

Minimum Qualification Specifications
for the Class:

INSURANCE LICENSING CLERK

Basic Experience and Education Requirements

Experience requiring the ability to communicate effectively verbally and in writing in English, and the ability to make basic mathematical computations, including percentages and averages. This experience may be 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. This requirement may also be met by possession of a high school diploma, or equivalent.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

General Experience: Three (3) years of progressively responsible office work experience which involved the performance of a variety of clerical work including the review and processing of material (e.g., forms, documents, etc.) for completion, accuracy and conformance to standards.

Substitutions Allowed

1. Excess work experience as described under the required General Experience above may substitute for the Basic Education Requirement on a year-for-year basis.
2. Completion of a course of study at an accredited business school or community college in a field such as business technology or office administration and technology may substitute for General Experience on a month-for-month basis up to a maximum of one (1) year.

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.

This is an amendment to the minimum qualification specifications for the class INSURANCE LICENSING CLERK which were approved on October 25, 2005.

DATE APPROVED: 2/10/16

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