

## **WORD PROCESSING MACHINE OPERATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is skilled work which requires the operation of a variety of word processing equipment to accomplish a wide range of work. The work includes correspondence, statistical tables and reports using written or verbal instructions. Work will be produced in conformance with productivity guidelines and quality controls. The incumbent is expected to demonstrate ability to operate a variety of word processing equipment and to have an interest in and understanding of the use of this equipment to accomplish typing in an efficient manner. The utilization of word processing equipment encompasses at least 70% of the work time. Positions utilizing word processing equipment less than 70% of the work time are not properly classified in the Word Processing Machine Operator series. Instead they are classified in another appropriate series based upon the general nature of the duties performed; e.g. Clerk, Stenographer, Typist, etc. Supervision is not a regular responsibility of this class, but there will be contact and a working relationship with staff members at various levels in the departments to which word processing services are provided and with other word processing operators.

### **TYPICAL WORK ACTIVITIES:**

Operates any of a variety of word processing equipment in order to produce any or all of the following: budget information, student enrollment lists, course listings, classroom assignments, letters, statistical reports, memoranda, meeting minutes, etc.;

Proofreads work, making appropriate changes to produce work which is accurate, neat and in all respects conforming to quality control standards;

Performs a variety of clerical tasks such as filing, making photocopies, collating and assembling documents, operating an adding machine, calculator or other office machines, distributing work, answering telephones, opening and distributing mail, etc.;

Maintains equipment in conformance with manufacturer instructions including simple cleaning, minor adjustments and proper storage;

May maintain daily production records.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of office terminology, procedures and equipment; working knowledge of the theory and practices of word processing machine operation; ability to type at a rate of forty (40) words per minute\*; ability to understand machine logic and utilize machine functions to maximize the equipment's potential\*; ability to proofread accurately and make appropriate changes; ability to understand and follow oral and written instructions.

**MINIMUM QUALIFICATIONS:** Six (6) months of work experience in the operation of word processing machines; or one (1) year of clerical experience which involved typing as a regular aspect of the job and completion of an approved course in the operation of word processing machines.

**PROMOTION:** One (1) year of permanent competitive class status in any clerical title. Completion of an approved course in the operation of word processing machines is required prior to or as part of the probationary period.

**NOTE:** Nine (9) credit hours beyond high school in Data Entry, Word Processing or related courses may be deemed fully qualifying.

\*To be demonstrated during probationary period.

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Competitive