



Job Specification

Job Title: Word Processing Specialist II
BCAT Code: 510X FG
Pay Grade: G09

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

General Description

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

Examples of Duties

- Compiles material to be typed, following oral and written instruction.
- Types specialized documents, general correspondence and other documents including charts and tables from rough drafts, corrected copy, recorded voice dictation or previous version on screen.
- Proofreads and edits document for grammar, spelling, punctuation and format.
- Trains staff on basic computer operation and the use of computer software packages.
- Files and maintains various college, office or department records.
- Assists public by providing general information by telephone, mail or in person.
- Assists department members with special projects.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of computer operations and various software packages.
- Considerable knowledge of Basic English grammar, punctuation and spelling.
- Considerable knowledge of office and campus policies and procedures.
- Effective proofreading and editing skills.
- Effective time management and organizational skills.
- Ability to learn new computer packages and teach them to others.
- Ability to prioritize work assignments and complete according to deadlines.

Minimum GSU Hiring Standards

High school diploma or GED and two years word processing experience. Type 50 wpm. Secretarial experience, which includes 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.