

WORD PROCESSOR I

DEFINITION

Under general supervision performs word processing machine operation duties consisting of entering written material into a word processor, editing material, adjusting printed matter to page layout and printing of original, camera-ready copy; and performs related work as required.

CLASS CHARACTERISTICS

This class represents the working level of word processing. Individuals in this class spend the greatest majority of their time performing word processing duties and are expected to operate state-of-the-art equipment after appropriate training. Material to be entered into the word processing system may be from machine dictation, rough draft or hand-written. Incumbents are expected to perform their duties in a skilled manner and be able to counsel users regarding machine capabilities.

EXAMPLES OF DUTIES

Enters material into word processing equipment from written, rough draft, or machine-dictated material. *E*

Confirms the accuracy of entered material by proofreading material either on a video screen or printed copy; makes editorial, grammatical, spelling, and punctuation corrections as required. *E*

Adjusts format of written material to accommodate headings, margins, and pictures. *E*

Prints original material as required; assembles and collates original printed materials. *E*

Enters printed, special headings, charges, and graphs onto original printed material. *E*

Produces increased size headings by using phototypesetting equipment. *E*

Communicates with machine manufacturer and service representatives in the maintenance of the equipment. *E*

Maintains accurate records of time and materials used to bill using department. *E*

Takes machine dictation and transfers to printed word via the word processing equipment. *E*

Maintains the confidentiality of material processed. *E*

Delegates work flow; prioritizes work and adheres to strict time lines; maintains schedules and records of repair and maintenance for equipment. *E*

Determines storage requirements for processed material. *E*

EXAMPLES OF DUTIES (cont.)

Composes letters and other items on the word processor. *E*

Utilizes layout and graphic design techniques in determining appropriate formats for printed material. *E*

Assists and trains others in the operation of word processing equipment. *E*

Assists faculty and staff in preparation of format to match capabilities of equipment. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles of word processing;
2. Modern office equipment;
3. Modern office equipment and procedures;
4. English usage, spelling, grammar, and punctuation; and
5. Basic math.

Ability to:

1. Interpret and apply complex directions;
2. Work under pressure of stringent time lines;
3. Communicate effectively with dealers and service representatives;
4. Type at a net corrected speed of 50 words per minute;
5. Operate word processing equipment;
6. Understand and carry out oral and written instructions; and
7. Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Experience at or above the level of an Intermediate Clerk Typist with the Huntington Beach Union High School District.

WORKING CONDITIONS

Environment:

Indoor work environment.

Physical Abilities:

Sitting and operating a keyboard for extended periods of time; dexterity of hands and fingers to operate word processing and office machines; hearing and speaking to exchange information; seeing to read computer operations manuals; reaching overhead, above the shoulders, and horizontally; and bending at the waist.

Hazards:

Extended viewing of computer monitor.

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