**OHIO CLASSIFICATION SPECIFICATION**
*Developed for Equal Opportunity*

AUG 0 4 1987

| CLASS TITLE: | CODE: |
|---|---|
| Word Processing Specialist 2 | 12612 C |
| **MAJOR AGENCIES:** County Offices, Universities | **JURISDICTION:** Cnty., 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 possess ing 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 complex, technical material (i.e., documents requirir use & understanding of technical, legal, scientific, medical, statistical or foreign language terminology & applications), 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 routine material (i.e., documents requiring establishment of formats & correction of PERFORMS RELATED DUTIES AS REQUI

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 1 (74) 123:1-7-17 | 32-52 | 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 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, patient profiles, physician statements, environmental assessment reports, highway engineering reports), 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 routine material (i.e., documents requiring establishment of formates & correction of punctuation & grammar) (e.g., correspondence, reports, charts &/or tables, minutes of meetings, newsletters, articles, budget proposals, manuals not requiring 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. |

*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 & percen ages & 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 trainin must have included simulated & real life applications on word processing equipment) (or

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FUNCTION: punctuation & grammar);

Note: For this classification to be assigned, it must be documented on position description that 25% of time (i.e., 10 hrs per work week) will be spent operating equipment & performing duties as outlined in function statement & rank 1 of this specification.

-PERFORMS RELATED DUTIES AS REQUIRE

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 2 | 18-38 | Operates low-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) or routine material (i.e., see definition & examples in rank 1) or operates high-level word processing equipment (i.e., see definition & examples in rank 1) to produce basic material (i.e., see definition & examples above). | Knowledge of 1; skill in 2; ability to 3, 4, 5. |
| 3 | 0-3 | Operates high-level word processing equipment (i.e., see definition & examples in rank 1) to produce complex, technical material (i.e., see definition & examples in rank 1). | Knowledge of 1; skill in 2; ability to 3, 4, 5. |
| 4 | 4-10 | Operates typewriter to produce correspondence, reports, forms, lists &/or labels. | Knowledge of 1; skill in (6) typing; ability to 3, 4, 5. |
| 5 | 11-17 | Performs related clerical duties (e.g., acts as receptionist; answers telephone, screens or refers calls & takes messages; updates & maintains filing system; maintains recorded completed work &/or miscellaneous logs; sorts & distributes mail; prepares, stamps &/or sorts out-going mail; orders & distributes office supplies; 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 | Knowledge of 1; skill in 2; ability to 3, 5, (7) calculate fractions, decimals & percentages, (8) screen mail, (9) sort items into categories according to established methods, (10) handle routine telephone &/or face to face contacts. |

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*Developed after employment

| UNUSUAL WORKING CONDITIONS: | MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* | TRAINING & DEVELOPMENT: |
|---|---|---|
| | 6 mos. exp. in operating word processing equipment); 300 hrs. training in office practices & procedures (or 3 mos. exp.); or equivalent. | |

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MAJOR AGENCIES: County Offices, Universities

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| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| | | designs). | |
| 6 | 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 & in solving problems; operates video display terminal to enter or retrieve information; attends staff meetings). | Knowledge of 1; skill in 6; ability to 3, 5, (11) understand manuals & verbal instructions technical in nature, (12) cooperate with co-workers on group projects. |

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123:1-7-17

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UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 6 mos. exp. in operating word processing equipment); 300 hrs. training in office practices & procedures (or 3 mos. exp.); or equivalent.

TRAINING & DEVELOPMENT:

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