

EXAMINATION MONITOR

DISTINGUISHING FEATURES OF THE CLASS: This is routine work of ordinary difficulty involving the distribution of examination materials and observance of candidates participating in civil service examinations. Work requires the adherence to strict policies and guidelines and is performed under the supervision of an examination supervisor. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Checks in candidates for admittance to civil service examinations;
Prepares seating arrangement and makes other adjustments to the examining room(s);
Issues examination materials such as test booklets, answer sheets, scrap paper, pencils, candidates' instructions, review forms, etc.;
Escorts candidates to and from the examination room;
Answers questions raised by candidates;
Advises candidates of time remaining in examinations;
May be required to mail the test envelopes being returned to the State Civil Service Department;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to understand and carry out written and oral instructions; ability to speak clearly and concisely; courteous.

MINIMUM QUALIFICATIONS:

No formal education, training or experience is required.