



Job Specification

Job Title: Word Processing Specialist I
BCAT Code: 510X FC
Pay Grade: G08

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Provides word processing support for a college, department or office. Also may perform some secretarial and clerical duties as needed.

Examples of Duties

- Compiles material to be typed, following oral and written instructions.
- Types manuscripts, correspondence and other documents from rough draft, corrected copy, recorded voice dictation or previous version displayed on screen..
- Creates computer-generated publications including graphs, charts and tables.
- Proofreads document for grammar, spelling, punctuation and format.
- Trains staff on new software and basic computer operation.
- Develops and maintains guidelines for accessing computer files.
- Maintains directories and files of word processing documents.
- Maintains office computers including ordering supplies, updating software, etc.
- Loads paper in printer and changes printer ribbon, print wheels or fluid cartridges.
- Assists with front office duties as needed.
- Assists department members with special projects.
- Assists public by providing general information by telephone, mail or in person.
- Perform some clerical and/or secretarial duties as required.

Knowledge, Skills and Abilities

- Knowledge of basic computer operation, installation of software packages and their usage.
- Knowledge of Business English grammar, punctuation and spelling.
- Knowledge of office and campus policies and procedures.
- Effective proof reading and editing skills.
- Effective time management and organizational skills.
- Ability to learn new software quickly.

Minimum GSU Hiring Standards

High school diploma or GED and one-year word processing experience. Type 50 wpm.
Secretarial experience, which requires word processing, may be substituted for experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.