

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Engineering Office Assistant 1

Definition

Under immediate to general supervision, performs a variety of trainee-level administrative support activities in an area engaged in engineering activities; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Maintains equipment and stock inventories for compliance to department standards.

Assists in the preparation of budget proposals and in obtaining funding requests and coordinating various department clearances.

Coordinates right-to-know and hazardous materials information; acts as the training coordinator; maintains training record logs.

Helps audit construction reports for compliance with specifications.

Maintains work schedule for special equipment.

Maintains advertising sign inventory; monitors rights-of-way for non-compliance activity and initiates appropriate actions.

Maintains project records including the quality of all materials inspected and expenditures; prepares vouchers and other reports.

Applies for various permits and ensures reports are issued to clear permits.

Prepares and updates maps on detours, embargoes and weather conditions; prepares graphs, charts and plats.

Maintains drainage records and files.

Resolves federal wage rate problems; requests wage rate determinations from the federal government; helps audit time sheets.

Maintains computerized primary and secondary road fund balances; checks and reviews confidential financial experience and equipment statements.

Competencies Required

Knowledge:

- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Basic Arithmetic – Addition, subtraction, multiplication, and division.
- Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.

Abilities:

- Clerical – Maintain complex clerical records.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) All of the following (a and b):
 - a. Graduation from high school, GED, or equivalency; and
 - a. A total of three years of full-time experience in highway design, maintenance, construction, or materials; or administrative support in inventory management, training programs, administrative recordkeeping, or closely related areas.
- 2) A total of three years of education/and or full-time experience (as described in number one), where thirty semester hours of accredited college or university coursework in any field equals one year of full-time experience.
- 3) Current, continuous experience in the state executive branch that includes two years of full-time work experience in highway design, maintenance, construction, or materials, or the direct administrative support thereof.

Effective date: 09/23 KMJ