

JUNIOR COUNSELOR

In the Minidoka Project, the Jr. Counselor is in full charge of the Clothing Allowance Office.

1. His major responsibility is to supervise and to see that the W.R.A. Instructions are observed by the senior clothing clerk, chief clerk (clerk stenographer) and other employees to its full extent.
2. He is to make arrangements to acquire all necessary informations from the other divisions to be recorded on the Basic Family Cards (W.R.A. Form 95) so that clothing allowances can be accurately allotted to eligible evacuees.
3. He is to take cases, if any, which do not fall under Manual Release No. 37 30.4 to his superior and to discuss and acquire correct decisions.
4. It is his duty to solve satisfactorily any misunderstandings or complaints that arise among the evacuees.
5. He is to make investigations of questionable cases regarding to the head of the family or to the persons over 18 years of age who desire to become dependents because of incompetence and advises them accordingly to the W.R.A instructions. This requires field work.

SENIOR CLOTHING CLERK

Her foremost duty is to see that the management of the office is carried out efficiently and accurately.

1. It is her duty to see that the clerk stenographers, head typist and the rest of the office workers carry out the instructions given out by the junior counselor.
2. In order to run the office efficiently, it is her duty to see that everyone is kept busy. (In the Clothing Allowance Office, the typists must perform clerical work as well as typing, while office clerks must assist the typists and all other general office work. By rotating employees it increases efficiency by fifty per cent).

Senior Clothing Clerk (Cont'd)

3. Her duty is to check all incoming and outgoing reports and to see that interoffice memos and letters are properly taken care of.
4. She sees that all office supplies are well equipped.
5. Whenever the junior counselor is out on business, she is to take full responsibility of the office and to interview evacuees who ask for information regarding clothing allowances.
6. She is to do the final checking on Forms 77 and 93 before it goes to the junior counselor for his signature.
 - (a) She checks to see that proper amounts are given to each person according to their ages and sees that no double payment is made, as well as to check for typographical errors.
 - (b) Form 77 consists of approximately 4,500 names while Form 93 consists of about 7,000 names.

CLERK STENOGRAPHER

She is next in line to the senior clothing clerk and is in charge of all the recording clerks. She is responsible for all the recordings and filing done by the office clerks which must be kept up to date.

1. She sees that the following necessary informations are correctly posted on the Basic Family Cards by the record clerks:
 - (a) W.R.A. Payrolls.
 - (b) Community Enterprise Payrolls.
 - (c) Extended Illness Compensation.
 - (d) Church Workers (Reports from Church Offices).
2. She is responsible for the proper recording of:
 - (a) Statistics reports.
 - (b) Changes of Addresses.
 - (c) Assignments and Terminations.
 - (d) School Lists.
 - (e) Births, Deaths and Marriages.
 - (f) Hospital Lists.

Clerk Stenographer (Cont'd)

3. She is responsible for the preparation of Form 77 and 93 in accordance with the Manual Release No. 37 30.4, and sees that the above is correctly computed. The procedure to prepare Forms 93 and 77 is outlined on following pages.
4. Prepares Form W.R.A. 243 monthly report to Washington, D. C.
5. She secures information of persons subject to victory tax and recipients who de cease prior to payment of clothing allowance and reports the above to the junior counselor to be properly taken care of.

HEAD TYPIST AND CLERK TYPISTS

It is the duty of the head typists to see that the clerk typists perform their work rapidly and accurately.

She is responsible for the preparation of the clothing allowance vouchers, W.R.A. Form #93 and W.R.A. Form #77, and the Block Lists. All copies must be checked by the head typist.

It is her duty to type all letters, interoffice memos and necessary reports.

The clerk typists' duty is to type subvoucher Form #93 from work sheets, prepare voucher Form #77a and #77 and Block Lists.

Whenever typing is not required, they must assist the record clerks in computing monthly clothing allowances.

RECORD CLERKS

The duty of the record clerks is to compute monthly Clothing Allowances.

1. A. Post W.R.A. payrolls on Basic Family Cards.
B. Double Check.
2. A. Post Extended Illness Compensation.
B. Double Check.
3. A. Post Community Enterprise Payrolls.
B. Double Check.

Record Clerks (Cont'd)

4.
 - A. Post Church Workers Payrolls.
 - B. Double Check.

5. The Basic Family Cards are automatically divided into active and inactive files.

6. Transcribe to worksheets necessary informations from the Basic Family Cards of those eligible for clothing allowances.
 - (1) For those employed (WRA) or eligible for Extended Illness Compensation for 15 days or more of the month and their dependents.

 - (2) Dependents of Consumers' Enterprise Employees and Church Workers if the head of the family has worked over 15 days of the particular month.
 - A. Names and ages in the following order---
 - (1) Dependents
 - (2) Family Heads
 - (3) Individuals paid separately

 - B. Number of days employed by W.R.A.
e.g. (30)

 - C. Number of days eligible for Extended Illness Compensation.
e.g. 17

 - D. Number of days employed by Community Enterprise.
(In Green)

 - E. Number of days employed by church. (In Red)

 - F. Amount of Clothing Allowance due each person.

 - G. Double check all information.

7.
 - A. Compute the amount due to family heads and to each person paid separately.
 - B. Double check the computations. Make adding machine tape of work sheets to check against finished Voucher.

8.
 - A. Post Clothing Allowance paid to family heads and to individuals paid separately onto Basic Family Cards.
 - B. Double Check

9. Check the typed W.R. A. Form #77a with the W.R.A. payrolls, Extended Illness Compensation List, Church Workers List and Community Enterprise payrolls to avoid double payments.

Record Clerks (Cont'd)

10. Prepare W.R.A. Form #243 (monthly report to Washington).

Each record clerk is assigned to special duty for which she is responsible.

1. Statistics Reports.
2. Changes of Addresses.
3. Assignments and Terminations.
4. School Lists.
5. Hospital Lists.
6. Secretary to Jr. Counselor.
7. Marriages.

The special duties of the record clerks is outlined below.

1. Statistics.

- A. Record departures and returns on group and short term leaves on Basic Family Card.
- B. Record Indefinite Leaves Departures and Inductions on Basic Family Cards and 3 x 5 cards.
- C. Record Births and Deaths on Basic Family Cards and 3 x 5 cards.
- D. Make new cards for New Colonists, Parolees and Transferees.
 - (1) Basic Family Card.
 - (2) 3 x 5 Index Cards for alphabetical file.
 - (3) 3 x 5 Index Cards for block file.
- E. The necessity of recording statistics is to have a current record of all births, deaths, departures, returns, inductions, and transfers from and to other relocation centers for the purpose of computing clothing allowances.

2. Changes of Addresses.

- A. Record all changes of addresses on the following:
 - (1) Basic Family Cards.
 - (2) 3 x 5 Index Cards in Alphabetical File.
 - (3) 3 x 5 Index Cards in Block File.
- B. The necessity of recording changes of addresses is to have on file the current addresses of all colonists in order to notify residents of clothing allowance payments and other matters.

Record Clerks (Cont'd)

3. Assignments and Terminations

- A. Record in column 10 of Basic Family Card
 - (1) Assignments
 - a. Date of Assignment
 - b. Division to which assigned
 - (2) Terminations
 - a. Date of Termination
 - b. Division from which terminated
 - (3) Transfers
 - a. Date of Transfer
 - b. Section to which transferred
- B. The necessity of recording assignments and terminations is to determine whether a person is employed or unemployed and to determine the section in which he is employed when question in regard to payroll arises.

4. School Lists.

- A. Posted in column 5 of Basic Family Card
 - (1) Persons on school list
 - (2) Late admissions
 - (3) Withdrawals.
- B. Necessity-to determine dependency of colonists.

5. Hospital Lists

- A. Posted monthly in column 5 of Basic Family Card in green.
- B. Necessity-to determine dependency of colonists.

6. Secretary to Jr. Counselor.

- A. Work-self-explanatory.

7. Marriages

- A. Record marriage on Basic Family Card, Alphabetical and Block File card of wife and husband.
- B. Prepare new Basic Family Card, 3x5 cards for Alphabetical and Block File, and Statistics File for the new family.
- C. It is necessary to record marriages because persons who are married are no longer a part of the basic family group of his or her parents. The man and wife are considered a new basic family group.