

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

TECHNICAL TYPIST
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions responsible for typing technical documents for faculty members and staff. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

Positions perform a wide range of complex administrative support technical typing duties involving medical, scientific, mathematical, or foreign language terminology for technical papers for publication in journals, grant proposals, teaching material or bilingual documents for faculty members and staff.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions that for the majority of time (more than 50%) perform work that directly assists legal counsel or staff attorneys and are more appropriately classified as Legal Assistant or Legal Secretary
2. Positions that for the majority of time (more than 50%) perform typing that does not involve medical, scientific, mathematical, or foreign language terminology and are more appropriately classified as Document Production Assistant, Clerical Assistant, Secretary or Program Assistant.
3. Positions that meet the statutory definitions of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification series by competitive examination. Progression to the senior level for specifically identified allocations will occur through reclassification as the employee satisfactorily attains the specified training, education, and experience and performs the full scope of duties identified at the senior level.

II. 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 includes 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.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective May 18, 2003 and announced in Bulletin MRS-SC-* and replaces the Technical Typist Entry, Objective, and Senior classification series as part of the Administrative Support Survey Phase 1.