

Classification Specification: Word Processor

Classification Number: 12611
Effective Date: April 14, 2014

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Under minimal supervision provides secretarial services for department faculty and instructors, including word processing, proofreading, document preparation, copying, typing and records maintenance of tests, handouts, syllabi and reports.

Essential/Primary Duties

- Copies tests, handouts, syllabi, reports and book excerpts. Assembles packages as requested, and places in proper location for pickup.
- Operates word processing equipment and software to prepare, edit or revise documents and produce requested finished material.
- Operates cutting, folding and binding machines as needed for document preparation and distribution.
- Proofreads instructors' materials when requested for accuracy and completeness.
- Sorts incoming packages, posts class cancellations, answers telephone and takes messages.

Experience and Education

Experience

- No previous 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
- 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