

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Word Processing

SERIES NO.:

1261

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the word processing occupation is to produce materials in typed format accurately & rapidly using word processing equipment.

At the lowest level, incumbents produce basic documentation. The advanced level generates complex technical documents. At the highest level, incumbents direct & monitor operations of a word processing center (i.e., comprised of a minimum of five word processing specialists performing production level assignments on an agency-wide or institutional-wide basis &/or in community).

This series includes classes that operate word processing equipment on a production basis; word processing must be an integral aspect of the duties with all other duties subordinate in importance. This series does not include office assistants, data entry operators, typesetting technicians or secretarial classes.

CLASS TITLE:

Word Processing Specialist 1

CLASS NUMBER:

12611

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The full performance level class works under immediate supervision & requires considerable knowledge of word processing techniques & procedures & skill in the operation of word processing equipment in order to produce basic (i.e., simple, repetitive data which does not involve establishment of document formats or correction of punctuation or grammar) &/or routine (i.e., documents requiring formatting & correction of punctuation & grammar) material on production basis (i.e., minimum of 50% of time).

CLASS TITLE:

Word Processing Specialist 2

CLASS NUMBER:

12612

EFFECTIVE DATE:

04/26/1998

CLASS CONCEPT:

The advanced level class works under general supervision & requires thorough knowledge of word processing techniques & procedures & advanced skill in the operation of word processing equipment in order to generate complex technical (i.e., documents requiring use of legal, medical, scientific, statistical or foreign language terminology & applications) material on production basis (i.e., minimum of 50% of time).

CLASS TITLE:

Word Processing Supervisor 2

CLASS NUMBER:

12616

EFFECTIVE DATE:

06/22/1990

CLASS CONCEPT:

The highest level class works under general direction & requires thorough knowledge of word processing techniques & procedures & advanced skill in the operation & maintenance of word processing equipment in order to direct & monitor operations of word processing center (i.e., comprised of minimum of five word processing specialists performing production level assignments on agency-wide or institutional-wide basis &/or in community).

CLASS TITLE: Word Processing Specialist 1	CLASS NUMBER: 12611	BARGAINING UNIT: 09
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates word processing equipment & software 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., completes forms, types lists or address labels) &/or routine material (i.e., documents requiring formatting & correction of punctuation & grammar) (e.g., correspondence, minutes of meetings, newsletters, short reports, articles) from written copy, confidential notes, or transcribed from dictaphone, enters on word processing equipment to create, revise or delete document formats, backs up data to disc or tape for future retention, ensures directory &/or subdirectory file maintenance, proofreads final material for accuracy & completeness & batches or prioritizes incoming work.

Performs clerical duties (e.g., acts as receptionist, answers telephone, screens or refers calls & takes messages, sorts & distributes mail, updates & maintains filing system, operates photocopier & calculator &/or adding machine, maintains record of completed work &/or miscellaneous logs, orders & distributes office supplies, sorts &/or batches incoming work); operates typewriter to produce correspondence, simple reports, forms, lists &/or labels; ensures proper maintenance of word processing equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of word processing techniques & procedures; office practices & procedures; fractions & percentages. Skill in operating word processing equipment; operating typewriter keyboard; operating dictaphone/transcriber*. Ability to interpret variety of instructions in written, oral, picture or schedule form; copy material accurately & recognize grammatical & spelling errors; sort items into categories according to established methods; handle routine telephone &/or face to face contacts.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

1 course or 3 mos. exp. in using word processing equipment & related software; 3 mos. trg. or 3 mos. exp. in office practices & procedures; formal education in arithmetic that includes fractions & percentages & in reading, writing & speaking common English vocabulary.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Work involves constant deadlines, work pile ups, constant noise (e.g., word processor, printer) & interruptions; confined to work area for long periods of time.

CLASS TITLE: Word Processing Specialist 2	CLASS NUMBER: 12612	BARGAINING UNIT: 09
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EFFECTIVE DATE:

04/26/1998

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates word processing equipment & software to produce &/or merge complex technical material (i.e., documents requiring use of legal, medical, scientific, statistical or foreign language terminology & applications) (e.g., contracts, legal briefs, affidavits, grant proposals, health record reports, tax comparison charts, architectural, computer-related, financial, mechanical, highway engineering reports, administrative consultation or management reports, manuals &/or textbooks requiring knowledge of specific technical terminology &/or applications), interprets materials & transcribes from dictaphone, optically scanned documents, written copy, rough draft or confidential notes, proofreads documents for correct spelling, punctuation & grammar, revises, modifies & merges corrected information on word processing equipment, backs up data to disc or tape for future retention, ensures directory &/or subdirectory file maintenance & performs mathematical calculations on word processing equipment.

Performs clerical duties {e.g., acts as receptionist, answers telephone, screens calls or visitors & takes messages; updates & maintains filing system; updates, maintains & files completed work &/or miscellaneous logs; sorts & distributes mail; prepares, stamps &/or sorts out-going mail; orders & distributes office supplies; schedules appointments; troubleshoots or arranges for repairs & maintenance of office equipment; prepares & duplicates diskettes &/or magnetic card record keeping system; proofreads final material for accuracy & completeness; sorts &/or batches incoming work; operates photocopier & calculator &/or adding machine; saves or retrieves information; operates typewriter to produce basic routine material (e.g., correspondence, labels, lists, simple reports); searches files for inquiries or missing data for reports}, ensures proper maintenance of word processing equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of word processing techniques & procedures; office practices & procedures; fractions & percentages; technical terminology in the appropriate area. Skill in operating word processing equipment; operating typewriter keyboard; operating dictaphone/transcriber. Ability to interpret variety of instructions in written, oral, picture or schedule form; copy material accurately & recognize grammatical & spelling errors; screen mail; sort items into categories according to established methods; handle routine telephone &/or face to face contacts.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

9 mos. trg. or 9 mos. exp. in using word processing equipment & related software; 3 mos. trg. or 3 mos. exp. in transcription; 9 mos. trg. or 9 mos. exp. in office practices & procedures; 1 course or 3 mos. exp. in the appropriate technical terminology; formal education in arithmetic that includes calculation of fractions & percentages & in alphabetizing, English grammar, punctuation & editing of common English vocabulary.

-Or 6 mos. exp. as Word Processing Specialist 1, 12611.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Work involves constant deadlines, work pile ups, constant noise (e.g., word processor, printer) & interruptions; confined to work area for long periods of time.

CLASS TITLE: Word Processing Supervisor 2	CLASS NUMBER: 12616	BARGAINING UNIT: EX
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EFFECTIVE DATE:

06/22/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directs & monitors production level word processing specialists (i.e., minimum of five) assigned to agency-wide or institutional-wide &/or community word processing center (e.g., determines work priorities & develops mechanisms to assure projects are completed in timely manner; interprets & implements policies & procedures according to departmental directives; assists in or interviews applicants & recommends hire; oversees training procedures; answers questions regarding format & execution of documents; reassigns people to alleviate bottlenecks; answers & resolves questions & complaints on output; maintains security & confidentiality of information being processed; instructs personnel in legal & procedural safeguards of confidential material; devises, institutes & maintains clerical procedures & methods).

Performs technical duties (e.g., provides advice on products, equipment &/or supplies being considered; provides information about functions of the center to agency personnel & general public; maintains system's storage volume; performs software upgrades; analyzes equipment malfunctions & places service calls).

Maintains records & prepares correspondence & reports (e.g., prepares budget projections; prepares reports on turn-around time & line counts; prepares monthly activity reports & user billings; maintains machine downtime log).

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; office management; word processing techniques & procedures; fractions & percentages. Skill in operating word processing equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; conduct routine interviews; gather, collate & classify information about data, people or things; read technical manuals & instructions; write meaningful, concise & accurate reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 mos. trg. or 3 mos. exp. in supervisory principles/techniques; 30 mos. trg. or 30 mos. exp. in using word processing equipment & related software; 18 mos. trg. or 18 mos. exp. in transcription; 18 mos. trg. or 18 mos. exp. in office practices & procedures; 9 mos. trg. or 9 mos. exp. in interviewing.

-Or 6 mos. exp. as Word Processing Supervisor 1, 12615.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Work involves frequent deadlines, work pile ups, constant noise (e.g., typewriter, telephone ringing) & the need to make quick decisions.