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## **Job Specification 24912**

### **MONITOR**

#### **Unclassified**

**N.J.S.A. 11A:3-41 (State)**

**N.J.S.A. 11A:3-5u (Local)**

### **DEFINITION**

Under supervision in a government department, does field and office assignments in a variety of capacities, in a variety of areas on a limited or sporadic basis; does related work as required.

**NOTE:** In local government, this title is for the exclusive use of county or municipal libraries.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **EXAMPLES OF WORK:**

May serve on an as needed basis within the agricultural inspection program.

May serve on an as needed basis within the commodities inspection program.

May serve on an as needed basis with the Racing Commission or other such inspection programs.

May serve on an as needed basis with a library or related activity.

On an as needed and limited basis, may act as a proctor for specific examinations such as the Department of Personnel examinations, Real Estate licensure examinations, and Professional Board examinations.

As part of the inspection and monitoring function, may oversee the maintenance of essential reports, records, and files and draft correspondence in the course of official duties.

Prepares formal records and statements covering all phases of each assigned case or investigation.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information system used by the agency, office, or related units.

### **REQUIREMENTS:**

#### **EDUCATION:/EXPERIENCE:**

Education and experience requirements shall be

commensurate with the area and/or level of expertise necessary to perform the duties of the position. See comparable Department of Personnel job specifications applicable to specific duties.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: 98/X98-24912      MCK      02/03/04

This job specification is for state and local government use.

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