

SENIOR WORD PROCESSING TYPIST
(Word Processing Center Supervisor)*

Function of Job:

Under administrative review by a designated administrator, to be responsible for scheduling/coordinating the typing functions required to effectively implement the work of a Word Processing Center, and to perform exacting typing duties involving the programming and running off of material on word processing equipment.

Characteristic Duties and Responsibilities:

1. Supervise and assign work to word processing typists in a Word Processing Center.
2. Accept incoming work, determine priorities and distribute to typing staff.
3. Assure that a steady work flow is maintained and that specified turn-about time/deadlines are met.
4. Check incoming material to determine if it would be classified as confidential and/or rush.
5. Edit material presented for typing to correct grammatical and/or spelling errors.
6. Set up and type material on word processing equipment, including straight copy from handwritten material, letters, manuscripts, proposals, reports, examinations and confidential material.
7. Adjust word processing equipment, as necessary, to accommodate for any changes made in material typed into memory bank.
8. Organize and maintain a filing system for Word Processing Center.
9. Determine appropriate procedures to be followed in assigned work area.
10. Perform related duties, as assigned.

Minimum Acceptable Qualifications:

1. Two years of post-high school education at a junior college or business school and at least four years of related clerical/typing experience which should have included supervision, organization, coordination and performance of responsible clerical duties, or equivalent combination of schooling and experience.
2. Knowledge of technical typing.
3. Ability to perform exacting typing duties (60 wpm).
4. Administrative and supervisory ability.
5. Ability to work well with people.

12/8/94

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Effective Date

* Revised - Original approved 5/3/76 as "Senior Mag Card Machine Typist" and revised 10/11/78 under current title.