

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 2238

TECHNICAL SECRETARY

Abolished Effective June 1, 2005

BASIC FUNCTION

Perform specialized secretarial functions in a Physical Science/Engineering discipline.

DISTINGUISHING CHARACTERISTICS

Under general supervision, perform secretarial work typically for a science or engineering unit.

At least 60 percent of the work entails using various operating systems and software to process materials which include equations, formulas, statistical tables, graphs or schematics and specialized technical terminology.

TYPICAL WORK

Process, using various operating systems and software, technical manuscripts, examinations and correspondence which include equations, formulas, structural representations, statistical tables, graphs and schematics, and specialized terminology;

Draft forms and letters; assemble reports;

Screen mail, answer telephones, receive and refer visitors, maintain files, keep basic account records, schedule meetings and arrange travel;

Take dictation of materials including the substantial use of mathematical equations, chemical formulas, and structural representations, statistical tables, engineering graphs and schematics, and science/engineering terminology;

Keyboard/type technical manuscripts, examinations, and correspondence containing equations, formulas, statistical tables, graphs, and schematics;

Operate office equipment such as computer, word processor, typewriter, calculator, electronic mailing machine and copy machine;

Sort and file material;

May direct the work of office support staff;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High School graduation or equivalent AND two years of office experience including the use of operating systems and software, with one year of the experience to include working with scientific/engineering symbols and terms

OR

equivalent education/experience.

New Class: 6-15-74
Revise Class: 7-1-91