



JUNIOR ENGINEERING ADMINISTRATIVE ASSISTANT

Job Grade: O-1

RESPONSIBILITIES

The position duties include performing various assignments in the Engineering Division. The assigned tasks include mainly office administrative functions. On-the-job training is provided.

ESSENTIAL FUNCTIONS

- Office administrative tasks, such as copying, printing, scanning; final formatting and distribution of various correspondence and reports; maintaining office supply inventories; managing the copy/printer/scanner/plotter equipment; order equipment, materials and services; obtain quotes for equipment, materials or services; track contract expenditures; etc.
- Develop and maintain Engineering Division file system. Scan paper copies of drawings and project documents.
- Assist with the production of required regulatory permit applications.
- Track Authority time and material expenses on certain governmental projects.
- Obtain quotes and/or bids for work services and required equipment.
- Related and other duties. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
- Recordkeeping and reporting utilizing Microsoft Office and other software applications.
- Operate vehicles requiring a NJ Basic driver's license.
- Related and other duties. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AUTHORITY

This position reports directly to the Principal Engineer, or assigned alternate and supports all personnel assigned to the Engineering Division. This position requires interaction with the general public, Authority vendors and contractors; and local, County, State and Federal public agency representatives.

WORK LOCATION

This position will be assigned to work at the Authority's Headquarters located at 19 Saddle Road, Cedar Knolls, NJ 07927 and at any other assigned areas for Authority business. The position will also be required to attend professional development training or other courses located in New Jersey or surrounding areas.

HOURS OF WORK

This is a full-time position consisting of 37.5 hours per week. Work is scheduled between the hours of 7:30 a.m. to 4:00 p.m., Monday through Friday. Some evening and weekend work may be required.

QUALIFICATIONS

As a condition of employment, after an offer has been issued but before employment has commenced, the candidate must successfully complete an illegal substance test, background check, motor vehicle check and a physical/functional capacity exam (FCE) based on the attached job specific Functional Capacity Requirements (FCR).

LICENSES AND CERTIFICATION

1. Maintenance of a New Jersey Basic Driver's License.

EDUCATION

1. US accredited high school diploma or equivalent.
2. Combination of on the job experience, coursework, certifications and/or Associate or higher degrees in approved fields such as office administration, engineering, legal, business or the US military.
3. Obtain Microsoft Office Specialist (MOS) Certifications, or approved alternate, where three (3) sequential attempts to obtain the certifications will be provided where additional attempts will require written approval of the Executive Director:
 - a. MOS Excel certification within six (6) months of the date of hire.
 - b. MOS Outlook certification within 12 months of the date of hire.
 - c. MOS Access certification within 18 months of the date of hire.

d. MOS Power Point certification within 24 months of the date of hire.

SKILLS

1. Ability to read, write and understand English so that involved and complicated instructions and technical texts can be read and understood and to prepare memoranda, letters and reports.
2. Ability to understand, remember and carry out oral and written directions; to learn quickly from oral and written explanations and from demonstrations; to deal knowledgeably and courteously with customers and the general public; and to work during emergency and overtime situations.
3. Excellent organizational skills, including the ability to plan effectively.
4. Experience in utilizing office equipment such as fax machines, copiers, printers, scanners, telephones, etc.
5. Intermediate proficiency in Microsoft Office and ability to utilize business applications such as Microsoft Access, business, purchasing, billing, fleet management and work order type software applications. Excel proficiency must include the ability to develop worksheets/workbooks with complex calculations and graphing.
6. Ability to work harmoniously with co-workers and others.
7. Basic conversational skills in Spanish are optional, but preferred.

Attachment: Functional Capacity Requirements (07/26/17)

FUNCTIONAL CAPACITY REQUIREMENTS FOR GENERAL OFFICE

TITLE:	Executive Director/Chief Engineer Administrative Assistant Manager of Finance Supervisor of Finance Payroll/Benefits Administrator Junior Accountant Junior Finance Clerk Finance System Administrator/Sr. Account Rep Junior Engineering Administrative Assistant Senior Account Representative Clerk/Receptionist	PREPARED BY:	C. Mercado	DATE PREPARED/REVISED:	09/08/16; Revised 07/26/17
DIVISION:	General Office	DEPARTMENT:	Administration Customer Svc. Finance	APPROVED BY:	P. Kozakiewicz, K. Crawford, C. Mercado

JOB-RELATED PHYSICAL ACTIVITIES	DETAILS	RARELY	SELDOM	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY	Weight Amounts, if Applicable	Comments
		(up to 5 mins of total work time)	(6-29 minutes daily)	(30 minutes to 2 1/2 hours per day)	(2 1/2 to 5 1/4 hours per day)	(5 1/4 hours or more per day)		
Balance	To maintain body equilibrium on narrow or inclined surfaces.	a						
Bending	Flexion of the upper trunk forward while standing and knees extended or knees flexed when sitting.			a				
Carrying	To hold or rest weighted objects (<i>indicate weight</i>) directly on hands, arms, shoulders, or back while walking from one location to another.			a			≤ 30 lbs.	
Climbing Ladders	Ascend/descend with gradual or continuous progress by oneself, using both hands and feet.	0-10 ft.	a					Never
		10-20 ft.						Never
		20-30 ft.						Never
Climbing Stairs	Ascend/descend with gradual or continuous progress by oneself, using both hands and feet.			a				
Crawling	Moving body slowly in a prone position on hands and knees flexion, with arms extended and elbows bent.		a					
Crouching	Bending downward and forward by bending the legs and spine			a				
Driving	The controlled operation and movement of a land vehicle, such as a car, truck or bus (<i>indicate manual or automatic</i>).			a automatic				
Grasping	To handle, clasp or embrace with both arms, hands fingers. Applying pressure to an object with fingers and palm.			a				
Keyboarding/Typing (motor coordination)	To move the fingers rapidly and accurately during keyboarding tasks.					a		
Kneeling	Maintaining the body in an erect posture while resting body weight on one or both knees.			a				
Lifting	Raising objects from a lower to a higher position or moving objects from position to position.			a			≤ 30 lbs.	
Manual Dexterity	To move one or more hands rapidly and skillfully to perform gross grasping, placing and turning motions. Including handwriting.				a			
Pulling	Exertion of force to draw an object towards oneself in a particular direction or position.			a			≤ 30 lbs.	
Pushing	Exertion of force on or against an object (<i>indicate weight/size</i>) to move it from one location to another			a			≤ 30 lbs.	
Reaching	Extending the hands and arms in any direction			a				
Reaching Above Shoulder	To extend either arm to reach from shoulder level to overhead.			a				
Repetitive Motions	Substantial movements (motions) of the wrists, hands, and/or fingers.				a			
Sitting	Resting of the body weight in a seated position while engaging in a single activity.				a			
Squatting	Maintaining the body in an erect position with full flexion of the knees.			a				
Standing	Maintaining the entire body in an erect posture without change in location			a				

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		(up to 5 mins of total work time)	(6-29 minutes daily)	(30 minutes to 2 1/2 hours per day)	(2 1/2 to 5 1/4 hours per day)	(5 1/4 hours or more per day)		
Stooping	Flexion of the upper body forward at the waist with partial flexion of the knee.			a				
Trunk Twisting	Rotation of the neck or trunk to the right or left from a neutral position while sitting or standing			a				
Walking	Moving the entire body from one location to another using a heel to toe gait.			a				