



NEW: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	CLERK DOCUMENTATION
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	1A, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON EXEMPT
JOB CLASS CODE:	8549
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for reading, maintaining and monitoring the programming/systems documentation for all computer systems. Works with minimal supervision while monitoring and controlling the daily activity in the documentation library.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains and updates a library consisting of systems documentation files, program listings, documentation manuals, software manuals with published updates, forms used by systems development and user support staff, terminals for systems development and user support staff and systems standards manual

Word processes program description, documentation manuals and schematics

Word processes correspondence for the assistant director and staff of systems development and user support and other managers in absence of the secretary

Logs and controls IT forms catalog

Maintains log of IT service requests from user departments

Word processes and distributes notes of system planning meetings

Handles copying needs for systems development and user support

Monitors and distributes reports from the systems development printer

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High school education or G.E.D.

Three (3) years successful secretarial-related experience

Word processing skills

Basic knowledge of data processing concepts

Ability to interpret job execution reports to determine proper disposition of application software

Good secretarial skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Must work well with others

Ability to monitor records accurately
Two (2) years of experience in the Information Technology Department
Experience in a diverse work place