



[Office manager and clerk-typist job descriptions]

[ca. 1943]

TITLE: Office Manager

No. of workers Needed 1

DUTIES AND RESPONSIBILITIES:

Under general supervision, subject to review by an official superior but with responsibility for handling of all routine matters; to have immediate responsible charge of time and production reports individually or with a few assistants; to supervise the work of ten clerk-typists; and to perform related work as assigned.

MINIMUM QUALIFICATIONS:

At least two years college with business administration major; at least, one year of office management; 25-30 years of age; male, only good judgment; sense of responsibility; discretion; American citizen.

TITLE: Clerk-Typist (Office Personnel) No. of workers: 5

DUTIES AND RESPONSIBILITIES:

Under general supervision, to perform typing work of statistical nature on time and production sheets; to file numerically and alphabetically and to perform related work as assigned.

MINIMUM QUALIFICATIONS:

Training equivalent to that represented by graduation from high school with one year in a business school; at least one year of successful experience in performance of clerical work; ability to type with speed and accuracy from prepared time sheets; ability to tabulate; ability to write in clear, legible hand; initiative and good judgment; male or female; 20 years of age and up; American citizen.