

ASSESSMENT ASSISTANT

CLASS SUMMARY

Under general supervision – administers and scores tests of aptitude, abilities and/or career interests and/or other work samples, in addition, performs related clerical duties; performs related duties as required.

REPRESENTATIVE DUTIES

Administers and scores tests such as aptitude, abilities and career interest to individuals and small groups of students, and other work samples; records observations of student behavior during test as it relates to employment choice possibilities; performs related clerical duties such as filing, record keeping, maintaining supplies, and making appointments; prepares and disseminates lists of test scores to students and appropriate staff; answers questions from students and staff regarding tests, test scoring, and interpretation of test results; prepares statistical reports for use by counselors; operates computer to record or correct test scores.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated administrator/supervisor, and may be under the direction of Counselors or Instructors. This class works closely with students in an assessment situation.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training, and/or experience equivalent to 6 months experience in a clerical position.

Knowledge and Abilities

Knowledge of: testing procedures, security and control; good written and oral English, record keeping, clerical and general office procedures.

Ability to: learn and utilize a variety of tests including administration and scoring; understand and follow oral and written general and technical instructions; maintain a proper assessment environment; establish and maintain effective relationships with employers and students; be sensitive to students from diverse backgrounds; perform clerical and filing duties; learn and operate office equipment; give explanation to groups of students.

Skills: Some positions may require oral and written proficiency in a second language, as measured by biliteracy tests.