

**College of the Siskiyous  
Job Description**

**Job Title:** Assessment Technician **FLSA:** Non-Exempt  
**Group:** Classified **Salary Class:** G **Salary Schedule:** Classified

**Job Summary**

Under the general direction and supervision of the lead counselor, schedule and administer assessment tests for students.

**Essential Duties and Responsibilities include the following**

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Administer COMPASS and outreach course/makeup tests to students.

Maintain the Career Center; discuss careers with students.

Order and catalog resource materials; check books in and out; assist with computer applications.

Administer and instruct students on Eureka and other vocational assessment tests to include GUID 91 course assistance.

Operate Guide 91; administer all tests and inventories; score and explain results to student.

Assist student in securing employment; post jobs on job board; contact employer for jobs.

Assist a high volume of students to find resources and take tests.

Make referrals to Learning Services for DSPS.

Provide support services to the COS satellite campus in Yreka; administer assessment tests both academic and vocational.

Provide backup clerical support to the Counseling Services.

Represent COS at various recruitment functions.

Process, record and maintain files on standardized tests and other assessment information.

Assist in the design, implementation, and revision of assessment operations.

Coordinate assessment services in cooperation with the Counseling Office, Admissions Office, Technology Services, and various academic departments.

Provide for DSPS special accommodations.

Maintain integrity of test results and student records confidentiality.

Perform other related duties.

**Employment Standards**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Training and Experience: Any combination of training and experience equivalent to the completion of approximately two years of college level courses in secretarial science, computer science, statistics, tests and measurements or the equivalent, and one year of recent experience that would demonstrate proficiency in administering or monitoring assessment sessions and ability to communicate effectively. Bilingual skills preferred.

Knowledge: Knowledge of methods of collecting and organizing data and information; statistical methods in assessment; assessment processes; educational programs and organizations; records management techniques; proper office methods and practices including filing systems, letter and report wiring; computers, data processing, and word processing programs; public and human relations skills.

Ability: Ability to coordinate, plan and organize work; gather, and analyze assessment results; conduct assessment activities; understand and independently carry out oral and written instructions; compile and maintain accurate and complete records; gather, compile and assemble source data; prepare reports; operate a variety of office machines including technological equipment; make decisions based upon procedural matters without immediate supervision; communicate effectively in both oral and written form; use appropriate and correct English, spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; type accurately at approximately 45 words per minute; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/Work Environment: Light to moderate physical effort; occasional standing or waling; periodic lifting of moderate weight parcels. Indoor work environment.

Licenses and Certificates: When using a district vehicle a valid California driver's license and evident of appropriate automobile insurance based upon DMV regulations may be requested.

**Job Description Approved: 4/98**