

Position Description
Test Administration Clerk
Department: Assessment and EOPS

POSITION PURPOSE

The Test Administration Clerk administers assessment instruments to students enrolled through Extended Opportunities Programs and Services.

NATURE AND SCOPE

The Test Administration Clerk is responsible for determining the validity of test scores from other colleges and invalidating test scores for inappropriate behavior and cheating. Other decisions, such as approving test waivers and granting permission to re-test, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Administers and scores placement tests; processes career diagnostic tests.
2. Travels to high schools to administer placement tests.
3. Enters results of tests into computer database; ensures receipt of test scores for students.
4. Prepares and maintains testing materials.
5. Composes correspondence, memos and reports as required.
6. Maintains accurate filing system; ensures confidentiality of test scores.
7. Answers questions and provides information to students, faculty, and the public.
8. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures
Some knowledge of California Education Code; Title V regulations
Modern office practices and procedures
Computer literacy; various software applications e.g., Microsoft Office, WordPerfect; computer mainframe systems

EMPLOYMENT STANDARDS (cont'd.)

Skills and Abilities:

Detail oriented

Strong basic mathematical abilities

Operate a variety of specialized office equipment i.e., copiers, fax machines

Excellent written and oral communication

Excellent interpersonal skills

Ability to work independently

Ability to work confidentially with discretion

Management, organizational and supervisory skills

Education and Experience:

H.S. diploma

1-2 years clerical experience; previous experience supervising groups preferred

Working Conditions

Typical office environment

Ability to lift up to 25 lbs.