

EXAMINER II (PT)

Department: Civil Service

Classification: Non-Competitive

Specification Number: 3060

Approved: 11/18/22

Revised: By JG

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 of experience in the fields of education or training; OR

c) Graduation from a standard senior high school and four (4) years of public contact experience, or four (4) years of experience in the fields of education or training.

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 position known as the Building Supervisor, and involves the responsibility for a number of administrative functions involving the frequent exercise of independent judgement. Supervision is exercised over Examiner I's; (Monitors and Hall Guides.)

TYPICAL WORK ACTIVITIES

Ensures civil service examinations are administered in precise accordance with procedures prescribed by the New York State Department of Civil Service and the Town Civil Service Department;

Maintains the integrity and security of all examination materials following pick-up from, and until return to, the Department of Civil Service;

Trains and briefs the Monitors on the details of the examinations being administered, answering any questions, and providing such materials as are necessary for such administration;

Assigns Monitors to oversee specific classrooms;

Resolves such problems as may arise during the course of the examination;

Reviews Critical Incident Reports for completeness and accuracy;

Oversees the compilation of all examination materials at the conclusion of the examinations;

Returns those examination-related materials to the Town Civil Service Department.

KNOWLEDGE, 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.