

TITLE: <u>Computer Documentation Assistant</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA404</u>
UNION: <u>Staff Association – Local 2071, U.A.W.</u>	SALARY GRADE: <u>8</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Provide quality written information on policies, procedures and methods involved in using administrative systems. Perform general office routines using established policies and procedures based on understanding of University computer and administrative systems.

ESSENTIAL JOB FUNCTIONS

- Assemble information on policies, procedures and use of University systems. Ensure accuracy of information; verify appropriateness and completeness of material provided; request additional information as needed.
- Prepare on-line procedural manuals and technical documentation. Determine format for presentation; ensure information provided is clear and easily understood; design and compose documents using desktop publishing equipment. Modify and update document information as necessary.
- Proofread and verify information presented. Ensure accuracy of all documentation material. Make corrections and revisions as needed. Assist in editing documents prepared by others.
- Maintain electronic index of on-line manuals available. Work with units wishing to document information to determine accessibility of material. Compile, update and maintain distribution lists for documented information to ensure manuals are available to all departments.
- Provide functional supervision to a average number (3-6) of student and part-time support personnel. Assign, monitor and review work activities. Train in appropriate methods and procedures.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level utilizes an understanding of general office work routines and familiarity with University business systems in order to accurately prepare policy and user manuals. Duties are specific in nature, but an awareness of related activities is essential. Position tasks are directed by established precedents, but the incumbents must consider the most appropriate procedure or precedent to follow, which may include the search for solutions or new applications of existing policies and procedures. Incumbents are expected to set priorities and work with others to ensure accuracy of information provided. Functional work direction may be provided to an average number (3-6) part-time and temporary positions. Incumbents must utilize keen attention to detail. This classification is typically found in the Management Information Support Center in the Division of Computing and Information Technology and reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.
- Reasonable knowledge of University business functions.
- Reasonable knowledge of University policies and procedures.
- Excellent written communication skills.
- Ability to type and use wordprocessing equipment with speed and accuracy.
- Good proofreading skills.
- Typically, incumbents have worked in an office setting, providing clerical documentation support.