

Combining Education and Experience for Clerical and Administrative Support Positions

Combining Education and Experience: Equivalent combinations of successfully completed post-high school education and experience may be used to meet total experience requirements at grades GS-5 and below, except for Reporting Stenographer, GS-5.

- **For GS-3 and GS-4** level positions, determine the applicant's total qualifying experience as a percentage of the experience required for the grade level; then determine the applicant's education as a percentage of the education required for the grade level; then add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for that grade level.
- **For GS-5** level positions (except Clerk-Stenographer, which does not require specialized experience), only education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) *beyond the second year* is equivalent to 6 months of specialized experience.

The following are examples of how education and experience may be combined. They are examples only, and are not all inclusive:

- The position to be filled is a Payroll Clerk, GS-4. An applicant has 8 months of qualifying experience and 20 semester hours of college. The applicant meets 67 percent of the required experience and 33 percent of the required education. The applicant meets 100 percent of the total requirements and is qualified for the position.
- The position to be filled is a Clerk-Typist, GS-4. The applicant has 4 months of qualifying experience and 1 year of business school. The applicant meets 33 percent of the required experience and 50 percent of the required education. The applicant meets 83 percent of the total requirements and is not qualified for the position.
- The position to be filled is a Clerk-Stenographer, GS-5. An applicant has 1 year of qualifying experience and 90 semester hours of college. The applicant meets 50 percent of the required experience and 75 percent of the required education. The applicant exceeds 100 percent of the total requirements and is qualified for the position.
- The position to be filled is an Editorial Assistant, GS-5. The applicant has 9 months of specialized experience and 75 semester hours of college (15 semester hours beyond the second year and the equivalent of 3 months of specialized experience). The applicant meets 75 percent of the required experience and 25 percent of the required education. The applicant meets 100 percent of the requirement for 1 year of specialized experience and is qualified for the position.

Link to the Clerical and Administrative Support Positions qualifications standard on the Office of Personnel Management's website: <http://www.opm.gov/qualifications/standards/group-stds/gs-cler.asp>