

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 a higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in the placement of all candidates in correct seats;

Supervises staff 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 higher-level staff member and/or administrator.

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.