

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

DOCUMENT PRODUCTION ASSISTANT
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future Document Production Assistant positions. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses specialized support staff positions performing a full range of word processing, production typing, and dictation activities a majority of time.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that meet the definition of confidential, management, or supervisor, as defined in s. 111.81(7), (13), and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that for a majority of time are responsible for general and/or paraprofessional office support and are more appropriately classified as Program Assistant, Secretary, or Legal Secretary.
3. Positions that for a majority of time are responsible for general clerical support and are more appropriately classified as Clerical Assistant.
4. Positions that for a majority of time are responsible for technical typing and are more appropriately classified as Technical Typist.
5. Positions that for a majority of time are responsible for typesetting input, and are more appropriately classified as Typesetting Input Operators.

6. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into And Progression Through This Classification Series

Employees enter this classification series by competitive examination. Advancement to a leadworker level will be by competition.

II. DEFINITION

DOCUMENT PRODUCTION ASSISTANT

Positions perform production typing in an office setting using a typewriter, computer, or similar word processing equipment a majority of the time. Duties require a high degree of typing proficiency involving independent judgement of format, grammar, spelling, and use of unique or specialized terminology.

Responsibilities include operating computer, typewriter, or other word processing equipment in the completion of typing assignments; maintaining files of assignments; typing materials for publication purposes; working directly with users to develop special reports or other comparable items; typing, proofreading, and correcting all completed assignments in terms of spelling, grammar, and punctuation; proofreading the work of others; typing reports, correspondence, journals, tables, graphs, rough drafts, charts, forms, statistical tabulations, and other specialized terminology unique to a program/unit; and reviewing and developing various computer printouts and statistical tables

DOCUMENT PRODUCTION ASSISTANT LEADWORKER

Positions allocated to this classification perform duties described at the Document Production Assistant level in addition to leadwork responsibilities over positions performing production typing. Responsibilities also include training, assisting, guiding, instructing, assigning and reviewing the work of one or more employees in the work unit. Leadworkers do not have supervisory authority as defined under s. 111.81 (19) Wis. Stats., which include hiring, disciplining, and firing an employee.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective May 18, 2003 and was announced in Bulletin MRS-SC-???? as part of the Administrative Support Survey phase 1 and replaces the Word Processing Operator 1-3 and Typist, Typist-lead. This series incorporates the Word Processing Operator 1, 2, 3; Typist and Typist Lead classifications.