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| <b>TITLE:</b> <u>Technical Secretary IV</u>                | <b>SALARY</b><br><b>SCHEDULE:</b> <u>Staff</u> | <b>CLASS</b><br><b>CODE:</b> <u>SA426</u> |
| <b>UNION:</b> <u>Staff Association – Local 2071, U.A.W</u> | <b>SALARY</b><br><b>GRADE:</b> <u>7</u>        | <b>EEO</b><br><b>CODE:</b> <u>40</u>      |
|  | <b>FLSA:</b> <u>Non-Exempt</u>                 | <b>E-</b><br><b>CLASS:</b> <u>SA</u>      |

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**POSITION PURPOSE**

Perform complex wordprocessing of scientific technical materials, as well as a limited number of general secretarial and clerical duties in support of an assigned academic or administrative unit in a School, College, Division or Center/Institute of the University.

**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.

### **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.