

EXAMINER IV (P/T)

Department: Civil Service

Classification: Non-Competitive

Specification Number: 3080

Approved: 6/16/23

Revised: By JG

MINIMUM QUALIFICATIONS

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree with a major in the Spanish language and five years of teaching experience.

DISTINGUISHING FEATURES OF THE CLASS

An individual in this title provides professional Spanish language proficiency examinations to determine eligibility for employment for candidates being considered for hire in Spanish speaking titles; Performs related duties as required.

TYPICAL WORK ACTIVITIES

Provides professional services to the Civil Service Department by presenting candidates for Spanish speaking positions with proficiency examinations in the speaking of the Spanish Language;

Determines candidates' ability to speak and communicate with others in the Spanish language well enough to be able to perform in a title specifically designated as Spanish Speaking;

Writes reports on candidates' ability to have a thorough conversation with a non-English speaking individual whose first language is Spanish with a Pass/Fail grade for the Town Personnel Officer.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the Spanish language and all the dialects; thorough knowledge of interviewing techniques and ability to interpret results of findings and make decisions; ability to gain the cooperation of candidates and to establish and maintain effective relationships with the candidates during the language proficiency exams; ability to write thorough and justifiable reports to the Town Personnel Officer as to why candidates passed or failed the examinations; ability to follow general instructions of the Town Personnel Officer including Town policies and regulations.