

## **EXAMINATION MONITOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is clerical and security work of a generally routine nature involving the proctoring of civil service examinations and related clerical and/or security work. The work is performed under the direct supervision of a Supervising Examination Monitor or Local Examinations Supervisor. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Helps in the seating of candidates in correct seats according to examination title;  
Participates in the distribution of papers to be used by candidates;  
Fingerprints candidates;  
Collects, counts, sorts (alpha and numeric) cards, papers, admission letters;  
Checks candidate's papers during examination to ascertain that they are working on correct questions;  
Escorts candidates to bathrooms to insure security of examination;  
Walks up and down aisles to insure security of the candidates;  
Reports problems to Supervising Examination Monitor and/or Local Examinations Supervisor;  
May answer routine candidate questions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the civil service examination procedures and processes; ability to follow oral and written instructions; ability to deal effectively with individuals taking civil service examinations; clerical aptitude.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma.

**NOTE:** Work experience may be substituted for high school on a year-for-year basis.