

TEST EXAMINER**NATURE OF WORK IN THIS CLASS:**

This work is involved in the administration of examinations of a clerical and technical type to applicants applying for vacancies in the Government of Guam.

Employees in this class may lead less experienced technical staff in the administration of examinations.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Administers written and performance test to applicants applying for government positions; monitors all test sessions by applying time requirements and ensuring that no cheating happens; disseminates testing information to applicants pertaining to test results and general questions.

Schedules testing sessions to provide for proper use of facilities and maximize the availability of candidates for the test; maintains calendar of testing activities and related records.

Corrects and grades various examinations using test keys; computes final scores from raw scores.

Assists in trial tests sessions; assists in the compilation and computation of test validation studies and converting raw scores into percentage in order to determine passing scores.

Maintains test security and confidentiality while administering tests; takes inventory of tests after each testing session.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of procedures, requirements, and terminology related to personnel testing.

Ability to apply personnel law, rules, regulations and other program guidelines.

Ability to administer written and performance test to applicants applying for government positions.

Ability to grade and correct various examinations and make computations.

Ability to assist test validation specialists in compiling and making computations using formula.

Ability to maintain test security and confidentiality of testing materials.

Ability to make arithmetic computations.

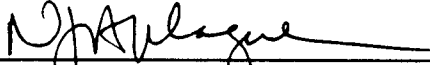
Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (a) One year of specialized personnel testing support work and graduation from high school or;
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: May, 1988
Pay Range: 31



NORMA J. AFLAGUE
Executive Director
Civil Service Commission