

TITLE: <u>Technical Secretary III</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA425</u>
UNION: <u>Staff Association – Local 2071, U.A.W</u>	SALARY GRADE: <u>4</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

POSITION PURPOSE

Perform technical wordprocessing duties in support of an assigned academic or administrative unit in a School, College, Division or Center/Institute of the University. Provide basic clerical and secretarial duties in contribution to the efficient operation of an assigned office.

ESSENTIAL JOB FUNCTIONS

- Wordprocess technical proposals, research papers, publications, manuscripts, etc. utilizing the appropriate software for the recreation of multi-level equations, multi-dimensional structures or basic computer graphics.
- Perform general typing duties in support of an assigned unit. Compose routine correspondence and memos, type forms, class materials and reports.
- Schedule appointments and meetings, take messages and reserve rooms for faculty and staff. Make travel arrangements and provide itinerary for clients, guest and visitors.
- May be required to provide functional supervision to a small number (1-3) of clerical support staff. Distribute work and review for completeness and accuracy. Train in appropriate methods and procedures.
- Perform basic bookkeeping duties requiring the use of the Financial Accounting System (FAS), internal billing systems or the General Billing System (GBS). Prepare and process billings, track requisitions and receive and post payments.
- Prepare and process nonacademic and selected academic paperwork for accuracy and completeness using the Human Resource System (HRS) for assistance and to provide necessary data.
- Perform general office duties. Order office supplies, establish blanket purchase orders, respond to routine inquiries, open and route mail and make copies as needed.
- 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

In contrast to the Secretarial III classification which provides a full range of secretarial functions, incumbents in this classification frequently spend in excess of 50% of their time wordprocessing technical (e.g. science, math, technical multi-lingual) documents and spends less time performing a variety of the traditional secretarial duties. Incumbents are typically required to prioritize the workflow from numerous academic or administrative personnel of an assigned unit and must have knowledge or gain an understanding of the appropriate symbols, etc. they are typing. Work activities involve learning and operating specialized software applications and may also include training and technical support regarding software to other personnel in the same unit. This classification is 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 specialized software applications required for the processing of technical documentation.
- Ability to gain an understanding of the technical symbols, equations, etc. required of a specific technical field of knowledge.
- Ability to communicate effectively with others.
- Ability to perform basic bookkeeping duties.
- Ability to type with speed and accuracy, may include technical multi-lingual terminology, mathematical equations or scientific terminology.
- May be required to use transcription skills.
- Typically, incumbents have held lower level clerical and/or secretarial positions.