

CLASS TITLE:

WORD PROCESSING TYPIST

Class Code: 02423200

Pay Grade: 10A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform typing work of a difficult and responsible nature on automatic typewriting equipment which records material on cards or tapes for storage and reuse; to perform varied clerical work of a difficult and responsible nature; and to do related work as required.

SUPERVISION RECEIVED: General instructions are received at the beginning of each new task; detailed instructions are received as to the performance of unfamiliar tasks; work is subject to review for accuracy and completeness.

SUPERVISION EXERCISED: Generally none, but in some cases may supervise subordinates engaged in routine clerical or typing work.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform typing work of a difficult and responsible nature on automatic typewriting equipment which includes such features as: storage of content and format; automatic reproduction or printing; switch codes; save memory; automatic letter writing; editing, math options and other word processing functions.

To type involved statistical statements, reports, legal documents or other material from plain copy, rough copy or dictaphone requiring the application of judgement and final responsibility.

To organize data and determine formats for this data.

To compose and type routine and form letters.

To maintain records and files.

To perform varied clerical work of a difficult and responsible nature.

To secure information from specified sources and furnish it to the public, other employees and supervisors.

To assist staff members by the performance of various clerical tasks.

As required, to operate other office appliances not requiring the services of a qualified operator.

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; a working knowledge in the methods and procedures of filing; the ability to operate one or more of the several types of word processing typewriting machines with reasonable speed and accuracy*; 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

Experience: Such as may have been gained through: employment in performing automatic typing and office tasks of a varied nature.

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: March 29, 1993

Editorial Review: 3/15/03