

EXAMINATION ASSISTANT

DEFINITION

Under general supervision, administers written, performance, and other appropriate test instruments; proctors or assists in examinations; analyzes statistics and prepares reports; may act as receptionist on the telephone or in person; operates computers; and performs other related duties as required.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

CLASS CHARACTERISTICS

Positions in this class are characterized by the independent performance of specialized work requiring knowledge of testing procedures. Incumbents administer written exams and prepare examination materials which requires the ability to handle confidential information. Incumbents are expected to be able to learn to analyze numerical data and prepare reports.

EXAMPLES OF DUTIES

Provides information about testing procedures and results in person or by telephone. *E*

Explains procedures to be followed for student for the District. *E*

Types a variety of information using computers. *E*

Notifies students of examination and examination results. *E*

Reads examination instructions; distributes examination materials; explains and answers questions concerning the routine examination procedures and related matters. *E*

Maintains confidentiality of such information as transactions, scores, ratings, standings, or status until told to release information to authorized persons. *E*

Communicates with Information Services Department regarding programs. *E*

Performs a variety of clerical work such as typing, posting, answering phones, maintaining files, supervising bulk mailings, and relieving on switchboard. *E*

Prepares rooms for test administration; acts as proctor at examinations and enforces procedures established for examination administration. *E*

Collects, checks, and scores examination material; computes examination scores. *E*

Acts as receptionist for testing sessions. *E*

EXAMPLES OF DUTIES (cont.)

Assists in the clerical preparation for examinations using computers as assigned. *E*

Assists in the tabulation of item analysis. *E*

Participates in the district-wide testing and evaluation process for students by distributing test materials, analyzing test scores, and preparing reports for dissemination to the public as assigned. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Office procedures and practices;
2. Effective public relations;
3. Principles of word processing;
4. English usage, spelling, grammar, and punctuation;
5. Basic math;
6. Modern office equipment and procedures;
7. Test construction; and
8. Telephone etiquette.

Ability to:

1. Follow and give written and oral instructions in English;
2. Exercise judgment and discretion in the absence of supervisors; organize work efficiently and function with little supervision;
3. Meet and deal with the public in a tactful and courteous manner while enforcing examination rules and procedures;
4. Speak loudly and clearly;
5. Read aloud clearly, accurately, and distinctly;
6. Carry out mathematical computations quickly and accurately;
7. Alphabetize or sequence papers;
8. Maintain objectivity and avoid bias;
9. Establish rapport with and understand the concerns of candidates from a variety of ethnic and socio-economic backgrounds and physical disabilities;
10. Follow procedures in administration of examinations;
11. Keyboarding with accuracy at an acceptable speed;
12. Operate word processing equipment;
13. Prioritize work due to time pressures and deadlines;
14. Be flexible and work as a member of a team;
15. Understand and carry out oral and written instructions;
16. Establish and maintain effective interpersonal relationships; and

Ability to: (cont.)

16. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Three years of increasingly responsible clerical work involving the maintenance of detailed records. Experience or equivalent education in psychometrics, psychology or statistics.

WORKING CONDITIONS

Environment:

Indoor work environment.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment; sitting for extended periods of time; hearing and speaking to exchange information in person or on the telephone; clarity of voice to give oral presentations; seeing to read, review and analyze tests and testing data.

Revised: 7/81
5/90
7/94
3/06