

Minimum Qualification Specifications
for the Class:

BOOKMOBILE DRIVER

Basic Education/Experience Requirements

One-half (1/2) year of experience requiring the ability to read and comprehend written material, as well as, make basic mathematical computations. This experience may be met by 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 Requirement

Applicants must possess experience in one (A or B), or a combination of the following:

- A. One (1) year of progressively responsible work experience involving a variety of clerical tasks which demonstrated the ability to read and understand oral and written instructions; speak and write simply and directly; compare words and numbers quickly and accurately, and do simple arithmetic computations.
- B. One-half (1/2) year of work experience which demonstrated the ability to drive a vehicle over 10,000 GVWR safely and in accordance with State laws, and possession of a valid State of Hawaii driver's license, Class 4 or Commercial Driver's License.

Substitutions Allowed

- 1. Graduation from a business or commercial school above the high school level with a major in clerical curriculum may be substituted for the one (1) year of clerical experience.
- 2. Clerical curriculum study successfully completed in a junior, community college, or a business or commercial school may be substituted for clerical

experience on the basis of fifteen (15) semester credit hours or its equivalent, for six (6) months of 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.

License Required

A valid license to drive in the State of Hawaii is required to perform the essential functions of the position.

As applicable, applicants must be eligible for a Class 4 or appropriate Commercial Driver's License with applicable endorsements and must pass the required medical examination prior to appointment. The Class 4 or Commercial Driver's License of the appropriate type must be acquired within a brief period following appointment to the position, and prior to the expiration of the probationary period.

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 BOOKMOBILE DRIVER which were approved on April 25, 1991.

Date Approved: 4/20/16



JAMES K. NISHIMOTO, Director
Department of Human Resources Development