

CENTRAL INTELLIGENCE GROUP  
**RECRUITMENT REQUEST**

**11 December 1950**

IT IS REQUESTED THAT THE PERSONNEL DIVISION FURNISH THIS OFFICE WITH LISTS OF ELIGIBLES FOR THE POSITION(S) INDICATED BELOW:

ORGANIZATION	POSITION
OFFICE <b>Deputy Director for Administration</b>	TITLE <b>Clerk-Stenographer</b>
BRANCH	GRADE <b>GS-4</b>
DIVISION <b>Law Division</b>	SALARY <b>\$2875.00</b>
SECTION	NUMBER DESIRED <b>One</b>
OFFICIAL STATION <b>Washington, D. C.</b>	

**DESCRIPTION OF DUTIES: (COMPLETE)**

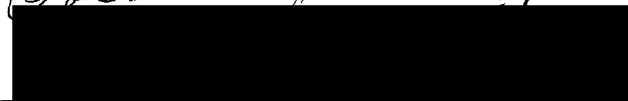
Take and transcribe legal dictation from attorneys in the Division relating to overall and covert Agency operations and intelligence matters. Dictation will include briefs, opinions, decisions, letters, bills, etc. Assist in secretarial duties in the office, including liaison with Archives, registries and reference services; filing; answering telephones; acting as receptionist in office. Arrange appointments for attorneys. Handle incoming mail.

**SPECIAL QUALIFICATIONS DESIRED: (EDUCATION, LANGUAGES, EXPERIENCE, RESIDENCE ABROAD, ETC.)**

1. Accurate and neat typing
2. Some government experience in stenography, but not necessarily in legal field.

25X1A

*Position filled by*



**POSSIBLE CANDIDATES: (IF ANY)**

NAME	NAME

SIGNATURE (REQUESTING OFFICIAL)

**GENERAL COUNSEL**

TITLE