

## EXAMINATION MONITOR I

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class works on a part time, scheduled or on call, basis. The work involves responsibility for the performance of routine clerical tasks as they relate to the monitoring of Civil Service examinations. The work is carried out in accordance with established procedures. This class differs from that of Examination Monitor II and Examination Monitor III in that Examination Monitor I is the entry level of this series and has a lesser degree of responsibility. Depending on assignment, the work is performed under the general or direct supervision of a higher level employee. Detailed instructions are given for new or difficult assignments. Supervision over the work of others is not normally a responsibility of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as, other related activities not described.

Admits candidates to the examination site;

Oversees seating to ensure that an appropriate amount of space is maintained between candidates;

Distributes examination materials to candidates;

Circulates around the examination room and observes for any breach in examination security;

Collects candidates papers and organizes them in the proper order;

Counts examination booklets, both used and unused, to insure the same amount of booklets that arrived at the examination site are being returned;

May score decentralized examinations by using a scoring key.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Ability to understand and carry out oral and written directions; ability to get along well with others; ability to write legibly and keep accurate records; must possess a high degree of confidentiality; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Successful completion of the eighth grade in school; or its' equivalent.

ULSTER COUNTY  
3070 EX MON I  
Classification: Competitive  
3071 EX MN I PT  
Classification: Non-Competitive  
NU

Adopted: March 4, 1992