

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF HUMAN RESOURCES
TESTING AND SELECTION UNIT
EXAMINATION TEAM**

NAME: VACANT

JOB TITLE: Graduate Student Assistant

STATEMENT OF DUTIES: Under close supervision and in a trainee capacity of the Supervisor I, the Graduate Student Assistant will perform a wide variety of activities that will assist the Examination Team as it continues to serve the selection needs of the Department.

SUPERVISION RECEIVED: Reports directly to the Examination Team Manager, Supervisor I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Sedentary: personal computer is utilized on a daily basis to perform and/or complete tasks such as writing reports, creating spreadsheets and charts, initiating or responding to e-mails, etc.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle office in a smoke-free environment of the high-rise building at 1300 I Street building.

ESSENTIAL FUNCTIONS

- 35%** Assist in the process of developing and administering a wide range of exam procedures for the Department of Justice (DOJ). Assist in creating various examinations by working with Subject Matter Experts (SMEs), leading research efforts into examination development process and theory, and writing examination items. Contact and communicate with exam candidates regarding various exam administration issues, such as rescheduling exam times, answering basic questions, etc. Assist with creating examinations using the DOJ online testing platform (Assess.ai) and downloading scores from the online testing platform for analysis and finalization of exam results.
- 20%** Assist with conducting and leading job analysis projects by researching DO J and statewide classifications; working with SMEs; writing task and knowledge, skills, and abilities statements; and performing statistical analysis using Microsoft Excel or other statistical software.
- 20%** Assist with conducting minimum qualifications reviews including review of application materials, classification specifications, researching position information, and making recommendations to the Examinations team.

- 10%** Research various exam issues by consulting various manuals, codes and regulations, internet sources, relevant literature, and other exam-related references, and provide recommendations to management as needed.
- 10%** Proctor examinations and hiring interviews by setting up remote proctoring meetings, greeting candidates, verifying candidate identity, orienting candidates to exam procedures, and other related duties.
- 5%** Other duties as assigned including, but not limited to, providing directed assistance to other teams in the Talent Acquisition Unit as work availability allows, especially the Examination Team's sister unit, the Assessment Consultation Team.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Revised 06/2026

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF HUMAN RESOURCES
TESTING AND SELECTION UNIT
EXAMINATION TEAM**

NAME: VACANT

JOB TITLE: Student Assistant

STATEMENT OF DUTIES: Under close supervision and in a trainee capacity of the Supervisor I, the Student Assistant will perform a wide variety of activities that will assist the Examination Team as it continues to serve the selection needs of the Department.

SUPERVISION RECEIVED: Reports directly to the Examination Team Manager, Supervisor I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Sedentary: personal computer is utilized on a daily basis to perform and/or complete tasks such as writing reports, creating spreadsheets and charts, initiating or responding to e-mails, etc.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle office in a smoke-free environment of the high-rise building at 1300 I Street building.

ESSENTIAL FUNCTIONS

- 35%** Assist in the process of developing and administering a wide range of exam procedures for the Department of Justice (DOJ). Assist in creating various examination content, lead research efforts into examination development process and theory, and write examination items. Contact and communicate with exam candidates regarding various exam administration issues, such as rescheduling exam times, answering basic questions, etc. Assist with creating examinations using the DOJ online testing platform (Assess.ai) and downloading scores from the online testing platform for analysis and finalization of exam results.
- 25%** Assist with conducting minimum qualifications reviews including review of application materials, classification specifications, researching position information, and making recommendations to the Examinations team.
- 15%** Assist with conducting and leading job analysis projects by researching DOJ and statewide classifications; working with DOJ subject matter experts (SMEs); writing task and knowledge, skills, and abilities statements; and performing statistical analysis using Microsoft Excel or other statistical software.

- 10%** Research various exam issues by consulting various manuals, codes and regulations, internet sources, relevant literature, and other exam-related references, and provide recommendations to Examinations team staff and management as needed.
- 10%** Proctor examinations and hiring interviews by setting up remote proctoring meetings, greeting candidates, verifying candidate identity, orienting candidates to exam procedures, and other related duties.
- 5%** Other duties as assigned including, but not limited to, providing directed assistance to other teams in the Talent Acquisition Unit as work availability allows, especially the Examination Team's sister unit, the Assessment Consultation Team.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Revised 07/2026

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF HUMAN RESOURCES
TALENT ACQUISITION
TESTING AND SELECTION UNIT
ASSESSMENT CONSULTATION TEAM**

NAME: Vacant

JOB TITLE: Graduate Student Assistant

STATEMENT OF DUTIES: Under close supervision and in a trainee capacity of the Supervisor I, the Graduate Student Assistant will perform a wide variety of activities that will assist the Assessment Consultation Team (ACT) as it serves the selection needs of the Department.

SUPERVISION RECEIVED: Reports directly to the Supervisor I over the ACT.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Sedentary: personal computer is utilized on a daily basis to perform and/or complete tasks such as writing reports, creating spreadsheets and charts, initiating or responding to e-mails, etc.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle office in a smoke-free environment of the high-rise building at 1300 I Street building.

ESSENTIAL FUNCTIONS:

- 30%** Assist with performing various clerical and analytical tasks, including but not limited to: researching assessment development processes and theory, validation, and other purposes; working with subject matter experts to support assessment projects; and reviewing and evaluating job bulletins, duty statements, class specifications, and other position information to assist in assessment development. With guidance, collects, cleans, analyzes qualitative and quantitative data, such as test responses, applicant submissions, and item analysis data. Attend and facilitate consultation meetings with hiring managers.
- 15%** Assist with content development for basic and advanced assessment products, such as writing content for application scoring matrices, structured interviews, and skills assessments. Assist with assembling content into test and assessment forms, and documenting validity evidence and drafting validation reports.
- 15%** Assist with content review, formatting, and quality control of various materials, such as assessments products; uploading content, assembling tests, uploading examinees, and creating administrative sessions in the online testing platform, Assess.ai. Download and process test responses and scores.

ACT Graduate Student Assistant
Duty Statement

- 15%** Following established procedures, organize and maintain interview, exercise, and applicant data, including those stored in databases, spreadsheets, and other reports.
- 15%** Following established procedures, contact and communicate with test takers to resolve online testing technical issues, reschedule test times, answer basic questions, and address other administration-related issues. Proctor the administration of tests and assessments.
- 10%** Other duties as assigned including, but not limited to, providing directed assistance to the Exams team or working on special projects.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Revised 06/2026

**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF HUMAN RESOURCES
TALENT ACQUISITION
TESTING AND SELECTION UNIT
ASSESSMENT CONSULTATION TEAM**

NAME: Vacant

JOB TITLE: Student Assistant

STATEMENT OF DUTIES: Under close supervision and in a learner capacity of the Staff Services Manager I, the Student Assistant will perform a wide variety of activities assisting the ACT as it continues to serve the selection needs of the Department.

SUPERVISION RECEIVED: Reports directly to the Staff Services Manager I over the ACT.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Sedentary: personal computer is utilized on a daily basis to perform and/or complete tasks such as writing reports, creating spreadsheets and charts, initiating or responding to e-mails, etc.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle office in a smoke-free environment of the high-rise building at 1300 I Street building.

ESSENTIAL FUNCTIONS:

- 30%** Assist with performing various clerical and analytical tasks, including but not limited to: researching assessment development processes and theory, validation, and other purposes; working with subject matter experts to support assessment projects; attending consultation meetings with hiring managers to take notes and learn how to facilitate meetings; reviewing and evaluating job bulletins, duty statements, class specifications, and other position information to assist in assessment development. Assist with collecting, cleaning, analyzing, qualitative and quantitative data, such as test responses, applicant submissions, and item analysis data.
- 15%** Assist with content development for basic assessment products, such as writing content for application scoring matrices, structured interviews, and skills assessments. Assist with assembling content into test and assessment forms, and documenting validity evidence and drafting validation reports.
- 15%** Assist with content review, formatting, and quality control of various materials, such as assessments products; uploading content, assembling tests, uploading examinees, and creating administrative sessions in the online testing platform, Assess.ai; and downloading and processing test responses and scores.

ACT Student Assistant
Duty Statement

- 15%** Assist with organizing and maintaining interview, exercise, and applicant data, including those maintained on databases, spreadsheets, and reports.
- 15%** Assist with contacting and communicating with test takers to resolve online testing technical issues, reschedule test times, answer basic questions, and address other administration-related issues. Proctor the administration of tests and assessments.
- 10%** Other duties as assigned including, but not limited to, providing directed assistance to the Exams team or working on special projects.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Revised 05/2025