

## Job Description

Job Title: Exam Monitor (Per Diem)

Location: Various locations throughout New York City

Schedule: Per diem on an as needed basis

Job Information:

First Date of Posting: June 28, 2023

Last Date of Filing: Until filled

Authority: OA

Department: People

Division/Unit: Employment Operations

Reports to: Employment Operations Staff

Work Locations: Throughout NYC – Primarily in Brooklyn and Manhattan

Hours of Work: Will vary - The shifts may begin as early as 6:30 AM

**This position is per diem and exam monitors should expect to work on an as-needed basis. There is no regular work schedule. Employees in this position are not provided with health insurance, benefits or a pension.**

### Compensation:

**Salary:** The salary for this position is \$17.00 per hour.

### Responsibilities:

Under direct supervision, performs support functions as needed in connection with the administration of Metropolitan Transportation Authority (MTA) pre-employment tests.

The duties of this title include:

- Observing candidates on a constant basis to deter attempts by candidates to use unauthorized aids, electronic devices, cheat, copy from others or permit others to copy from them
- Following and reading test script/directions to candidates and Ensuring candidates follow instructions
- Distributing, collecting, organizing test documents and Fingerprinting candidates
- Maintaining a quiet environment in the hallways to avoid distractions to test takers and ensuring that forms are completed correctly
- Notifying the Employment Operations staff of any unusual or unexpected occurrences
- Assisting in the setup of tests in preparation for candidates
- Completing forms and reports in accordance with the assignment
- Performing other duties as assigned

Some of the physical activities performed by Exam Monitors and environmental conditions experienced are: working in HVAC controlled and non-HVAC controlled rooms; lifting up to 10 pounds; arranging desks in classrooms to conform to the prescribed standard room layout; and navigating rows of desks within a classroom within very specific timeframes while carrying test materials.

### Special Working Conditions:

Exam Monitors will be required to work at various locations throughout New York City primarily on Saturdays and Sundays. There will be some assignments on weekdays. The hours of each assignment will vary from 4 hours to 12 hours. The shifts will vary and may begin as early as 6:30 AM.

**Education and Experience Requirements:**

This position requires a High School Diploma or its education equivalent

**Requirements to be Appointed:**

**Residency:** New York City residency is not required for this position.

**English Requirement:** You must be able to understand and be understood in English to perform the duties and responsibilities of the position.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with MTA.

**How to Apply:**

If you meet the Requirements above, you can apply by clicking on the "[APPLY NOW](#)" button or scanning the QR code below.

**Selection Method:**

Candidates under consideration will be scheduled to participate in a structured interview, followed up with a training course.

**Equal Employment Opportunity:**

MTA is an Equal Opportunity Employer, including veteran status and individuals with disabilities. The MTA encourages qualified applicants from diverse backgrounds and experiences, including military service members, to apply.

**[APPLY NOW](#)**

