

Minimum Qualification Specifications  
for the Class:

BUSINESS REGISTRATION ASSISTANT  
(BUSINESS REGISTRATION ASST)

**Basic Education/Experience Requirement**

One-half (1/2) year of work experience which involved the performance of clerical tasks which demonstrated knowledge of English grammar, spelling, arithmetic; the ability to read and understand oral and written instructions; the ability to write simply and directly; and the ability to compare words and numbers quickly and accurately.

This requirement may also be met by possession of a high school diploma or equivalent.

**Experience Requirement**

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:

General Clerical Experience (years)	Public Contact Experience (years)	Specialized Clerical Experience (years)	Total Experience (years)
2	1	1	4

**General Clerical Experience:** Clerical work which demonstrated that an applicant possessed 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.

**Public Contact Experience:** Work experience which demonstrated that an applicant is able to meet and deal effectively with the general public. This experience may be gained from registration work behind a counter, sales work, interviewing work or other work requiring meeting and dealing with the public.

**Specialized Clerical Experience:** Work experience which involved preparing legal documents or instruments or checking and reviewing such documents or instruments for accuracy, completeness of information and conformance with pertinent

laws, rules, regulations and other legal requirements. Such experience must demonstrate that the applicant possess a knowledge of legal terminology and a variety of legal documents.

### **Substitutions Allowed**

1. Partial or successful completion of a substantially full time clerical curriculum of at least one (1) semester duration leading to a degree or diploma at an accredited community college, business or technical school which included courses in basic English, arithmetic, general clerical functions, and office machines may be substituted for the General Clerical Experience on the basis of one month of training for one month of experience up to a maximum of 24 months of experience.
2. Education in an accredited university in a baccalaureate program with courses in English composition and college mathematics may be substituted for the General Clerical Experience on the basis of 15 semester credit hours for six (6) months of experience, up to a maximum of two (2) years.
3. Successful completion of a substantially full-time equivalent legal stenographer, legal secretary or paralegal assistant curriculum of a duration of a year or longer leading to a degree or diploma from an accredited community college or a business or technical school which included courses in basic English, general clerical procedures, practices, methods, techniques unique to the legal profession may be substituted for all of the required 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.

**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 BUSINESS REGISTRATION ASSISTANT which were approved on September 11, 1981.

DATE APPROVED: 9/16/14

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for JAMES K. NISHIMOTO, Director  
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