

EXAMINATION MONITOR

DISTINGUISHING FEATURES OF THE CLASS: Assists in the administration of Civil Service examinations. This is routine work requiring good powers of observation and extensive contact with the public. The work is performed under the direct supervision of the Executive Secretary. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Places examination materials on desks;

Assists in instructing candidates on preparation of examination forms;

Answers questions concerning routine examination procedure

Observes candidates to insure that they are complying with the rules and regulations pertaining to the taking of Civil Service examinations;

May assist in the inventory of the examination prior to distribution of materials to candidates;

Observes strict security regarding all examination materials;

May assist in the compilation of information necessary for examination reports.

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

Ability to understand and follow oral and written directions;

Ability to meet and deal with the public;

Clerical aptitude; mental alertness, good powers of observation;

Net appearance, integrity, accuracy, tact and courtesy, dependability;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- a. Graduation from high school or possession of a high school equivalency diploma; or
- b. Two years of clerical work experience.