

**Document Control Assistant
Position Description**

Department: Federal Services	FLSA Status: Non-Exempt
Reports to: Document Control Lead	Date: 10-30-2017

Primary Function:

Provide administrative assistance to the Federal Services Business Unit 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. 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

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet, typical of what is generally found in an office setting. The employee will occasionally be exposed to loud noises in a shop environment.