

5/15/80
Rev & Ret 11/29/83
Rev 12/9/86
Rev 3/90

City of San Jose

EXAMINATION ASSISTANT (Part-time) (1120)

CLASS PURPOSE

Under general supervision, performs work of routine difficulty in the administration of written, oral, practical and other examinations as required. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Transports examination materials such as applications, roll sheets, sign-in sheets, exam booklets, answer sheets, pencils, writing materials and other items to testing site by carrying or carting them in boxes, and preparing instructions.

Administers written examinations by: checking identifications, issuing exam materials, seating examinees, monitoring conduct of examinees during the exam, controlling entry, exit, noise, and physical comfort at the site and handling problems as they arise through the application of established procedures. Collects and secures exam materials for safe storage.

Compiles detailed, routine tabular reports regarding applicant data on all examinations by counting and tabulating figures.

Administers examination review period by setting up appointment times, checking in and checking out examinees, monitoring the review process and collecting any written materials as examinees leave.

Checks and records all incoming test materials; packages and mails examination materials back to testing agency as required.

DISTINGUISHING CHARACTERISTICS

Responsibilities of this class involve the setting up, proctoring and scoring of examinations, and the storage and security of exam files and materials. Incumbents receive general supervision, and exercise judgment and initiative in carrying out their work assignments. Positions in this class are part time. Work schedules include regular office hours, nights, and Saturdays. This class normally receives supervision from the Principal Clerk in the Employment and Classification Division of Personnel.

QUALIFICATIONS

Minimum Knowledges, Skills, and Abilities

- Knowledge of file maintenance and filing systems.
- Ability to communicate effectively and clearly with small and large groups.
- Ability to check and assign numbers accurately.
- Ability to lift and carry boxes up to 40 pounds.
- Ability to apply written instructions and procedures to specific situations.
- Ability to establish and maintain effective working relations with other employees and the general public.

Competency Knowledges, Skills, and Abilities

Knowledge of the principles and practices of exam administration in the City of San Jose.

Training and Experience

Any combination of training and experience equivalent to successful completion of high school and one (1) year of experience in working with and giving information or guidance to people or groups of people.

Licenses/Certificates

Possession of a valid California drivers license.

Formerly Examination Proctor (P/T)

(4954P)

City of San Jose

EXAMINATION ASSISTANT (Part-time) (1120)

CLASS PURPOSE

Under general supervision, performs work of routine difficulty in the administration and scoring of written, oral, practical and other examinations as required. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Prepares for administering examinations by: proofing test booklets to make sure they are properly assembled, counting and controlling the number of exam booklets and answer sheets, transporting examination materials such as applications, roll sheets, sign-in sheets, exam booklets, answer sheets, pencils, writing materials and other items to testing site by carrying or carting them in boxes, and preparing instructions.

Administers written examinations by: checking identifications, issuing exam materials, seating examinees, monitoring conduct of examinees during the exam, controlling entry, exit, noise, and physical comfort at the site and handling problems as they arise through the application of established procedures. Collects and secures the safe storage of exam materials.

Computes seniority credits for candidates by checking personnel files for starting dates, leaves of absence and other items, for use in determining position on promotional eligible list.

Scores written, oral, practical and other examinations as required by hand, utilizing mathematical skills such as addition, subtraction, multiplication and division, or by machine, following standard procedures for the use of optic scanner and computer terminal, including telecommunication and word processing. Checks worksheets for all exams to insure accuracy of new eligible list.

Compiles detailed, routine tabular reports regarding applicant data on all examinations by counting and tabulating figures.

Administers examination review period by setting up appointment times, checking in and checking out examinees, monitoring the review process and collecting any written materials as examinees leave.

Checks and records all incoming test materials; packages and mails examination materials back to testing agency as required.

Operates office machines such as calculators, typewriters, and keyboard terminals. Assists clerical staff in reception activities when necessary.

Keeps detailed check-out records for the maintenance and security of files, including exam history folders, back-ups, printouts and exam booklets. Maintains and purges exam files and prepares materials for record center storage. Coordinates storage of materials with record center.

DISTINGUISHING CHARACTERISTICS

Responsibilities of this class involve the setting up, proctoring and scoring of examinations, and the storage and security of exam files and materials. Incumbents receive general supervision, and exercise judgment and initiative in carrying out their work assignments. Positions in this class are part time. Work schedules include regular office hours, nights, and Saturdays. This class differs from that of Supervising Examination Assistant in that the latter directly supervises Examination Assistants, particularly those working on Saturdays, in addition, provides coordination of examination activities with responsible staff.

QUALIFICATIONS

Minimum Knowledges, Skills, and Abilities

Knowledge of arithmetic operations including addition, multiplication, subtraction and division.

Knowledge of file maintenance and filing systems.

Ability to communicate effectively and clearly with small and large groups.

Ability to type at a net rate of 35 words per minute.

Ability to check and assign numbers accurately.

Ability to lift and carry boxes up to 40 pounds.

Ability to apply written instructions and procedures to specific situations.

Ability to establish and maintain effective working relations with other employees and the general public.

Competency Knowledges, Skills, and Abilities

Ability to use electronic data processing equipment such as optic scanner, word processor, and computer terminal in the scoring of examinations.

Knowledge of the principles of exam administration.

Training and Experience

Any combination of training and experience equivalent to successful completion of high school and one (1) year of experience in working with and giving information or guidance to people or groups of people.

Licenses/Certificates

Possession of a valid California drivers license.

Formerly Examination Proctor (P/T)

(4954P/0367P)→