

Class Code: E06
City of Anaheim
Class Specification

Classification:
SENIOR WORD PROCESSING OPERATOR

DEFINITION:

Under minimal supervision, as a primary and continuing assignment, to operate a computer terminal and perform standard and advanced word processing functions and use other software to produce letters, memos, legal briefs, reports, schedules and other documents from rough copy and machine dictation.

EXAMPLES OF DUTIES - Depending upon areas of assignment and type of computer terminal and word processing software used, responsibilities and duties may include, but are not limited to, the following:

Performs the more difficult word processing and/or other assignments of the work unit using a computer terminal and related software.

Analyzes job requirements and applies machine capabilities to develop efficient processing methods and formats.

Creates printer action table files (PATS) and printer definitions.

Develops more complex macros to aide in more efficient document handling.

Uses merge programs to create automatic letters and similar documents.

Uses word processing programs with other program software by importing and exporting files to create documents and reports.

Resolves problems, answers questions and serves as a resource regarding word processing, often advising on methods and assisting in the training of other word processing equipment users.

Utilizes and optimizes capabilities available through the network (LAN) system.

Transcribes cassette tapes of dictated correspondence, reports, interviews, minutes of meetings, legal documents, lists and related materials.

Performs simple equipment/software troubleshooting and may identify problems requiring technical assistance.

Inputs from rough copy, correspondence, reports, legal documents, lists, charts, forms, brochures and manuals using various software programs.

Edits, paginates, inserts headers and footers, operates spelling and grammar check programs and prints materials produced.

Develops procedures for the department regarding word processing and other computer software programs.

Creates and maintains directory of documents stored on disks.

Creates tables and forms and uses line and box draw to create organizational charts.

Performs routine daily maintenance of work station and printer.

Proofreads materials for clerical accuracy and spelling.

Files materials into established filing systems.

May lead the work of Word Processing Operators.

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Performing a full range of journey-level standard and advanced word processing and other software functions.

Knowledge of: A personal computer and PC terminology; network (LAN) system capabilities; English usage, spelling, grammar and punctuation; basic math; advanced record keeping methods; word processing terminology; standard and advanced word processing functions; effective leadership methods.

Ability to: Successfully complete the practical examination for Senior Word Processing Operator; operate a computer keyboard with speed and accuracy; read, understand and apply moderately difficult materials; proofread and detect errors in typing, spelling and punctuation; understand and carry out oral and written instructions; operate a computer terminal and ancillary equipment using standard and advanced word processing and other software programs and functions; create tables and forms; set up customized system defaults; create printer action table files (PATS); create more complex macros for document management; utilize capabilities of the network (LAN) system; develop procedures related to word processing and other software program uses; effectively use diction- aries, handbooks and other reference materials; establish and maintain effective relationships with those contacted in the course of work.

Supervision Received: Works under technical supervision. Work in progress and completed work is reviewed periodically.

Supervision Exercised: Positions in this class may assign, check, guide and correct work of subordinates. Incumbents may train, select and evaluate staff, but do not discipline employees.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Word Processing Supervisor or a related class.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit of Representation - AMEA Clerical
Revised 9/86 - W Jerz
Revised 7/91 - V Kilmurray
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