

## WORD PROCESSING TECHNICIAN

### DEFINITION

To perform high speed production typing from prerecorded dictation or draft copy by use of word processing equipment.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the departmental manager.

Exercises technical or functional supervision over student assistants.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Transcribe a variety of correspondence, memoranda, brochures, flyers, forms, instructional and non-instructional documents for instructors and administrators from prerecorded dictation, draft and corrected copy.

Determine proper grammar, spelling, and formatting of material; calculate type size and style, line lengths and word spacing.

Proofread typed work for typographical errors and correcting as required; edit storage file.

Prepare layouts and paste-ups.

Handle daily archiving and filing of system documents; enter information on floppy diskette storage files.

Print final documents.

Distribute mail to instructors.

Make and collect copies.

Supervise and train student assistants.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

Correct English usage, grammar, spelling, vocabulary, and punctuation.

Office methods and procedures, including filing systems, instructional materials, correspondence, and report writing.

Use of word processing and dictation equipment.

Operation, care and use of an electronic text editing machine and related equipment.

(Over)

## **WORD PROCESSING TECHNICIAN**

---

**2**

### Skill to:

Make simple mathematical computations.

Type at a speed of not less than 50 net words per minute from clear copy.

Understand and carry out both oral and written instructions in an independent manner.

Proofread and edit accurately.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

### Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

#### Experience:

Two years of experience in word processing operations including heavy typing loads involving unusual formats, and transcribing and mechanical dictating equipment.

Training:

Equivalent to completion of the twelfth grade, supplemented by training on word processing equipment.