

CITY OF SALINAS

SUPERVISING WORD PROCESSING OPERATOR

BARGAINING UNIT/CLASS CODE:

SMEA / E11

DEFINITION

To supervise and participate in the operation of the Police Department's word processing center; and to supervise, assign, review and evaluate the work of word processing personnel.

SUPERVISION RECEIVED AND EXERCISE

Receives direct supervision from Technical Services Coordinator and general supervision from the Police Services Administrator and direction from other paraprofessional or management level staff as assigned. Exercises direct supervision over word processing staff, including temporary employees.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Supervise the flow of work to establish and maintain production schedules; determine priority of work; establish policies and procedures; assign and reassign staff to work assignments; monitor output. Authorize overtime when need arises; request additional temporary help as necessary. Conduct meetings with users to establish procedures, resolve problems and review the quality and quantity of input and output. Select, assign, train, supervise, evaluate and discipline assigned staff. Maintain training files on all appropriate staff. Set up, operate, and regulate word processing equipment; give demonstrations of word processing equipment. Purge data stored in computer system. Maintain records and prepare reports of center activities as required. Prepare and update procedure manuals. Maintain appropriate levels of office supplies for the word processing center. Assist in the development and implementation of systems and procedures. Conduct orientation sessions with new employees in user division/departments regarding center capabilities and operating procedures. Transcribe a variety of confidential and sensitive materials from pre-recorded dictation and hard copy onto word processing equipment. Determine proper grammar, spelling, paragraphing, form arrangement and spacing of material. Proofread typed material, correcting or making changes as required. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

English usage, grammar, spelling, vocabulary and punctuation. Office methods and procedures, including confidential and non-confidential filing systems, business correspondence and report writing. Word processing and data processing systems. Principles of employee supervision, training, performance evaluation and discipline.

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Ability to:

Supervise, train, evaluate and discipline assigned staff. Establish work priorities and coordinate activities of the word processing center. Communicate clearly and concisely, orally and in writing. Operate the City's word processing equipment. Work under pressure and tight deadlines. Prepare a variety of finished copy formats. Program specific document formats. Maintain operating records and prepare reports. Work independently and exercise sound judgment. Establish and maintain good working relationships with word processing personnel, user divisions/departments. Work various shifts as assigned.

Skills to:

Type at a speed of 60 net words per minute.

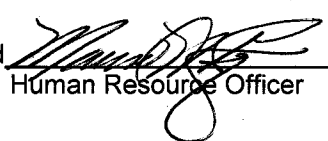
License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of the 12th grade and four (4) years of increasingly responsible word processing experience preferably in a law enforcement or related work setting and some related training or work experience that has prepared the incumbent for the supervisory duties of this class.

Reviewed 
Department Director

Approved 
Human Resource Officer

Approval Date 2/12/16

**ORIG: 2-84, REV: 2-94, REV: 8-05, REV: 01-10,
REV: 11-15**