UNIVERSITY OF SOUTHERN CALIFORNIA
Neuropsychology Testing Technician
Job Code: 187604

Grade: 00
OT Eligible: Yes
Comp Approval: 11/6/2013

JOB SUMMARY:
Administers routine neuropsychological testing and interpretation procedures. Provides psychological assessment and counseling. Assists psychologist in research processes and studies.

JOB ACCOUNTABILITIES:
* E/M/NA % TIME
Johnny Johnny Administers routine neuropsychological testing and interpretation procedures. Schedules procedures. Scores all tests according to established procedures.
Johnny Johnny Provides psychological assessment and counseling.
Johnny Johnny Assists psychologist in research processes and studies.
Johnny Johnny Documents all scores and findings. Assists with data entry and data analysis.
Johnny Johnny Maintains compliance with established university and department policies and procedures, quality assurance, safety, environmental, infection control and complies with requirements of accreditation and regulatory agencies.
Johnny Johnny Participates in in-service education programs to enhance job knowledge and performance.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: No
Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:
Bachelor’s degree
Combined experience/education as substitute for minimum education

Minimum Experience:
Minimum Field of Expertise:

Degree in Psychology or related field. Experience in performing neuropsychological tests and psychological counseling.

Skills: Administrative:

- Assemble and organize numerical data
- Clinical documentation
- Communicate with others to gather information
- Gather data
- Input data
- Maintain records
- Prioritize different projects
- Prioritize different tasks
- Read handwritten text
- Schedule appointments
- Understand and apply policies and procedures
- Understand and enforce regulatory guidelines
- Use database and/or word processing software

Skills: Machine/Equipment:

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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