CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

Technical Typist — AUG 0 [illegible] — 12513C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from administrative supervisor, prepares typed copy of technical, legal, scientific, medical or statistical nature or requiring use & understanding of foreign language, performs clerical tasks & maintains office filing system;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	48-68	Prepares typed copy (e.g., reports, correspondence, tables, charts, briefs, pleadings, decisions & contracts) of technical legal, scientific, medical or statistical nature or requiring use & understanding of foreign language from written copy, oral instructions or dictating machine, proofs copy & makes corrections.	Knowledge of (1) office practices & procedures; skill in (2) typing, (3) operating dictating machine; ability to (4) deal with problems, involving several variables in familiar context (5) proofread technical materials, recognize errors & make corrections.
2	24-44	Performs clerical tasks (e.g., sends out mail; receives & distributes mail; receives & logs in materials & information; orders supplies; answers telephone; schedules appointments; acts as receptionist; maintains statistics & prepares reports).	Knowledge of 1; ability to 4, (6) add, subtract, multiply & divide whole numbers, (7 maintain accurate records, (8) gather, collate & classify information about data, people or things, (9) answer routine telephone inquiries from public.
3	3-13	Maintains office filing system & searches files for retrieval of material as needed.	Knowledge of 1 ability to 4, 7, 8.

(G4)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 18 mos. training &/or exp. in typing; 300 hrs. training in office practices & procedures (or 3 mos. exp.); or equivalent (i.e., typing speed of 48 words per minute).

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Technical Typist

CODE: 12513C