



Job Specification

Job Title: Word Processing Specialist III
BCAT Code: 510X FJ
Pay Grade: G11

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

General Description

Provides advanced level word processing support for a college, department or office.

Examples of Duties

- Types technical manuscripts, correspondence and other documents including charts, graphs and tables.
- Compiles material to be typed, following oral and written instruction.
- Proofreads and edits documents ensuring accuracy and completeness.
- Orders office supplies.
- Makes travel and meeting arrangements for faculty, state officials and others.
- Assists public by providing general information by telephone, mail or in person.
- Maintains briefing manuals for state tax reform, committee members.
- File and maintain various college, office or department records.
- Trains staff on basic computer operation and the use of computer software packages.
- Assists department members with special projects.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of various computer operations and software packages.
- Thorough knowledge of office and campus policies and procedures.
- Thorough knowledge of Business English grammar, spelling and punctuation.
- Effective time management skills.
- Effective proofreading and editing skills.
- Effective organizational skills.
- Ability to prioritize work assignments and work under general supervision.
- Ability to communicate orally and in writing.

Minimum GSU Hiring Standards

High school diploma or GED and three years word processing experience. Type 60 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.