Testing Clerk

**Definition of Class**
This is a non-supervisory position in which the incumbent is responsible for coordinating the process of scheduling proctors for off-campus testing, maintaining records and logs, ensuring test security, and assisting office staff with administrative duties.

**Examples of Work Performed**
Schedules proctors to monitor exams; trains and monitors proctors; proctors exams.

Assists in establishing policies and processes to ensure testing security and academic integrity. Documents, processes, and notifies appropriate personnel of academic dishonesty.

Receipts testing materials and maintains records and logs of materials and testing times.

Forwards completed exams to instructors.

Records and totals fees for outside testing of non-University students.

Serves as back-up to clerical staff by assisting with administrative duties as needed.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates and oversees processes for scheduling proctors for off-campus testing.
2. Maintains records and logs.
3. Assists office staff with administrative duties.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.
**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 20 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is periodically required to sit; and talk and hear. The incumbent is occasionally required to stand; walk; crawl; lift or carry; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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