

$\frac{1}{10}$ : Take off daily, weekly, and monthly trial balances of control accounts, and reconcile the subsidiary ledgers to these balances.  
 $\frac{1}{10}$ : Reconcile back accounts.  
 $\frac{1}{10}$ : Etc.

4 hrs.: I preaudit all vouchers by checking to see that all supporting forms and documents are included and properly signed, that extensions are correct, discounts taken, and everything is in proper form.  
1 hr.: Etc. I check to be sure each department's accounts are correctly debited and credited, etc.

### EXAMPLES IN THE MEDICAL FIELD

90%: I administer medical and surgical aid to physically ill patients and employees of the Topeka State Hospital.  
5%: Etc. I attend and participate in staff conferences for physical and psychiatric diagnosis.  
I . . . etc.

3 hrs.: I review the diagnoses of six resident physicians when I feel circumstances require, either by going over their reports (forms 69 and 105) or by personal examination of patients. My usual procedure is . . . etc.  
2 hrs.: Etc. I perform all appendectomies, tonsillectomies, etc.

3 days: My duties are those of a laboratory technician. My work is distributed as follows:  
About 2 hrs. Blood counts, urinalysis, Wassermanns, bacteria counts, etc.  
daily: Sectioning, staining, preparing slides, and making microscopic examinations of tissues.  
1 day: Etc. Innoculating, maintaining case histories, noting reactions of experimental animals, etc.

50%: I am responsible for diagnosing mental cases, and prescribing treatments, including physical and occupational therapy for patients in Ward C.  
10%: Etc. I prepare case histories and follow up etc.  
Reviewing cases and recommending patients for trial visits or release. Etc.

### EXAMPLES IN THE NURSING FIELD

70%: Etc. Of my time is spent in giving bedside nursing care to post-operative cases. It includes bathing patients . . . etc.

70%: Etc. I instruct and supervise nurses in the care of patients of the . . . State Hospital: This includes giving demonstrations, conducting class discussions and lectures in nursing technique and practices. Etc. . . .

4 hrs.: I care for and supervise patients in Ward X of the women's section of the . . . State Hospital under the supervision  
of Miss Gray, a registered nurse. I assist in escorting patients to and from activities. I am required . . . etc.  
2 hrs.: Etc. I carry food on a truck from the kitchens to the wards and remove dirty dishes. Etc. . . .

### EXAMPLES IN THE CONSERVATION FIELD

30%: I assign work to park employees in . . . State Park.  
35%: Etc. Supervise construction and repair work in the park which includes repairing and maintaining grounds, etc.

60%: I patrol streams, ponds, lakes and woodlands to see that State laws are not being violated.  
20%: Etc. Investigate violations etc.

### EXAMPLES IN THE AGRICULTURAL FIELD

$\frac{1}{10}$ : Laying out the field work for and instructing 1 Assistant Herdsman in feeding and caring for 100 dairy cows at an institutional farm.  
 $\frac{3}{10}$ : Using milking machines and stripping by hand after taking off milking machines.  
 $\frac{2}{10}$ : Etc. Repairing machinery such as pasteurizers and separators, installing new parts and washers. If it is a big breakdown, a factory man is called.

### EXAMPLES IN THE CUSTODIAL FIELD

85%: Preparing and cooking meat, fish, poultry, soups, vegetables and salads for 125 persons. I do my own meat cutting, etc.  
5%: Substituting for baker. I mix cake batter . . . etc.

$\frac{1}{2}$  day: Washing floors, walls, windows, woodwork by hand.  
 $\frac{1}{3}$  day: Etc. Polishing metal; waxing and polishing floors with a Doe polishing machine.

5 hrs.: I patrol halls, corridors, and cell blocks to prevent escapes and to check the presence of prisoners in restricted areas. I investigate unusual noises . . .  
4 weeks I am assigned to relieve the guard in the print shop. At this station I maintain order and . . .  
per year: Etc.

### EXAMPLES IN THE INSPECTIONAL AND INVESTIGATIONAL FIELD

30%: I check livestock dealers at stockyards to see that they have proper licenses and that their bills of sale are in order.  
10%: Etc. I inspect stockyards, vats, and pens to see that they are properly cared for, etc.

90%: I test wheat, barley, etc., for dockage. I examine samples for smut, ergot, blight, odors, mustiness and other conditions.  
10%: I make reports, etc.