UNIVERSITY OF SOUTHERN CALIFORNIA

Word Processor, Supervisor

Job Code: 111319

Grade: **H**

OT Eligible: **No**

Comp Approval: **4/7/2005**

JOB SUMMARY:

Supervises staff and operations of word processing unit. Oversees production of a variety of electronic documents.

JOB ACCOUNTABILITIES:

*E/M/NA	% TIME	
_____	_____	Supervises the work of other word processors within a work unit. Analyzes the workload, determines priorities and staff capabilities, and distributes work among staff for various projects. Maintains contact with work originators regarding deadlines, etc. Generally performs work of a similar nature.
_____	_____	Assists in recruitment, screening, hiring, orientation and training of unit staff. Evaluates employee performance and provides guidance and feedback. Counsels or disciplines employees, as required.
_____	_____	Operates word processing equipment and software packages to store, edit, format, print and revise correspondence, statistical tables, reports and other printed materials. Documents may require knowledge of scientific terminology, specific standards and formats, and established procedures.
_____	_____	Advises other staff members and/or departments on the capabilities and uses of electronic word processing, graphics, desktop publishing and related applications. Assists others in selecting most appropriate software program and applications for project.
_____	_____	Maintains currency concerning new software programs and applications, new hardware, and related peripheral equipment. Reads industry publications and networks with others, as assigned or appropriate.
__E___	_____	Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.
		Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY REPSONSE/RECOVERY:

Essential: ☐ No

☐ Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Specialized/Technical Training

Minimum Experience:

2 Years

Minimum Field of Expertise:

Word Processing/English Composition

Preferred Education:

Bachelor's Degree

Preferred Experience:

2 Years

Preferred Field of Expertise:

Computer Science/English Composition

Skills: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Conflict resolution
Consulting
Counseling
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Project management
Research
Scheduling
Staff development
Supervisory Skills
Teaching/Training

Skills: Machine:

Dictation Equipment
Personal Computer
Word Processor

Supervises: Level:

Supervises employees who do not supervise

Supervises: Nature of Work:

Administrative

Clerical/Secretarial

SIGNATURES:

Employee: _____ **Date:**_____

Supervisor: _____ **Date:**_____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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