

WORD PROCESSING CENTER SUPERVISOR IV

ROLE

Processing Assistant IV. See Processing Assistant IV (00441) for more information about this class.

NATURE OF WORK

Word Processing Center Supervisors direct the activities of a group of Word Processors located in a center for processing agency/work unit correspondence, documents and forms.

Word Processors convert dictated or written materials into final copy. Employees enter updates, corrections or revisions to stored information. They retrieve and merge information from various automated fields.

Special Note: This is a generalized representation of position in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.