

# Classification Specification: Word Processor Specialist

Classification Number: 12613  
Effective Date: April 14, 2014

Pay Grade:  
Current Exemption Status: Nonexempt

## Position Summary

Provides word processing, database, spreadsheet, and desktop publishing support to department faculty and staff. May provide support at college functions.

## Essential/Primary Duties

- Types correspondence, class materials, exams, and journal articles.
- Enters information into various databases.
- Develops charts and reports.
- Creates handbooks, brochures, and newsletters.
- Instructs faculty and staff in the use of equipment and software.
- Answers the phone, takes messages, monitors fax machine, and sorts and distributes mail.

## Experience and Education

### Experience

- Six months related experience required

### Education

- High school diploma or GED required

## Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

## Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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## Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers and/or tape and disk drives
- Ability to draft office correspondence

## Supervisory Responsibility

### Full-Time

None

### Part-Time

None

## Providing Direction

### Full-Time

None

### Part-Time

None

## Responsibility for Student Workers

None