

SECRET

16 June 1954

TO: Chief, Wage & Classification Division
VIA: FI/ADMIN
FROM: Chief, Staff C
SUBJECT: Request for Change in Job Classification

1. It is requested that Slot GS-0301.26-06 BV 245 be reclassified to an Intelligence Assistant , GS-7. A brief description of the encumbent's duties follows:

a. Is solely responsible for the reviewing, analyzing, maintaining, upkeeping and indexing of all files, which at present are kept in some twenty safes. These include Country Files, Key Document files, International Organization files and Country Briefing files.

b. Abstracts and summarizes Country Files for index. Classifies all Key documents. Maintains Notebooks and Indices on prominent Communists on worldwide basis.

c. Reviews files and current mail for the purpose of expanding and continuing the Country Briefing and Key Document files.

d. Maintains a card index of Communist Journalists, newspapers and press agencies.

e. Assists others in the use of these files.

f. In emergency, reads, classifies, and routes all incoming mail.

2. This file room at present is handled completely on the encumbent's own initiative and the work has become so vast that an assistant has been requisitioned.

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