

TEST ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Administers Civil Service examinations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans seating arrangements for examination candidates;
Collects each candidate's official Notices and checks them against the "Roster of Candidates" for each examination;
Distributes examination materials and assists candidates to fill in all the necessary information;
Checks to make sure candidates have filled material out completely and correctly;
Answers any questions candidates may have regarding forms;
Distributes test booklets to candidates and informs them of the time allowed for each examination and the time started;
While exam is in progress, periodically checks to prevent exam cheating;
Collects all test materials from candidates when they are finished, checking to see that everything is filled out and that all materials are returned;
Separates exam material at the completion of the examination;
Tidies examination area after candidates have left;
Returns material to the Personnel Department and may package material for mailing.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to work with groups of people;
Ability to pay close attention to detail in maintaining accurate records;
Ability to maintain order at examination site;
Ability to follow oral and written instructions;
Ability to give instructions clearly and loudly;
Ability to read and write;
Tact;
Courtesy.

MINIMUM QUALIFICATIONS: None