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OFFICE OF THE GENERAL COUNSEL  
Division of Operations Management

MEMORANDUM 77-1

January 10, 1977

TO: All Regional Directors, Officers-in-Charge,  
and Resident Officers

FROM: Joseph E. DeSio, Associate General Counsel

SUBJECT: Amendment - Standard Position Description  
Clerk-Stenographer (Group Secretary) GS-5

This memorandum amends the standard position description for Clerk-Stenographer (Group Secretary) GS-312-5, position number SP-182 to include a sentence requiring transcribing from dictating machine recordings. This sentence was inadvertently omitted on page 2, paragraph 1, under Duties. The paragraph should now read as follows:

1. Takes and transcribes dictation which includes such materials as final investigation reports, complaints, briefs, and other formal pleadings, hearing officer's report, reports on challenges and objections to elections, formal requests to Washington for case advice, comments on appeals filed with the General Counsel or the Board from regional dismissal of charges and petitions. Such documents are frequently lengthy and involve highly complex subject matter and extensive use of technical and other specialized words, phrases, and references which are peculiar to the field of labor law and often to a particular industry or occupation. Also, as required, transcribes such materials from dictating machine recordings or types from draft copy.

Please attach a copy of this memorandum to the position description SP-182 as part of the official position description.

J. E. D.

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