

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	1.336
	STATE OF HAWAII	1.337
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	Minimum Qualification Specifications	1.341
	for the Classes:	

ACCOUNT CLERK I, II, III, IV & V

**Experience Requirements**

Applicants must have had work experience of the kind and quality described below and in the amounts shown in the following table, or any equivalent combination of training and experience:

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

General Experience: Work experience which demonstrated knowledge of arithmetic and spelling, and ability to follow oral and written directions, write simply and directly, and 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 there from. 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 balance sheets and income statements or financial and/or accounting reports.

**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.

\*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.

### **Substitutions Allowed**

1. Graduation from high school, or equivalent, 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 community college, business or technical school, 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) school year for one (1) year of Specialized Experience, up to a maximum of two (2) years of Specialized Experience.
3. A bachelor's degree in accounting from an accredited four (4) year college or university will be deemed to have met the experience requirements for the Account Clerk V level.
4. Successful completion of coursework in a baccalaureate program at an accredited four (4) year college or university may be substituted on the basis of fifteen (15) semester credit hours for six (6) months of Specialized Experience, up to a maximum of three and one-half (3-1/2) years, provided the coursework included at least three (3) credits per semester of accounting courses.

### **Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and 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**

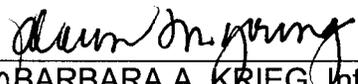
Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the classes Account Clerk I, II, III, IV and V, which were approved on April 23, 1975.

DATE APPROVED: 2/27/2012

  
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BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development