

**Document Control Assistant
Position Description**

Department: Commercial Nuclear	FLSA Status: Non-Exempt
Reports to: Document Control Lead	Date: 03-07-2019

Primary Function:

Provide administrative assistance for Document Control by performing the following duties.

Essential Duties and Responsibilities:

- Filing, copying, scanning and distributing controlled documents to various departments
- Maintains related files
- Prepares requests for reproduction of documents
- Operates reproduction equipment
- Other duties may be assigned

Promote and actively embrace the concept of a collaborative environment, with an emphasis on customer service, respect and candor. Safety is a cultural value and it must be promoted and enforced at all times.

Minimum Qualifications/Experience:

High school diploma or general education degree (GED); or one to six months related experience and/or training; or equivalent combination of education and experience. Documentation verification and computer skills consisting of basic operation of Microsoft Excel and Word.

Additional skills

To perform this job successfully, an individual should have knowledge of Database software; Manufacturing software; Spreadsheet software and Word Processing software

Other Qualifications

The physical demands and work environment described here are representative of the conditions that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to stand and walk.



1858 W. Bridge St.*Blackfoot, ID 83221
Ph:(208) 785-2274 * Fax: (208) 782-9001

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

While performing the duties of this Job, the employee is often exposed to work typically found in an office setting. Employee will occasionally be exposed to loud, moving mechanical parts and fumes or airborne particles. The employee is occasionally required to work outside.