

## **Word Processing Operator**

### **SUMMARY:**

Operates computer or word processing equipment to compile, type, revise, combine, edit, print, and store documents.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Compiles material to be typed, following written or oral instructions.
- Enters commands, utilizes DOS, Windows, or OS2 commands to establish spacing, margins, font size, style, and color, and other parameters, using computer and word processing software or other word processing equipment.
- Types, revises, and combines material such as correspondence, reports, records, forms, minutes of meetings, scientific or technical material, numerical data, and tabular information, from rough draft, corrected copy, recorded voice dictation, or previous version displayed on screen.
- Checks completed document on screen for spelling errors using computer based spell check.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)