

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Engineering Clerk

SERIES NO.:

8437

MAJOR AGENCIES:

Transportation, Adjutant General

EFFECTIVE DATE:

SERIES PURPOSE:

The purpose of the engineering clerk occupation is to prepare & maintain construction project records & reports & correctly transfer project data to established project documentation format.

CLASS TITLE:

Engineering Clerk

CLASS NUMBER:

84371

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of agency policy & procedures pertaining to construction project recordkeeping & office practices & procedures including bookkeeping & data entry procedures in order to prepare & maintain construction project records & reports according to established procedures.

CLASS TITLE: Engineering Clerk	CLASS NUMBER: 84371	BARGAINING UNIT: 09
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EFFECTIVE DATE:

03/26/1990

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.)

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 data 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).

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).

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).

MAJOR WORKER CHARACTERISTICS:

Knowledge of mathematics to include fractions, decimals & percentages; bookkeeping*; office practices & procedures; data entry procedures*; agency policies, procedures & regulations pertaining to construction project recordkeeping*. Skill in operation of office machines (e.g., typewriter, telex/teletype, computer)*. Ability to deal with problems involving several variables in familiar context; read, copy & record figures accurately; sort items into categories according to established methods; answer routine telephone inquiries from public; maintain accurate records; gather, collate & classify information about data, people or things; cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes fractions, decimals & percentages & in reading, writing & speaking English vocabulary; 6 mos. trg. or 6 mos. exp. in office practices & procedures; 3 mos. trg. or 3 mos. exp. in recordkeeping.

-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:

May be required to work varying hours.