

SENIOR EMPLOYMENT TEST PROCTOR

DEFINITION

Sets up and administers or supervises the administration of employment tests.

TYPICAL DUTIES

Supervises the administration of written and performance employment tests or is independently responsible for the administration of employment tests.
Distributes materials to candidates.
Checks candidates' identification.
Reads standard instructions to candidates.
Explains and answers questions concerning employment test procedures and related matters.
Collects, checks, and scores material.
Computes scores.
Notifies candidates of their test scores.
Obtains employment references by phone.
Serves as a receptionist at performance tests and interviews.
Checks applications, licenses, certificates and other forms for verification of qualifications.
May assist professional staff in a broad range of employment testing procedures.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Employment Test Proctor administers employment tests and supervises Employment Test and Training Proctors as assigned.

A Senior Personnel Clerk provides work direction to two or more clerical employees and participates in the work of a unit performing specialized clerical duties related to such personnel activities as recruitment, examination, processing, and placement of personnel, or to personnel activities in a District line organization.

An Employment Test and Training Proctor is employed intermittently to assist a Senior Employment Test Proctor or other responsible employee in administering employment tests and/or staff development and training programs.

SUPERVISION

General supervision is received from higher-level personnel responsible for administering examinations. Supervision is exercised over Employment Test and Training Proctors as assigned.

CLASS QUALIFICATIONS

Knowledge of:

Procedures followed in the administration of employee selection tests
Proper English usage
Supervisory techniques

Ability to:

- Follow written and oral instructions
- Exercise judgment and discretion in the absence of supervisors
- Meet and deal with the public in a tactful and courteous manner while enforcing employment test rules and procedures
- Speak loudly and clearly
- Accurately check and make counts of material
- Use a computer terminal to input simple data
- Work independently
- Work a flexible schedule including evenings and weekends
- Supervise other employees

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or equivalent evidence of educational proficiency at the high school level, preferably supplemented by college courses in psychology.

Experience:

Sixty hours of paid experience in test administration. A college-level course in tests and measurements may be substituted for one half of the required experience.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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