

San Diego Community College District

NANC JOB DESCRIPTION

Title: Testing Specialist

Unit: Non-Academic/Non-Classified Service

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Job Code: N1820

Original Date: 03/2013

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of an assigned supervisor, perform specialized and technical activities involved in administration and scoring of GED tests in the absence of the GED Chief Examiner; provide clerical support.

DESIRABLE QUALIFICATIONS:

Knowledge of modern office practices, procedures, and equipment, including computer hardware and software; record-keeping techniques; principles and practices of administration, monitoring, and scoring GED tests. Ability to operate standard office machines and equipment, including computer hardware and software; maintain records; understand and follow oral and written directions; communicate effectively both orally and in writing, and establish and maintain effective working relationships. Experience in administering and scoring tests.

TYPICAL DUTIES INCLUDE:

- Administer, monitor, and score GED tests.
- Record and maintain test score files.
- Maintain GED files, forms, and tests.
- Provide information and assist in application for State Equivalency Certificate.
- Operate standard office machines and equipment, including computer hardware and software.
- Maintain files and inventory.
- Provide clerical support.