

CLASS TITLE: SENIOR WORD PROCESSING TYPIST

Class Code: 02423300

Pay Grade: 12A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform complex word processing and data entry functions on an electronic computer keyboard using word processing software and at least one other software program such as spreadsheets or scientific programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior; specific tasks may be given directly by a variety of professionals; instructions usually are given only at the beginning of assignments involving a new type of work; work is generally in final form when completed and is subject to, but does not always receive, review by superiors.

SUPERVISION EXERCISED: Generally none, but may occasionally orient other clerical staff to new applications and supervise routine clerical or typing work.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform complex word processing and data entry functions on an electronic computer keyboard using word processing software and at least one other software program such as spreadsheets or scientific programs.

To enter data on a variety of keyboard-based equipment and use a variety of data entry procedures such as mainframe CICS, microcomputer spreadsheets and data bases.

To generate involved statistical statements, reports, legal documents, letters and other materials from paper copy, dictaphone or electronic sources utilizing a variety of software applications such as word processing, spreadsheets, report generators.

To set up shell formats or templates for repetitive input/output tasks using application documentation.

To compose routine and form letters and reports.

To maintain records and files.

To organize data and determine formats for this data.

To perform routine equipment procedures such as disk head cleaning, printer ribbon changing, etc.

To answer the telephone and respond to in-person callers.

To answer inquiries and/or impart non technical information regarding programs, policies and services.

To refer callers and schedule appointments for supervisors.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of general office practices, commercial arithmetic and business English; the ability to perform data entry/word processing functions with reasonable speed and accuracy* on at least one type of equipment and with at least two types of software package (one of which should be a word processing program; one of which should not be a word processing program); the ability to switch from one type of equipment/application package to another in the course of a day; the ability to understand readily and carry out complex oral and written directions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school including or supplemented by courses in typing and the operation of automatic typewriting equipment and including the use of spreadsheets and scientific programs; and

Experience: Such as may have been gained through: employment in performing automatic typing and office tasks of a complex nature including the use of spreadsheets and scientific programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

*Note: 40 net WPM - 5 minutes

Class Revised: April 18, 1993

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