

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

Engineering Office Assistant 2

Definition

Under general supervision, provides administrative and technical assistance in the areas of auditing, compliance, and recordkeeping 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

Audits interstate, primary, secondary, and maintenance contract estimates and final vouchers; ensures the proper coding and mathematical accuracy of the entries on various documents; checks the documentation of extra work orders and bridge piling logs.

Audits external vouchers for proper coding and mathematical accuracy.

Maintains progress reports on all district construction and rights-of-way vouchers paid and approved by the district; compiles and maintains the current road inventory of the district.

Audits secondary road budgets and programs for mathematical accuracy.

Gathers, sorts, codes, and files various documents, plans, and other materials; may oversee clerical personnel.

Audits field books and other records to ensure that documentation of contract items and construction procedures meets established requirements.

Advises resident construction engineers on the proper preparation and submission of required documentation.

Audits all entrance permits, maintains central access control files, and advises engineers on matters concerning entrances and access control.

May perform some, but less than the full range of supervisory functions required for collective bargaining exemption purposes.

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.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- 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.
- Negotiation – Bringing others together and trying to reconcile differences.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.

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
 - b. A total of five 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 five 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 eighteen months of full-time work as an Engineering Office Assistant 1 or three years of full-time work experience in highway design, maintenance, construction, or materials.

Effective date: 09/23 KMI