



CLASS SPECIFICATION

Class Code: 18575
Date Est: 07/2018
Last Rev:
Last Title Chg:
FLSA: non-exempt
Probation: 6 months

HUMAN RESOURCES PROCTOR

DEFINITION

Under supervision, administers new applicant examinations as part of the recruitment process in line with Washoe County's merit system and defensible hiring practices; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from high school or possession of a General Education Development (GED) certificate AND six months of full-time customer service experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Administer and proctor written employment examinations; provide instruction and support for proctors from departments outside human resources.

Prepare for examinations and maintain test materials necessary for the administration of the corresponding exam, including: test booklets, pencils, scantrons, scratch paper, calculators, stop watches, etc.; store testing materials in a secure manner; assist with proofing revised examinations and disposal of old examinations in accordance with Department procedures.

Participate in the coordination of the recruitment examination planning with the assigned Human Resources Specialist.

Scan scantrons and provide exam scores to the Human Resources Specialist.

Evaluate test administration process and recommend appropriate adjustments prior to next examination to be administered.

Provide support to department staff within assigned functional area; handle inquiries via email, phone or in person.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Laws, regulations, standards and collective bargaining agreements related to the human resources examination process as part of the County's merit system and defensible hiring practices.

Office filing, record management systems and records retention.

Computer programs and software specific to the department, and assigned duties including interactive databases.

Audiovisual and presentation equipment.

Ability to:

Identify problems and present alternative solutions.

Provide instruction to the public and any support staff assisting with examination proctoring.

Effectively represent the programs, operations and functions of the Human Resources Department.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.*)

Knowledge of:

Data collection, entry and management.

Correct English usage, spelling, vocabulary, grammar and punctuation.

Principles of administrative support functions.

Computer software including word processing, spreadsheets, presentation and databases.

Ability to:

Maintain confidentiality for all forms of documentation.

Plan, organize and implement work procedures to accommodate strict deadlines.

Handle multiple tasks simultaneously, prioritize and organize own workload.

Collect, verify and enter data and process source documents appropriately.

Communicate in a clear, concise manner, both orally and in writing.

Make effective oral and visual presentations in front of individuals and groups.

Deal with stressful situations in a calm, objective manner.

Proofread a variety of routine and non-routine documents for accuracy and completeness.

Establish and maintain effective working relations with all customers, internal and external.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to work in a standard office environment; ability to operate office equipment including computers, telephones, calculators, copiers, and audiovisual equipment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.