

ENGINEERING RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent has the responsibility to maintain complex engineering records including contract specifications, permits, blueprints, expenditure and payment estimates, survey maps, correspondence and related design or engineering material. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops and maintains an efficient indexed file of contract data for reference use; Compiles and collates all contract specifications, drawings and correspondence for pending work; Completes and submits necessary work permits for DEC, DEP, Army Corps of Engineers and other organizations as necessary; Reviews assembled specifications for completeness; Routes contract specifications, blueprints, permits and any addenda to appropriate personnel; Maintains reports from engineers that project and permit requirements are being met and submits completion notices as necessary; Assists engineering personnel in tracking and compiling needed engineering data on an automated record system within the Division; Works with administrative staff to track expenses and revenues of projects; Compiles and submits quarterly reimbursement requests to appropriate agencies; Develops and maintains spreadsheets and databases as necessary; Supervises the coding and filing of new material; Checks all records periodically to purge from active storage aged material; Prepares reports and statistics from automated system upon request; Correlates related information in files for departmental use; and obtains desired records and papers upon request; May assist engineers in the field maintaining project records.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of engineering office practice, including construction processes, payment records and engineering record keeping; Skill in the use of automated equipment for the purpose of maintaining detailed records, files and generating reports; Clerical aptitude using letters and numbers; Ability to understand and carry out complex oral and written directions; Ability to work under pressure with good organizational skills; Ability to get along well with others; Good judgment in solving complex clerical and administrative problems; Ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; Initiative and resourcefulness; Ability to prepare correspondence and reports; Ability to present oral and written comments and opinions clearly and concisely; Ability to deal effectively with the public; Tact and courtesy; integrity; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered two year college or university with an associates degree in Public or Business Administration or related field and two years of responsible clerical experience, which shall have included one year of account keeping responsibilities and involved the use of automated equipment to maintain records and generate reports or related work; OR
- B. Graduation from high school or possession of a high school equivalency diploma and four years of responsible clerical experience, which shall have included one year of account keeping responsibilities and involved the use of automated equipment to maintain records and generate reports or related work; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: A valid New York State driver's license is required at time of appointment and maintained during employment.

Approved 12/9/14