



OHIO
UNIVERSITY

**Classification and Qualification
Standards**

Documents Specialist

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Administrative Support	Job Code: 16122 Grade: C	Date Established: 7/01/2001 (Revised 1/2/2004)	FLSA Category: NON-EXEMPT
---	---	---	-------------------------------------

JOB SUMMARY

Under direction, the fully operational classification receives instructions in general terms, utilizes independent judgment within established procedures and guidelines, and refers some questions and problems to higher levels. This classification requires considerable knowledge of desktop publishing techniques, word processing, office practices and procedures, and databases in order to perform moderately complex desktop publishing and document producing duties.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Designs documents (e.g., brochures; booklets; business cards; calendars; letterhead; programs; flyers) using desktop publishing software.
2. Creates technical documents, correspondence, reports, and publications.
3. Maintains databases, file systems and websites.
4. Administers, maintains, and distributes mail list, and oversees bulk mailings.
5. Constructs, coordinates, and assembles data from internal, and external sources. Prepares reports.
6. Coordinates print jobs.
7. Coordinates repair and service contracts for office equipment.
8. Prints, staples, binds and/or folds publications.
9. Maintains and orders supplies.
10. Supervises and trains student employees.
11. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of desktop publishing techniques; word processing, office practices and procedures; databases; websites; public relations*; and employee training and development*. Skill in operation of computer. Ability to handle routine contacts; provide desktop publishing services; maintain databases, websites and file systems; and provide routine office support.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

6 mos. training or 6 mos. experience in desktop publishing techniques, word processing. 3 mos. training or 3 mos. experience in office practices and procedures. 1 mo. experience in databases. 1 course or 3 mos. experience in operation of computer.

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity