

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: ASSESSMENT CENTER TECHNICIAN**

#### **BASIC FUNCTION:**

Under direction of the Matriculation Coordinator, assist in registering, administering, scoring and recording standardized group academic tests at locations on and off campus; assist in maintaining appropriate security of test materials and results; explain test procedures and relevant policies and procedures to students and others.

#### **REPRESENTATIVE DUTIES:**

Assist in day-to-day operations of the Assessment Center and recommend operational changes as appropriate; provide information to students and explain testing and assessment policies, procedures, schedules, requirements, regulations and applicable restrictions.

Assist in registering current and prospective students for various placement, proficiency and achievement tests; check identification as required and assist in collecting and accounting for test fees.

Assist in administering and proctoring tests at locations on and off campus; assist in distributing and collecting test materials, and providing instructions for various tests; exclude test participants and invalidate tests as necessary.

Score tests manually or using computerized scoring equipment and enter test results and other data in the computer; generate records and statistical reports; distribute test results to students and other District offices as appropriate; maintain related records and generate reports.

Provide assistance in the implementation, modification, and operation of the assessment component of the Matriculation Plan; assist the supervisor in developing procedural changes and forms and in updating procedures manuals.

Provide clerical support for the testing program including answering telephones, assisting students and faculty at the counter, and exchanging information.

Maintain current knowledge of testing requirements and regulations issued by the State or other agency; assure tests are administered and scored in accordance with established requirements.

Assure the ordering, storage and inventory of testing and office supplies and materials; assure appropriate security of testing materials and student scores.

Assist in training and providing work direction to student workers assigned to assist in the assessment function; participate in the selection, training and scheduling of student workers as requested.

## **ASSESSMENT CENTER TECHNICIAN (CONTINUED)**

Assist in distributing test results to District personnel and students; issue routine printouts and respond to special requests; provide explanatory information as needed and maintain appropriate confidentiality of information.

Operate a variety of office equipment including computer terminal, microcomputer, typewriter, calculator, printers, scanner, copier, document shredder, facsimile machine and microfiche reader/printer.

Assist in planning and monitoring automated procedures and participate in the implementation of technological advances for greater efficiency.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Recordkeeping methods and data entry skills.

Principles of training and work direction.

Oral and written communication skills.

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

Interpersonal skills using tact, patience, and courtesy.

Operation of office equipment including microcomputer, computer terminal, printer, scantron, copier, shredder, typewriter, facsimile machine, microfilm and microfiche reader/printer, calculator and other equipment.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

#### **ABILITY TO:**

Learn basic processes related to administering and scoring tests and assessment instruments.

Learn to administer, score and record testing and assessment information at a community college.

Provide information and assistance to students, faculty and others concerning the District's assessment services.

Assist in day-to-day operations of the Assessment Center.

Operate and use automated equipment and software for scoring, maintaining and reporting results for the District's academic achievement tests.

Operate a computer terminal, microcomputer, printers, scantron scoring machine, calculator, copier, typewriter, document shredder and other office equipment.

Generate and maintain computer records and prepare technical reports.

Learn, apply and explain rules, regulations, policies, and procedures related to test administration.

## **ASSESSMENT CENTER TECHNICIAN (CONTINUED)**

Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Communicate effectively in a designated second language if required by position.  
Meet schedules and time lines.  
Observe legal and defensive driving practices.  
Maintain appropriate confidentiality of sensitive information.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school and two years of general clerical and recordkeeping experience which included public contact and microcomputer operation.

**LICENSES AND OTHER REQUIREMENTS:** Valid California driver's license.

**WORKING CONDITIONS:** Duties are primarily performed in a Student Services environment while seated at a counter, desk or computer terminal. Incumbents are subject to extensive contact with students, constant interruptions, noise from talking or office equipment and demanding timelines.

**PHYSICAL DEMANDS:** Incumbents regularly stand and sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; and hear and understand voices over telephone and in person; lift, carry, and/or move objects weighing up to 10 pounds.