



DOCUMENT CONTROL CLERK

JOB DESCRIPTION:

Responsible for document control and technical publication duties including but not limited to:

- Tracking and filing all program correspondence and data transmittals.
- Responsible for tracking and control of all engineering documentation.
- Responsible for filing, retrieving and control of a variety of computer files on a PC.
- Responsible for reproduction of drawings and company documents.
- May perform other job duties consistent with skill level and experience.

REQUIREMENTS:

Must have strong oral communication skills with supervisors and employees, with some telephone communications. Should have basic math calculation skills, as well as reading, proofreading, document editing, reasoning and analyzing. Will require physical activities such as frequent sitting and standing. Occasional lifting and carrying up to 10 lbs and using push/pulling carts up to 10 lbs.

QUALIFICATIONS:

Should have experience in running and filing drawings and documents. Knowledge of engineering drawings, personal computers running Microsoft Office Software, and typing skills a plus. Technical publications skills are also desired as well as familiarity with CAD software.

SECURITY CLEARANCE:

Requires US citizenship and ability to obtain a Secret clearance. Active secret clearance strongly preferred, but not required.