

 JOB DESCRIPTION	ENGINEERING APPLICATION: AFSCME			
	TITLE: Engineering Support Clerk	REVISION DATE 8/30/2017	SUPERCEDE 07/30/2009	APPROVAL DATE

SUMMARY

Employees in this job perform a variety of clerical activities for the Engineering Department. Various duties include, but are not limited to, record maintenance, data entry and retrieval, document checking and comparison, and assembling and compiling information.

There is one classification in this job.

Engineering Support Clerk (Pay Grade 1)

SUPERVISION RECEIVED

Works primarily under the direction of the Assistant Director of Engineering, and assists other areas within the Road Commission. Work is performed according to established rules, regulations, procedures and practices. Work is generally checked by conference, observation, or through reports and records.

RESPONSIBILITIES, ESSENTIAL DUTIES AND FUNCTIONS

Note: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty. Individuals seeking advancement may be given opportunities to perform at a higher level of responsibility to assess the individual's potential for advancement.

1. Prepares letters, memoranda, reports, and minutes of meetings, scientific or technical material, numerical data, charts and forms from verbal or written instructions, or other materials.
2. Operates a variety of standard office equipment such as telephones, personal computers and copy machines.
3. Receives and screens visitors and telephone calls, takes messages, schedules appointments for staff and provides information to callers requiring knowledge of Engineering operations, and the interpretation and application of policies, procedures and regulations.
4. Schedules and arranges meetings and conferences for staff and notifies interested parties; assembles related and necessary materials for these events; and makes travel reservations as needed.
5. Determines needs and orders office supplies, equipment, repair and maintenance services through agency channels. Establishes and maintains files, logs, indexes, control records, or other information.
6. Maintains confidentiality of documents and information received.
7. Searches records, assembles materials and compiles information.
8. Checks and/or compares documents, forms and other materials for accuracy and completeness.

9. Assists in creating and revising forms, proposes procedures, formats, and standards for office correspondence.
10. Prepare periodic reports by retrieving and compiling data in accordance with organization needs and established procedures or specific instructions.
11. Assists with various duties including issuing permits, performing clerical duties, collecting fees and making deposits, and by collecting needed information.
12. Perform related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

All of the following qualifications, knowledge, skills, and abilities (KSA's) are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Knowledge** of office practices, procedures and computer software programs
- Knowledge** of proper English usage, spelling, and punctuation
- Knowledge** of the organization and composition of business letters, memoranda, minutes, reports, charts, and spreadsheets
- Knowledge** of the principles and practices of business office support
- Knowledge** of standard office equipment
- Advanced** keyboarding and typing skills
- Proficiency** at computer data entry
- Ability** to organize and coordinate the work of multiple projects
- Ability** to follow, apply, interpret, and explain instructions and/or guidelines
- Ability** to communicate effectively
- Ability** to interact well and get along with co-workers
- Ability** to handle stress
- Ability** to follow complex instructions
- Ability** to determine work priorities

WORKING CONDITIONS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone. Duties may require employee to exert up to 20 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects.

EDUCATION

Possession of a high school diploma or GED

EXPERIENCE

One year of administrative support experience and customer service where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work.

SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATIONS

Must possess a valid driver's license