TITLE: Technical Secretary IV

SCHEDULE: Staff

UNION: Staff Association – Local 2071, U.A.W

ESSENTIAL JOB FUNCTIONS

- Produce complex graphics, illustrations, chemical structures, etc. with the use of the most advanced office technology to process research papers, examination materials, laboratory manuals, proposals, reports and publications. Assist in writing, editing and distribution of departmental newsletter. Perform layout duties in preparing technical manuals and publications.

- Perform non-standard typing duties in support of one or more academic or administrative personnel of an assigned unit. Type grants and contracts, as well as technical and/or scientific papers.

- Prepare and process nonacademic and selected academic paperwork for accuracy and completeness. Maintain, modify and update appropriate records and files regarding students and personnel of an assigned unit.

- May be required to provide functional supervision of a small number (1-3) of clerical support personnel. Distribute and review work for completeness and accuracy. Train in appropriate methods and procedures.

- Provide general clerical and secretarial support as required by an assigned unit. Provide information on departmental policies and procedures; respond to routine inquiries and resolve problems that may arise.

- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.
ADDITIONAL COMMENTS
This classification is designed to perform complex wordprocessing utilizing various specialized software packages to type detailed statistical data, graphic illustrations, mathematical equations and/or chemical structures for instructional manuals, examinations, publications, research proposals and abstracts. Incumbents are typically required to prioritize the workflow from numerous academic or administrative personnel of assigned unit. Work activities involve learning and operating specialized software applications and providing related training and technical support regarding software applications to other personnel in the same unit. The incumbent is expected to work independently wordprocessing a variety of technical (e.g. science, math, technical, multi-lingual) documents. These positions are located in academic and administrative offices in a School, College, Division or Center/Institute of the University. This classification reports to and receives work direction from a professional or management level position.

MINIMUM QUALIFICATIONS
- High school graduate with some progressive clerical or secretarial experience or an equivalent combination of education and/or experience.

- Ability to operate the most advanced office equipment, including software necessary for production of complex graphics, technical formulas and chemical structures.

- Some experience providing functional supervision to clerical support staff desirable.

- Ability to type with speed and accuracy, may include scientific terminology, mathematical equations and technical multi-lingual terminology.

- Some knowledge of and experience applying University policies, procedures and regulations preferred.

- Ability to communicate effectively with others.

- May be required to use transcription skills.

- Progressive secretarial or general office experience, preferably within the University.

- Typically, incumbents have held lower level clerical and/or secretarial positions.