

EMPLOYMENT TEST AND TRAINING PROCTOR

DEFINITION

Assists higher-level employees in setting up for and administering written employment tests and/or staff development and training programs.

TYPICAL DUTIES

Prepares facilities for employment test administrations or training programs.
Distributes employment test materials to candidates and training materials to class participants.
Monitors test rooms and helps enforce time limits and other procedures established for employment test administrations.
Answers questions concerning employment test and/or training procedures and processes and other routine matters.
Collects, checks, and scores employment test materials.
Serves as a receptionist at performance tests, interviews and/or training sessions.
May assist professional staff in a broad range of selection and training procedures.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

A Senior Examination Test Proctor administers employment tests and written or performance tests, supervises Employment Test and Training Proctors as assigned.

SUPERVISION

Immediate supervision is received from a Senior Employment Test Proctor or other personnel responsible for administering examinations. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Procedures followed in the administration of employee selection tests
Proper English usage
Basic computer concepts

Ability to:

- Follow written and oral instructions
- Meet and deal with the public in a tactful and courteous manner while enforcing employment test rules and procedures
- Speak loudly and clearly
- Check forms and make counts
- Use computer programs to input simple data
- Work independently
- Work a flexible schedule including evenings and weekends

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or equivalent evidence of educational proficiency at the high school level.

Special:

Some positions may require a valid California Driver License and 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. Managements retains the discretion to add or change typical duties of a position at any time.

Revised
11-25-13
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