

WORD PROCESSING TYPIST*

Function of Job:

Under general supervision from designated supervisor(s), to perform exacting typing duties involving the programming and running off of dictated and/or hand written material on word processing equipment requiring discretion and independent judgment concerning determination of priorities and maintaining confidentiality of information.

Characteristic Duties and Responsibilities:

1. Transcribe dictation by use of transcribing machine, as required.
2. Edit material presented for typing to correct grammatical and/or spelling errors.
3. Set up and type assigned material on word processing equipment, including straight copy from handwritten material, letters, manuscripts, proposals, reports, examinations, confidential materials, stencils, ditto masters, etc.
4. Determine priorities in the processing of materials to be typed and amount of work that can be efficiently handled in processing center or other assigned work area.
5. Recognize material that should be treated as classified information and maintain confidentiality of same.
6. Adjust word processing equipment, as necessary, to accommodate for any changes made in material typed into memory bank.
7. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:

1. High school graduation and two years of typing experience, including the performance of duties of average difficulty requiring the exercise of independent judgment, or at least two years of college course work or satisfactory completion of a course in an approved business school which involved specific training in clerical/typing skills, or any combination of the above which would provide a total of least two years of training and/or experience.
2. Ability to type at the rate of 60 net words per minute.
3. Knowledge of technical typing if part of assigned scope of work.
4. Understanding/knowledge of word processing equipment used and basic fundamentals of computer programming, as applicable to equipment.

Additional Desirable Qualifications:

1. A year or more of experience working on word processing equipment.

12/8/94

System Approval

12/8/94

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position

* Revised - Original approved 1/5/76 as "Mag Card Machine Typist" and revised 10/11/78 and 7/30/80 as "Word Processing Typist".