

WORD PROCESSING OPERATOR

DEFINITION

Operates an office computer, equipped with word processing and other software, to record, revise, and store a wide variety of data for reproduction as printed copy.

TYPICAL DUTIES

Operates an office computer, with word processing software or a word processor to record and type a variety of complex data such as tabular, numerical, financial, and narrative reports, and letters, charts, forms, and memoranda, from rough, smooth, or corrected copy.

Utilizes the full scope of an office computer's word processing capabilities, including corrections, line returns, and use of referenced, stop, skip, switch, word-wrap, search, backspace, insert, edit, merge, move, copy, and delete codes to record, store, revise, and display recorded data in the production of typed or printed copy.

Sets up formats of data to be typed.

Maintains a control log of all recorded materials, noting reference codes, lines, subject, and special instructions for future revision of copy.

Maintains files of computer diskettes for future use and reference.

May answer phones, relay messages, make photocopies, distribute materials, file, and provide other clerical assistance during peak periods.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Word Processing Operator originates, revises, edits, formats, prints, and stores typed data using an office computer equipped with word processing and other types of software. Use of this class is limited to full-time operators who must use the full range of equipment features in the completion of work assignments. Occasional users of word processing equipment and those using the equipment for the performance of repetitive typing tasks requiring limited use of equipment features should be assigned to an appropriate class on the basis of their primary duties and responsibilities. Keyboarding and use of office computers are an integral aspect of the duties.

An Office Assistant performs responsible clerical duties and exercises initiative and judgment in applying established practices. Typing and use of computers and word processing equipment is an integral aspect of the duties. The class of **Office Assistant (Confidential)** is distinguished from the class of Office Assistant because of the requirement for the employee to have access to, or possess information relating to, employer-employee relations matters.

DISTINGUISHING CHARACTERISTICS

A **Senior Office Assistant** performs complex clerical work, applies a thorough knowledge of a highly specialized office function while assisting in the daily operation of an office, and exercises initiative and independent judgment in applying established practices to specific cases. Typing and use of computers and word processing equipment is an integral aspect of the duties.

SUPERVISION

Supervision is received from higher-level personnel. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Modern office methods, practices and procedures
Fundamentals of English grammar, spelling and punctuation
Capabilities, keyboard commands, and limitations of word processing equipment

Skill in:

Operating word processing and computer terminal equipment
Planning and producing typed copy in correct copy-ready format

Ability to:

Proofread
Understand and follow written and spoken instructions and operating procedures
Work effectively and cooperatively with faculty and staff
Work under the pressure of deadlines
Make operating adjustments to equipment
Learn to use computer input/inquiry terminal
Utilize computer software typically found in an office environment

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or its equivalent.

Experience:

A. Six months of full-time word processing experience requiring the full utilization of machine capabilities.

ENTRANCE QUALIFICATIONS (Cont.)

OR

- B. Successful completion of a recognized training course in word processing comparable to six semester units or 120 hours of machine training.