

LOCAL EXAMINATIONS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory and administrative work of a moderately complex nature involving a responsibility for planning, implementing and supervising the conduct of civil service examinations and attendant clerical and/or security work. The work is performed under the general supervision of a higher-level administrator but independence of judgment may be required. Supervision is exercised over a large number of examination monitors. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the civil service examination process, many times involving multiple examinations in different areas;
Recruits and trains Examinations Monitors and Supervising Examinations Monitors;
Assigns various Monitors to room sites;
Distributes examination material to various rooms, insuring proper test booklets, supplies, etc. are in each room;
Supervises the physical set up of each room;
Reviews all instructions;
Supervises traffic flow at examination center;
Trouble-shoots any problems on the spot (special seating, confused candidates, etc.);
Oversees the collection and review of admission, fingerprint and identification cards, and annotates attendance sheets, making sure there are no discrepancies;
Sees that examination sheets and booklets are collected and accounted for;
Separates examination material, as appropriate;
Mails some material immediately to New York State Department of Civil Service in Albany;
Checks to see that all lights are out, doors locked, signs taken down, etc. after examinations are completed;
Records the time worked by each monitor;
Maintains examination security of all test material at all times.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of civil service examination procedures and processes; ability to plan, implement and supervise a comprehensive civil service examination testing program, including appropriate security measures; ability to supervise the work of others; ability to express oneself orally and in writing; ability to follow moderately complex oral and written instructions; ability to think clearly and make "on-the-spot" decisions regarding the civil service testing program; ability to deal effectively with people, including test candidates, monitors, school officials, etc.

MINIMUM QUALIFICATIONS:

- a. Graduation from high school or possession of a high-school equivalency diploma and three (3) years of work experience, which involved supervision on a regular basis; or
- b. One (1) year of experience in monitoring of civil service examinations; or
- c. Any equivalent combination of the above.

R.C.D.P. (05.05.1988) 08.05.2015 – Job specification may be subject to further revision
Non-competitive