

RELOCATION CENTER STANDARD DESCRIPTION

Office for Emergency Management  
War Relocation Authority  
March 15, 1943

Position #X-1007

Assistant Clerk-Stenographer (CAF-3)

General Description:

Performs a variety of specialized clerical and stenographic tasks in accordance with prescribed procedures and work methods. Decisions and determinations are based on a knowledge of a large body of detailed and well-defined rules, regulations and instructions, requiring little or no interpretation. Work is reviewed for neatness, accuracy of content and compliance with work standards.

Distinguishing Features:

This position differs from clerk or clerk-typist positions of the same level in that stenographic skill is essential. It may be distinguished from the Junior Clerk-Stenographer, CAF-2, by the complexity of the clerical tasks, or by the fact that knowledge of technical terminology is required for dictation. It is ordinarily distinguished from the position of Clerk-Stenographer, CAF-4, by the lesser degree of difficulty and responsibility in clerical tasks.

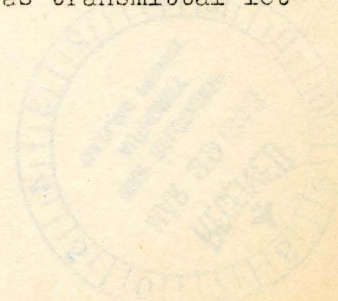
Examples of Work:

Takes and transcribes verbatim reports, long distance telephone calls, outline notes of conferences, and dictation requiring knowledge of technical terms and phrases, as well as various types of correspondence similar to that taken by a Junior Clerk-Stenographer, CAF-2. Composes routine correspondence of a non-technical nature requiring only information which may be obtained from office records or other members of the organization. In connection with the above performs one or several of the following, or similar, clerical tasks:

Supervises a number of clerks engaged in mail, file and other clerical work.

Abstracts and indexes pertinent information from reports, orders, etc.

Occasionally composes routine correspondence such as transmittal letters.



Relocation Center Standard Description -2-  
Position #X-1007

Acts as receptionist or information clerk where comprehensive knowledge of operations and organization is required.

Maintains complex subject matter files for a single unit of the organization involving classifying, indexing and searching for material, or assists a clerk of higher grade in performance of similar duties for a large central file.

Performs related duties.

Performs a variety of specialized clerical duties in accordance with prescribed procedures and work methods. Decisions and decisions are based on a knowledge of a large body of detailed and well-defined rules, regulations and instructions, requiring little or no interpretation. Work is reviewed for accuracy, accuracy of content and compliance with work standards.

Minimum Qualifications

This position differs from clerk or clerk-typist positions of the same level in that elementary skills are essential. It may be distinguished from the Union Clerk-Typist, GAF-2, by the complexity of the clerical tasks or by the fact that knowledge of technical terminology is required for duties. It is ordinarily distinguished from the position of Clerk-Typist, GAF-2, by the lesser degree of difficulty and responsibility in clerical tasks.

Examples of Work

Types and transcribes verbatim reports, long distance telephone calls, outlines notes of conferences, and maintains regarding knowledge of technical facts and processes, as well as various types of correspondence similar to that taken by a Union Clerk-Typist, GAF-2. Processes routine correspondence of a non-technical nature requiring only information which may be obtained from office records or other members of the organization. In connection with the above performs one or several of the following or similar clerical tasks:

Supervises a number of clerks engaged in mail, file and other clerical work.  
Abstracts and indexes pertinent information from reports, orders, etc.  
Occasionally composes routine correspondence such as the following:

