



University System of Maryland Job Class Specification

TITLE: WORD PROCESSING OPERATOR
FLSA: NONEXEMPT
EEO6: H40
IPEDS-SOC: S-439022

JOB CODE: N06WPW
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: OFF CLK

APPROVED BY: Chancellor's Designee: **EFFECTIVE DATE:** 01/22/2008
James Sansbury, Associate VC Financial Affairs/Human Resources

JOB SUMMARY

Under general supervision, produces a variety of documents using automated input and output equipment and related ancillary devices.

PRIMARY DUTIES

1. Prepares documents such as correspondence, reports, tables, forms, schedules, financial statements, minutes of meetings and other material from handwritten copy, rough drafts or machine dictation using automated input and output equipment.
2. Prioritizes and schedules work assuring accuracy and speed in completion.
3. Makes changes in original documents such as reformatting and integrating other forms of media. Edits source documents and proofreads typed documents noting format, grammar, completeness, and typographical errors.
4. Merges text and files information.
5. Codes, classifies, files, retrieves, and maintains materials in manual and automated filing systems. Prepares and maintains production control logs.
6. Operates office equipment such as personal computers, word processors, photocopiers, machine transcription and dictation equipment.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

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MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED

EXPERIENCE: One year in word processing.

OTHER: Applicants may be required to complete the institution's required skills assessment to be considered. Some positions require specific skills such as word processing, spreadsheet, presentation, database, email or calendaring software, and Internet proficiency.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of business english, grammar, spelling, punctuation, sentence structure, proofreading, document formatting and editing; of office practices and procedures. General knowledge of and skill in the care and operation of word processing equipment and related ancillary devices. Skill in the use of one or more word processing software packages; in operating manual and automated office equipment. Ability to communicate effectively both orally and in writing; to independently produce routine and complex documents using automated equipment and software; to follow complex oral and written instructions; to maintain effective work relationships.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

N/A