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DATE: February 10, 1986

STAT

NOTE TO:

SUBJECT: Secretaries

Nancy: Here are some of the skills that were mentioned by NBCPO that should be required of secretaries. Accurate typing skills, knowledge of various computer terminals, familiarity with Agency forms and correspondence formatting; also good judgment, know how to prioritize workload, capable of working without constant supervision and courteous telephone manners.

Evelyn - OIT/NBCPO

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