

11. List any equipment operated or used by you in doing your work Typewriter, mimeograph
12. Describe fully in what detail your assignments are made to you, stating what form (such as—penciled lay-out, roughdraft, etc.) your work is in when it comes to you, what decisions have already been made for you, what decisions are left to you Usually verbal instructions in daily work; routine work is explained once - at the time one is new on the job.
13. Summarize your work as you understand it General secretarial duties.
14. Who checks or reviews your work? Dr. Allen
How is the review made?
15. Give the names and titles of employees under your supervision. If you supervise an entire unit, simply give the name of such unit and the number of employees supervised one or two students, perhaps two hours a day, to do routine typing, operate the mimeograph, etc; these students change each semester.

I certify that I have read the instructions, that the entries made above are my own and to the best of my knowledge are accurate and complete.

Date _____

Signed _____

(Employee)

PART II. TO BE FILLED IN BY THE IMMEDIATE SUPERIOR

16. Are the above statements of the employee accurate and complete? (Indicate any inaccuracies or incomplete items)
Yes
17. Give your idea of the essential nature of the work and responsibilities of the position and the supervision and attention it requires
This position requires someone of high intelligence, tact and efficiency. She must be very familiar with University procedure. Matters pertaining to the department are cleared through this office. This is not a job for a beginner, but requires a person of experience who can do the work quickly, accurately and expertly.
18. Indicate the qualifications which you think should be required in filling a future vacancy in this position. Keep the position itself in mind, rather than the qualifications of the individual who now occupies it.
- A. Education and Special Training: Years and kind Business training
- B. Experience: Years and kind A few years of office experience necessary
- C. Licenses or certificates required _____
- D. What knowledges, abilities, skills, and physical qualifications should incumbent possess? The individual should be an expert stenographer, have ability to meet people pleasantly and tactfully, be able to handle responsibility of office. Good health, of course, is necessary.
19. If the position requires any typing or stenography (taking and transcribing dictation) fill out the following:

	Incidental or Important	% of Time Spent by Employee	Standard Commercial Course Essential to Do the Work?
Typing:	Important	50% to	Yes
Stenography:	Important	75% for both	

Date _____

Signed _____

(Certification of Immediate Superior)

(TO BE FILLED IN BY THE DEPARTMENT HEAD)

20. Comment on the above statements of the employee and the supervisor. Indicate any inaccuracies

Date _____

Signed _____

(Certification of Department Head)