

EXAMINATION MONITOR III

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 scheduling and supervising Examination Monitors I and II, as well as providing instructions to Examination Monitors I and II on the procedures to follow when monitoring examinations. The work is carried out in accordance with established procedures. This class differs from that of Examination Monitor I and Examination Monitor II in that Examination Monitor III is the highest level of this series and has a greater degree of responsibility. The work is performed under the general or direct supervision of a Personnel Technician assigned to the examination function. Detailed instructions are given for new or difficult assignments. Supervision over the work of others is 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 Examination Monitor II; and, in addition:

Canvasses examination monitors by letter or telephone to determine availability to work;

Schedules all examination monitors for work, and determines which of these examination monitors will assume the duties of an Examination Monitor I and which will assume the duties of an Examination Monitor II;

Informs all examination monitors that are scheduled to work of other examination monitors scheduled to work, and their assigned duties, in case an emergency arises;

Schedules examination monitors to work for make-up examinations;

Instructs examination monitors of changes in procedures or the use of new forms, as directed by the Personnel Technician assigned to the examination function;

Occasionally observes examination monitors to assure directions are given correctly and examination security is upheld;

Supervises Examination Monitors I and II in all aspects of the monitoring process.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to understand and carry out oral and written directions; ability to instruct subordinates in proper procedures; 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: One year of experience as an Examination Monitor II.

ULSTER COUNTY

3090 EX MON III

Classification: Competitive

3091 EX M III P

Classification: Non-Competitive

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Adopted: March 4, 1992