

# Classification Specification: Typist

Classification Number: 12512                      Pay Grade:  
Effective Date: April 14, 2014                      Current Exemption Status: Nonexempt

## Position Summary

Serves as receptionist. Copies materials for department as requested. Registers students for classes, checks enrollment numbers and student prerequisites.

## Essential/Primary Duties

- Serves as main office receptionist. Greets and directs visitors, students and faculty. Answers phone and directs calls as appropriate.
- Copies classroom material for faculty, instructors and graduate students when requested. Prepares and distributes mail.
- Registers students using database system. Processes student evaluations including counting, dividing and sending out for statistical use. Distributes to faculty.
- Orders supplies and books. Requests work orders.

## Experience and Education

### Experience

- No previous related experience required

### Education

- High school diploma or GED required

## Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

## Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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## Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to communicate clearly verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of basic computer skills
- Ability to access and maintain document imaging systems including scanning and filing documents
- Ability to draft office correspondence

## Supervisory Responsibility

### Full-Time

None

### Part-Time

None

## Providing Direction

### Full-Time

None

### Part-Time

None

## Responsibility for Student Workers

None