

## Word Processor / Policy Typist

---

Data Processing Department

Reports to the Data Processing Supervisor and Senior Vice President, Administration

### **Summary and Purpose**

Responsible for reviewing and editing policy forms and endorsements, assembling policies in preparation for distribution and completing form letters.

### **General Responsibilities**

- Reviewing policies and endorsements to ensure accuracy
- Editing of policy forms and endorsements
- Completing template form letters using a variety of source information including handwritten copies and check sheets
- Assembling automated policies in preparation for distribution
- Printing, copying, and distributing completed work
- Other duties as assigned, such as but not limited to, occasionally working at the front desk and mail room

### **Minimum Requirements**

- High school graduate
- Type 55 wpm accurately
- Extensive knowledge of MS Word 6.0 or higher
- Grammar, punctuation, spelling and proofing skills
- Transcription skills a plus, but not required

### **Attributes**

- Excellent writing skills
- Detailed
- Ability to work independently