

WORD & DATA PROCESSING COORDINATOR

DEFINITION

Under general direction, coordinates and resolves microcomputer user problems throughout the District, in a department or at a site; performs complex and specialized functions related to data/word processing procedures and equipment; researches, analyzes, and makes recommendations to the Director of Information Services and acts as secretary; performs related clerical work including planning, filing, record keeping, reception, typing, scheduling, billing, and other related work as required.

EXAMPLES OF DUTIES

Coordinates and resolves microcomputer user problems including word-processing. *E*

Organizes and trains users in word processing and other District microcomputer applications. *E*

Researches, analyzes, and makes recommendations on word and data processing procedures and application. *E*

Operates data and word processing systems, including input, corrections, and updates; and determines priorities of various jobs. *E*

Runs copies of forms, lists, reports, contracts, and budgets. *E*

Establishes and maintains sensitive, confidential files. *E*

Acts as receptionist to Information Services and maintains time and attendance records for department. *E*

Types letters, memos, and reports. *E*

Maintains calendars, time and attendance records, and inventory records. *E*

Prepares billing for contracting agencies. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Fundamentals of time management;
2. Principles of word processing;

Knowledge of: (cont.)

3. Principles and terminology of data processing;
4. Modern office equipment and procedures;
5. Proper English usage, spelling, grammar, and punctuation;
6. Business correspondence, report preparation, and composition techniques; and
7. Basic business math.

Ability to:

1. Train users on microcomputer system using appropriate District software;
2. Operate complex data/word processing system;
3. Perform responsible administrative detail work;
4. Evaluate capabilities of microcomputer systems and recommend procedures and applications;
5. Interpret and apply complex directions;
6. Work under pressure of stringent time lines;
7. Communicate effectively with dealers, service representatives, contractors, and customers;
8. Work with a high level of independence and the requirement of decision making within established limits;
9. Operate a microcomputer with speed and accuracy;
10. Work under pressure of stringent time lines;
11. Communicate effectively with dealers, service representatives, contractors, and customers;
12. Establish and maintain secure filing systems for documents and data;
13. Understand and carry out oral and written instructions;
14. Establish and maintain effective relationships with those contacted in the course of work; and
15. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. Advanced training in word processing is required.

EXPERIENCE

Experience performing increasingly responsible and varied clerical work, which includes working on a word processor compatible with District equipment and software.

WORKING CONDITIONS

Environment:

Office environment; and subject to constant interruptions.

Physical Abilities:

Dexterity of hands and fingers to operate microcomputer systems and standard office equipment; hearing and speaking to exchange information in person and on the telephone; and seeing to read and compose documentation.

Hazards:

Extended viewing of computer monitor.

Special Requirements:

Incumbent must be willing to attend microcomputer application training classes as needed.

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7/94