

## **DOCUMENT RESOURCE CENTER SPECIALIST**

### DEFINITION

To operate microcomputer and mainframe computer terminal equipment; to process documentation, graphics and special applications requests, transcribe dictation from recording machines and produce finished copy; to format documents according to established manuals, policies and procedures; and to perform related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Document Resource Center Supervisor.

### EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Operates microcomputer and mainframe terminal with software which has the ability to record, revise and store information for variable output.

Enters text from typed, handwritten or dictated material, recording a variety of documents and manuals for various departments for retention and further revision.

Designs, formats and plans layouts for graphic charts, forms, ballots and other documents.

Transfers and maintains up-to-date Commissioners' Journals on the mainframe computer.

Proofreads both submitted raw data and information already keyed into the processor; performs corrections as required.

Follows complex verbal and written instructions.

Transcribes dictation either in rough draft or final form; proofs and edits for correct spelling, grammar and punctuation.

Types and enters into equipment agenda items, letters, budgets, agreements, handouts, reports and other documents.

Completes layout and planning for attractive appearance of finished copy; suggests proper format for final product.

LANE COUNTY  
Document Resource Center Specialist (Continued)

EXAMPLES OF DUTIES

Monitors performance of laser printer and sheet feeder during printing process.

Revises stored material.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.

Correct punctuation, spelling and grammatical usage.

Computer software, peripherals, equipment and supplies.

Graphic layout and design.

Ability to:

Operate sophisticated microcomputer equipment.

Learn and work with a variety of different software programs as they relate to a document resource center.

Perform repetitive work requiring close attention to details.

Spell correctly and apply the proper use of grammar and punctuation.

Understand and follow oral and written directions.

Type at an accurate speed of 60 words per minute.

Use special formats of all of the various departments serviced.

Establish and maintain effective working relationships with center clientele.

LANE COUNTY  
Document Resource Center Specialist (Continued)

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in secretarial sciences, data processing, document production, graphics, or a related field is desirable.

Experience:

Two years of responsible word processing, document production or typing and clerical experience with software applications on a microcomputer.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.