

## **EXAM PROCTOR (\$14.18/hourly)**

LAUSD seeks a part-time exam proctor (6 - 18 hours/week with flexible scheduling available) for our mobile employment testing unit. Resumes will be accepted until 5:00pm on Friday, February 3, 2012. Applicants should send resumes to Frank Saldivar, Employment Services Manager via email: [frank.saldivar@lausd.net](mailto:frank.saldivar@lausd.net)

### **MAJOR TASKS AND RESPONSIBILITIES:**

The Exam Proctor assists higher-level employees in administering written employment and training tests, and serves as a receptionist at performance tests and interviews.

Specific responsibilities for this position include:

- Receiving customers checking in for appointments, instructing customers in appropriate policies and procedures, and ensuring compliance with test taking regulations.
- Guaranteeing strict compliance with agency regulations regarding secure handling of test site information and access.
- Observing the testing lab, and appropriate conduct of customers, whenever tests are in progress.
- Ensuring all tests are properly submitted to appropriate District staff for scoring and that all policy and procedure in this regard is appropriately undertaken.

### **REQUIRED QUALIFICATIONS:**

- High School Diploma (or equivalent)
- Excellent customer service skills including demonstrated skills in working effectively with the public.
- Awareness of, and sensitivity to, cultural differences and diversity.
- Knowledge of basic email and computer skills, including Microsoft Office, Windows, Outlook, and basic internet searching.
- Exceptional written and verbal communication skills, including telephone etiquette and interpersonal communication skills.
- High attention to detail and the ability to multi-task.
- Ability to maintain confidentiality.
- Ability to work well under pressure with many interruptions.
- Ability to interpret and convey policy and procedure to ensure compliance with testing requirements.
- Ability to work in a strictly regulated setting.

*Frank Saldivar*  
*Employment Services Manager*  
*Talent Acquisition & Selection Branch*  
*LAUSD – Personnel Commission*  
[www.lausdjobs.org](http://www.lausdjobs.org)