

ORANGE COUNTY CLASS SPECIFICATION

TITLE: MONITOR **GRADE:** 99

TITLE ABBREVIATION: MONITOR **TITLE NO.:** 6495

JURIS.CL: C **SALARY CODE:** 14 **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: The work involves responsibility for the administration of civil service examinations, under procedures outlined in the Civil Service Law and the "Rules for the Administration of the Civil Service Law in the County of Orange". Work is performed under the direct supervision of the Director of Civil Service. Supervision is exercised over Assistant Monitor(s). Does related work as required.

TYPICAL WORK ACTIVITIES:

Administers 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";

Plans candidate seating so as to avoid confusion and maintain a quiet and orderly atmosphere at the examination site;

Reads testing directions aloud from Monitor's Instructions, and/or gives other standardized directions to examination candidates;

Monitors the behavior of candidates during the examination by walking through area to discourage conversations among candidates, and other activities which violate examination procedures;

Watches for evidence of cheating as well as devices such as tape recorders, cellular phones, smart devices/watches, blue tooth devices, hand-held scanners, beepers, scrap paper, calculators, books, references, etc.

Reports any non-routine occurrence(s) clearly and factually on a Critical Incident Report;

Counts all test booklets, Monitor and Candidate Instruction Sheets, answer sheets, and all other examination-related material;

Assign duties, as required, to Assistant Monitor(s); and

May present an accurate, unbiased and intelligible reading of printed material, to facilitate test administration for persons who have difficulty extracting information from printed or written materials;

May be responsible for the pick up and return of examination materials and exam boxes from the Department of Human Resources; possesses and maintains confidentiality and security of all examination materials during transport.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of public personnel administration practices and procedures as they relate to the administration of civil service examinations; good knowledge of principles and practices of supervision; skill in public speaking; ability to understand and follow oral and written instructions; ability to maintain effective working relationships with subordinates and with test candidates; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of public contact experience, or two (2) years experience in the fields of education or training.
- (C) Working participation in the administration of six (6) Civil Service examinations as an Assistant Monitor.