Dallas County Community College District
50 YEARS

Job Description

Job Title: Testing Clerk   **JTC: CQO**

Salary Range: N01   **FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Provides clerical assistance in the distribution of a range of group and individual standardized testing services, both automated and manual, administered through a centralized testing center.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Consistently follow testing procedures. Ability to understand and follow written and verbal instructions. Ability to operate general office equipment, general typing and organizing work.

Maintain confidentiality of test materials and results. Ability to learn and utilize computers in a testing environment.

Establish and maintain effective working relationships. Ability to represent the organization in a friendly courteous manner. Knowledge of how to handle stressful situations that require tact and diplomacy.

Ability to learn office practices and methods. Gathers others input when making decisions.

Ability to interact and communicate effectively with individuals from diverse backgrounds. Demonstrated experience providing quality customer service.

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 KNOWLEDGE AND EXPERIENCE

High school graduate or GED equivalency. Must have valid driver's license. Ability to travel throughout Dallas County for off-site testing. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the support functions at a college/location testing center including any of the following: overseeing/proctoring, scoring, recording and processing test results.
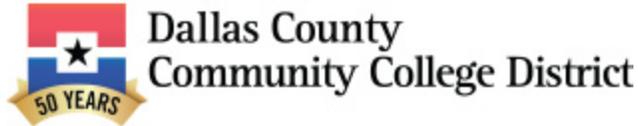
Works at the front desk/reception area answering telephones and providing information related to the department services and referring complex questions to supervisor.

Assists with monitoring testing in a college testing center or in some instances at off-site locations (e.g. area high schools, etc.); grades exams using electronic scanning equipment and maintains related records.

Assists in proctoring a variety of testing activities including entrance assessment testing, national and state exams such as TSI, DANTES, TABE, GED, SAT, TOEFL, and CLEP as directed. Assists with scanning testing documents into the imaging system as directed.

May provide computer interactive testing including routine guidelines in various computer applications. Maintains a file of available tests, student test results, and statistical data. Enters large amounts of data into related databases and/or systems.

Performs computer analysis of test results to assist instructors in determining student comprehension of test instrument and provides related results. May be required to perform a variety of general clerical functions such as word processing, copying, filing, room scheduling, etc.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.