

Civil Division: Oneida County Government
Jurisdictional Class: Pending Jurisdictional Classification (Non-Competitive)
EEO Category: Administrative Support
Adopted: 02/25/09

EXAM MONITOR

DISTINGUISHING FEATURES OF THE CLASS: This is part-time work involving the responsibility for monitoring Civil Service examinations on an occasional or sporadic basis in accordance with established procedures. An incumbent in this class assists in assuring the overall security of the examination process and provides, within established guidelines, information and assistance to candidates. Work is performed under the direct supervision of a staff member of Oneida County Department of Personnel or other person designated Monitor in Charge. Supervision over the work of others is not a function of this class. The Exam Monitor performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides information and assistance to candidates in accordance with established policies and procedures;
Checks admission notices, reviews photo identification, notes attendance on roster list and directs candidates to a seat;
Counts, distributes, collects and sorts all testing materials and forms in accordance with established policies and procedures;
Moves quietly throughout the room to monitor candidates for cheating and use of contraband reference materials;
Reviews all candidates' exam materials when candidates have completed their examination(s), carefully verifying that all test materials are in order and have been handed in;
When required, accurately completes and signs checklists, verification sheets, critical incident reports, substitute candidate ID forms, state review sheets, and vouchers or time sheets;
Escorts candidates to restrooms as necessary.

Monitor in Charge only:

Brings secured testing materials to testing site;
Makes general announcements, gives examination instructions and distributes examination materials to Exam Monitors;
Oversees and directs assigned work of Exam Monitors;
Ensures that all established testing and security procedures are followed;
Maintains order;
Reviews and collects organized examination materials from Exam Monitors for return to the Oneida County Department of Personnel's secured storage area;
Reviews, and signs when indicated, completed checklists, verification sheets, critical incident reports, substitute candidate ID forms, State review sheets, and vouchers or time sheets;
Reports testing day outcomes to the Head Monitor.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of civil service examination monitoring procedures and processes; ability to follow oral and written instructions; ability to deal tactfully and courteously with examination candidates; ability to maintain a quiet and orderly work atmosphere in an examination room; ability to work well with others; ability to perform close, detail work involving considerable visual effort and strain; ability to enunciate words clearly; ability to stand and walk around for long periods of time; clerical aptitude; mental alertness; punctuality; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of clerical experience.

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