

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 higher-level staff member. 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 a higher-level staff member and/or administrator;
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.