

WORD PROCESSING OPERATOR Tompkins County

Department: Tompkins Cortland Community College

Classification: Competitive

Labor Grade: TC3: E

Approved: 5/9/77, Bd. Res. #111

Revised: 6/82, 12/82, 1/84, 10/90, 4/91, 10/95

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) clerical experience which must have involved the substantial use of word processing, data processing or data entry equipment; **OR**
- (b) Five years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience, one year of which must have involved the substantial use of word processing, data processing or data entry equipment; **OR**
- (c) Any equivalent combination of training and experience as described in (a) and (b) above.

NOTE: Graduation from a regionally accredited or New York State approved two-year college with an AS in Secretarial Science or a closely-related field with a concentration in Word Processing may be substituted for the one year of experience beyond high school.

NOTE: Graduation from the BOCES High School Word Processing or Data Processing program will be accepted as equivalent to the requirement of High School and one year of experience as described in (a) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is moderately difficult and varied clerical work involving the full-time operation of CRT-based word processing equipment, photo-typesetters or magnetic card typewriters in the performance of a variety of letter, report or document typing tasks, list preparation or retrieved tasks or other related document preparation tasks. Involves collaboration with the work originators concerning standardization and storage of documents. Work is performed under general supervision, with leeway for planning the details of the work. Technical assistance and/or training may be provided to assigned clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Working from rough draft or from a dictating belt, types letters, reports and other material, such as budgets, curriculum guides, bid documents, contracts and student lists;
- Types from a variety of source documents;
- Answers telephones and gives out routine information;
- May schedule meetings and appointments;
- May order office supplies and maintain inventory of supplies and equipment;
- May serve as receptionist and greet clients and/or visitors; and
- Participates in coordination and implementation of strategies for various labor intensive projects assigned to the college;
- Prepares, stores and retrieves lists using a variety of parameters;
- Maintains and uses files of tapes and logs of stored material;
- May instruct trainees or part-time assistants in the use of word processing equipment;
- May act as consultant to general staff regarding various software programs;
- Performs related clerical tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of English, spelling and grammar;
- Good knowledge of word processing concepts;
- Ability to operate word processing equipment;
- Ability to type from a Dictaphone or written document at an acceptable rate of speed;
- Ability to understand and follow oral and written instructions;
- Ability to get along with others;
- Clerical aptitude;
- Good judgment, neatness, accuracy;
- Physical condition commensurate with the demands of the position.