

Uintah County

Job Description



Title:	Proctor	Code:	303
Division:	Administration	Effective Date:	8/25
Department:	Economic Development	Last Revised:	
FLSA Cat:	Non-Exempt	Pay Grade:	

GENERAL PURPOSE

Oversee virtual 25-hour Pre-license/General Contractor Course.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Economic Development Director

SUPERVISION EXERCISED

Student-based for coursework and testing

ESSENTIAL FUNCTIONS

- Set up a classroom for course instruction.
- Monitor courses and exams in a remote learning environment.
- Observe student activity for cheating or unauthorized materials to maintain course integrity.
- Verify participant identification and record attendance.
- Distribute and collect course materials: booklets, notepads, pens/pencils.
- Complete and print course completion certificates.
- Track break times and returns.
- Communicate with students and address questions.
- Report incidents to the appropriate authority.
- Follow all policies and demonstrate the ability to work independently.
- Perform related duties as required.

MINIMUM QUALIFICATIONS

1. Graduation from high school with a minimum of two years of professional work experience.

- Familiarity with electronic equipment: webcams, speakers, microphones
- Familiarity with virtual software: Zoom, Microsoft Teams, and procedures
- Strong written and verbal communication skills
- Organizational Skills
- Professional demeanor
- Ability to work independently

2. Required Knowledge, Skills, and Abilities:

Knowledge of computer capabilities; information system concepts; operating system fundamentals; Microcomputers and Microsoft operating system; "Helpdesk" support methods; interpersonal communication skills; database management, methods, and standards for project control; documentation procedures.

Ability to plan and develop logical applications of computer technology; analyze a variety of problems and arrive at alternative solutions, communicate effectively, verbally and in writing; develop effective working relationships with technicians, vendors, supervisors, and coworkers.

3. Special Qualifications:

None.

4. Work Environment:

Tasks require a variety of physical activities that may involve muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing, and seeing are essential to job performance. Mental application utilizes memory for details, emotional stability, and discriminating thinking, guided and creative problem-solving. Occasional local travel is required.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)