provided it included at least two or more courses such as: human relations in business, business correspondence or communications, principles of management, personnel management relations, office management, business administration, etc.

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 (e.g. typing and/or taking and transcribing dictation at a certain rate of speed). In requesting selective certification, the department must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties and responsibilities of the position to be filled.

Tests:

All applicants must qualify on an appropriate examination for the class. For non-competitive actions, the examination may be waived except for cases where additional skills such as typing and/or taking and transcribing dictation at a particular rate of speed are required. In such cases, the applicants must qualify on an appropriate test for these skills.

Physical Requirements:

Applicants must be physically able to perform efficiently the work described in the classification 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. Applicants with an amputation of an arm, hand, leg or foot may be required to compensate for that condition by the use of satisfactory prosthesis. Any physical condition which would cause applicants to be a hazard to themselves or others in the work setting will disqualify for appointment. In addition, applicants must possess emotional and mental stability.

A person with a disability will be considered upon demonstration of ability to perform the required tasks or the ability or means to compensate sufficiently for the disability to perform the job.

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

PART II
SECRETARIES I, II, III & IV
8A.147, 8A.149, 8A.150 & 8A.151

Page 4

Service classes SECRETARIES I, II, III and IV by the Department of Education Civil Service system.

DATE APPROVED: JUN 15 2006

EFFECTIVE DATE: JUL - 1 2005



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