



Power Keyboard Operator- Graphics Specialist Series

INTRODUCTION

Background

This series is intended to recognize positions in these classes as career occupations within the relatively new and emerging technology of word processing. The traditional concept of clerical support, particularly in the area of typing, is being redefined with the increasing introduction of high speed word processing equipment such as magnetic tape typewriters, composers, and small office computers (administrative terminal systems). This series attempts to define duties and responsibilities, provide more meaningful titles, offer career or skill progression to incumbents of these positions, and to establish appropriate salary ranges.

It is also recognized that the operation of magnetic tape/power keyboard equipment requires skills and abilities distinctly different from those of a conventional office typist. Although highly proficient typists can learn the rudimentary aspects of power keyboard operation in a fairly short period of time, they must learn to think in terms of logical sequence. It is this "conceptualization" ability, in addition to learning layout and the actual recording of information on tape, which separates conventional typists from Power Keyboard Operators.

The positions described in this standard are found in a variety of organizational settings at the campuses, and in offices of the State University and Colleges, such as:

- A. A centralized word processing unit which typically includes such services as transcribing, power keyboarding, composing, graphics, duplicating or printing, and addressing and mailing services. In this type of centralized unit, an incumbent in these classes would be a member of a fairly large word processing team, and may perform a variety of activities associated with magnetic tape equipment, or may be limited to a specialized function such as power keyboarding.
- B. A large campus department or specialized activity may also have magnetic tape/power keyboard equipment and have one or more persons assigned in a full-time capacity to operate magnetic tape typewriters and/or composers, providing services to several offices.
- C. In a large office, there may be a full-time position devoted to the operation of the office's magnetic tape typewriter, although there may be other persons in the office who have a familiarity with the equipment and can serve as a backup. In such an office, only those positions having primary responsibility for magnetic tape equipment operation would be classified in this series.

Although these standards primarily recognize positions involved in operating magnetic tape/power keyboard equipment, an attempt was made to make it sufficiently broad so as to be able to incorporate other equipment which may be introduced as the technology in this field advances. Positions involving the operation of paper tape machines, however, such as Flexo-writer, can validly be classified at the first level in this series, provided that machine operation is the major responsibility.

Positions involving the operation of an MC/ST (Magnetic Card/Selectric Typewriter) are excluded from classification in this series, inasmuch as the learning time and skills required for its operation are not comparable to those required for MT/ST or similar equipment. Such positions should be classified in the appropriate clerical or secretarial class.

GENERAL CLASS CHARACTERISTICS AND CLASSIFICATION CRITERIA

Positions are classified in this series on the basis of *utilization* of knowledge and skills in machine operation of magnetic tape equipment, coding, copymarking, coordination, and/or supervision. In order to justify allocation to any class in the series, it must be demonstrated that the utilization of these skills and knowledges is a continuing requirement of the position, and that the incumbent possesses the knowledges and abilities stipulated in the minimum qualifications for the class.

POWER KEYBOARD OPERATOR

Power Keyboard Operators are responsible for the operation of magnetic tape typewriters and are proficient in the various control functions such as record (keyboarding), correction, playback, transfer and switchcode. At this level, operators are not required to understand composer copymarking, or operation, and do not input material for composer output. Since this is the entry level for the Graphics Specialist I class, operators may, under immediate supervision, learn the elements of composer coding and operation and perform these duties in a training capacity.

GRAPHICS SPECIALIST I

Graphics Specialists I are fully qualified power keyboard operators, and in addition, have the necessary knowledges and abilities to copymark and compose final output copy on a magnetic tape composer in "justified" and "outline" modes. Positions in this class may also operate a "stand-alone" composer (one which is not magnetic tape controlled), as well as performing inking and stripping of composer material. Positions are classified at this level, primarily on the basis of copymarking and composing of material in "outline" and "justified" modes. Positions involving the more complex "tabular" or "T-line" mode copymarking and composer operation are classified at the Graphics Specialist II level provided, of course, that the full range of responsibilities for that level is also being performed.

GRAPHICS SPECIALIST II

Graphics Specialists II are fully proficient in the operation of magnetic tape typewriters and composers and have the knowledges and abilities to utilize this equipment to the limits of its capabilities. Graphics Specialists II can coordinate a simple or exceedingly complex job through the various processing phases, either performing the operations or supervising the work of other operators. Typically, the less complex portions of a large job would be performed by a Graphics Specialist I or a Power Keyboard Operator, as appropriate; however, Graphics Specialists II would copymark complex statistical materials in tabular mode for composer output.