

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

10/03/97

TRANSIT DOCUMENT CONTROL ASSISTANT, 6403

Summary of Duties: Performs document management work in support of Transit Group's Operations, and does related work.

Example of Duties:

- Reviews, logs, codes, photocopies microfiches, and files various reports, correspondence, and other documents;
- Maintains various department files and retrieves information from computer/hard copy;
- Inputs records management information into databases and other computerized systems;
- Files documentation alphabetically, numerically, and chronologically;
- Identifies, locates, and files missing documents and files;
- Purges and archives closed documentation;
- Maintains master files of various information sources, including drawings, manuals, reports, parts catalogs, training records, and other documents;
- Installs and maintains a technical library using existing or establishing new indexing, filing, storage, and retrieval systems;
- Request prints and/or issues drawings, manuals, and records;
- Generates computerized reports for management;
- Receives and distributes mail and reports;
- May occasionally be assigned to other duties for training purposes or to meet technology changes or emergencies.

Qualifications

Knowledge of:

- General office practices and procedures;
- PC business applications;
- Basic administrative practices;
- Record keeping and filing systems, including computerized databases.

Ability to:

- Establish, maintain, and revise records, files, logs, and storage areas;
- Gather, compile, and summarize data;
- Meet precision and productivity demands;
- Perform highly repetitive work;
- Exercise judgment and creativity in making decisions;

- Think and act independently;
- Operate personal computers and general office equipment;
- Communicate effectively orally and in writing;
- Interact professionally with various levels of employees and outside representatives.

Requirements: Current employment as a Document Control Assistant with the Los Angeles County Metropolitan Transit Authority.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.