

Minimum Qualification Specifications  
for the Class:

SUPERVISING TAX CLERK I

**Experience Requirements**

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

General Clerical Experience: Two (2) years of responsible substantive clerical work which demonstrated knowledge of office practices and procedures, arithmetic, common office appliances and equipment; and the ability to follow oral and written instructions, carry out procedures in established clerical work systems, request information and explain procedural requirements orally and in writing, and operate various kinds of office equipment.

Specialized Clerical Experience: Three (3) years of responsible substantive clerical work involving tax matters which demonstrated knowledge of various State tax laws and other tax materials, and procedures in the processing of tax forms and other documents; and the ability to compute tax liability, penalty and interest; and deal effectively with taxpayers in explaining procedures and other requirements.

Supervisory Aptitude: Applicants must 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 of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

**Substitutions Allowed**

Substitution of Education for General Clerical Experience:

1. Graduation from high school with courses in basic English and arithmetic may be substituted for six (6) months of Experience.
2. Successful completion of a substantially full-time equivalent clerical

curriculum leading to a degree or diploma from an accredited community college, business or technical school which included courses in basic English, arithmetic, general clerical procedures, and office machines may be substituted for one (1) year of Experience, provided the duration of the training was for at least one (1) year.

3. Partial completion of a substantially full-time equivalent clerical curriculum of at least one (1) year duration leading to a degree or diploma from an accredited community college, business or technical school which included courses in basic English, arithmetic, general clerical procedures, and office machines may be substituted for Experience on the basis of one (1) month of training for one (1) month of Experience up to a maximum of six (6) months of 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.

### **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 class SUPERVISING TAX CLERK I, which were approved on March 8, 2000.

Date Approved: 7/22/16

*James K. Nishimoto*  
for JAMES K. NISHIMOTO, Director  
Department of Human Resources Development