

Test Proctor (Range H38/JTC H23) – Non Exempt

GENERAL SUMMARY:

Assists with the administration of test, nationally standardized testing programs and/or classroom tests requiring special arrangements.

PHYSICAL REQUIREMENTS:

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. Must be able to interact effectively with individuals from diverse backgrounds. Must be able to provide quality customer service. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

*Revised: 01/2017 - emm
ADA/tmm 05.15.19*