

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ASSISTANT MONITOR **GRADE:** 99

TITLE ABBREVIATION: **TITLE NO.:** 6092

JURIS.CL: **SALARY CODE:** **UNIT:** **EEO CODE:** **FLSA CODE:**

DEPARTMENT: PERSONNEL **DIVISION:** Civil Service

SUPERVISOR'S TITLE: MONITOR/MONITOR-IN-CHARGE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in the administration of civil service examinations. A great deal of attention to detail is required in checking candidate identification and ensuring that examination papers are completed. Work is performed under the supervision of Monitor(s) and the Monitor-In-Charge.

TYPICAL WORK ACTIVITIES:

1. Receives and follows instructions from Monitor(s) and/or Monitor(s)-In-Charge;
2. Assists in administering civil service examinations in precise accordance with procedures prescribed by Civil Service Law and the "Rules for the Administration of the Civil Service Law in the County of Orange";
3. Assists in monitoring the behavior of candidates during the examination by walking through area to discourage conversations among candidates, and other activities which violate examination procedures;
4. Assists in watching for evidence of cheating as well as devices such as tape recorders, cellular phones, hand-held scanners, beepers, scrap paper, calculators, books, references, etc.;
5. Checks admission-to-examination letters, verifies candidate identity, and distributes examination materials to individuals being tested;

6. Checks candidates out of the exam site at the conclusion of the examination, including ensuring examinees have properly completed all necessary forms and other materials; and
7. Escorts candidates to the rest room, as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of public personnel administration practices and procedures as they relate to the administration of civil service examinations; clerical ability; ability to understand and follow oral and written instructions; attention to detail; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

ADOPTED: 8/17/96