



## **Job Specification**

**Job Title: Technical Typist**  
**BCAT Code: 510X FA**  
**Pay Grade: G07**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

---

### **General Description**

Types statistical documents, including manuscripts and other specialized data, using various software packages.

### **Examples of Duties**

- Types general correspondence and other documents.
- Types technical documents including graphs, figures and tables.
- Enters alphabetic, numeric or symbolic data from source documents into computer.
- Compares data entered with source documents, or re-enters data in verification format on screen to detect errors.
- Types student examinations and audits test bank.
- Transcribes instructional materials for final drafts.
- Proofreads typed materials for accuracy and completeness.
- Deletes incorrectly entered data, and re-enters correct data.
- Assists department members with clerical and basic administrative support of special projects.
- Completes specialized manuscripts and technical data for publication.
- Designs special forms when needed.
- Maintains necessary records in order to complete typing assignments.
- Performs other related duties as assigned.

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

- Considerable knowledge of computer operation and software packages.
- Knowledge of Business English grammar, spelling and punctuation.
- Knowledge of office and campus policies and practices.
- Effective organizational and time management skills.
- Proofreading skills.
- Ability to follow established formats when typing specialized documents.
- Ability to prioritize work assignments and work under general supervision.
- Ability to communicate effectively orally and in writing.

### **Minimum GSU Hiring Standards**

High school diploma or GED and one-year technical typing experience, including the development of graphics, figure and tables. Type 50 wpm.

*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.*