

## **TECHNICAL TYPIST TITLE SERIES DEFINITIONS**

### **I. DEFINITIONS**

#### **TECHNICAL TYPIST**

Positions classified at this level type technical terminology a majority of the time that includes complex medical, scientific, foreign language, or mathematical terminology in technical papers, research papers, reports, tables, grant proposals, manuscripts, abstracts, tests and lecture notes from handwritten notes, tapes, or typed rough drafts. Work is performed under close progressing to general supervision. Positions may also perform related duties, such as typing correspondence, duplicating, collating, filing, mailing letters and other documents, answering phones and various other general clerical duties, but these duties do not constitute a majority of the position's time.

#### **TECHNICAL TYPIST SENIOR**

This is senior level work performing complex technical typing duties. Work is performed under general supervision. There are two general allocation patterns: (1) Positions spend the majority of time engaged in technical typing for publication in various journals or books. The text of the chapters or papers is complex and requires a high degree of accuracy. Most journal articles must be prepared in photocopy ready form. Highly complex chemical and mathematical equations and symbols are produced by hand or from a computer program and inserted into the article. The drafts must be modified to fit the specific journal formats. The typing must be in compliance with the requirements of the various journals that include setting up the text, footnotes and bibliography in the specific format required by each journal. Positions at this level work with a high degree of independence; (2) Positions in the second allocation pattern spend the majority of their time generating complex chemical or mathematical equations or formulas for lectures, tests, letters, papers, etc. The typing requires learning and utilizing the advanced features of word processing programs, such as the equation editor in WordPerfect, a majority of the time. Duties are performed under general supervision.

### **II. QUALIFICATIONS**

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

### **III. RELATED TITLES**

Legal Assistant, Legal Secretary, Document Production Assistant, Clerical Assistant, Secretary, Program Assistant