



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 493.1

Job Title: **WORD PROCESSOR**

Pay Grade: 10

GENERAL SUMMARY:

Operates computer equipment and software to enter, store, and retrieve data and print hard copies of general correspondence and various forms, briefs, contracts, letters, documents, reports and publications.

RESPONSIBILITIES:

- Types and produces hard copies of general office correspondence using various types of software.
- Edits word processing jobs, document drafts, transcribed dictation, etc.
- Enters updated data and produces regular and periodic lists, directories and reports as requested.
- Logs and files word-processed materials; files incoming correspondence.
- Operates other office equipment such as copier, calculator, fax, scanner, etc.
- May provide backup office support; answer telephones, file, schedule meetings and perform other clerical duties as needed.

SPECIFICATIONS:

KNOWLEDGE:

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to eighteen months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required.

Certification: Must pass a City administered typing test with a typing speed of 50 words per minute with no more than 5 errors.

EXPERIENCE:

Six months of word processing experience or clerical/secretarial experience with a heavy volume of typing are required.

COMPLEXITY:

Work consists of standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with clerical and technical staff. Interaction involves routine information exchange and/or service activity requiring common courtesy; e.g., answering questions, giving directions in response to requests.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or service activity that requires common courtesy; e.g., directing calls and answering questions.

PHYSICAL EFFORT:

The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a monitor.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Word Processor
Senior Word Processor
Office Supervisor

Effective: October 1990

Revised: May 2020