



## Job Description

**Job Title: Circulation & Testing Center Representative**

**JTC: CX7**

**Salary Range: N02**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Provides assistance within both the testing center and library circulation centers of the college community campus. Delivers support of library circulation through check-out, preparation of material for filing and other duties and supports function in the college testing center.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Maintain a working knowledge of testing, policies, practices and procedures. Able to provide guidance and direction to temporary or part-time assistants related to policy and procedures in work area.

Ability to utilize computer technology to access data, maintain associated records and generate reports.

Ability to communicate effectively with varying levels of DCCCD staff and vendors from diverse backgrounds.

Ability to analyze problems, develop solutions and implement cost-effective measures.

Strong knowledge and experience providing effective customer service.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

### MINIMUM KNOWLEDGE AND EXPERIENCE

High School Diploma plus three (3) years of experience. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in checking-in and checking-out print and non-print materials. Prepares print and non-print material for filing and/or binding. Maintains records of circulation, assists students in use of the library facilities. Inputs a considerable amount of data scores into college database. Maintains a file of available tests, student test results and statistical data.



Performs support functions in a college testing center which may include the following: overseeing/proctoring, scoring, recording and processing test results. Assists in inter-library and inter-campus loans of material, including distribution, retrieval and transaction records.

Assists faculty in coordinating faculty reserves, including identification and distribution of reserved material. Assists other department personnel with library inventory and works at reference desk as needed. Performs computer analysis of test results to assist instructors in determining student comprehension of test instrument. Provides computer interactive testing, including routing guidelines in computer applications.

Monitors testing in the testing center. Responsible for grading exams using electronic scanning equipment and maintaining related records. Serves as proctor for a variety of testing activities including entrance assessment testing, national and state exams such as TSI, DANTES, TABE, Quick TSI, GED, THEA SAT, TOEFL, and CLEP. May monitor budget expenditures within allocation.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer services to clients.

Performs related duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*