



EXAMINATION PROCTOR – EXTRA HELP

DEFINITION

Under general supervision, oversees and administers employment examinations to candidates; controls and maintains security of examination documents and environment; and performs related duties as assigned.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Collects and inspects identification cards to ensure only authorized candidates are admitted to the examination.
- Instructs candidates in examination procedures; responds to candidate questions related to examination procedures.
- Enforces time scheduled for examinations; distributes, collects, inspects, and processes examination material.
- Controls and maintains security of examination documents and environment during the testing process.
- Observes candidates during the testing process to ensure candidates are completing the examination in an appropriate manner and to prevent cheating; addresses cheating candidates.
- Prepares reports of incidents occurring during the testing process and provides to Human Resources.
- May provide direction to other examination proctors.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Recordkeeping techniques.
- Public speaking techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Follow oral and written instruction.
- Keep simple records and prepare reports of incident, as necessary.
- Provide instruction to a large group of candidates.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively represent the department and the County.

- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Two (2) years of full-time clerical experience involving public contact;

OR

One (1) year of full-time experience serving as a teacher or facilitator in a classroom environment.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

This is primarily a sedentary office classification although standing and walking between is required. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public under emotionally stressful conditions.

WORKING CONDITIONS

May be required to work evenings and/or weekends.