

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: WORD PROCESSOR

BASIC FUNCTION:

Under the direction of the Office Support Supervisor, perform complex word processing, desktop publishing and related duties with a minimum of direction; provide assistance to users and others as needed.

REPRESENTATIVE DUTIES:

Create, edit, type and proofread documents from handwritten draft copy for District staff using word processing software, including exams, course syllabuses, handouts, nursing modules, cards, charts, tickets, forms, letter, reports, articles, booklets, test banks and other materials; assure materials are camera-ready as required. *E*

Format, lay out, and prepare a variety of confidential documents. *E*

Operate IBM-compatible programs to create tests/exams as requested; change appearances of designs, graphs, equations and prints utilizing software programs as requested. *E*

Create, edit, proofread exams/tests from program-generated test banks. *E*

Discuss and develop ideas with District staff as to appropriate presentation of materials/format. *E*

Perform a variety of office support functions requiring knowledge of College departments, technical terminology and up-to-date office procedures. *E*

Operate various department equipment and provide assistance to others to assure completion of work orders in a timely manner. *E*

Perform skilled word processing and desktop publishing applications for design creating, page layout or editing programs for precise placement, shapes, scaling sizes and cropping to convert normal text into professional-quality documents, pamphlets, booklets, modules, cards and forms. *E*

Proofread rough draft material and final copies; check materials for grammar, punctuation and correct format; assure accuracy and completeness of all work. *E*

Operate the college telephone console in a relief capacity as needed; direct students and public to appropriate offices/departments; provide general college information when requested; maintain working knowledge and perform duties of phone mail/repair, and mail distribution procedures. *E*

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Ewing & Company

Maintain confidentiality on in-process or final documents in accordance with handling procedures for confidential documents. *E*

Perform duplicating duties; collate, staple, bind, cut, pad, punch and distribute; process completed work according to established procedures. *E*

Receive and process faxes; assist staff and students in the use of fax machines.

Provide work direction and guidance to student workers as needed.

Assist in the service and maintenance of equipment as needed.

Assist in training student workers.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Department operations, practices and procedures.

Purpose, function, operation and application of word processing and desktop publishing equipment and supplies.

Technical aspects and operation of related computer programs.

Various formats and styles.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communications skills.

District organization, operations, policies and objectives.

Technical aspects of field of specialty.

Automated office systems.

Operation of a variety of department machines and equipment.

ABILITY TO:

Operate word processing and desktop publishing software and perform specialized duties quickly and accurately.

Learn new computer upgrades quickly.

Establish and maintain effective working relationships with others.

Communicate effectively both orally and in writing.

Apply interpersonal skills using tact, patience and courtesy.

Work confidentially with discretion.

Understand and follow oral and written directions.

Work independently with little direction.

Perform a variety of duties with constant interruptions.

- Spell correctly and use good grammar and punctuation.
- Safely operate various department machines and equipment.
- Meet schedules and time lines.
- Provide work direction to others as assigned.
- Perform minor maintenance repairs to equipment.
- Operate a computer keyboard at 70 net words per minute from clear copy.
- Maintain records and logs.
- Work cooperatively with others.
- Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by course work in office automation equipment and two years word processing experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.

Dexterity of hands and fingers to operate a computer terminal, peripheral equipment and standard office equipment.

Lifting light objects.

Hearing and speaking to exchange information over the telephone or in person.

HAZARDS:

Extended viewing of a computer monitor.