



Note: The job description posted below is just a sample and not specific to any one law firm. It is provided to you by the New York Chapter of The Association of Legal Administrators and should be used only as a guide.

JOB DESCRIPTION

JOB TITLE: Word Processor

DEPARTMENT: Administration

General Summary:

Essential Duties and Responsibilities:

Word Processing Skills List

<i>Basic</i>	[Assumed Level]
<i>Intermediate</i>	<i>Misc. Word functions:</i> Editing & stripping styles, autocorrect & autotext, all Paragraph Format features, password protection <i>Automatic Numbering/Field Codes:</i> legal numbering; Word bullets & numbering; numbered headings <i>Scanning Cleanup:</i> set margins, convert to normal style, basic reformatting cleanup <i>TOC:</i> by both mark & style <i>Header/Footer Section Breaks:</i> restarting page numbering; editing footers; 2nd page header in letter <i>Tables:</i> sorting; delete, cut & paste rows; header row; resizing from ruler/from options (all advanced table features) <i>DocsOpen:</i> all searching (full text, etc.) <i>Outlook:</i> attaching files, from both DocsOpen & network drives <i>Full Authority:</i> all functions & cleanup

	<p><i>Deltaview</i>: customizing option sets</p> <p><i>Adobe .pdf</i>: creating .pdf from Word doc.</p> <p><i>Power Point</i>: editing text</p> <p><i>Excel</i>: basic editing, printing, page layout</p> <p><i>Visio</i>: basic editing</p>
<i>Advanced</i>	<p><i>Mail Merges</i></p> <p><i>Word Macros</i>: creating & editing</p> <p><i>TOC</i>: Index of defined terms</p> <p><i>DocsOpen</i>: changing access & security; saving .pdf files in Docs</p> <p><i>Outlook</i>: opening email w/no or unknown extension; accessing other user's email</p> <p><i>Scanning</i>: E-copy & OCR; conversion of .pdf & .tif (fax) files through scanning; resolution/.dpi settings</p> <p><i>Adobe .pdf</i>: editing pages (delete/ insert/ extract) in .pdf files; advanced distiller features</p> <p><i>Power Point</i>: inserting images from internet</p> <p><i>Excel</i>: reformatting, cell formatting, etc.</p> <p><i>Ecody</i>: creating .pdf from hard copy</p> <p><i>Quick View Plus</i>: troubleshooting unknown file attachments</p> <p><i>Visio</i>: layout, design</p>