

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

TEST MONITOR I - 1540

DEFINITION:

Under immediate supervision, to provide clerical assistance in administering Civil Service examinations; to provide information to the public regarding application and testing procedures; to process applications and test materials; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the Test Monitor series. Instructions for completing work assignments are specific and work is closely reviewed. This class differs from the next higher level, Test Monitor II, in that the latter performs a wide variety of journey-level clerical tasks under general supervision. This position may be used to underfill Test Monitor II in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Assists the public in person or by telephone by providing information regarding application procedures, eligibility requirements and test processes;
- Processes applications and test materials;
- Provides test directions;
- Distributes and collects test materials;
- Responds to questions from candidates;
- Enters, modifies and queries computerized files;
- Sorts and files applications, test materials and other documents;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

No specific education or experience is required. May require possession of a valid California Class C Driver License.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.