NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Word Processing Specialist 1	CODE: 12611C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: City., Univ.

FUNCTION: Under general supervision from word processing supervisor or other administrative supervisor, 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) to produce basic material (i.e., simple, repetitiv data which does not involve establishment of document formats or correction of punctuation or grammar) & routine material (i.e., documents requiring establishment of formats & correction of punctuation & grammar), or 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 basic material (i.e., simple, repetitive data which does not involve establishment of PERFORMS RELATED DUTIES AS REQU

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	63-73	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., 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, minutes of meetings, newsletters, charts, articles), or 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 basic material (i.e., see definition & examples given above).	Knowledge of (1) office practices & procedures; skill in (2) operating word processing equipment*, (3) typing; abil ity to (4) carry out instructions in written, oral or picture form, (5) copy material accurately & recognize grammat cal & spelling errors, (6) work alone on most tasks.

(72)

123:1-7-17

*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: 600 hrs. training in typing, or 2 college level courses in typing & 1 college level course in introduction to word processing, or 36 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 18 mos. exp. in typing or 3 mos. exp.

CLASSIFICATION SPECIFICATION
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Word Processing Specialist 1

NEW AUG 0 4 1987

CODE: 12611C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: document formats or correction of punctuation or grammar);

- PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	6-12	Operates low-level word processing equipment (i.e., see definition & examples in rank 1) to produce complex, technical material (i.e., documents requiring use & understanding of technical, legal, scientific, medical, statistical or foreign language terminology & applications) (e.g., legal briefs, controls, environmental, scientific or engineering reports, medical histories or records) or high-level word processing equipment (i.e., see definition & examples in rank 1) to produce routine material (i.e., see definition & examples in rank 1).	Knowledge of 1; skill in 2*, 3; ability to 4, 5, 6.
3	3-9	Operates typewriter to produce correspondence, reports, forms, lists &/or labels.	Knowledge of 1; skill in 3; ability to 4, 5, 6.
4	8-14	Performs related 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, batches &/or prioritizes incoming work; programs word processing equipment to create, revise or delete document formats/shell designs).	Knowledge of 1; ability to 4, 6, (8) calculate fractions, decimals & percentages, (9) screen mail, (10) sort items into categories according to established methods, (11) handle routine telephone &/or face to face contacts.
5	3-9	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; attends staff meetings).	Knowledge of 1; skill in 2*; ability to 4, 6, (12) understand manuals & verbal instructions, technical in nature, (13) cooperate with co-workers on group projects.

(73) 123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* in operating word processing equipment); 300 hrs. training in office practices & procedures (or 3 mos. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Word Processing Specialist 1

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