

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
WORD PROCESSING OPERATOR

DEFINITION:

Under general supervision, to operate computerized word processing equipment; to produce finished documents by editing and revising programmed material; and to perform related clerical work.

*** EXAMPLES OF DUTIES:**

- Types by entering appropriate commands into a computer for the purpose of organizing, revising, and storing data for high speed printing and high volume reproduction of typed copy;
- Types statistical and budgetary tabulations, reports, manuscripts, contracts, and other documents from rough, plain, corrected copy or dictated material;
- Performs coding or programming operations by instructing the machine to combine variables, make automatic stops, search for specific items, skip items, and make line returns to revise, delete, edit or alter drafts;
- Adds, stores, and maintains a computerized system of information retrieval;
- Changes or combines tapes or cards for storage of material;
- Keeps files and logs of stored material;
- May train and lead the work of less experienced operators;
- May serve as secretary to management personnel;
- May perform other clerical duties including filing and reception work as a minor part of the job.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other classes by a level of independence and judgment in composing documents which could impact the prestige of departments or the City. Those positions requiring only occasional use of computerized word processing equipment for the performance of routine repetitive typing without revising or combining variables, or those that do not require the organization or extensive revision of copy as a major part of the job, are generally allocated to other clerical classes. Some positions may require a basic level of technical knowledge including legal terminology to ensure that documents are composed accurately. This class does not include operation of the Cathode Ray Tube, Flexowriter, Key Punch or similar machines. Positions classified at this level may be underfilled with Clerical Assistant II, Clerical Assistant I or other related classes in accordance with the City's Career Advancement Program.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of clerical experience including six months of experience operating computerized word processing equipment (or equivalent equipment). Ability to type at least 50 net words per minute.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**