

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED NOVEMBER 1988
RANGE: 38.5
CODE: 4

WORD PROCESSING SPECIALIST I

DEFINITION

Under general supervision, to operate programmed word processing and computer equipment;

to produce a wide variety of typed materials and documents using various software programs and transcription equipment;

to do other related work as required.

EXAMPLES OF DUTIES

Operate programmed word processing equipment and other computer equipment to produce letters, memoranda, reports, forms, minutes and other related printed material;

code the equipment to control spacing and formatting;

play back stored material using computer disk files;

plan layout and format following instructions, or by following a predetermined procedure;

utilize a variety of software such as Desk Top Publishing and Form Maker in the lay out and development of forms, reports and other camera ready materials;

individualize form letters;

make corrections, deletions, insertions and revisions to materials stored in a data management, storage and retrieval system;

review printed material for accuracy, correct spelling, punctuation, grammatical usage, format and spacing;

establish and maintain indices and files of data storage system;

assist in the planning, development and implementation of data storage system coded documentation and catalogues;

develop, maintain, merge and sort mailing lists, and prepare letters, envelopes, and labels for large mailing projects;

transcribe printed materials from dictation equipment, or from drafts and notes;

perform other general clerical functions, such as copying, collating, proofreading, duplicating and maintaining simple records and inventories.

QUALIFICATIONS

Knowledge of:

Modern office methods, practices and procedures;

programmed keyboard typing equipment, operational strategies and techniques;

appropriate English usage, spelling, punctuation, grammar, and highly technical terminology.

Ability to:

Effectively and efficiently transcribe from dictation equipment;

type or keyboard at a net corrected speed of 45 words per minute for sustained periods;

make arithmetical calculations rapidly and accurately;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Two (2) years of skilled clerical or general office experience, including training or experience with word processing and computer equipment.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in typing, word production and office practices.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

12/21/15

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