

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7465
Pay Grade: D09

FLSA: Non-Exempt

DOCUMENT SYSTEMS OPERATOR

MAJOR FUNCTION:

Performs intermediate to advanced word processing duties involving the use of multiple software programs to produce complex machine operations in order to originate and maintain documents. Work includes formatting, typing, storing, retrieving, merging and printing of documents and is reviewed through conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Utilizes data base management, DOS, and various software programs to type, revise, merge, edit, print and store documents such as Board lists and agenda items, manuals, spreadsheets, forms, graphs, charts, labels, reports, memos, letters.
- Transcribes information from hand written copy, extracts pertinent information from forms as necessary for use in producing documents such as Board lists.
- Enters commands to establish spacing, margins, type size/style and other parameters; develops and revises formats.
- Proofreads documents for spelling, grammar, punctuation and makes changes where necessary.
- Stores completed documents in machine memory, on disk and/or in other electronic data storage medium such as a file server, monitors available storage capacity. Requests deletion authorizations from users as necessary.
- Enters commands to print documents; loads paper in printer, changes cartridges, etc.
- Works with users in developing new formats for letters, reports, documents, charts, spreadsheets, and forms.
- Provides, or assists in providing, input to management on hardware, software and peripheral equipment.
- Establishes and manages document files for multiple users in a wide variety of subject areas often involving statistical and highly technical information.
- Utilizes typing speed and knowledge of various software applications to meet stringent deadlines.
- Modifies software, as needed for specific job requirements.
- May input data for revision or editing using data entry device other than keyboard, such as optical scanner.
- May perform other clerical duties such as data entry, answering telephones, filing.
- Performs other related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, plus successful completion of PCSB typing test (55 wpm), and demonstrated proficiency in English grammar, punctuation and spelling, plus three (3) years progressively responsible word processing experience to include training and experience in DOS and data base software applications.

ISSUED: 8/92 PBL; BOARD APPROVED: 12/9/92; REVISED WC: 5/04 LM; REVISED D&R: 8/05 AK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

DOCUMENT SYSTEMS OPERATOR

| <u>WORKING CONDITIONS & PHYSICAL EFFORT:</u> | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| | | | | | |
| 1. Lift objects weighing up to 20 pounds | | X | | | |
| 2. Lift objects weighing 21 to 50 pounds | X | | | | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | X | | | | |
| 6. Carry objects weighing 21 to 50 pounds | X | | | | |
| 7. Carry objects weighing 51 to 100 pounds | X | | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | X | | | |
| 10. Standing up to two hours at a time | X | | | | |
| 11. Standing for more than two hours at a time | X | | | | |
| 12. Stooping and bending | | | X | | |
| 13. Ability to reach and grasp objects | | | | | X |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | X | | | |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | | X | | | |
| 19. Proofreading and checking documents for accuracy | | | | | X |
| 20. Using a keyboard to enter and transform words or data | | | | | X |
| 21. Using a video display terminal | | | | | X |
| 22. Working in a normal office environment with few physical discomforts | | | | | X |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | X | | | | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | X | | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | X | | | | |
| 26. Operating automobile, vehicle, or van | X | | | | |
| 27. Other physical, mental or visual ability required by the job | X | | | | |