

EXAM MONITORS NEEDED!

New York City's Department of Citywide Administrative Services (DCAS), Bureau of Exams is currently seeking residents of New York City who are interested in serving as Exam monitors during the administration of large Civil Service Exams on the weekends in NY City high schools and at DCAS test sites. The pay rates are currently up to \$9.75 per hour, and the administration of tests may be from 6 to 18 hours per day.

As these are room proctoring positions, the primary duties include:

- Distributing and collecting test materials, test supplies and test booklets.
- Sequencing and organizing test materials.
- Fingerprinting test candidates.
- Visual inspection of classrooms while exams are administered.
- Following/reading test- related instructions.
- Applying excellent customer service communications skills in a reserved test environment.

Eligibility Criteria:

- All Monitors must be at least 17 years old.
- Mandatory participation in a registration period.
- Registration takes place every Tuesday from 1PM to 4PM at 1 Centre Street (North Side), North Mezzanine, New York City, NY, 10007.
- Prospective Monitors must bring their original social security card, a valid photo ID and a pen to registration.
- **An additional registration event will be held on Saturday, January 10th, 2015 from 10AM to 4PM at 1 Centre Street (North Side), North Mezzanine, New York City, NY, 10007.**