



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.co.ontario.ny.us ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: _____ **POSTING DATE*:** FROM: _____ TO: _____

JOB TITLE: _____

RATE OF PAY: _____

LOCATION: _____

APPLICATION DEADLINE / LAST FILING DATE*: _____

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 7/22/2020

EXAMINATION MONITOR

DISTINGUISHING FEATURES OF THE CLASS: This position assists in the conduction of examinations and requires confidential work. Detailed instructions are given. The incumbent works under direct supervision of examination administrator. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists staff in admitting approved candidates to the examination room;
Distributes confidential examination material and related supplies;
Escorts candidates to rest rooms;
Circulates throughout examination room during examination;
Collects completed examination packet ensuring completion of required papers prior to candidate leaving.
May assist in sorting papers to be mailed to the state.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS: Good judgment; ability to work with people; dependability; ability to follow written and oral instructions; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

APPROVED: OCTOBER 23, 1996

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE