

7/16/74
OGC
STAFFING

25 September 1974

MEMORANDUM FOR: Administrative Officer, DCI

SUBJECT : Survey of Two Positions in the
Office of General Counsel

1. In accordance with our telephone conversation of last Friday, this is to request that you make arrangements for a survey of two positions in the Office of General Counsel.

2. Position No. 0026 is the third senior secretarial position in the office. The incumbent regularly and frequently substitutes for the secretary to the General Counsel or the secretary to the Deputy General Counsel and at times, for both. The position carries considerably more responsibilities than the other secretarial slots and the incumbent works directly for two supergrade lawyers. I feel that the position should be upgraded to reflect its duties and responsibilities.

3. Position No. 0049 is occupied by the senior member of the staff supporting the attorneys. The incumbent has numerous duties in addition to those which would normally be expected of an information control assistant, including training of incoming secretaries, substitute secretarial duties and research duties on behalf of the lawyers. Considering the responsibilities of this position and comparing its allotted grade to those of similar positions in the DCI area, I believe the position is undergraded.

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/s/ Deputy General Counsel */*