

## **SUPERVISING EXAMINATION MONITOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily supervisory work of a generally routine nature involving the overseeing of the proctoring of civil service examinations and related clerical and/or security work. An individual in this position may also be required to actually proctor examinations and perform related clerical and/or security work, depending on the number of candidates, monitors, etc. The work is performed under the direct supervision of the Local Examinations Supervisor. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises and participates in the placement of all candidates in correct seats;  
Supervises Examination Monitors assigned to a particular area or room;  
Gives examination instructions and answers questions concerning filling out fingerprint cards, ID cards, research questionnaire, examination answer sheet, etc.;  
Collects proof of veteran credits, education etc.;  
Counts all booklets before and after examination to assure test security;  
Reviews all papers and cards to ascertain that persons are taking correct examination;  
Checks all answer sheets to ascertain that candidates are answering correct blocks of questions;  
Fills out required information on the envelopes going back to the State;  
Reports problems to Local Examinations Supervisors.

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

Good knowledge of civil service examination procedures and process; ability to supervise the conduct of civil service examinations in an assigned area, insuring that proper security is enforced; ability to express oneself effectively orally; ability to follow oral and written instructions; ability to deal effectively with individuals taking civil service examinations.

### **MINIMUM QUALIFICATIONS:**

- a. Graduation from high school or possession of an equivalency diploma and two (2) years of work experience which involved supervision on a regular basis; or
- b. Six (6) months experience in monitoring of civil service examinations; or
- c. Any equivalent combination of the above.

R.C.D.P. (05.05.1988) 09.09.2015 - Job specification may be subject to further revision  
Non-competitive