

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

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| Position Title: Document Processing Technician III | Job Family: 5 |
| General Classification: Front-Line | Job Grade: 18 |

Definition: To input, edit, and proofread material, including complex technical documents, with speed and accuracy from e-mail, handwritten, and/or typed copy using advanced word processing/desktop publishing features in various software packages on networked PC systems.

Distinguishing Characteristics: This is the advanced journey-level class in the Document Processing Technician series. Positions at this level perform the most difficult and responsible types of duties assigned to classes within this series. In the absence or at the direction of the Document Processing Supervisor, this position may act in a lead role overseeing Center operations.

Receives immediate supervision from the Document Processing Supervisor.

Per the direction of the Document Processing Supervisor, may provide technical and/or functional instruction to the Document Processing Technicians I/II.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Type, edit, and proofread materials (letters, memoranda, reports, agendas, minutes, fillable Portable Document Format (PDF) files, mailing lists, handbooks, brochures, manuals, press releases, newsletters, presentations, legal documents, financial statements, etc.) from handwritten or typed copy, e-mail, and/or other material.
2. Create tables, merge text with graphics; proofread, edit, and revise processed documents; assume responsibility for document accuracy; store and retrieve documents from a shared file server.
3. Determine proper format, grammar, spelling, and punctuation for documents processed.
4. Understand and utilize document processing/desktop publishing equipment capabilities (correcting errors, editing, and making revisions) with accuracy and speed.

Position Title: Document Processing Technician III

Page 2 of 3

5. Maintain accurate record keeping for efficient retrieval of system-filed documents, including file maintenance and system back-up procedures.
6. Respond to inquires and requests.
7. Proofread documents initiated by Document Processing Technicians or Supervisor, as necessary.
8. Assist with the training of Document Processing Technicians and Center users.
9. Act as lead when directed by the Document Processing Supervisor, coordinating workflow management utilizing Center software and assigning work priorities in order to meet deadlines.
10. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Basic mathematics; English language, including grammar, punctuation, and spelling; the function and use of PC systems and various software packages; standard proofreading techniques; microcomputer hardware functions, document setup and layout, and basic graphics.

Ability to: Remain seated for long periods of time; concentrate despite noise and activities within the work area; think through and solve problems regarding the production of materials; multi-task various job functions as well as prioritize job flow; accurately type 65 words per minute; proofread and edit complex documents; use and understand standard proofreading techniques; during peak periods, assist Supervisor as requested; initiate/create electronic forms for clients in an efficient and accurate manner; efficiently perform advanced computer-aided graphics functions; use dictionaries, handbooks, and other reference materials effectively; organize own work effectively; interpret and explain City and departmental policies and procedures; establish and maintain effective working relationships with those contacted in the course of work; multi-task and work under tight time deadlines; act as lead in assigning and coordinating work of unit.

Position Title: Document Processing Technician III

Page 3 of 3

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Three years of experience as a Document Processing Technician, including high-level typing skills. Education equivalent to the completion of the 12th grade. An associate's degree from an accredited college is highly desirable and may be substituted for one year of experience.

Established: January 1994

Revised: August 2016

HRD/CLASS SPECS

Document Processing Technician III