



## STANDARD SPECIFICATIONS FOR PERSONAL SERVICE

By New York Bureau of Standards

RareBooksClub. Paperback. Book Condition: New. This item is printed on demand. Paperback. 150 pages. Dimensions: 9.7in. x 7.4in. x 0.3in. This historic book may have numerous typos and missing text. Purchasers can download a free scanned copy of the original book (without typos) from the publisher. Not indexed. Not illustrated. 1917 Excerpt: . . . on cards or prepared forms. Typing, listing and addressing form letters. Doing plain routine copying on typewriter. Typing from oral dictation. Transcribing on the typewriter from the dictaphone.

QUALIFICATIONS--1. Such qualifications as may be required by the Municipal Civil Service Commission. COMPENSATION-- Junior Typist: Women: Range of annual compensation--600 to 780 inclusive. Salary rates--600, 660, 720, 780. Men: 1 Range of annual compensation--720 to 780 inclusive. Salary rates--720, 780. Junior Typist (Dictaphone) r Range of annual compensation--720 to 780 inclusive. Salary rates--720, 780.

GRADE 2 (C T 2) TITLES OF POSITIONS3--TYPIST TYPIST (DICTAPHONE) DUTIES--The duties of incumbents of these positions, which may or may not involve the operation of special billing machines or book-typewriters, are to perform difficult or technical work which requires judgment in rearranging, expanding, interpreting, segregating, or tabulating matter to be copied, or to perform dictaphone work requiring previous service in Grade I. 4...

[DOWNLOAD](#)



[READ ONLINE](#)

[ 2.31 MB ]

### Reviews

*Simply no phrases to clarify. It is really basic but surprises from the 50 percent of the ebook. Once you begin to read the book, it is extremely difficult to leave it before concluding.*

-- **Mr. Noah Cummerata IV**

*An incredibly awesome pdf with perfect and lucid explanations. I have read through and that i am confident that i am going to gonna read yet again yet again in the foreseeable future. I am quickly can get a delight of reading a created book.*

-- **Mr. Johnson Hane**

## See Also

---



### [Yearbook Volume 15](#)

RareBooksClub. Paperback. Book Condition: New. This item is printed on demand. Paperback. 58 pages. Dimensions: 9.7in. x 7.4in. x 0.1in. This historic book may have numerous typos and missing text. Purchasers can usually download a free scanned copy of the original book (without...)

---



### [Molly on the Shore, BFMS 1 Study score](#)

Petrucci Library Press. Paperback. Book Condition: New. Paperback. 26 pages. Dimensions: 9.7in. x 6.9in. x 0.3in. Percy Grainger, like his contemporary Bela Bartok, was intensely interested in folk music and became a member of the English Folk-Song Society soon after his arrival in...

---



### [Kindergarten Culture in the Family and Kindergarten; A Complete Sketch of Froebel's System of Early Education, Adapted to American Institutions. for the Use of Mothers and Teachers \(Paperback\)](#)

Rarebooksclub.com, United States, 2012. Paperback. Book Condition: New. 246 x 189 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. This historic book may have numerous typos and missing text. Purchasers can download a free scanned copy of the original...

---



### [A Kindergarten Manual for Jewish Religious Schools; Teacher's Text Book for Use in School and Home \(Paperback\)](#)

Rarebooksclub.com, United States, 2012. Paperback. Book Condition: New. 246 x 189 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. This historic book may have numerous typos and missing text. Purchasers can download a free scanned copy of the original...

---



### [A Year Book for Primary Grades; Based on Froebel's Mother Plays \(Paperback\)](#)

Rarebooksclub.com, United States, 2012. Paperback. Book Condition: New. 246 x 189 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. This historic book may have numerous typos and missing text. Purchasers can download a free scanned copy of the original...

---



### [Dont Line Their Pockets With Gold Line Your Own A Small How To Book on Living Large](#)

Madelyn D R Books. Paperback. Book Condition: New. Paperback. 106 pages. Dimensions: 9.0in. x 6.0in. x 0.3in. This book is about my cousin, Billy a guy who taught me a lot over the years and who can teach you a lot. Everyone who...

---