

CITY OF SALINAS

WORD PROCESSING OPERATOR

BARGAINING UNIT/CLASS CODE:

SMEA / E09

DEFINITION

To process a variety of confidential, technical, financial and statistical materials from prerecorded dictation and hard copy by use of word processing equipment.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Word Processing Operator series and is distinguished from the Supervising Word Processing Operator in that the more complex and administrative duties within the center are not performed. Positions in this class perform the full range of duties assigned with minimal instruction or assistance.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Word Processing Operator. Exercises no supervision.

ESSENTIAL JOB FUNCTIONS OF THE JOB Duties may include, but are not limited to the following:

Transcribe a variety of confidential and non-confidential correspondence, memoranda, forms, records, statistical and financial data, and general and technical reports from prerecorded dictation and hard copy. Prepare draft/finished copy of manuals and documents as assigned. Determine proper grammar, spelling, paragraphing, form arrangement and spacing of material. Proofread typed work for typographical errors; edit and revise as required. Access information through CAD system. Print final documents and distribute material to proper division/department. Maintain a daily record of work completed. Assist in training new users and others as requested. Work shifts as assigned. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

English usage, grammar, spelling, vocabulary and punctuation. Office methods and procedures, including filing systems, business correspondence and report writing. Word Processing and Data Processing systems.

CITY OF SALINAS
WORD PROCESSING OPERATOR (continued)

Ability to:

Learn confidential Police Department and Information System procedures. Learn Police report and radio terminology. Be flexible and adaptable to changing operating procedures; and learning new work methods/technologies to coincide with changes in the criminal justice and departmental systems. Accurately operate the City's word processing equipment, including use of dictaphones, computer terminals, laser printers, electric typewriters and adding machines. Prepare a variety of finished copy formats. Proofread typed materials, and keep accurate records. Work under pressure and tight deadlines. Establish and maintain effective working relationships with other City staff and external agency representatives. Promote safety in the work place. Promote the City's organizational mission goals and objectives.

Skills to:

Type at a speed of 60 words per minute.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of the 12th grade and two years of increasingly responsible clerical experience using a word processor.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 2-92, REV: 2-94, REV: 10-06