

# **EXAMINER I (P/T)**

**Department: Civil Service**  
**Classification: Non-Competitive**  
**Specification Number: 3050**  
**Approved: 11/18/22**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**Graduation from high school or possession of an equivalency diploma and (1) one year of public contact or professional experience.**

## **DISTINGUISHING FEATURES OF THE CLASS**

**An individual in this position assists in the conduction of civil service examinations involving clerical record keeping. Saturday work is required. A great deal of attention to detail is required in checking candidate identification, monitoring examination candidates and ensuring that examination papers are completed. May be assigned to hall guide work directing candidates to correct rooms and monitoring candidates on bathroom breaks. Supervision is received from the Examiner II, the Building Supervisor in charge at the exam site.**

## **TYPICAL WORK ACTIVITIES**

- Ensures that candidates have the proper identification when entering the examination site;**
- Ensures that candidates do not enter the building with a cell phone;**
- Ensures that candidates are directed to the correct room;**
- Monitors the candidate's bathroom breaks;**
- Ensures candidates properly fill out identification forms and answer the correct sections of the examination;**
- Ensures candidates properly follow oral instructions;**
- Maintains proper order during examination;**
- Checks and ensures proper order of examination papers before candidate leaves examination;**
- May be required to lift and carry all exam material;**
- Does related work as required.**

## **KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS**

**Working knowledge of examination procedures; working knowledge of business English; arithmetic and clerical abilities; ability to follow complex oral and written instructions; attention to detail; patience; courtesy; dependability and reliability; physical condition commensurate with the demands of the position.**