

SENIOR WORD PROCESSOR

DEFINITION

Under direction, schedules, assigns and reviews the work of word processing staff; designs and implements document production systems and procedures; operates memory/text-editing equipment to perform a wide variety of typing assignments; and does other related work as required.

DISTINGUISHING CHARACTERISTICS

This is the lead worker class in the Word Processor series. Positions in this class are responsible for planning and supervising the work of a group of Word Processors, production typists, and/or other clerical staff; and for developing procedures and policies relative to the activities of a word processing unit.

The Senior Word Processor class is distinguished from the next lower level class of Word Processor in that the latter performs a variety of typing assignments with document revision and production as the primary function and do not generally function as a lead worker.

The Word Processor series differs from the Secretarial and Typist series in that positions in the Word Processor Series have as their primary function document revision and production on memory/text-editing equipment.

EXAMPLES OF DUTIES

----- reviews work of word processing staff; participation, selection and training.

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3. Confers with user department personnel on document requirements and problems, such as quality, format, priority and function.
4. Types on memory/text-editing equipment to produce a variety of correspondence, narrative reports, legal documents, statistical reports, charts, forms and other documents from recorded dictation, handwritten rough copy, and typewritten drafts.
5. Performs coding operations on equipment to revise, delete or alter copy.
6. Edits rough copy for proper grammar, spelling, punctuation, and English usage.
7. Logs, maintains and revises stored material; reviews numerical counts or logs of work completed.

Senior Word Processor

QUALIFICATIONS

Any combination of education, training or experience which would demonstrate possession of the following knowledges and skills.

Thorough knowledge of

1. Modern office methods and procedures, including business formats, filing and standard office equipment.
2. Correct grammar, spelling, punctuation, and English usage.

Working knowledge of

1. The operation of memory/text-editing equipment

Skill to

1. Supervise, schedule, assign and review the work of word processing staff; skill to select, evaluate and train staff.
2. Type accurately at a speed of 50 words per minute.
3. Develop and implement systems to identify, file and retrieve documents
4. Develop and write procedures for word processing staff.
5. Operate memory/text-editing equipment to rapidly and accurately type narrative and statistical material, legal documents, forms, and charts from recorded dictation, handwritten rough copy, and typewritten drafts.
6. Understand and explain to others complex oral and written instructions.
7. Work under pressure and constant deadlines
8. Maintain visual and mental attention while typing for sustained periods.
9. Establish and maintain cooperative relationships with those contacted in the course of work.

EXAMPLES OF EXPERIENCE AND EDUCATION

The knowledges and skills listed above may be acquired through various types of education, training and experience. Typical ways to acquire the required knowledges and skills are listed below.

Experience:

Eighteen months of experience performing duties comparable to the class of Senior Typist Clerk in Monterey County, including at least six months operating memory/text-editing equipment

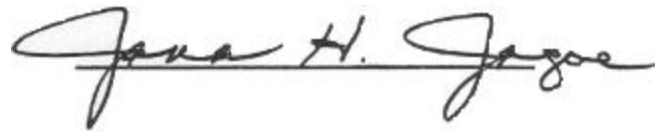
OR

Senior Word Processor

Two years of experience working in a class comparable to Word Processor in Monterey County.

Bargaining Unit: J
EEO Category: OC
Overtime Status: Eligible

Approved by



HAR:mjc
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