

Minimum Qualification Specifications  
for the Class:

STATISTICS CLERK I

**Experience Requirements**

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

General Experience: One (1) year of responsible clerical work experience, which demonstrated knowledge of English grammar, spelling, arithmetic, common office appliances and equipment; and the ability to read, understand and follow oral and written instructions, carry out clerical procedures, speak and write simply and directly, observe differences in copy and proofread words and numbers quickly and accurately.

Specialized Experience: One (1) year of clerical work experience that involved collecting, processing and tabulating numerical data which demonstrated knowledge of methods and techniques in obtaining measures of central tendency and variability, and techniques of graphic and tabular presentation of statistical data.

**Substitutions Allowed**

1. Graduation from high school, or equivalent, may be substituted for six (6) months of General Experience.
2. Successful completion of a substantially full-time clerical/office support or business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English, clerical/office procedures, and mathematics may be substituted for the required General Experience on the basis of fifteen (15) semester credit hours of satisfactorily completed course work for six (6) months of General Experience, up to a maximum of one (1) year.
3. Education in a baccalaureate program with courses in English and mathematics at an accredited college or university may be substituted for General Experience on the basis of fifteen (15) semester credit hours for six (6) months of General Experience, up to a maximum of one (1) year.
4. Successful completion of course work in research and/or statistics at an accredited community college, business school, technical school, or college or university, is

substitutable for Specialized Experience on the basis of six (6) semester credits of such course work for one (1) year of Specialized Experience.

5. Excess Specialized Experience may be substituted for General 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 duties and responsibilities 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 STATISTICS CLERK I, which were approved on August 10, 1984

DATE APPROVED: 2/1/2012

  
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by BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development