



## **Job Specification**

**Job Title: Microcomputer Software Technician Specialist I**    **Effective Date: April 1, 2007**  
**BCAT Code: 603X AR**    **Revision Date: February 1, 2007**  
**Pay Grade: G11**    **FLSA Status: Non-Exempt**

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### **General Description**

Produces technical reports, including complex and lengthy equations, charts, and graphs for hardcopy and website publications.

### **Examples of Duties**

- Types and edits technical reports, publications, charts, and graphs.
- Proofreads typed materials, and makes corrections as needed.
- Designs promotional brochures for the department.
- Serves as a liaison between department and printers in the production and distribution of reports.
- Distributes published materials to various parties.
- Maintains inventories of publications.
- Provides administrative supports to the department such as answering the telephones, filing, etc.
- May supervise lower level clerical or administrative student assistants.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

- Knowledge of computer equipment and software packages such as PageMaker, MS-Word, MS-Excel, etc.
- Knowledge of printing methods, terminology, and office equipment.
- Effective oral, written, and interpersonal communication skills.
- Effective proofreading and editing skills.
- Effective organizational skills.
- Effective time management skills.
- Ability to work at a computer terminal for extended periods.

### **Minimum GSU Hiring Standards**

Bachelor's degree in Communications, Journalism, English, or a related field; or a high school diploma or GED and four years word processing experience; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*