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12/21/00

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: EXAMINATION PROCTOR

DEFINITION

Under general supervision, to perform subprofessional personnel work in the administration, monitoring and scoring of written and performance examinations; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

REPORTS TO: Principal Human Resources Analyst or other management staff as assigned.

SUPERVISION RECEIVED AND EXERCISED

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- _ Administer written examinations.
- _ Opening and preparing testing facility, placing tables and chairs, distributing test materials.
- _ Giving standardized and special test instructions.
- _ Monitoring examinees to assure honesty.
- _ Answering questions as permitted.
- _ Collecting all test materials as instructed.

QUALIFICATIONS

Knowledge of:

- _ Principles and methods of test construction and administration.
- _ Statistical measurements and applications.

Ability to:

- _ Communicate clearly and concisely orally and in writing.
- _ Understand and follow oral and written instructions.
- _ Establish and maintain effective working relationships with others.
- _ Cope with situations firmly and courteously.
- _ Stand and walk for extended periods of time and to work variable work schedules.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Some paid or volunteer experience in test administration is highly desirable.

Experience: Completion of at least 30 semester units from an accredited college or university, preferably including basic coursework in statistics.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Examination Proctor

TO: Clerk I