

TESTING SPECIALIST

GENERAL STATEMENT:

To support the overall function of the Testing Center.

REPORTS TO:

Director of Testing Services

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate degree plus three years testing experience or Bachelor's degree required. Must be TSI complete.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

- One (1) year testing experience required. Secretarial/clerical experience preferred.

OTHER:

Good computer/word processing and typing skills; Good organizational and telephone skills; Ability to operate office equipment; Must have good public relations skills and the ability to work well with other employees.

DUTIES AND RESPONSIBILITIES:

- Register examinees for HESI, Accuplacer, GED and other tests.
- Assists in administering the following tests: GED, CLEP, Nursing, THEA, THEA Quick Test, ACT, Accuplacer and other testing as required.
- Monitor examinees during testing.
- Maintain secure file of current passwords for online internet assessments.
- Maintain examinee sign-in logs; check photo I.D.'s, and log in internet students for online exams.
- Keep test materials secure including passwords and testing documents/booklets in locked storage.
- Prepare rosters, seating charts and assign testing materials prior to scheduled GED test dates.
- Update test date information to the public; keep bulletin board information current and relevant.
- Retrieve scores on test databases upon request.
- Performs receptionist duties such as greeting visitors, answering inquiries, screening telephone calls, and routing incoming calls and mail.
- Types correspondence, memoranda, reports.
- Establish and maintain filing and recordkeeping system for department records.
- Maintain stock of office supplies, including monitoring inventory and reordering as required.
- Checks details on a variety of documents, reports, forms, etc., for accuracy and completeness.
- Operates various office machines such as computers, calculators, copiers, FAX, CRT terminals, etc.
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May involve some evenings and Saturdays.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 08/24/11

JD248