

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CONFIDENTIAL

CLASS TITLE: Clerical Testing Manager

JOB CODE: 4562

DEPARTMENT: Division of Non-Instructional Staffing PAY GRADE: H (X0) DATE: 02/07/01

BASIC OBJECTIVES

This is responsible supervisory and limited administrative work managing the day-to-day activities associated with the clerical test program. Work also involves a variety of complex clerical and secretarial tasks which support the Division of Non-Instructional Staffing. The incumbent acts as the link between the supervision office, other M-DCPS work units and the general public.

JOB TASKS/RESPONSIBILITIES

1. Coordinates and monitors all activities relating to the clerical test program.
2. Develops and/or recommends the implementation of alternate clerical skills tests, and resolves issues associated with the implementation and communications to affected employees.
3. Develops, implements and monitors systems for recording and retrieving test scores.
4. Reviews and scores tests and provides results to applicants and employees including employment eligibility.
5. Orders testing materials and contacts vendors to resolve technical problems associated with software systems.
6. Advises staff and general public on matters of policy and procedures.
7. Responds to inquiries from administrators, other clerical employees and applicants relating to test requirements, employment eligibility and test schedules.
8. Administers clerical tests and resolves issues involving the clerical testing program.
9. Researches data and prepares reports reflecting the activities of the unit.

10. Greets visitors, screens telephone calls and responds to requests for information and assistance.
11. Reviews, edits, composes and prepares correspondence, reports and other office communications.
12. Assists with research assignments and the preparation of information and data for reports.
13. Prepares weekly publication of non-instructional job vacancies and coordinates the distribution of employment publications.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, standing, walking, reaching, twisting, bending lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed indoors.

MINIMUM QUALIFICATIONS REQUIREMENTS

1. Graduation from high school or equivalent supplemented by course work in office management, secretarial science, business administration or related subjects.

and

Extensive administrative, managerial, or executive level secretarial experience.

or

Any equivalent combination of acceptable training and experience.

2. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 05/20/98