

Word Data Processing Clerk I

DEFINITION

This is routine word processing, information processing, data entry and associated clerical work involving standard and systematic office operations.

Work of this class involves the performance of word processing, information processing and associated clerical assignments, in accordance with clearly defined procedures, which can be learned on the job with limited previous experience. Although skilled and rapid computer keyboard manipulation is an essential function, the percentage of time involving computerized equipment operation varies among positions allocated to this class. Included in the work are assignments that require the operation of personal computers operating basic features of standard business software for database, spreadsheets and other business applications and data terminals which are networked to mini and mainframe computers.

Positions may involve public contact wherein the essential responsibility is to exercise courtesy in providing or obtaining information of a routine nature. Specific and detailed instructions are given new employees and accompany subsequent new assignments. After the initial training period incumbents may perform a variety of assignments with relative independence.

Unusual or difficult problems are referred to a supervisor who reviews the work in progress or upon completion, for accuracy and other standards or performance.

TYPICAL DUTIES*

Processes a variety of material from draft copy, dictating machine "or detailed instructions, including letters, reports, memoranda, case histories and accounting and financial statements, utilizing word processing equipment and basic features of personal computer software.

Operates a diverse range of computerized office equipment to obtain or transmit data through the interface between micro, mini, or mainframe computer terminal networks.

Keeps a variety of routine office records including those related to accounts, inventories, permits, commodities, court actions and directory listings; prepares notices or standardized reports and statements related to these records.

Writes up permits, applications, contracts and licenses following established procedures or regulations, issues receipts; balances cash received.

Acts as receptionist; answers telephone and counter inquiries of a routine nature; refers visitors and calls to the proper officials.

Opens, sorts and routes incoming mail; prepares material for mailing; checks, sorts and manually or electronically files correspondence, index cards, timesheets, vouchers, invoices and other material alphabetically, numerically or by other predetermined classification; locates and removes data from manual and electronic files.

Checks or proofreads various types of material for accuracy or compliance with standardized policies or procedures; makes simple arithmetical checks for accuracy.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of business English, spelling, punctuation and arithmetic.

Knowledge of modern office practices and procedures.

Knowledge of various computerized equipment, including a basic understanding of personal computers and related business software.

Ability to make arithmetical calculations.

Ability to apply knowledge of basic computer software to produce routine reports, statements and documents.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth (12th) school grade including business subjects with an emphasis on word and information processing or data entry or completion of an appropriate certificate program from an approved business school/college.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0282		0283	

Last Updated:	1988-10
Previous Updates:	1984-06, 1983-12, 1983-10, 1983-06, 1981-04, 1972-10 (qualifications revised), 1971-03
Originated:	1966-01