

ADMINISTRATIVE - INTERNAL USE ONLY

7113
COMPTROLLER
STAFFING

VACANCY NOTICE

E CAREER SERVICE

Office of the Comptroller

<u>Position Title</u>	<u>Grade</u>	<u>Pos. No.</u>
Secretary-Steno	GS-08	0005
<u>Job Description</u>		
<p>The incumbent of this position serves as the secretary to the Deputy Comptroller and must be capable of filling in for the secretary to the Comptroller as required. Excellent typing and stenographic abilities are a must. The incumbent will be required to use imagination and judgment in the day-to-day work and must be able to work under pressure of short deadlines. We are looking for an individual who is confident of her ability to deal with senior officials of this Agency. Overtime occasionally required.</p>		
<u>Qualifications</u>		
<p>Excellent typing and shorthand. Magnetic Card Typewriter experience useful.</p>		
<p>Applicants for this position should inform their supervisors and administrative offices before submitting their names to the AO/DCI, <input type="text"/> Deadline for applications -- 4 January 1974.</p>		

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