Minimum Qualification Specifications
for the Classes:

FINGERPRINT CLASSIFICATION CLERK I, II, III
(FINGERPRINT CLASSIFCTN CLK I, II, III)

Basic Education/Experience Requirement:

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

Graduation from high school may be substituted for the work experience described above.

Experience Requirement:

Except for the substitutions provided for below, applicants must have had progressively responsible experience of the kind and length shown in the following paragraphs.

Class Title	Clerical Exper (years)	Fingerprint Classifctn Exper (yrs)	Total Exper (years)
Fingerprint Classifctn Clerk I	1	1*	2
Fingerprint Classifctn Clerk II	1	2	3
Fingerprint Classifctn Clerk III	1	3**	4

Clerical Experience: Work experience which involved the performance of a variety of clerical tasks which demonstrated familiarity with common office procedures and equipment; the ability to read and understand oral and written instructions, carry out procedures in clerical work systems, and compare words and numbers quickly and accurately.

Fingerprint Classification Experience: Work experience which involved classifying fingerprints according to the Henry system of fingerprint classification.

*The Fingerprint Classification Experience required for the class Fingerprint Classification Clerk I may have been gained in a trainee capacity and performed in conjunction with other related duties including clerical work.

**The Fingerprint Classification Experience required for the class Fingerprint Classification Clerk III must have demonstrated the ability to perform the full range of fingerprint classification and search work in the Henry system.

Substitutions Allowed:

Substitution of Education for Clerical Experience:

1. Successful completion of a substantially full-time equivalent clerical curriculum of a duration of a year or longer, leading to a degree or diploma 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, will be deemed to have met the Clerical Experience requirements.

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

3. Partial Completion of Clerical Training:

   a. Completion of half a school year of substantially full-time clerical curriculum at an accredited community college, or business and/or technical school which included courses in basic English, arithmetic, general clerical procedures, and office machines, may be substituted for six months of Clerical Experience.

   b. Completion of one school year (a program of more than one year in length) of substantially full-time clerical curriculum at an accredited

community college, or business and/or technical school which included courses in basic English, arithmetic, general clerical procedures, and office machines, will be deemed to have met the Clerical Experience requirements.

4. Education in an accredited university in a baccalaureate program with courses in English composition and college mathematics may be substituted for general clerical work experience on the basis of 15 semester hours for six months of experience, up to a maximum of one year.

Substitution of Education for Fingerprint Classification Experience: Completion of an approved training course in fingerprint classification work may be substituted for one year of the required Fingerprint Classification 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 has the ability to perform the duties of the position for which he is being considered.

Selective Certification:

Specialized knowledge, 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 must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

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. Disabilities 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.

This is the first minimum qualification specifications for the new classes FINGERPRINT CLASSIFICATION CLERK II & III, and an amendment to the minimum qualification specification for the class Fingerprint Classification Clerk approved on November 5, 1958, and a change in title from Fingerprint Classification Clerk to FINGERPRINT CLASSIFICATION CLERK I.

Effective Date: April 16, 1984

DATE APPROVED: 4/9/84

/s/ James H. Takushi
JAMES H. TAKUSHI
Director of Personnel Services