

**RANGE N02**

**JTC NO. CX7  
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Circulation and Testing Center Representative

**DATE PREPARED:** Spring 2008

**DATE REVISED:** Fall 2009; Summer 2012; Summer 2013; Fall 2016

**GENERAL SUMMARY:** A blended position that provides assistance within both the testing center and library circulation centers of the college community campus. Provides support of library circulation through check-out, preparation of material for filing and other duties and supports function in the college testing center.

**PRINCIPAL 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.
- 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.
- Positions require the incumbent to work about 50% of the time as a circulation assistant and about 50% of the time as a testing center assistant.
- 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.
- Inputs a considerable amount of data scores into college database. Maintains a file of available tests, student test results and statistical data.
- Performs computer analysis of test results to assist instructors in determining student comprehension of test instrument. Provides related results. Provides computer interactive testing, including routing guidelines in computer applications.
- May provide guidance and direction to temporary or part-time assistants related to policy and procedures in work area. May monitor budget expenditures within allocation.

**Circulation and Testing Center Representative**  
**Page Two**

**PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued**

- Performs other duties as assigned.

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

**PHYSICAL EFFORT REQUIRED:**

Ability to lift and carry moderately heavy materials weighing up to 20 pounds.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Associate's degree or higher plus one year in an area of student services or working with the general public or graduation from high school plus three years in an area of student services or working with the general public. Must have working knowledge of library oriented hardware and software. Ability to utilize computer technology to access data, maintains records, generate reports and communicate with others. Ability to learn and utilize computers in a testing environment. Excellent oral and written communication skills to deal effectively with varying levels of staff and students from diverse backgrounds. Strong knowledge and experience in providing effective customer service. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

ccp: 04/02/08  
revised: 04/2009-ccp  
revised: 09/01/09-ccp-rje  
revised: 08/2012 - emm  
revised: 07/2013 - emm  
revised: 12/2016 - emm  
ADA/tmm 09.24.18