

# Missouri Department of Transportation

Code: R01272

Title: Construction Project Office Assistant

Exemption Status: Non-Exempt

Grade: 5

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## Job Description

**Effective Date** 01-01-2014

**Replaces  
(Effective Date)** 08-01-2005

**General Summary** The construction project office assistant performs specialized clerical functions of advanced difficulty and complexity within a construction project office. Responsibilities are performed under moderate supervision.

**Minimum/Required  
Qualifications** High School Diploma or GED/HiSET  
Three years of experience in an office assistant or clerical position.

**Supervisory  
Responsibilities** None

**Location** District Offices - Construction Project Offices

**Special Working  
Conditions/Job  
Characteristics**

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## Examples of Work

- (1) Performs specialized clerical and office support functions for a construction project office; answers routine questions from employees, customers, and contractors regarding construction projects; maintains construction project records and files.
- (2) Checks contractor payroll documents against contract to ensure accurate submission of information and conformance with prevailing wage requirements; tracks trainee hours on applicable projects to ensure requirements are met; ensures trainee summaries are completed and processed for reimbursement.
- (3) Reviews subcontracts for accuracy against contract and checks prices and mathematical computations; processes all subcontracts and ensures necessary documentation and subcontractor insurance information is submitted; and notifies contractor or subcontractor if additional information is needed or to notify of any insurance expiration issues.
- (4) Prepares and generates project change orders and applies first level (contractor level) approval once necessary documentation is obtained from contractor; reviews project estimates and line item adjustments made during the course of the project to ensure project is closed out appropriately without overpayment.
- (5) Types and formats complex forms, letters, reports, and other materials, frequently technical in nature, working from rough draft, dictation and/or dictating equipment; proofreads completed work to check for correct grammar, spelling, and to ensure proper formatting is used.

- (6) Compiles, copies, sorts, and files records, forms, correspondence or other documents; removes and returns material from files; prepares and indexes file folders.
- (7) Receives incoming telephone calls, electronic mail, and faxes; answers routine questions and inquiries in accordance with program or policy guidelines, transfers calls to appropriate personnel, takes messages or refers complex inquiries to supervisor or project office staff; may operate base radio to maintain communications with field personnel.
- (8) Greets visitors and provides information to department personnel, external customers, and the general public by referencing catalogs, manuals, hard copy, and computerized files.
- (9) Maintains hard copy and computerized files, reports, catalogs, and manuals; conducts inventory and maintains office supplies; maintains and updates various office logs and directories.
- (10) Performs coding and checking functions according to established procedures; enters and verifies time and leave reporting information; enters data into computer from various reports, requisitions, and forms; contacts employees or other individuals to address routine questions or resolve minor issues.
- (11) Operates office equipment such as fax machines, copiers, and phone systems, and uses computers for spreadsheet, word processing, database management, and other office applications; trains other staff on the correct usage of hardware and software as necessary.
- (12) Reviews and processes purchase orders, invoices, expense documents, and other personnel or payroll forms.
- (13) Copies or prints documents, forms, letters, records, or other materials; sorts and collates as necessary; and prepares documents for mailing.
- (14) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**