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