

## TEST ADMINISTRATOR

**DISTINGUISHING FEATURES OF THE CLASS:** Administers Civil Service examinations. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Plans seating arrangements for examination candidates;  
Collects each candidate's official Notices and checks them against the "Roster of Candidates" for each examination;  
Distributes examination materials and assists candidates to fill in all the necessary information;  
Checks to make sure candidates have filled material out completely and correctly;  
Answers any questions candidates may have regarding forms;  
Distributes test booklets to candidates and informs them of the time allowed for each examination and the time started;  
While exam is in progress, periodically checks to prevent exam cheating;  
Collects all test materials from candidates when they are finished, checking to see that everything is filled out and that all materials are returned;  
Separates exam material at the completion of the examination;  
Tidies examination area after candidates have left;  
Returns material to the Personnel Department and may package material for mailing.

### FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to work with groups of people;  
Ability to pay close attention to detail in maintaining accurate records;  
Ability to maintain order at examination site;  
Ability to follow oral and written instructions;  
Ability to give instructions clearly and loudly;  
Ability to read and write;  
Tact;  
Courtesy.

**MINIMUM QUALIFICATIONS:** None