NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Engineering Clerk	CODE: 84371C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from administrative supervisor, prepares & maintains construction project records & reports;

- PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	68-78	Prepares & maintains construction project records & reports (e.g., prepares budgets & quarterly reviews; reviews & records purchases of materials & contract repairs; solicits bids for purchase of supplies & materials, compiles specifications & prepares advertising documents; maintains list of contractors requesting documents & forwards requested documents; reviews reports submitted by districts for coding input errors; maintains daily construction project diary by compiling inspectors daily reports; posts construction on control sheets; prepares monthly status reports; reviews contractors payrolls for compliance with minimum wage requirements; assists in preparing change orders; maintains bookkeeping records & submits estimates for payment of completed work; prepares time & mileage reports; prepares laboratory test reports; maintains records on status of samples tested).	Knowledge of (10 recordkeeping, (2) office practices & procedures; ability to (3) deal with problems involving several variables in familiar context, (4) calculate fractions, decimals & percentages, (5) maintain accurate records, (6) gather, collate & classify information about data, people or things, (7) cooperate with co-workers on group projects.
2	13-23	Performs miscellaneous clerical duties (e.g., maintains filing system; orders & maintains inventory of office supplies; types correspondence &/or reports; serves as relief operator for teletype/telex equipment; answers telephone).	Knowledge of 2; skill in (8) operating typewriter, computer &/or telex/teletype*; ability to 3, 5; (9) read, copy & record figures accurately, (10) sort items into categories according to established methods, (11) answer routine telephone inquiries from public.

(1165)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
May work varying hours.	Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 600 hrs. training in office practices & procedures (or 6 mos. exp.); 300 hrs. training in recordkeeping (or 3 mos. exp.); or equivalent.	

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	6-12	Performs other miscellaneous duties (e.g., makes site visits & assists in inspection of work to insure conformance with terms of orders & contracts &/or EEO requirements; maintains & assigns car pool vehicles; performs preliminary review &/or processing of legislative agreements; coordinates processing of bridge inspection reports;	Ability to 3, 4, 5, 7.

C11(6)

123:1-7-17

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UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE	CODE:	
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