

## EXAMINATION MONITOR II

**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 providing instructions to examination candidates at the examination site. The work is carried out in accordance with established procedures. This class differs from that of Examination Monitor I in that Examination Monitor I is the entry level of this series and has a lesser degree of responsibility. This class differs from that of Examination Monitor III in that Examination Monitor III is the highest level of this series and has a greater 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 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.

May performs all functions of Examination Monitor I; and, in addition:

Supervises other Examination Monitors in carrying out their duties;

Responsible for collecting examination materials from the Ulster County Personnel Department and returning all materials following the examination;

Responsible for the security of examination materials from the time they are collected from the Ulster County Personnel Department until they are returned;

Responsible for becoming familiar with any special instructions required for an examination in order to instruct and inform other Examination Monitors and/ or examination candidates;

Organizes the examination site to ensure all is in readiness for the examination;

Collects qualifying documents candidates may be required to submit at the examination site (i.e.: college transcripts, additional experience documentation, etc.);

Provides precise instructions to candidates regarding: general rules at the examination site; specific instructions for completing forms; and, the procedure for collecting examination material at the completion of the examination;

Responds to appropriate questions concerning the examination(s) and resolves any problems that may arise;

Completes all required forms and returns all examination material to the Ulster County Personnel Department;

May oversee the scoring of decentralized examinations and ensures that they have been scored by two different Examination Monitors.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to understand and carry out oral and written directions; ability to supervise the work of others; 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:** Six (6) months experience as an Examination Monitor I.

ULSTER COUNTY

3080 EX MON II

Classification: Competitive

3081 EX M II P

Classification: Non-Competitive

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Adopted: March 4, 1992