

## EXAMINATION PROCTOR

### DISTINGUISHING FEATURES OF THE CLASS:

This position assists in the conduction of civil service examinations and involves clerical record keeping. Saturday work is required. A great deal of attention to detail is required in checking candidate identification and ensuring that examination papers are completed. Supervision is received from the Head Monitor in charge at the exam site.

### TYPICAL WORK ACTIVITIES:

1. Ensures candidates properly fill out identification forms and sections of examination;
2. Ensures candidates properly follow oral instructions;
3. Maintains proper order during examination;
4. Checks and ensures proper order of examination papers before candidate leaves examination;
5. Will be required to lift and carry exam material;
6. Does related work as required.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of examination procedures; working knowledge of business English and arithmetic; clerical ability ; ability to follow complex oral and written instructions; attention to detail; patience; courtesy; dependability and reliability are required; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

- EITHER:       (A)     Graduation from high school or possession of an equivalency diploma and six (6) months of clerical experience;
- OR:             (B)     An equivalent combination of training and experience sufficient to indicate ability to perform the duties of the position.

PN0303

ADOPTED:    06/07/74

REVISED:    06/02/86

01/03/00