STATE OF KANSAS

Work Sheet

CLASSIFICATION QUESTIONNAIRE

	Room 105, Robinson Gymnasium 2. Place of Work or Work
10000	Hulteen Alberta (Mrs.) (First) Alberta (Mrs.) (Middle) 2. Place of Work or University of Kansas (Give Exact Location)
	(10 BE LIVED IN BA LHE D4. Division, Section D)
3. Departmen	University of Kansas Or Other Unit of Dept. Physical Education
Date	
5. Payroll Ti- of Position	
7. Regular da	aily hours of work: From 8:30 to 12 Hours per week Days off Sat. p.m., Sunday
8. If your job	aily hours of work: From 8:30 to 12 Hours per week Days off Sat. p.m., Sunday is part time, seasonal, intermittent, for a limited term, or otherwise broken, please explain
exactly wh porarily fil	elow in detail the work you do. Use your own words, and make your description so clear that any one reading it can understand at you do. Either by using hours, days, fractions, or percentages show how your whole working time is used. If you are temling a position other than your regular one, indicate your present work and also your regular work. Fill in and attach additional ecessary to record all duties performed.
TIME	t stenographer, have ability to meet passely pleasantsy east teathers be able to
13	Take and transcribe dictation from Dr. Allen, the head of the department. This
00/0	correspondence pertains to the Department of Physical Education, Basketball, and
THE TRACES	the various organizations with which Dr. Allen is associated.
25%	Answer some correspondence without dictation, type articles written by Dr. Allen,
10%	cut stencils, arrange appointments, handle telephone calls, operate mimeograph. Order supplies and equipment for department, which involves typing and mailing
10/0	bid sheets, typing purchase requests; write transfer checks for inter-department-
- DG M	al purchases; file copies of orders and invoices; keep accurate account of all
1,1178	expenditures of department. Will Therefore each and entrepende pure man
day	Once each month compute time and type irregular payroll for department (there
	are, on an average, 30 persons on this payroll).
	Twice a year check and proofread catalog copy for department, type spring and fall class schedules, type enrollment reports for department.
5%	Daily, classify and file all correspondence.
	Once a year transfer files to permanent file in storeroom.
	Compile figures and records necessary for departmental budget conferences.
	Order books needed by department through library.
	Supervise some student assistance in department (1 or 2 who do clerical work) General management of office.
A COLUMN I	half I have read the instructions, that the embies made above are my own and to the best of my knowledge are adounded and com-
	ampleyees supervised one or two students, perhaps two hours a day, to do routine ng, operate the mimeograph, etc; these students change each semester.
TO CLASS FOR	comes and taries of employmes under your supervision. If you success an embire unit, simply give the name of such unit and the
10. Give name	e and title of person (or persons) who is your immediate superior
HOW IS TH	Dr. Forrest C. Allen, Director of Physical Education and Recreation; Varsity
IN THE PERSON	Baseball and Basketball Coach. (Do not write below this line))
	(Do not write below this line))
	e your work as you understand it General secretarial dutles.
	e your work as you understand it General secretarial duties.
410	ns in daily work; routine work is explained once - at the time one is new on the job
THE PLEASE IS	comes to you, where decisions have already been made for you, what decisions are left to you. Denkilly verbal institly
10 Describe	fully in what detail your assignments are made to you, stating what form (such aspenciled lay-out, roughdraft, etc.) your work is
	administration oberated of meet pl. Route 19-2250-s 19-2250-s 1-42-2M Sets 11-42-2M Sets