

Minimum Qualification Specifications  
for the Class:

CASHIER-CLERK

**Experience Requirements**

Applicants must have had the kind and quality of experience described in the following paragraphs, or any equivalent combination of training and experience.

General Experience: One (1) year of work experience which involved posting a variety of information onto records and/or forms, and reviewing, checking, sorting and filing records, forms, reports, etc. Such experience must have demonstrated knowledge of arithmetic and required the ability to read, understand and follow oral and written instructions, communicate orally and in writing, and make arithmetic computations.

**Substitutions Allowed**

1. Successful completion of a substantially full-time clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English and mathematics, may be substituted for General Experience on the basis of fifteen (15) semester credit hours of successfully completed coursework for six (6) months of experience, up to a maximum of one (1) year.
2. Education in a baccalaureate degree program at an accredited college or university may be substituted for General Experience on the basis of fifteen (15) semester credit hours for six (6) months of experience, up to a maximum of one (1) year.

**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 he/she has the ability to perform the duties of the position for which he/she is being considered.

**Tests**

Applicants may be required to qualify on an appropriate examination.

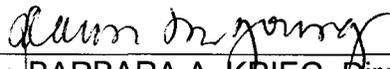
**Physical and Medical Requirements**

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 qualifications for the class CASHIER-CLERK, which were approved on October 23, 2007.

DATE APPROVED: 9/24/2012

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