

ENGINEERING RECORDS CLERK

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

EXAMPLES OF WORK: (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;
- Reviews assembled specifications for completeness;
- Routes contract specifications, blueprints and any addenda to appropriate personnel;
- Maintains automated records of engineering data;
- Assists engineering personnel in tracing and compiling needed engineering data on an automated record system within the Division;
- 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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: 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; initiative in recognizing need for improvement in, or adaptation of, existing systems and effecting changes in them; in tracking down missing and misfiled items; accuracy in filing; good memory; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and three years of office/clerical experience, one of which involved the use of automated equipment to maintain records and generate reports.

SUBSTITUTION: College education may be substituted at the rate of 30 credit* hours for each year of experience, not including the required specialized experience.

NOTE: Data entry experience may not be substituted for the required experience with automated equipment.

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C0460
Job Group: VI