

STATE OF KANSAS

Work Sheet

CLASSIFICATION QUESTIONNAIRE

1. Name Hulteen Alberta (Mrs.)  
(Last) (First) (Middle)
2. Place of Work or Headquarters Room 105, Robinson Gymnasium University of Kansas  
(Give Exact Location)
3. Department of Physical Education University of Kansas
4. Division, Section Or Other Unit of Dept. Physical Education
5. Payroll Title of Position Secretary
6. Usual or Working Title of Position Secretary
7. Regular daily hours of work: From 8:30 to 12 1:30 5 Hours per week 39½ Days off Sat. p.m., Sunday  
(On Sat. 8:30 to 1)
8. If your job is part time, seasonal, intermittent, for a limited term, or otherwise broken, please explain

9. Describe below in detail the work you do. Use your own words, and make your description so clear that any one reading it can understand exactly what you do. Either by using hours, days, fractions, or percentages show how your whole working time is used. If you are temporarily filling a position other than your regular one, indicate your present work and also your regular work. Fill in and attach additional sheets if necessary to record all duties performed.

TIME	WORK
50%	Take and transcribe dictation from Dr. Allen, the head of the department. This correspondence pertains to the Department of Physical Education, Basketball, and the various organizations with which Dr. Allen is associated.
25%	Answer some correspondence without dictation, type articles written by Dr. Allen, cut stencils, arrange appointments, handle telephone calls, operate mimeograph.
10%	Order supplies and equipment for department, which involves typing and mailing bid sheets, typing purchase requests; write transfer checks for inter-departmental purchases; file copies of orders and invoices; keep accurate account of all expenditures of department.
½ 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.

10. Give name and title of person (or persons) who is your immediate superior.  
Dr. Forrest C. Allen, Director of Physical Education and Recreation; Varsity Baseball and Basketball Coach.

(Do not write below this line)