Job Title: GED Examiner

JOB SUMMARY

The GED Examiner is responsible for registering students, maintaining accurate records, and administering the GED test according to the GED Testing Service Policies and Procedures and the Georgia GED Testing Program Manual Supplement.

MAJOR DUTIES

- Verifies each candidate’s identity and eligibility to test;
- Registers eligible examinees for the GED testing sessions;
- Collects and deposits testing fees;
- Distributes and collects testing materials (test booklets, answer sheets, essay topic cards, and scratch paper);
- Scans and submits answer sheets/essays/reports to the Georgia GED Testing Program office;
- Maintains and orders testing materials and orders supplies;
- Prepares invoices for agencies that provide financial assistance to test-takers;
- Counsels test-takers and recommends adult education classes;
- Works closely with adult education instructors to plan training calendars, share testing policies, and release scores when permitted;
- Provides information about testing accommodations as required;
- Maintains testing materials and records in readiness for unannounced monitoring by state personnel;
- Assists in inventory of all GED materials to be returned to GEDTS at the end of each contract year;
- Follows the policies of the GED Testing Service Policies and Procedures and the Georgia Testing Program Manual Supplement;
- Maintains security and protects confidentiality in all aspects of testing;

COMPETENCIES

- Knowledge of GED Testing Service Policies and Procedures and the GEDTS
- Knowledge of personal best practices, rules, and testing needs
- Ability to break larger tasks into manageable smaller tasks
- Ability to disperse information in a clear, concise manner
- Skill in the operation of computers and job related software programs
- Accurate recordkeeping and organizational skills
- Skill interpersonal relations and in dealing with the public
- Oral and written communications skills
**MINIMUM QUALIFICATIONS**

Bachelor’s degree from an accredited college or university

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.