

POSITION	STENOGRAPHER III
No. of Vacancies	1
Salary Grade	9
Place of Assignment	Legal Affairs Department (DLA)- Litigation Division
Item Number	22-4
General Function	Responsible for rendering stenotyping and other clerical/secretarial work to the Division Chief & other personnel within the division.
Qualification Standards	<u>Education:</u> Completion of 2 yrs studies in College <u>Experience:</u> 1 yr. of relevant experience <u>Training:</u> 4 hrs. of relevant training <u>Eligibility:</u> Career Service Sub-professional