

OHIO
CLASSIFICATION
SPECIFICATION

Developed for Equal Opportunity

CLASS TITLE:

Word Processing Specialist 3

CODE:
2613C

MAJOR AGENCIES:

County Offices, Universities

JURISDICTION:

Cnty., Univ.

FUNCTION: Under general supervision from word processing supervisor or other administrative supervisor, operates high-level word processing equipment (i.e., equipment possessing copious memory capacity & multiple word processing capabilities, which include performance of mathematical computations, filing, indexing & sorting data & displaying memory data on scanner screen) to produce complex, technical material (i.e., documents requiring use & understanding of technical, legal, scientific, medical, statistical or foreign language terminology & applications);

Note: For this classification to be assigned, it must be documented on position description that 20% of time (i.e., 8 hrs. per work week) will be spent operating equipment & performing duties as outlined in function state & rank 1 of this specification.

PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	23-43	Operates high-level word processing equipment (i.e., equipment possessing copious memory capacity & multiple word processing capabilities, which include performance of mathematical computations, filing, indexing & sorting data & displaying memory data on scanner screen) (e.g., WANG VS/OIS, IBM OS6, Digital Decmate) to produce complex, technical material (i.e., documents requiring use & understanding of technical, legal, scientific, medical, statistical or foreign language terminology & applications) (e.g., contracts, legal briefs, affidavits, grant proposals, health record reports, tax comparison charts, highway engineering statistics, architectural, computer-related, financial, mechanical, administrative consultation or management reports, manuals &/or textbooks requiring knowledge of specific technical terminology &/or applications).	Knowledge of (1) office practices & procedures; skill in (2) operating word processing equipment; ability to (3) carry out instructions in written, oral or picture form, (4) copy material accurately & recognize grammatical & spelling errors, (5) work alone on most tasks.
2	39-49	Operates high-level word processing equipment (i.e., see definition & examples in rank 1) to produce basic material (i.e., simple, repetitive data which does not involve establishment of document formats or correction of punctuation or grammar) (e.g., fills in blanks, types lists &/or address labels) & routine material (i.e., documents requiring establishment of formats & correction of punctuation & grammar) (e.g., correspondence, reports, charts &/or tables, minutes of meetings, newsletters, articles, budget proposals, manuals not requiring technical terminology	Knowledge of 1; skill in 2; ability to 3, 4, 5.

(77)

1231-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May work in stressful environment or under pressure; may work in noisy environment; may work under monotonous conditions.

MINIMUM CLASS REQUIREMENTS: (including license, if any.) Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 3 college level courses in typing & 2 college level courses in word processing applications, or 72 weeks high school level training in word processing applications (i.e., all word processing courses &/or training must have included simulated & real life applications on word processing equipment) (or 10 mos. exp. in operating word processing equipment); or 300 hrs. training in office

CLASS TITLE

Word Processing Specialist 3

CODE:

12613C

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	12-18 (76)	<p>&/or applications) & operates low-level word processing equipment (i.e., memory typewriter, magnetic card typewriter, cassette programmable typewriter possessing limited memory capacity & limited word processing capabilities, which does not perform mathematical computations, file, index & sort data or display memory data on scanner screen) (e.g., IBM Memory 100, IBM Mag Card 2, Xerox 610 Memory) to produce basic material (i.e., see definition & examples above) & routine material (i.e., see definition & examples above) & complex technical material (i.e., see definition & examples in rank 1) when assigned.</p> <p>Performs related clerical duties (e.g., acts as receptionist, answers telephone, screens or refers calls & takes messages; updates & maintains filing system; maintains second of completed work &/or miscellaneous logs; sorts & distributes mail; prepares, stamps &/or sorts out-going mail; orders & distributes office supplies; arranges for repairs &/or maintenance of office equipment; maintains diskette &/or magnetic card record keeping system; proofreads final material for accuracy & completeness; sorts, batches &/or prioritizes incoming work; operates photocopier & calculator &/or adding machine; operates disk drive/archiving unit to enter or duplicate information onto, or retrieve information from diskettes; programs word processing equipment to create, revise or delete document formats/shell designs).</p>	<p>Knowledge of 1; skill in 2; ability to 3, 5, (6) calculate fractions, decimals & percentages, (7) screen mail, (8) sort items into categories according to established methods, (9) handle routine telephone &/or face to face contacts.</p>
4	3-9 123:1-7-17	<p>Performs other miscellaneous duties (e.g., studies equipment training manuals; attends training sessions; assists in training &/or trains other employees in proper operation & function of equipment & in solving problems; assists in development of unit policies & procedures).</p>	<p>Knowledge of 1; skill in 2; ability to 3, 5, (10) understand manuals & verbal instructions technical in nature, (11) cooperate with co-workers on group projects.</p>

*Developed after employment

UNUSUAL WORKING CONDITIONS:	<p>MINIMUM CLASS REQUIREMENTS: (including license, if any.) practices & procedures (or 3 mos. exp.); or equivalent.</p>	TRAINING & DEVELOPMENT:
-----------------------------	---	-------------------------

