

WORD PROCESSING EQUIPMENT OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves the operation and manipulation of text and data within documents utilizing word processing software. The purpose is to create, revise and produce printed documents by manipulation of a computer keyboard to record, edit, store and revise printed material, statistical and accounting data, form and textural materials. The work is production oriented and performed under time constraints. This position does not involve responsibilities in the areas of programming or systems analysis. Further, this position is more involved than simple data entry. The incumbent should be familiar with DOS (Disk Operating System) and able to keep records of the name and location of documents created on a diskette or hard drive. The typing of material into the microcomputer is full-time, encompassing at least 70 percent of the work time. The remaining time is spent performing tasks directly relating to word processing such as proofreading document layout, logging work requests, filing etc. Positions utilizing word processing less than 70 percent of the work time are not properly classified as Word Processing Equipment Operators. Instead, they are classified in another appropriate series based on duties and responsibilities performed, such as Stenographer or Typist. The work is performed under the direct supervision of a higher-level employee in the organization, with leeway allowed for the exercise of independent judgement in carrying out details of the work. Supervision over the work of others is not a responsibility of the employee in this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Operates a micro-computer utilizing word processing software to produce acceptable copy by manipulating a computer keyboard and reviewing information on a monitor;
- Receives and logs work requests for word processing provided by administrator or supervisor;
- Determines which type of software to use for a particular document (e.g. Word Perfect or MultiMate for letters, memorandums or other varied documentation; Lotus 1-2-3 for spreadsheet, charts, reports; Dbase III/IV for recordkeeping of numerous detailed information that will be generated in various report formats;
- Ability to set up appropriate controls on word processing equipment for margination, line spacing, paragraph, heading and footer information, graphics, columns and other controls as necessary for document production;
- Proofreads completed documents to correct spelling, punctuation and grammar;
- Directs printing of completed document to draft or letter quality printer as appropriate, retrieves and forwards document to author or supervisor as appropriate;
- Ability to save completed document to diskette or hard drive and update directory or index entries as appropriate to identify documents;
- Retrieves document for the purpose of revisions and/or updating as requested by supervisor;

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Typical Work Activities-Cont'd.

Knowledge of general office procedures such as filing, telephone etiquette, scheduling appointments;

Knowledge in the use of office equipment such as calculators, fax machine, photocopier;

Inspects handwritten or draft typed material, correcting errors as necessary prior to input;

Reviews finished work to ensure conformance with accepted office practices and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of the use and operation of a micro-computer utilizing software packages; working knowledge of office terminology and procedures, proper grammatical usage, punctuation and business vocabulary; ability to plan and schedule word processing assignments; ability to manually manipulate a computer keyboard; ability to determine and set up appropriate document format, charts, and tabular listings for word processing and spreadsheet mode; ability to type; ability to spell and identify misspelled words; ability to understand and follow oral and written instructions.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a course in word processing on a micro-computer;
OR
- (B) Two (2) years of clerical experience, which shall have involved word processing on a micro-computer.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

NOTE: All applicants who pass the written exam, must also pass a typing performance test at 35 wpm.