

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**
Certification/Licensure Examiner**SERIES NO.:**
1684**MAJOR AGENCIES:**
Commerce**EFFECTIVE DATE:**
01/09/2005**SERIES PURPOSE:**

The purpose of the certification/licensing examiner occupation is to review & process applications & supplemental documents to determine completeness & eligibility for certification/licensure in compliance with governing statutes.

At the lower level, incumbents notify applicants to appear for examination, administer & score examinations & compile test statistics & reports & receive training to independently review applications & supplemental documents for completeness & compliance before applicant may take licensure/certification examination, or examine, review & verify incoming information regarding applicants for registration.

At the higher level, incumbents review applications & supplemental documents for certification/licensure or renewal/reinstatement for completeness, accuracy & compliance with applicable laws, rules & procedures before applicant may take licensure/certification examination or be issued a renewal/ reinstatement certificate/license.

Note: This classification series is not to be used by regulatory & licensing boards or issuing agency for which a separate class series has been established (e.g., Steam Engineer Examiner, 54571, Cosmetology Examiner, 21512), or for positions involved in issuing hunting, fishing or other like permits, or liquor control permits, or commercial driver's & driver's licenses, or positions involved in review of applications for approval to take civil service examinations & civil service test administration. Class is reserved for agencies/boards issuing licenses or certificates to paraprofessionals & professionals such as nurses, dentists, pharmacists, physicians, real estate brokers.

CLASS TITLE

Certification/Licensure Examiner 1

CLASS NUMBER

16841

PAY RANGE

27

EFFECTIVE

08/06/1995

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of applicable regulations & laws governing test administration & scoring & eligibility for certification/ licensure & office practices & procedures in order to notify applicants to appear for examination, administer & score examinations, compile test statistics & reports, notify applicants of test results & receive training in application review process to determine eligibility of applicants applying for certification/licensure or review & verify incoming information regarding applicants for registration, ensure compliance with applicable laws, rules & procedures & to determine accuracy, completeness & acceptability of submitted materials prior to issuance of registration identification cards.

CLASS TITLE

Certification/Licensure Examiner 2

CLASS NUMBER

16842

PAY RANGE

28

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of applicable regulations & laws governing eligibility for certification/licensure or licensure renewal/reinstatement in order to review applications & supplemental documents for completeness, accuracy & compliance before applicant may take licensure/certification examination or before issuance of license renewal/reinstatement.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Certification/Licensure Examiner 1	16841	09	08/06/1995	27

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

A - Notifies qualified applicants to appear for examination (e.g., auctioneers, apprentice auctioneers, auction companies, private employment & personnel placement services, private investigators), assures proper people are seated, monitors examination process, grades examinations, informs higher-level certification/licensure examiner & applicants of pass/fail status, ensures compliance with applicable laws, rules & procedures within testing process & receives calls from general public & answers questions regarding examination process,

OR

B - Examines, reviews & verifies incoming information (e.g., verifies all fingerprint cards; reviews firearm bearer materials & copies of certificates; verifies total hours completed, course approval & attendance of continuing education claimed by licensees) regarding applicants for registration/renewal (e.g., as security guards), identifies problems, determines status & completeness & contacts applicants or licensees regarding submitted materials or to obtain additional information, ensures compliance with applicable laws, rules &/or procedures, determines accuracy, completeness & acceptability & forwards information (e.g., firearm bearer status, registration identification cards to be issued) to records management staff for issuance of registration identification cards & operates word processor/personal computer to generate needed correspondence.

Prepares files for data entry by records management section; files applications, records & reports; drafts, types & files correspondence pertaining to testing; utilizes data base for retrieval of information; logs examination results; maintains records related to testing of applicants; processes completed fingerprint cards & forwards to Bureau of Criminal Identification & Investigation for check & holds cards pending for results & notifies supervisor & applicant of discrepancies; answers questions from applicants regarding status of applications; coordinates materials with fiscal officer to assure proper cash booking & accurate fee payment; updates files to reflect continuing education status.

Receives training in application review process (e.g., examines, reviews & verifies all incoming information regarding applicants for licensure [e.g., auctioneers; apprentice auctioneers; private investigators; private employment & personnel placement services]; identifies problems, determines status, completeness & appropriateness of submitted materials; works with hard-copy application files, uses checklist & corresponds with applicants to assure all licensing materials are received; compiles all data collected relative to one application in file folder & refers to supervisor for final action to issue or disapprove certification/licensure); gathers information to maintain log for number of registration cards issued & status of unissued cards; completes reports reflecting processing time of I.D. cards; develops reports &/or documentation reflecting problems encountered &/or progress of application examining activities & makes recommendations for changes in process; provides information & assistance to enforcement staff; uses data base to retrieve information &/or to provide information to aid in processing; assists testing section in monitoring & grading of sales examinations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of procedures governing test administration & scoring*; applicable regulations/laws governing certification/licensure*; office practices & procedures; public relations. Skill in typing, word processing or operation of video display terminal. Ability to review applications for completeness, verify eligibility & compile all related information necessary for another to approve issuance of certificate/license*; compose basic correspondence & compile reports; handle routine & sensitive inquiries from applicants & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in clerical/secretarial or other administrative support position involving public contact; 1 course or 3 mos. exp. in typing, word processing or data entry using video display terminal.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Certification/Licensure Examiner 2	16842	09	01/09/2005	28

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Reviews applications & supplemental documents for certification/ licensure or renewal/reinstatement (e.g., for Ohio or foreign real estate brokers & sales persons; for auctioneers, apprentice auctioneers, auction companies, personnel placement services, private investigators, security guard providers) for completeness (e.g., copy of bond, fee payment, necessary liability insurance has been obtained, necessary corporation papers have been included; verifies previous brokers listed on applicants application), accuracy & compliance with applicable laws, rules & procedures, identifies problems, notes errors or discrepancies & initiates corrective action, corresponds with applicants/licensees to correct problems & responds to inquiries & requests.

Notifies qualified applicants to appear for examination (e.g., for Ohio or foreign real estate dealer & salesperson examination), administers & scores examination, compiles test statistics & reports & notifies applicants of their test results; processes certification/licensure applications or renewal materials & insurance materials & forwards to appropriate employee for follow- up or any action to be taken; sends out notices on insurance expiration & serves as contact person with insurance carriers; forwards license application materials to records management section for input of data into computer to generate licenses & pocket identification cards; compiles all data collected relative to one application in file folder & refers to supervisor for final action to issue or disapprove certification/licensure.

Provides information & assistance to general public & licensees to aid in processing license applications (e.g., corporate or partnership licensure; required experience verification; liability insurance; bond coverage; testing & licensing procedures); answers telephone inquiries concerning certification/ licensure & testing process, laws & regulations; gathers & analyzes information & completes reports; writes correspondence; operates personal computer/word processor for compiling rosters, pass lists & fail lists or appropriate licenses for distribution to licensees; determines when application needs special follow-up or investigation & makes recommendations to enforcement staff.

MAJOR WORKER CHARACTERISTICS:

Knowledge of applicable regulations/laws governing certification/licensure*; office practices & procedures; public relations; procedures governing test administration & scoring*. Skill in typing, word processing or operation of video display terminal. Ability to review applications for completeness, verify eligibility & compile all related information necessary for another to approve issuance of certificate/license; compose basic correspondence & compile reports; handle routine & sensitive inquiries from applicants & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Certification/ Licensure Examiner 1, 16841.

-Or 12 mos. trg. or 12 mos. exp. in reviewing applicants' eligibility to take examinations, test administration & scoring & compiling statistics concerning test results; 1 course or 3 mos. exp. in typing, word processing or data entry using video display terminal.

-Or 2 yrs. trg. or 2 yrs. exp. in clerical/secretarial or other administrative support position involving public contact & preparation of correspondence & reports; 1 course or 3 mos. exp. in typing, word processing or data entry using video display terminal.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.