

EXAMINATION MONITOR

GENERAL STATEMENT OF DUTIES: Assists in the administration of Civil Service examinations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine work requiring good powers of observation and extensive contact with the public. The work is performed under direct supervision of a Personnel Officer who reviews the work of an Examination Monitor by immediate observation and periodic or spot checks.

EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)

- Assists in the inventory of the examination prior to distribution of materials to candidates;
- Places examination materials on desks;
- Assists in the placing of candidates for the examination;
- Answers questions concerning routine examination procedure;
- Observes to insure that candidate have all required materials throughout the examination and that they are complying with the rules and regulations dealing with the taking of Civil Service examinations;
- Observes strict security regarding all examination materials;
- Assists in the compilation of information necessary for examination reports.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Ability to understand and follow oral and written directions; ability to meet and deal with the public effectively; clerical aptitude; mental alertness; good powers of observation; neat appearance; integrity; accuracy; tact and courtesy; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Either:

- a) Graduation from a senior high school; or
- b) Two years of satisfactory clerical experience; or
- c) Any equivalent combination of training and experience as indicated in (a) or (b) above sufficient to indicate ability to do the work.

June 19, 1989; April 24, 2023