

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	1.407
	STATE OF HAWAII	1.409
.....		1.411
		1.412

Minimum Qualification Specifications
for the Classes:

PRE-AUDIT CLERK I, II, III & IV

Experience Requirement:

Applicants must have had progressively responsible 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	Specialized Experience (years)	Pre-Audit Experience (years)	Supervisory Experience (years)	Total Experience (years)
Pre-Audit Clerk I	2	0	0	2
Pre-Audit Clerk II	2	1	0	3
Pre-Audit Clerk III	2	2	*	4
Pre-Audit Clerk IV	2	3	*	5

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

Pre-Audit Experience: Progressively responsible work experience which involved the examination and verification of payroll documents/forms, 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:

1. 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 Specialized Experience on the basis of fifteen (15) semester credits of satisfactorily completed coursework for six (6) months of experience, up to a maximum of two (2) years.
2. Education from an accredited college or university in a baccalaureate program may be substituted for experience on the basis of fifteen (15) semester credits for six (6) months of Specialized Experience, provided the fifteen (15) semester credits included at least three (3) semester credits in accounting or auditing courses, up to a maximum of two (2) 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 he/she has the ability to perform the duties of the position for which he/she is being considered.

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.

PART II
PRE-AUDIT CLERK I, II, III & IV
1.407, 1.409, 1.411, & 1.412

Page 3

Physical and Medical Requirements:

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

This is an amendment to the minimum qualification specification for the classes PRE-AUDIT CLERK I, II, III & IV, approved on May 11, 1990.

DATE APPROVED: 1/17/2012


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