JOB DESCRIPTION

Word Processing Technician

Definition of Class
The incumbent performs duties associated with researching topics, producing correspondence and reports for meetings and speech preparation. Incumbent also provides computer technical support for the Office of the Chancellor and associated departments.

Examples of Work Performed
Produces correspondence and reports. Proofs documents for content and style.

Researches topics for speech and meeting preparation.

Provides word processing instruction, advice, and support to office personnel.

Produces and maintains official mail and telephone information lists.

Generates and proofs merge documents for mass mailings.

Answers inquiries regarding computer hardware or software problems. Troubleshoots and diagnoses problems. Refers problems to proper technical support as needed.

Determines appropriate hardware and software to be purchased. Installs new hardware and software on computer systems.

Coordinates and prepares electronic Board Report for IHL.

Prepares payroll and purchase requisitions.

Serves as back-up for clerical positions as needed.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Produces correspondence and reports.
2. Provides word processing support to office personnel.
3. Maintains departmental computer systems, hardware, software, and troubleshoots problems.
4. Researches and identifies literature for the Chancellor’s speech and meeting preparations.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related
education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  High School Diploma or equivalent (GED).
  
  **AND**

- **Experience:**
  Three (3) years of experience related to the above described duties.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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