



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

WORD PROCESSORS AND TYPISTS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Word Processors and Typists-B	R9022B	30	
Word Processors and Typists-O	R9022O	35	
Word Processors and Typists-A	R9022A	40	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Use word processor/computer or typewriter to type letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned.

Nature of Work

Word processors and typists set up and prepare reports, letters, mailing labels, and other text material. Some may work with highly technical material, plan and key complicated statistical tables, combine and rearrange materials from different sources, or prepare master copies.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role type standardized correspondence, routine memos, and form letters, or prepare standard forms on typewriters or computer, and address envelopes.

Recommended Education and Experience for Full Performance

High School Diploma or GED.

Minimum Qualifications

Eighth grade education.

Operational

- Employees in this Role set up and prepare reports, letters, mailing labels, and other text material.
- Employees are proficient in keyboarding and apply word processing software packages to compose and edit text tables and forms.

Recommended Education and Experience for Full Performance

High School Diploma or GED and one (1) year work experience in typing and keyboarding.

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Minimum Qualifications

High School Diploma or GED.

Advanced

- Employees in this Role coordinate a word processing operation and prepare text documents requiring a high degree of accuracy, independent judgment and work with time constraints.
- Employees prioritize work, juggle multiple projects and tasks, and provide technical assistance to less experienced staff.

Recommended Education and Experience for Full Performance

High School Diploma or GED and one and a half (1.5) years work experience in typing and keyboarding.

Minimum Qualifications

High School Diploma or GED and three (3) months work experience in typing and keyboarding.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Skills

Active Listening — Giving full attention to what other people is saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Speaking — Talking to others to convey information effectively.

Time Management — Managing one's own time and the time of others.

Monitoring — Monitoring/Assessing performance of you, other individuals, or organizations to make improvements or take corrective action.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

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Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 09/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.