Word Processor Series

Classes in the Series

Class Code	Class Title
00060	Word Processor 1
00061	Word Processor 2
00063	Word Processor 3

Series Concept

Employees whose positions are classified in this series perform skilled keyboarding work on a production basis using word processing equipment/software to transcribe letters, memos, reports, etc. from paper/electronic drafts or dictation into final copy. For purposes of this guideline, skilled keyboarding is defined as follows:

Skilled Keyboarding - means the proficient operation of a keyboard-controlled machine at 40 WPM or more involving the transcription of large quantities of recorded dictation or paper/electronic text requiring speed and accuracy.

Technological advances leading to the wide spread use of personal computers and "user friendly" word processing software has, for the most part, led to the replacement of typewriters by computer keyboards. This has resulted in questions about classification differences between the Typist and Word Processor series, as well as application of the "rule of mixed positions."

Conceptually, the Word Processor is a production keyboarding series, while the Typist series is both a clerical and skilled keyboarding series. Positions classified in the Word Processor series do not ordinarily perform clerical duties, but if they do, it is an extremely limited (i.e., less than 20%) part of the overall job. On the other hand, positions classified in the Typist series usually, over time, have a fairly even distribution between clerical and keyboarding duties; however, this only becomes important when one or the other duties consistently falls into the extremely limited performance category. Also, since the Typist series is by nature a mixed position (clerical and keyboarding duties), the general "rule of mixed positions" and its substantial 50% performance standard should not be applied to its classification for either of these duties this series.

Exclusions

1. Positions whose employees are not required to perform skilled keyboarding (40-WPM) work (e.g. Clerk and Clerk-Advanced).
2. Positions whose employees perform both procedural/substantive clerical work and skilled keyboarding (40-WPM) work (e.g., Typist and Typist-Advanced).
3. Positions whose employees perform both administrative support and skilled keyboarding (40-WPM) work (e.g., Secretary 1/2).
4. Positions whose employees perform computer systems support, data entry, or computer operations work (e.g., Information Technology Support Worker 1/2)

Class Distinctions

Word Processor 1

Employees in this class perform entry-level word processing tasks in a training capacity, involving simple documents or form letters and less complicated applications.

Word Processor 2

This is the journey level class in the series. Position incumbents perform journey-level work utilizing a wide variety of applications, including complex formatting, editing and graphics, chart work, statistical formats and document creation. They also assist in training users and answer questions regarding software applications/problems. Reclassification from the Word Processor 1 is based upon notification by the appointing authority of the satisfactorily completion of a six month minimum training period.

Word Processor 3

Incumbents must function as either a lead worker or perform highly specialized work utilizing extensive legal, law enforcement, medical or scientific terminology. Incumbents performing lead work duties must lead two or more word processors, employees who routinely use word processing software or others, and have an extensive knowledge and skill in the varied uses of the software, know the full range of its capabilities and be able to adapt the software for individual use.

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