



COMPUTER DOCUMENTATION ASSISTANT

FC: IA105
PG: CLK-IV

PC: 031
BU: 02
April 1988

DEFINITION

Under general supervision, maintains the Train Control computer library of tapes, documentation, blueprints, and manuals; assists in program modifications; supports operation of the destination sign computer; performs related work as assigned.

CLASS CHARACTERISTICS

This is a single position class in the Train Control and Computer Maintenance Division of Power and Way Maintenance. This class performs a variety of technical and office support duties in support of the Division, including limited operation of computers and program editing to support programming and operations.

EXAMPLES OF DUTIES

Maintains the library of tapes, documentation, blueprints and manuals for train control, destination signs and related computer systems; identifies, codes, files, catalogues and cross-references materials; maintains manual and computerized logs and records; allocates shelf space and organizes materials for effective placements and retrieval; keypunches instruction cards, and operates computer for tape copying, program compilation, and printing; edits tapes per programmers' instructions; runs diagnostics and reviews printouts to assist programmers; repairs, purges, erases and recycles tapes; selects tapes for historical archives according to guidelines; searches, retrieves and summarizes materials to support programming and maintenance, manually and by computer; issues, logs out and checks in materials removed from the library; prepares and sends duplicate materials for vault storage; reviews and edits public affairs announcements, prepares graphics, and copies/enters materials to computer tapes; may operate the computer to send emergency messages; locates sources and recommends purchase of library equipment and media supplies; performs various clerical and project support work for the group as needed such as telephone reception, photocopying, data extrapolation and typing.

QUALIFICATIONS

Knowledge of:

Binary, octal and hexadecimal arithmetic. Basic data processing concepts and terminology. Numerical, alphabetical, chronological and topical filing, coding and classifying systems. Functions and operation of keypunch, tabulating and tape assembly/duplicating equipment. Data processing documentation requirements. Basic programming to detect and correct output errors. English grammar, spelling and punctuation.

Skill in:

Maintaining accurate and detailed records, logs and files. Making arithmetical calculations including use of special number bases. Coding, cataloguing, organizing and shelving materials of various media. Operating computer keypunch, tabulating and basic operating equipment. Reviewing, comparing and detecting differences and errors in computer output. Operating basic office equipment such as typewriter, photocopier and telephone. Following oral and written instructions. Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Learn specialized terminology, computer languages and systems and library organization used in the division.

MINIMUM QUALIFICATIONS

Equivalent to graduation from high school and two years of experience maintaining a computer tape library, acting as a documentation or control clerk, or providing other technical assistance to programming staff.