

DOCUMENT PRODUCTION ASSISTANT TITLE SERIES DEFINITIONS

I. DEFINITION

DOCUMENT PRODUCTION ASSISTANT

Positions perform production typing in an office setting using a typewriter, computer, or similar word processing equipment a majority of the time. Duties require a high degree of typing proficiency involving independent judgement of format, grammar, spelling, and use of unique or specialized terminology.

Responsibilities include operating computer, typewriter, or other word processing equipment in the completion of typing assignments; maintaining files of assignments; typing materials for publication purposes; working directly with users to develop special reports or other comparable items; typing, proofreading, and correcting all completed assignments in terms of spelling, grammar, and punctuation; proofreading the work of others; typing reports, correspondence, journals, tables, graphs, rough drafts, charts, forms, statistical tabulations, and other specialized terminology unique to a program/unit; and reviewing and developing various computer printouts and statistical tables

DOCUMENT PRODUCTION ASSISTANT LEADWORKER

Positions allocated to this title definition perform duties described at the Document Production Assistant level in addition to leadwork responsibilities over positions performing production typing. Responsibilities also include training, assisting, guiding, instructing, assigning and reviewing the work of one or more employees in the work unit. Leadworkers do not have supervisory authority as defined under s. 111.81 (19) Wis. Stats., which include hiring, disciplining, and firing an employee.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITIONS

Technical Typist, University Services Associate 1