CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

<u>**TEST MONITOR II - 1541**</u>

<u>**DEFINITION**</u>**:**

Under general supervision, to provide journey level clerical assistance in the administration of Civil Service examinations, including providing information to the public regarding application and testing procedures, processing applications and test materials, and to perform related work.

<u>**DISTINGUISHING CHARACTERISTICS**</u>**:**

This is the fully experienced class in the Test Monitor series. Incumbents of this class are expected to perform their duties under general supervision, and are fully aware of the procedures and policies of the Personnel Department Testing Section. Positions classified at this level may be underfilled with Test Monitor I in accordance with the City's Career Advancement Program.

* <u>EXAMPLES OF DUTIES</u>:

- 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;
- Maintains files where discretion is involved;
- May assist in the training of new employees and review the work of lower level or less experienced clerical employees;
- Performs related duties.

<u>**MINIMUM QUALIFICATIONS**</u>**:**

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.

Associate's Degree or equivalent education (i.e., minimum completed units = 60 semester/90 quarter); <u>**OR**</u> successful completion of a formalized (classroom) clerical training program consisting of a minimum of 520 hours of training in clerical or office procedures; <u>**OR**</u> one year of full-time clerical experience, which may include typing, filing, providing information to the public and general bookkeeping as typical duties. Six months of this experience must have involved extensive public contact as the PRIMARY job responsibility; <u>**OR**</u> Six months of full-time experience performing testing/proctoring duties for a municipal, federal, state, or other public/private agency.

* **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.