



CITY OF ALBANY
HUMAN RESOURCES
CITY HALL, ROOM 301
ALBANY, NEW YORK 12207
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KATHY M. SHEEHAN
MAYOR

PEACHIE L. JONES, ESQ.
DIRECTOR OF HUMAN RESOURCES

Notice of Job Opening

Position: Exam Proctor

Department: Human Resources/Civil Service

Number of Vacancies to be filled: 50

Rate of Pay: \$80/day **OR**
\$55/day (if sent home and not required to stay for entire test day)

Schedule: Various Saturdays ▪ Start time between 7:30 – 8:00am and End time generally 5-7 hours after start time.

If interested, please email a resume to HR@AlbanyNY.gov

How to Apply: Interested candidates do not need to submit an application online via jobs.albanyny.gov to be considered.

Duties of the Position:

- Prepare exam room and test materials before candidates arrive;
- Verify candidates' identification against admittance letter;
- Read instructions aloud to candidates in exam room;
- Distribute test materials to candidates at appropriate time;
- Check for breaches of test security and notify supervisor in difficult situations;
- Assist in clarifying test instructions for candidates;
- Count tests and place test materials in numerical order;
- Ensure only approved materials are used during the exam;
- Escort candidates when asked to step out of the exam room (e.g. for the restroom)
- Collect exams as candidates finish and/or at the end of the allotted time

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

January 25, 2021