

ARCHITECT OCCUPATIONAL GROUP

CODE NO. 21210

ASSISTANT ARCHITECT

General Statement of Duties and Responsibilities

Under supervision, performs architectural work of moderate difficulty and responsibility; may supervise subordinate employees; performs related work.

Examples of Typical Tasks

Supervises a small squad, unit or group engaged in the performance of architectural and related work.

Engages in research investigations, studies or examinations related to the architectural functions and activities of a department or agency.

Prepares drawings related to the architectural plan for the construction, remodeling or repair of public works, structures or installations.

Makes, traces, inks and letters drawings of acceptable standard quality.

Drafts specifications and prepares cost estimates and estimates of quantities.

Makes interpretative detail sketches or layouts of portions or aspects of the architectural plan as proposed or adopted.

Prepares analyses of the spatial organization and efficient utilization of sites and structures, or of the functional arrangement of interior units, utilities and appurtenances.

Participates in the development of designs of exteriors, interiors, facades, ornamental work, sculpture, grounds and walks, etc.

As directed, reviews or examines plans for the construction, demolition or alteration of structures in connection with the issuance of certificates of occupancy or other requisite or pertinent permits and compliance with the provisions of law, rule, or regulation.

Participates in, and may supervise, major inspection operations, or participates in supervision of the operation and maintenance of public works or projects under the jurisdiction of the agencies.

Qualification Requirements

1. A baccalaureate degree in Architecture from an accredited college and two years of full-time paid experience in architectural work; or
2. High school graduation or evidence of having passed an examination for a high school equivalency diploma plus six years of full-time paid experience as described in (1) above; or

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Qualification Requirements (Cont'd)

3. A valid New York State Registration as an Architect; or
4. A satisfactory equivalent.

Direct Lines of Promotion

Matures From

Architectural Trainee (21204)

Promotes To

Architect (21215)  
(Possession of a valid New York State  
Registration as an Architect is re-  
quired for promotion to Architect)

Promotes From

\*Junior Architect (21206)

Architect (21215)  
(Possession of a valid New York State  
Registration as an Architect is re-  
quired for promotion to Architect)

\*For present incumbents only.