Word Processing Operator - Job Standards

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

KNOWLEDGE OF WORK:
> Understands and can utilize computer word processing technology in a DOS, Windows, or OS2 operating environment
> Is trained in one or more software applications (i.e., WordPerfect 6.0, or Word 6.0) and can utilize all of its basic (set up, fonts, table, spellcheck) and many of its more advanced features (macro's, indexing, report creation)
> Understands the computerized filing and file maintenance system and correctly stores computerized files in the correct filing system
> Can operate other word processing equipment such as laser printers, photocopy machine, facsimile, and related

QUALITY OF WORK:
> Ensures word processing output has utilized the features essential to producing a good document (spell checking, dictionary, format, font, shading, table, margins, etc.)
> Uses knowledge and skills to discern best format for documents and best software environment to use in producing documents

QUANTITY OF WORK:
> Produces word processing documents at the rate of __ words per minute
> Produces graphs and charts at the rate of __ per production hour
> Handle a variety of assignments and can work in a multi-tasking environment to change the form or sequence of output depending on the users needs and priorities

SELF DEVELOPMENT:
> Attends job related seminars and training courses
> Continuously attempts to become more proficient and knowledgeable in word processing software application
> Reads word processing trade publications to learn new methods, concepts and practices
> Attends organization related course to increase knowledge of organization culture and operations