100-000U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Employment Processing

POSITION NUMBER
20005902 (24310.0)

JOB CODE TITLE
Test Monitor

JOB CODE
64641

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Test Monitorxxxxx

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005817 (21000.0) Human Resource Manager 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	Administers & monitors Civil Service examination for State & county agencies; distributes testing materials, provides verbal instruction & monitors test room (e.g., ensures all test booklets, handouts & other confidential test-related materials distributed are returned & checked off, does not allow study guides in test room, electronic devices, etc.); alphabetically files application paperwork according to test date & time; travels to & from test-sites to administer examinations; verifies DD214s for veteran's preference; administers computerized tests using seek, OPAC (typing test) software; backs up laptops; assembles laptops for computerized tests at remote test site locations.	Knowledge of; (1) public relations office practices and procedures, (2) state government structure*, (3) Ohio Revised Code*. Skill in; (4) operation of a personal computer & related hardware/software. Ability to (5) carry out detailed but basic written or oral instructions, (6) deliver routine test instructions to customers, (7) deal with problems involving several variables in familiar context, (8) copy records precisely without error, (9) maintain accurate records, (10) prepare and deliver speeches before specialized audiences and general public, (11) arrange items in numerical or alphabetical order, (12) work alone on most tasks, (13) cooperate with co-workers on group projects, (14) handle sensitive inquires from and contacts with officials and general public, (15) resolve complaints from angry citizen and governmental officials, (16) lift up to 20 lbs., Ability to (17) define problems, collect data, establish facts and draw valid conclusions, (18) sort items into categories according to established methods, (19) complete routine forms, (20) share knowledge and train colleagues and to learn from them.
20	Reviews & enters applicant information into PC; verifies applicant information through agency payroll records; enters appropriate data into PC to schedule applicants for testing; prepares testing demographical reports; enters applicants' test scores in applicant tracking database; verifies & enters seniority credits into applicant tracking database.	Knowledge of 1. Skill in: 4 Ability to: 6, 7, 10, 11, 16, 17, 18, 19.

* developed after employment

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 11/18/07

APD 10-26-07

100-000U

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20005817 (21000.0) Human Resource Manager 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Performs various test related clerical task (e.g., assists in the mailing of Examination Announcements, assembles test materials & packs, loads & transports to test sites, assists in generating grade rosters & score notification, maintain confidential test files & records, orders supplies, makes photocopies, general filing, operates FAX & folding machine, or folds letters by hand for mailing & stuffs envelopes, picks up & delivers materials to other location, counts &/or alphabetizes materials, prepares test administration reports, etc.); maintains test rooms & stocks with supplies as needed.	Knowledge of 1, 2*, 3*. Skill in: 4 Ability to: 5, 8, 9, 11, 12, 16, 17, 18, 19, 20.
15	Responds to telephone inquires & assists applicants & general public over the counter regarding Test Services procedures; provides assistance to agency personnel regarding test administration procedures.	Knowledge of 1. Skill in: 4. Ability to: 5, 6, 7, 12, 14, 15, 17.
5	Performs other duties as assigned by supervisor.	Knowledge of 1, 2*, 3*. Skill in: 4 Ability to: 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20.

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 10/18/07

HPD 10-26-07 (JA)