

PSYCHOMETRIC ASSISTANT

GENERAL STATEMENT OF DUTIES: Administers, scores and profiles psychological tests at a central testing room; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves the administering, scoring, filing and profiling of psychological tests. Work is performed under the general supervision of a Psychologist or Psychometrist but does allow a considerable amount of independent judgment in the management of testing room at a central location, administration of tests and profiling of test results. Supervision may be exercised over a clerical assistant.

EXAMPLES OF WORK: (Illustrative Only)

Administers pencil and paper psychological tests including ones to determine intelligence levels, performance levels, and vocational aptitude;

Times and records test results;

Files test results;

Scores answers to tests;

Profiles test results in order to determine to what extent the person tested has certain specified attributes and/or abilities;

Refers test results to superior for interpretation;

Answers inquiries as to test schedules and makes appointment for students to take psychological tests.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the fundamental principles of psychology and psychometry; familiarity with the various types of psychological tests; ability to meet and deal with people effectively; ability to follow oral and written instructions; clerical aptitude; reliability; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Graduation from a standard high school course and three years of clerical or business experience, one year of which involved dealing with people; or (b) completion of two years of post high school education which included at least four semester hours in any aspect of psychology and one year of clerical or business experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.