

Association of University and College Employees

LOCAL No. 1 (U.B.C.)

August 16, 1979

Dear A.U.C.E. Member:

A.U.C.E. Local One and the University shall, in the near future, be discussing standard job descriptions for persons whose work day involves in part or in whole use of word processing equipment. Attached are copies of Job Descriptions which shall be submitted to the Union's Job Evaluation Committee for consideration. Your suggestions for additions, deletions, and/or adjustments in the wording of these job descriptions will be invaluable to the committee in its work of composing final drafts to be presented to the University for approval.

Your suggestions should be received in writing by the Union Office before August 28, 1979.

Thank you.

Yours truly,



(per) Marcel Dionne
President
A.U.C.E. Local 1

JOB TITLE: JUNIOR WORD PROCESSOR

SUGGESTED PAY GRADE: II

JOB DESCRIPTION:

Entry level in word processing. Employees in this classification are being trained under close supervision in the operation of word processing equipment. Performs routine assignments from relatively clear drafts and/or visual documents.

TYPICAL JOB DUTIES

- 1. Trains on equipment of a complex nature.*
- 2. Performs such routine duties as copy transcriptions.*
- 3. Assembles materials and proofreads for typographical and grammatical errors.*
- 4. Performs office duties related to requirements and qualifications of the Job Classification.*

MINIMUM QUALIFICATIONS

High school graduation plus business training, minimum typing of 50 w.p.m., good knowledge of English grammar, spelling, and punctuation. The word processor trainee shall be confirmed as a word processor after one year service with the university.

JOB TITLE: WORD PROCESSOR

SUGGESTED PAY GRADE: III

JOB DESCRIPTION:

Under general supervision, performs moderately complex duties in accordance with departmental policies and procedures. Responsible for the location, selection, and preparation of duties in accordance with established work procedures. May be required to exercise independent judgement in the day-to-day planning of work.

TYPICAL JOB DUTIES

1. *Operates word processing equipment of a complex nature.*
2. *Produces transcriptions from machine dictation.*
3. *Transcribes information into machine-readable form from rough drafts, and/or hand-written submissions.*
4. *Responsible for editing of materials and manuscripts of an advanced nature.*
5. *Responsible for the quality and accuracy of work produced.*
6. *Assists in training of word processor trainees as required.*
7. *Performs duties related to the qualifications and requirements of the position.*

MINIMUM QUALIFICATIONS

High school graduation plus business training. Formal training in word processing operation and/or one year University experience with word processing equipment. Good working knowledge of English grammar, spelling, and punctuation. Ability to type 60 w.p.m.

JOB TITLE: SENIOR WORD PROCESSOR

SUGGESTED PAY GRADE: IV

JOB DESCRIPTION:

Under general direction, is responsible for operations of the word processing department. Co-ordinates and schedules work for optimum utilization of equipment. Requires independent judgement in assessing and assigning work priorities. Requires thorough, detailed knowledge of word processing equipment. Generally responsible for training and staff supervision in the word processing centre.

TYPICAL JOB DUTIES

1. Operates word processing equipment of a complex nature.
2. Co-ordinates and schedules work for maximum utilization of word processing equipment and operator(s).
3. Acts as liaison and/or advisor in areas of procedures and utilization of equipment.
4. Is expected to edit materials and manuscripts of above average difficulty.
5. Responsible for production reports and day-to-day work flows for word processors.
6. Collects and prepares materials from a variety of sources, and arranges and assembles for appropriate action.
7. Expected to compose non-routine correspondence.
8. Responsible for training of new employees in procedures and equipment operation.
9. Performs duties related to responsibilities and qualifications of the position.

MINIMUM QUALIFICATIONS

High school graduation plus business training. Formal training in word processing operation and/or four years University experience in word processing. Good organizational abilities. Excellent working knowledge of English grammar, spelling, and punctuation. Ability to type 65 -70 words per minute.