



NEW:  
07/01/2012

JOB TITLE:	DOCUMENTATION CLERK
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	
WORK YEAR:	260 DAYS
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 & user support staff • terminals for systems development & user support staff • systems standards manual

Types program description, documentation manuals and schematics

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

Logs and controls MIS forms catalog

Maintains log of MIS service requests from user departments

Types and distributes notes of system planning meetings

Handles copying needs for systems development & user support

Monitors and distributes reports from the systems development printer

Performs other duties as assigned by supervisor

#### 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

Typing/transcription skills (50 w.p.m.)

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 experience in the Management Information Services Department

Shorthand/speedwriting skills (65 w.p.m.)