



Information Technology Job Function

Computer Assistant I

Grade 48

Summary

Position's primary focus may be in the area of computer operations, hardware, software, or data management. Performs basic duties related to information/data processing and the operation of computer and associated peripheral equipment. Performs office duties to prepare, enter and modify data or text into a computerized format. Supervisor determines work priorities and reviews completed work for accuracy.

Typical Duties

1. Gathers data/text from original form or document and prepares for input into computerized system.
2. May translate data into predetermined codes.
3. Enters data into system to produce drafts or final copy or to update/create file.
4. Proofreads and edits input to ensure accuracy and completeness of data or text, and reconciles routine errors or discrepancies.
5. Answers questions concerning files and documents.
6. Perform preventive maintenance of equipment and maintain associated equipment and supplies.
7. Maintains records of work performed.
8. Contributes to unit goals by accomplishing related duties as required.

Typical Requirements

Education: High school graduate or equivalent with some general secretarial or computer operations training preferred.

Skills and Experience: Some work or data processing experience preferred. May be tested on appropriate computer skills as required.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.