

Clerk-Typist-Special, GS-5

25X1A9a

Incumbent: [REDACTED]

Review and Publications Branch
Reports Division (D/R), O/RR

~~SECRET~~

As Clerk-Typist-Special, Review and Publications Branch, D/R, aids the editorial assistants in proofreading and performs other miscellaneous duties related to the editorial process, such as checking references, statistics, and correct spelling of technical terms and place names.

In the absence of the Administrative Clerk, D/R, logs all material that comes in or goes out of D/R, including Top Secret, and assumes other administrative duties as required. Assists as required in the procurement of equipment, supplies, and services.

Accomplishes the entire clerical and mechanical process of preparing O/RR reports for publication, including regular typing, typing on the electromatic typewriter for multilithing, and preparing sheets for the ditto machine. Requires in typing, especially on the electromatic machine, not only facility and speed but also absolute accuracy in every detail and neatness and cleanness of copy, with a bare minimum of corrections, in order to conserve time and materials and insure a high standard of reproduction.

Types rough drafts onto stencils and ditto sheets when necessary with a minimum of direction and explanation. Must be familiar with various formats of publications and able to preserve accuracy, neatness, and cleanness of copy under pressure. Runs the ditto machine as required.

Is responsible for filing and maintaining the files of all O/RR publications (including original copies, working copies, and drafts), any other files of publications necessary for the work or record of D/R, and miscellaneous files other than administrative. Insures that file copies of publications are available and that loans are recorded and returned.

Performs miscellaneous duties as required, such as relaying messages and receiving and delivering documents. Must be thoroughly familiar with office procedure. Handles routine requests on her own initiative.