

CLASS TITLE: WORD PROCESSING OPERATOR III

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for transcription of taped statements, collection of data, preparation of correspondence, reports, and documents through the operation of word processing equipment and other related assigned duties.

ESSENTIAL TASKS:

- Operates word processing equipment
- Retrieves, numbers, sorts, classifies, copies, logs, files and distributes various incoming reports
- Types correspondence, reports, documents and other projects from machine dictation, in-person dictation, longhand or typed copy
- Collects data, composes, and distributes weekly and monthly division reports
- Collects data to keep homicide and suicide synopsis books current
- Transcribes taped statements
- Scans and logs tapes
- Provides backup support for other staff
- Trains employees on word processing equipment
- Proofreads work for others
- Performs research in various records
- Examines written instructions to determine requirements of assignments
- Sets up files for and programs permanent storage materials
- Receives and directs incoming calls
- Gathers and distributes mail
- May be assigned lead responsibilities at supervisor's discretion
- Makes recommendations for new procedures to improve efficiency

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), plus required coursework; and two (2) years' experience as a Word Processing Operator II with the City of Tulsa; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128

Knowledge, Abilities and Skills: Considerable knowledge of business English, spelling, grammar and punctuation; considerable knowledge of modern office practices and procedures; working knowledge of word processing software; and comprehensive knowledge of the operation and use of word processing equipment, its limitations and capabilities. Ability to transcribe machine dictation; ability to understand and follow verbal and written instructions; ability to learn to operate various types of word processing equipment; ability to analyze and solve formatting and programming problems; ability to plan details of programs, instruct others and to carry through to completion work projects without close supervision; and the ability to proofread accurately and to set work priorities; ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Considerable skill in the operation of the currently used type of word processing equipment.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to handwrite information and to operate a keyboard and telephone; may be subject to occasional lifting, carrying, and pushing up to 50 pounds; occasional pulling up to 10 pounds; may be subject to extended periods of sitting; walking, standing; bending, kneeling, crawling, handling, feeling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "D" Oklahoma Operator's License; and Notary Public (in some positions).

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WORKING ENVIRONMENT: Working environment is primarily indoors; requires shift work; requires the use of a telephone and other office machines for extended periods of time; and may be required to work overtime or be on-call for emergency duty (nights, weekends, and holidays).

Class Code: 5510

EEO Code: N-06

Pay Code: OT-17

Group: Clerical and Administrative

Series: Office Equipment Operation

Effective Date: October 1, 1995