

(2) Clerk-Typist

Graduation from a recognized high school and sufficient skill to qualify in a performance test in typing; or any equivalent combination of education and experience.

(3) Senior Clerk-Typist

Graduation from a recognized high school and One (1) year of experience at the level of Clerk-Typist; or any equivalent combination of education and experience.

(4) Secretary I

Graduation from a recognized high school and sufficient skill to qualify in a performance test in typing and shorthand; or any equivalent combination of education and experience.

(5) Secretary II

Graduation from a recognized high school and one (1) year of experience at the level of Clerk-Stenographer; or any equivalent combination of education and experience.

(6) Secretary III

Graduation from a recognized high school and four (4) years of experience in complex clerical work which shall have involved taking and transcribing difficult dictation; three (3) years of which must have been at least at the level of Senior Clerk-Stenographer; or any equivalent combination of education and experience.

(7) Telephone Operator

Graduation from a recognized high school and One (1) year of experience in the operation of a multiple key switchboard; or any equivalent combination of education and experience.

(8) Senior Telephone Operator

Graduation from a recognized high school and Three (3) years of experience in the operation of a multiple key switchboard, or any equivalent combination of education.

(9) Reproduction Equipment Operator

Graduation from a recognized high school and preferably some experience as a Duplicating Machine Operator; or any equivalent combination.

(10) Reproduction Supervisor

Graduation from a recognized high school and one (1) year of experience in technical phases of job printing work; or any equivalent combination of education and experience.

(11) Shop Clerk

Graduation from a recognized high school, preferably with courses in bookkeeping plus one (1) year of experience in responsible clerical work involving bookkeeping duties.

(12) Personnel Assistant

Graduation from a recognized high school; two (2) years of experience as a clerk-typist or clerk-stenographer; preferably in a personnel office; or any equivalent combination of education and experience.