

WORD PROCESSING OPERATOR
(B.O.C.E.S. #1 and #2)

GENERAL STATEMENT OF DUTIES: Operates word processing equipment in a word processing environment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class operates a variety of word processing equipment to accomplish a range of work in a word processing environment for the Board of Cooperative Educational Services. The work includes correspondence, newsletters, and reports based on machine transcription, hard copy and written or verbal instructions. Work will be produced in conformance with productivity guidelines and quality controls. This is the basic level in the word processing operator series in which the incumbent is expected to demonstrate ability to operate word processing equipment and to have an interest in and understanding of the use of this equipment to accomplish typing in an efficient manner. There will be contact and a working relationship with staff members at various levels in the departments to which word processing services are provided and with other word processing operators. Supervision is not a regular responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Operates any or all word processing equipment utilized by BOCES including IBM PC and IBM-AT using established productivity guidelines in order to produce correspondence, reports, forms, newsletters, etc.;

Utilizes machine transcription, hard copy, and written or verbal instructions;

Proofreads work, making appropriate changes to produce work which is accurate, neat, and in all respects conforming to quality control standards;

Performs some clerical tasks such as filing, making photocopies, collating and assembling documents.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Skill in the operation of assigned word processing equipment, while complying with established standards and controls; ability to type at a speed of not less than 35 words per minute on assigned word processing equipment producing typed copy which is neat, accurate and conforms to standard English usage; ability to proofread accurately and make appropriate changes; ability to follow written and oral instructions; ability to work well with others; attentiveness to detail; accuracy; flexibility in responding to a variety of job assignments; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) secondary school instruction in typing and secretarial skills, or satisfactory completion of a post high school secretarial course of a minimum of twelve weeks and six months typing experience in an office setting involving on-the-job experience with one or more of the classes of word processing equipment; or (b) satisfactory completion of a one year secretarial course at a recognized secretarial or business school; or (c) one year's experience in an office setting involving on-the-job experience with one or more of the classes of word processing equipment; or (d) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.