

ORANGE COUNTY CLASS SPECIFICATION

TITLE: EXAMINATIONS COORDINATOR **GRADE:** 13

TITLE ABBREVIATION: EXAM COORDINATOR **TITLE NO.:** 6337

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: HUMAN RESOURCES **DIVISION:** CIVIL SERVICE

SUPERVISOR'S TITLE: DIRECTOR OF CIVIL SERVICE

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position is responsible for coordination of the civil service examination process and for management of the resulting eligible lists for Orange County departments, towns, villages, school districts, special districts and libraries. The work is performed in accordance with established policies and procedures with leeway allowed in carrying out the details. Direction is exercised over the work of clerical support staff. Incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Places orders for state scheduled civil service exams, coordinates continuous recruitment exam program and schedules decentralized examinations;

Coordinates preparation and distribution of examination announcements;

Oversees processing of applications, requests for fee waivers and special accommodations;

Generates letters of admission, schedules and coordinates cross filing, booklet orders, alternate test dates and performance exams;

Schedules monitors, arranges for exam facilities and insurances;

Schedules and coordinates medical examinations and physical fitness tests for law enforcement personnel;

Oversees establishment of eligible lists, computes seniority and veterans credits and generates score notices;

Prepares and issues Certification of Eligible Lists to county and municipal agencies;

Keeps abreast of current New York State Civil Service processes and procedures relating to examination administration;

Oversees canvassing procedures to ensure compliance with law and rules and generates related correspondence;

Maintains expired eligible lists in accordance with established procedures;

Maintains and updates exam tracking system and generates various reports;

Maintains civil service records in accordance with records retention guidelines;

Assigns and oversees the work of clerical support staff;

Provides technical assistance and responds to inquiries from county and municipal agencies, employees and the general public;

Uses computer applications or other automated systems such as database software, spreadsheets, word processing, e-mail software in performing work assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the Civil Service examination process; good knowledge of Civil Service Laws and Rules; good knowledge of office practices and procedures; skill in computer applications; organizational skill; ability to lead and direct the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to establish and maintain effective working relationships with county officers, department heads, municipal officials and employees; ability to communicate effectively both orally and in writing; good judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Bachelor's degree or higher and six (6) months of clerical experience involving civil service administration or personnel administration; OR
- (B) Associate's degree or completion of 60 credit hours and two (2) years of experience as outlined in (A) above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as outlined in (A) above; OR
- (D) An equivalent combination of training and experience as defined by (A), (B), and (C) above.

Note: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.