

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV97412
Job Class Code:	820	Salary Schedule:	AREG
EEO Category:	03	Grade:	13
Workers Comp Code:	8601		

Job Code Established:	04/23/84	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Transportation Series

JOB CODE TITLE: TRANSPORTATION ADMINISTRATIVE RECORDS TECHNICIAN I

HRIS TITLE: TR ADMV RCDS TECH I

WORK DESCRIPTION: Reviews and verifies the accuracy of all construction survey books received in the Field Reports Services; ensures computations and totals in field survey books are correct for contractor payment; OR performs primarily administrative office duties in a construction field office such as payroll, personnel records, and files maintenance; performs the simpler engineering computations such as scale, spread, and weigh sheets and survey books.

WORK ACTIVITIES: Checks or verifies calculations on quantity summaries for highway construction bid items.

Examines and verifies numeric data and specifications on source documents by recalculating computations, using geometry or trigonometry.

Maintains highway construction contract diaries, progress reports, royalty records, documentation of pay quantities, and final summaries of all relevant data pertaining to highway construction projects.

Maintains a record of material used, equipment and man hours expended, vehicle mileage and other information as required, for work projects.

Compiles information for and writes periodic reports on activities of a work unit.

Compares two or more forms, lists, columns, or aggregations of figures, using visual observation and adding machine, and totals both sets of figures, noting discrepancies, and rechecking own work for errors.

Calculates expenses, cumulative charges, receipts, or other fiscal data for daily and other periodic records; changes computations if necessary.

Examines payroll documents from public contractors to assure completeness, accuracy and compliance with contract.

Consults manual of policy and procedure in order to ensure that actions to be taken are in keeping with laws or rules.

Adds, subtracts, multiplies and divides, and summarizes quantitative data in accordance with established procedures.

Gives and receives information requiring some judgment or discretion regarding current and specific business of the work unit, by telephone and by direct personal contact.

Retrieves from files and compiles needed data from known locations. Searches blueprints, maps, charts, records, and diagrams for specific information regarding current construction or past work done in a future work site.

WORK CONDITIONS: No unusual work conditions.

SUPERVISION: Works under the general supervision of the Highway Construction Records Team Leader or Supervisor, within well-established work processes, receiving occasional instruction and guidance.

WORK RESULTS/PRODUCTS: Certified quantities for intermediate payments; certified quantities for final payments; complete, accurate monthly progress reports.

RESPONSIBILITY: Verifying the accuracy of field computations and quantities; maintaining administrative files and records

AUTHORITY: Determines need for further documentation of quantities; determines content of monthly overrun report.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: methods and procedures used in interpreting and evaluating construction survey data; construction and maintenance standards and specifications; records and reports available for researching and verifying project data; administrative records and reports applicable to the work unit.

Skill/Ability to: read and interpret a variety of construction data, including survey notes, plans, bid sets and change orders; oral and written communications; interpersonal relations, as applied to contacts with other agency staff and the public; operation of a variety of office equipment.