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Minimum Qualification Specification
for the Class:

DOCUMENTS REGISTRATION SUPERVISOR
(DOCUMENTS REGISTRATION SUPVR)

Basic Education/Experience Requirement:

Graduation from high school with satisfactory completion of courses demonstrating knowledge of English grammar, spelling, and arithmetic.

Experience which demonstrated knowledge of English grammar, spelling, arithmetic; the ability to read and understand oral and written instructions; and the ability to write simply and directly may be substituted for the required education. This experience may have been met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had work experience of the kind and length described below:

General Clerical Experience: Two (2) years of clerical work experience which demonstrated that the 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: One (1) year of work experience which demonstrated that the 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. This experience may have been gained concurrently with other experience requirements described in this specification, or separately through other work experience.

Specialized Clerical Experience: Two (2) years of responsible substantive clerical work involving the preparation of legal documents or instruments or checking and reviewing such documents for compliance with business registration requirements. Such experience must have demonstrated that an applicant

possesses knowledge of the laws, rules and regulations relative to the registration of business entities and the applications and related documents that are used; and the ability to meet and deal effectively with legal personnel and other representatives of private firms. At least one (1) year of this experience must be comparable to the class Business Registration Assistant in the State service.

Supervisory Experience: One (1) year of supervisory work experience which included (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing new employees.

Substitutions Allowed:

1. Successful completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum of at least sixty (60) semester credits leading to a degree, diploma or a certificate of achievement at an accredited community college; or at a business or technical school which included courses in basic English, arithmetic, general clerical procedures, and office machines may be substituted for two (2) years of General Clerical Experience.

2. Successful completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum leading to a degree, diploma or a certificate of achievement at an accredited community college, business or technical school which was for a period of less than one (1) year may be substituted for General Clerical Experience on a month-for-month basis provided the training included courses in basic English, arithmetic, general clerical procedures and office machines.

3. Successful completion of half a school year (i.e., 15 semester credits) of a substantially full-time clerical, stenographic or secretarial curriculum at an accredited community college, business and/or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines, may be substituted for six (6) months of General Clerical Experience.

4. Successful completion of one (1) school year (i.e., 30 semester credits) of a program of more than one year in length of a substantially full-time clerical, stenographic or secretarial curriculum at an accredited

community college, business and/or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines, may be substituted for one (1) year of General Clerical Experience.

5. Education at an accredited university in a baccalaureate program with courses in English composition and college mathematics may be substituted for experience on the basis of fifteen (15) semester hours for six (6) months of General Clerical Experience, up to a maximum of two (2) years of General Clerical Experience.

6. Graduation from an accredited Legal Assistant training program with at least sixty (60) semester credits may be substituted for one (1) year of Specialized Clerical Experience.

7. Graduation from an accredited School of Law may be substituted for one (1) year of Specialized Clerical Experience.

8. Partial completion of training in an accredited Legal Assistant training program or at an accredited School of Law may be substituted for the required Specialized Clerical Experience on the basis of fifteen (15) semester credit hours of satisfactorily completed legal or paralegal coursework for one-half (1/2) year of experience up to a maximum of one (1) year of Specialized Clerical 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 knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, 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 physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new class, DOCUMENTS REGISTRATION SUPERVISOR (DOCUMENTS REGISTRATION SUPVR).

DATE APPROVED: 2/18/92

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