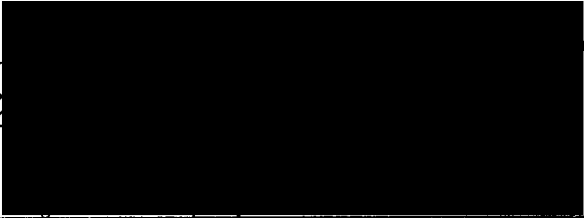


CONTROL NO.		RECRUITMENT REQUEST				DATE	
						26 November 1952	
ORGANIZATION				POSITION			
OFFICE Deputy Director (Administration)				TITLE Secretary (Steno)			
DIVISION Office of General Counsel				GRADE GS-7		BUREAU NO.	
BRANCH				NO. DESIRED			
SECTION				1			
OFFICIAL STATION Washington, D. C.				DATE CHANGED			
DESCRIPTION OF DUTIES (complete)							
<p>Serve as administrative assistant and secretary to Assistant General Counsel. Take and transcribe technical legal dictation which consists of legal opinions, briefs, wills, etc. Initially prepares drafts of such legal forms. Performs research and collates legal material for her supervisor in order for him to prepare memoranda and other correspondence. Research involves knowledge in the use of the Opinions of the Comptroller General, U. S. Code Annotated, U. S. Congressional Code, Confidential Funds Regulations, etc. Assumes full responsibility for maintaining volumes of all legal opinions written by the Office of General Counsel. System of maintaining these volumes are patterned to the system maintained by the Comptroller General's office. Performs stenographic duties for other lawyers when the need arises. Acts as alternate to the secretary to the General Counsel.</p>							
SPECIAL QUALIFICATIONS DESIRED (Education, Language, Experience, Residence Abroad etc.)							
<p>Experienced in shorthand legible and neat typist</p> <p>Prefer someone already familiar with the activities of CIA.</p>							
25X1A							
							
POSSIBLE CANDIDATES (if any)							
(1) NAME		ADDRESS				PHONE	
(2) NAME		ADDRESS				PHONE	
_____ SIGNATURE OF REQUESTING OFFICIAL GENERAL COUNCIL _____ TITLE							
SPACE BELOW FOR THE USE OF PERSONNEL OFFICE ONLY							
POSITION CONTROL (Job Approved)							
_____				_____			
DATE				SIGNATURE			