

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	1.641
	STATE OF HAWAII	1.643
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		1.647

Minimum Qualification Specifications
for the Classes:

STORES CLERK I AND II
STOREKEEPER I AND II

Basic Experience Requirement

Applicants must possess either experience (paid or unpaid), education, training or any combination thereof which demonstrated the ability to read and understand detailed but routine instructions or procedures; compare words and numbers quickly and accurately and perform mathematical calculations including multiplication and division. The requirement may be met by graduation from high school, or equivalent.

Experience Requirements

In addition to the Basic Experience Requirement above, applicants must possess work experience of the kind, quality and amounts specified below, or any equivalent combination of training and experience:

Class Title	General Experience (years)	Specialized Experience (years)	Supervisory Aptitude
Stores Clerk I	0	0	0
Stores Clerk II	1/2	1/2	0
Storekeeper I	1/2	1-1/2	0
Storekeeper II	1/2	2-1/2	*

General Experience: Clerical work experience which demonstrated knowledge of arithmetic, including multiplication and division; and the ability to follow oral and written instructions, carry out procedures in clerical work systems, speak and write simply and directly, and compare words and numbers quickly and accurately.

Specialized Experience: Clerical work experience which demonstrated knowledge of storekeeping practices, methods and procedures, and inventory recordkeeping procedures.

*Supervisory Aptitude: Applicants for the class Storekeeper II must possess Supervisory Aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through the 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

1. Excess Specialized Experience may be substituted for the required General Experience on a month-for-month basis.
2. Successful completion of fifteen (15) semester credit hours of coursework at an accredited community college, business or technical school, or four year college or university, which included courses in (a) English and (b) mathematics, bookkeeping or accounting, may be substituted for a maximum of six (6) months of General Experience.
3. Successful completion of fifteen (15) semester credit hours of coursework at an accredited community college, business or technical school, or four year college or university, which included courses in storeroom operations, supply management, or a related area, may be substituted for a maximum of six (6) months 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
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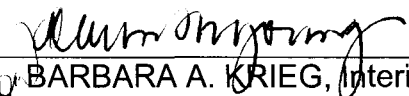
Page 3
1.641 & 1.643
1.645 & 1.647

Physical and Medical Requirements:

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

This is an amendment to the minimum qualification specifications for the classes STORES CLERK I and II and STOREKEEPER I and II, which were approved on May 18, 1981.

DATE APPROVED: 4/9/2012



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