

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** \_\_\_\_\_ **MONITOR-IN-CHARGE** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

**TITLE ABBREVIATION:** \_\_\_\_\_ **TITLE NO.:** 6493 \_\_\_\_\_

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

**DEPARTMENT:** \_\_\_\_\_ **PERSONNEL** \_\_\_\_\_ **DIVISION:** CIVIL SERVICE

**SUPERVISOR'S TITLE:** \_\_\_\_\_ **VARIOUS** \_\_\_\_\_

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the performance of specialized functions related to the administration of civil service examinations. This is the highest level position in this series, and involves the responsibility for a number of administrative functions involving the frequent exercise of independent judgement. Supervision may be exercised over Head Monitors and Assistant Monitors.

**TYPICAL WORK ACTIVITIES:**

1. Ensures civil service examinations are administered in precise accordance with procedures prescribed by the New York State Department of Civil Service and the Orange County Department of Personnel;
2. Maintains the integrity and security of all examination materials following pick-up from, and until return to, the Department of Personnel;
3. Resolves such problems as may arise during the course of the examination;
4. Briefs the Monitor(s) of the details of the examinations being administered, answering any questions, and providing such materials as are necessary for such administration;
5. Reviews Critical Incident Reports for completeness and accuracy;
6. Oversees the compilation of examination materials at the conclusion of the examination and mails the examination answer sheet, examination identification cards and research questionnaire sheets to the New York State Department of Civil Service directly following the examination, or assigns the task to a Monitor; and

7. Returns those examination-related materials not sent to the New York State Department of Civil Service to the Orange County Department of Personnel as soon as practicable.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the basic procedures utilized in examination administration; ability to read and comprehend written materials; ability to comprehend and execute oral and written instructions; ability to deal with people effectively; accuracy; reliability; neat personal appearance; self confidence; pleasant personality; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree, and two (2) years of public contact experience, or two (2) years experience in the fields of education or training; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of public contact experience, or four (4) years experience in the fields of education or training.

ADOPTED: