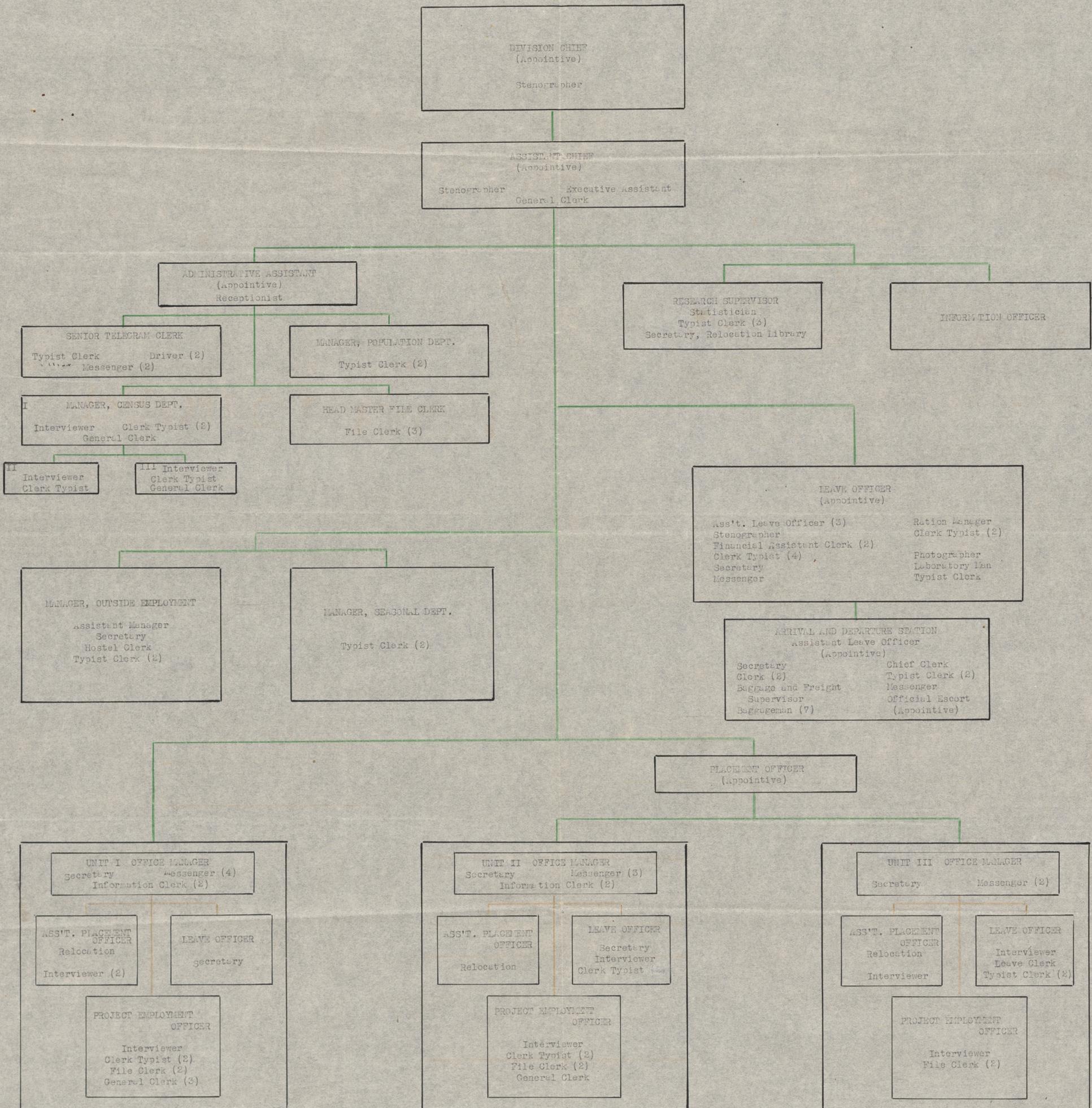


J3.90

67/14  
c

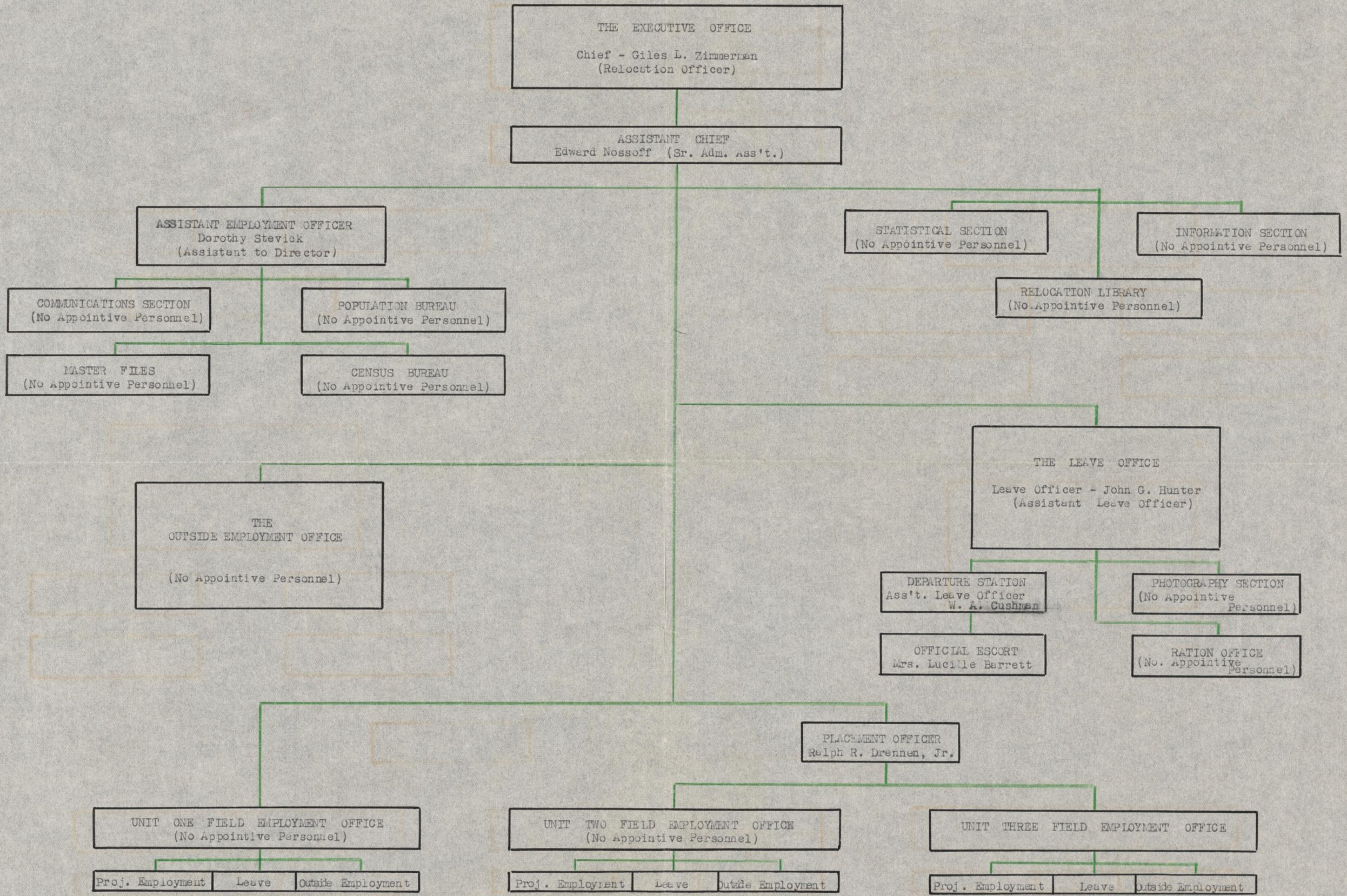
# PROJECT EMPLOYMENT DIVISION PERSONNEL CHART



PROJECT EMPLOYMENT DIVISION

P R O J E C T E M P L O Y M E N T D I V I S I O N

COLORADO RIVER WAR RELOCATION PROJECT  
Organization Chart



EMPLOYMENT DIVISION

Evacuee Personnel  
July 31, 1943

EXECUTIVE OFFICE

<u>Position</u>	<u>Name</u>	<u>Address</u>
1. Information Officer	James Yamada	28-6-C
2. Executive Sec.	Fumi Utsuki	27-3-A
3. Executive Ass't	Fred Okamoto	39-13-A
4. Sr. Telegram Clerk	Bessie Shimono	19-2-D
5. Secretary	Miyoko Furukawa	38-5-D
6. Receptionist	<del>Ruth Kait</del> <i>Transferred to Leave</i>	36-12-B
7. Typist Clerk	Toyoko Tsuchida	36-10-B
8. Typist Clerk	Lillian Inao	3-11-A
9. Driver	<del>Toshi Tsuchiyama</del> <i>8/4</i> <i>REPLACED BY KAY KOKUBUN 8/1</i>	59-11-A
10. Messenger	Teruo Kobata	60-8-C
11. Messenger	Sam Hatanaka	54-3-B
12. Messenger	<del>Kay Kokubun</del> <i>8/1, Termination</i> <i>REPLACED BY MASAMI KINJO 8/1, ASSIGNED</i>	59-6-B 59-5-A
13. Messenger <i>General Clerk</i>	Masao Endo	43-6-C
<i>GENERAL CLERK</i>	<del>Masao Tsumura</del> <i>8/15</i>	306-10-B

*September*

LEAVE OFFICE

<u>Position</u>	<u>Name</u>	<u>Address</u>
1. Executive Assistant	Roy T. Yoshida	5-12-B
2. Leave Assistant (ST.)	Hidemi Ogawa	38-1-B
3. Office Assistant	Harry Hayashi	11-5-D
4. Secretary	RUTH KAI	36-12-B
5. Financial Ass't Clerk	Misako Kimoto KIMIKO ITO	9/4 Terminated 9/23 (?) 2-9-C
6. Ass't Clerk to Financial Clerk	Kazuko Nagai	8/31 Terminated 2-14-B
7. Steno Clerk	Kiyoko Morinaga	39-3-B
8. Typist Supervisor	Mary Ito	31-2-A
9. Ass't Clerk Typist	Martha Yamaoka	30-10-D
10. Assit Clerk Typist	Kimi Nishimoto	3-7-C
11. Ass't Clerk Typist	Dorothy Kawakita	54-7-C

MEURNGER

SEISUO MAIYAWI  
terminated

OUTSIDE EMPLOYMENT

<u>Position</u>	<u>Name</u>	<u>Address</u>
1. Mgr. Out. Emp.	Tats Kushida	16-5-D
2. Ass't Out. Emp.	Asako Ohno	59-11-C
3. Secretary	Mary Okubo	28-2-A
4. Secretary <i>Hostel</i>	Edith Takahashi	19-6-A
5. Typist Clerk	Yoshiye Hashimoto	59-1-C
6. Typist Clerk	Marian Orida	31-12-D
<i>Typist Clerk</i>	<i>Marika Sakamoto</i>	<i>19-5-B</i>

SEASONAL LEAVE

<u>Position</u>	<u>Name</u>	<u>Address</u>
1. Adm. Ass't to Seasonal Leave Dept.	Akira Aisawa <sup>8/28</sup> Terminated	60-2-D
2. <sup>CLERK - TYPIST</sup> Steno-Secretary	Mae Miwa	31-12-B
3. Ass't MGR. SEASONAL LEAVE	AKIRA KASHIKI <sup>Assigned</sup> (8/2/43)	328-5-B

PHOTOGRAPHY

<u>Position</u>	<u>Name</u>	<u>Address</u>
1. <sup>Manager</sup> Photographer <sup>Dept. 1</sup> —	Yutaka Shimahara	54-12-A
2. Lab Technician	<del>Takeo Isobe</del> 8/19 Terminated	2-8-D
3. Clerk Typist	Tamaye Noritake	36-8-D

RATION BOARD

<u>Position</u>	<u>Name</u>	<u>Address</u>
1. Clerk	Peggy Takata	31-5-A
2. Typist Clerk	Rose Masamori	32-4-D
3. Exec. Secretary	Masako Betty Miyanaga	31-10-C

DEPARTURE

<u>Position</u>	<u>Name</u>	<u>Address</u>
1. Personal Secretary	<del>YOSHINO MORI</del> <del>Mie Mizusawa</del>	53-6-D <del>38-9-C</del>
2. Chief Clerk	MIR MIZUJAWA <del>Michi Kawashima</del>	38-9-C <del>19-3-D</del> 8/21 terminated 132
3. Clerk Typist	Ruby Miyanaga	31-10-C
4. Clerk (A.M. shift)	Grace Ito	31-11-D
5. Clerk (Eve. shift)	<del>FUKUJI HIGASHI</del> <del>Teruo Matsumoto</del>	11-3-C <del>5-8-D</del> 8/17 terminated 96
✓ 6. Messenger	Terminated 9/13 UYEDA, SAM 8/16 Assigned <del>Seisuo Masutani</del> Francis Cook 9/14 assigned	11-7-B <del>60-6-D</del>
7. Baggage and Freight Supervisor	TAKAWASHI, ARIMURA Toshiro <del>Jack Matsuda</del>	15-11-C <del>5-9-A</del> 8/25 terminated 154
8. Typist Clerk	Matsushige, Lily Assigned 9/9 <del>Momoyo Kinoshita</del> Terminated 9/8	53-11-C <del>43-8-B</del>
✓ 9. Baggage A.M.	<del>FUKUJI</del> <del>Toshio Takahashi</del>	11-5-D <del>4-12-B</del> 8/2/43 HAYASHI, SHIG 52
✓ 10. Baggage P.M.	Term 9/13 Akira Hedani	5-8-A
✓ 11. Baggage	Term 9/13 Howard Inao	3-11-A
✓ 12. Baggage	Terminated 9/13 Koji Fukawa	3-8-A
✓ 13. Baggage	Term 9/13 Ken Obata	3-9-D
✓ 14. Baggage	Term 9/13 George Koga	3-6-D
✓ 15. Baggage	Roy Horiye	3-1-A
	<del>Sano Hanami</del>	
	<del>FUKUJI HIGASHI</del>	
	<del>MORI, YOSHINO</del>	
	<del>UYEDA, SAM</del>	

STATISTICAL

<u>Position</u>	<u>Name</u>	<u>Address</u>
1. Statistician	Kazuhisa Nakachi	19-4-D
2. Statistician	Ichiro Nakajima	2-11-C
3. Typist Clerk	Reiko Nakamura	17-11-A
4. Statistical Clerk		
5. General Clerk	Margaret Tanase	306-10-B

MASTER FILES

<u>Position</u>	<u>Name</u>	<u>Address</u>
1. File Clerk	SETSUKO HARADA <sup>8/3</sup> Assigned <del>Iney Ujiie</del> <sup>8/21</sup> Terminated	15-1-C <del>15-8-C</del>
2. File Clerk	Misako Katano	3-3-D
3. File Clerk	Ada Okamoto	14-5-D
4. File Clerk	Fusako Iwagoshi	15-6-C

POPULATION

<u>Position</u>	<u>Name</u>	<u>Address</u>
1. Supervisor	Fred Sugiura <i>8/28 Terminated</i> <i>Replaced by HISA OKA</i>	2-10-B
2. Clerk Typist <i>Supervisor</i> <i>as of 8/28</i>	Hisa Oka	18-7-A
3. Clerk Typist	Setuko Mukai <i>8/28 Assigned</i> <del>Kikuo Yoshizaki</del>	5-1-B 31-9-C
4. Clerk Typist	Shizue Kosaka	36-9-D

CENSUS

<u>Position</u>	<u>Name</u>	<u>Address</u>
1. Manager	<del>Paul M. Konya</del> <i>REPLACED BY - C.T. HIRATA</i>	<i>2/4 Terminated</i> 19-13-C
2. Ass't Manager	C. T. Hirata	36-8-B
3. General Clerk	Haruko Izumo	2-6-D
4. General Clerk Typist	Mitsuye Okimoto	19-6-A
5. General Clerk Typist	Shizuko Ikeda	12-3-C
6. Issei Interviewer	Nagisa Mizushima	45-10-A

EMPLOYMENT OFFICE #27

	<u>Position</u>	<u>Name</u>	<u>Address</u>
✓	1. General Clerk	Michiko Fujita	32-4-A
✓	2. Code Clerk	Mieko Hirabayashi	19-10-D
✓	3. Leave Officer	Yoshiaki Ikeuchi	19-13-A
✓	4. Secretary	Shizuko Ito	30-7-D
✓	5. Clerk Typist	Tamiko Kodama	39-9-A
✓	6. <sup>GENERAL CLERK</sup> H. Code Clerk (Seasonal)	Mariko Kondo	19-14-A
✓	7. Clerk Typist	Mary Nakahama	54-5-A
✓	8. Sec. Inter. Mess Hall	Yoko Nishimoto (Loan to Fred)	13-4-C
✓	9. Sec. Leave Office	Dorothy Mori	44-3-A
✓	10. <sup>GENERAL CLERK</sup> Clerk Typist	Haruko Oka	37-9-C
✓	11. <sup>RECEPTIONIST</sup> Clerk Typist	Satomi Okano	53-7-B
✓	12. Sr. Interviewer		
	13. Sec. Leave Office		
✓	14. Interviewer Emp.	YonekSasaki	12-6-A
✓	15. <sup>HEAD CLERK</sup> Sr. Interviewer	Ohye Manzo Kazuiye Shimonishi	3-11-C 31-2-D
✓	16. Coding Clerk	Ida Tabuchi	17-9-A

EMPLOYMENT OFFICE #27

<u>Position</u>	<u>Name</u>	<u>Address</u>
✓ 17. Manager	Frank Takenaga	43-5-C
✓ 18. Clerk Leave Office	Shigeko Tanaka	28-12-C
✓ 19. Sr. Interviewer	Mary Chieko Terada	30-5-C
✓ 20. Receptionist	Alice Yoshimura	39-3-A
✓ 21. Jr. Interviewer	Yoriko Morioka	27-9-A
✓ 22. Sup. Eng. Sq.	Toshio Seki	3-1-B
<del>23. Messenger</del>	<del>Kenge Matsumoto</del>	39-11-A
✓ 24. Messenger	Tetsuo Okabe	28-9-C
✓ 25. Messenger	Tsuneyuki Okuma	19-9-B
✓ 26. Messenger	Tamio Yoshida	27-10-C
<del>27. Messenger</del>	<del>Saburo Yoshimi</del>	38-10-A

RELOCATION LIBRARY

<u>Position</u>	<u>Name</u>	<u>Address</u>
1. Typist Clerk	<del>Setsuko Mukai</del> 8/25 Terminated	<del>5-1-B</del>

UNIT II EMPLOYMENT OFFICE

<u>Position</u>	<u>Name</u>	<u>Address</u>
✓ 1. Manager	Ken Sato	
✓ 2. Mgr. Project Emp.	Harry Yagi	
✓ 3. Receptionist	Fumiyo Fujita	
✓ 4. Chief File Clerk	Alice Higashi	
✓ 5. Interviewer	Mary Higashi	
✓ 6. Secretary (New)	Dorothy Makishima	
✓ 7. Statistician	Mary Yokoi	
✓ 8. Typist	Shizuko Okino	
✓ 9. Typist	Haru Masuda	
✓ 10. File clerk	Mary Ueda P.T.	
✓ 11. Messenger	Goro Kuwano P.T.	
✓ 12. Messenger	Tom Tanimura P.T.	

UNIT II LEAVE OFFICE

<u>Position</u>	<u>Name</u>	<u>Address</u>
1. Manager		
2. Secretary	Helen Yamano	
3. Interviewer	Sachi Fujikawa	
4. Receptionist	Mae Harue Oshita	
5. Typist	Hatsumi Taniguchi	
6. Messenger	Thomas Machida P.T.	

UNIT II CENSUS OFFICE

<u>Position</u>	<u>Name</u>	<u>Address</u>
1. Interviewer--Mgr.	Kimi Fukuto (40)	
TRUST	LILY YUKINO KUNIMOTO (40)	229-N-8

UNIT III EMPLOYMENT OFFICE

<u>Position</u>	<u>Name</u>	<u>Address</u>
✓ 1. Manager	Mack Kadotani	
✓ 2. <sup>SECRETARY</sup> Office Manager	Yukiye Nishikawa	
✓ 3. <sup>INTERVIEWER</sup> <del>Supv.</del> Seasonal	Minnie Ichiyama	
✓ 4. Supv. Outside Emp.	Joseph Owashi	
✓ 5. Interviewer	Shizuo Akiyama	
6. Interviewer	Akira Kashiki	TRANSFERRED TO PROJECT SEASONAL LEAVE OFFICE (8/2/43)
✓ 7. Sr. File Clerk	Michiye Morikawa	
✓ 8. Ass't File Clerk	Shigeko Ogata	
9. Statistician	Yoshi Taku	
<del>10. Messenger<sup>2</sup></del>	<del>Henry Ota</del>	
✓ Ass't Placement Officer	Henry Nakajo	
✓ Mess & Janitor	Carl Kaneyuki	

UNIT III LEAVE OFFICE

<u>Position</u>	<u>Name</u>	<u>Address</u>
1. Manager	Kiyoko Kimura	
2. Supv. Leave	Fujiko Hirashima	
3. Typist	Ayame Sadahiro	
4. Typist	Beatrice Atakawa	
5. File Clerk	Lillian Wake	
6. Messenger	<del>Lloyd Kurihara</del> <i>Peter Katahira</i>	

UNIT III CENSUS OFFICE

<u>Position</u>	<u>Name</u>	<u>Address</u>
1. Manager	Rose Tateishi	305-3-A
2. Interviewer	Alice Morioka	305-10-A
3. File Clerk	May Mori	305-5-A

PROJECT EMPLOYMENT AND LEAVE OFFICE

<u>DEPARTMENT</u>	<u>NO. OF WORKERS WORKING NOW</u>	<u>MINIMUM NO. OF WORKERS REQUIRED</u>
Executive	9	9
Outside Employment	5	4
Seasonal	2	2
Leave	11	9
Census	3	4
Population	3	3
Master files	3	3
Research	3	6
Departure	12	12
Ration	3	2

5500 - EDUCATION  
+ 100 - VOCATIONAL TRAINING

PROJECT EMPLOYMENT AND LEAVE OFFICE

Executive Department

Secretaries	2
Executive Assistant	1
Sr. Telegram Clerk	1
Typist-clerk	2
Messenger Driver	1
Messenger	1
Clerk	$\frac{1}{9}$
Total	9

Outside Employment Department

Manager	1
Stenographer	1
Typist-clerk	1
File clerk - typist	$\frac{1}{4}$
Total	4

Seasonal Department

Manager	1
Steno-clerk	$\frac{1}{2}$
Total	2

Leave Department

Executive Assistant	1
Leave Assistant	1
Office Assistant	1
Secretaries	2
Typist - Steno	1
Typist	1
Cash Grants	$\frac{2}{9}$
Total	9

Departure Station

Chief clerk	1
Clerks	2
Evening departure clerk	1
Messenger boy	1
Head of baggage & freight	1
Freight secretary	1
Head of baggage crew	1
Baggage men	$\frac{4}{12}$
Total	12

these two can be combined  
if one can compose and  
type letters

<u>Census Department</u>	
Supervisor	1
Interviewer (outside)	1
Typist clerks	2
Total	4
<u>Population Department</u>	
Typist-clerks	3
<u>Master Files</u>	
File clerks	3
<u>Research Department</u>	
Supervisor	1
Statistician	1
Secretary	1
Typist-clerks	2
Librarian (Block 27)	1
Total	6
<u>Ration Department</u>	
Manager-file clerk	1
File clerk	1
Total	2

UNIT EMPLOYMENT AND LEAVE OFFICES

	<u>No. of Workers Working Now</u>		<u>Minimum no. Required</u>
Unit I	$20\frac{1}{2}$	Emp.	$15\frac{1}{2}$
		Leave	4
			<u><math>19\frac{1}{2}</math></u>
Unit II	13	Emp.	$5\frac{1}{2}$
		Leave	$7\frac{1}{2}$
			<u>13</u>
Unit III	13	Emp.	5
		Leave	9
			<u>14</u>

UNIT EMPLOYMENT AND LEAVE OFFICES

Unit I

Employment

Manager	1
Secretary	1
Receptionist	1
Coding Clerks	2
Interviewers	2
Clerk Typist	1
General Clerks	2
Messenger Supervisor	1
Full Time Messenger	1
Part Time Messenger (7)	$3\frac{1}{2}$
Total	$15\frac{1}{2}$

Leave

Interviewer	1
Placement Officer	1
Short-term	1
Typist-clerk	$\frac{1}{4}$
Total	4

UNIT EMPLOYMENT AND LEAVE OFFICES

Unit II

Employment Department

Manager	1
Clerk (1 part time)	$\frac{1}{2}$
Typist-clerks	2
Receptionist-clerk	1
Statistician	1
Total	$5\frac{1}{2}$

Leave Department

Supervisor	1
Stenographer	1
Assistant Placement Officer	1
Interviewer	1
Secretary	1
Typists	2
Messenger (1 part time)	$\frac{1}{2}$
Total	$7\frac{1}{2}$

UNIT EMPLOYMENT AND LEAVE OFFICES

Unit III

Employment Department

Manager	1
Secretary	1
Typist	1
Receptionist	1
Messenger	$\frac{1}{5}$
Total	$\frac{5}{5}$

Leave Department

Ass't. Placement Officer	1
Ass't. Leave Officer	1
Secretary	1
Typist-clerks	3
Janitor	1
Receptionist	1
Messenger	$\frac{1}{9}$
Total	$\frac{9}{9}$

EMPLOYMENT DIVISION

Proj I II III Total

P L A C E M E N T

	Unit Office Manager	19	1	1	1	3	
Classified	Assistant Placement Officer	19					
	Assistant Placement Officer	19	1	1	1	3	
	Project Employment Officer	19	1	1	1	3	
1-c-505	Junior Placement Officer	19					3
1-c-506	Information Clerk	16	2	1		3	3
1-c-507	Interviewer-Counselor	16	3	1	2	6	5
1-c-508	Clerk-Typist	16	3	2	2	7	6
1-c-509	File Clerk	16	2	2	2	6	3
1-c-510	Stenographer	16					3
	Manager - Outside Employment	19	1			1	
	Assistant Manager - Outside Employment	16	1			1	
	Secretary	16	1	1	1	4	
	Hostel - Clerk	16	1			1	
	Manager - Seasonal	19	1			1	
	Messenger	16	4	2	1	7	
	General Clerk	16	3	1		4	
	Head Clerk	16	1			1	
		8	22 20	13	9	52 50	23

EMPLOYMENT DIVISION

Proj I II III Total

EXECUTIVE

1-c-501	Stenographer	16	<u>2</u>		<u>2</u>	<u>1</u>
1-c-502	Messenger	16	<u>3</u>		<u>3</u>	<u>2</u>
1-c-503	Chairman, Advisory Employment Board	19	<u>1</u>		<u>1</u>	<u>1</u>
1-c-504	Stenographer	16	<u>1</u>		<u>1</u>	<u>1</u>
	Executive Assistant	19	<u>1</u>		<u>1</u>	
	Receptionist	16	<u>1</u>		<u>1</u>	
	Senior Telegram Clerk	19	<u>1</u>		<u>1</u>	
	Typist Clerk	16	<u>1</u>		<u>1</u>	
	Information Officer	19	<u>1</u>		<u>1</u>	
	Driver	16	<u>2</u>		<u>2</u>	
			<del>12</del>		<del>12</del>	<u>5</u>
			14		14	

RESEARCH

	Research Supervisor	19	<u>1</u>		<u>1</u>	
	Statistician	19	<u>1</u>		<u>1</u>	
	Relocation Library Secretary	16	<u>1</u>		<u>1</u>	
	Typist Clerk	16	<u>2</u>		<u>2</u>	
	LIBRARIAN	16	<u>1</u>		<u>1</u>	
			<u>5</u>		<u>5</u>	
			6		6	

FILES AND RECORDS

	FILES					
	Head Clerk	19	<u>1</u>		<u>1</u>	
	File Clerk	16	<u>3</u>		<u>3</u>	
			4		4	

EMPLOYMENT DIVISION

FILES AND RECORDS - Proj I II III Total  
 - continued

POPULATION

Manager	19	<u>1</u>			<u>1</u>
Clerk Typist	16	<u>2</u>			<u>2</u>
		3			3

CENSUS

Manager	19	<u>1</u>			<u>1</u>
Interviewer	16	<u>1</u>	<u>1</u>	<u>1</u>	<u>3</u>
Clerk Typist	16	<u>2</u>	<u>1</u>	<u>1</u>	<u>4</u>
General Clerk	16	<u>1</u>		<u>1</u>	<u>2</u>
		5	2	3	10

EMPLOYMENT DIVISION

		Proj	I	II	III	Total
L E A V E						
	Assistant Leave Officer	19	3			3
1-c-511	Junior Leave Officer	19				3
1-c-512	Leave Clerk	16	1		1	2
1-c-513	Interviewer	16		1	1	2
1-c-514	Clerk Typist	16	4	1	2	7
1-c-515	Information Clerk	16		1		1
1-c-516	Stenographer	16	1			1
	Leave Officer	16		1	1	1
	Secretary	16	1	1	1	3
	Financial Assistance Clerk	16	2			2
	Messenger	16	1	1	1	3
			12	3	2	6
						27
						26
						24

DEPARTURE STATION						
	Secretary	16	1			1
	Chief Clerk	19	1			1
	Clerk	16	2			2
	Clerk Typist	16	2			2
	Messenger	16	1			1
	Baggage and Freight Supervisor	19	1			1
	Baggageman	16	7			7
			15			15

EMPLOYMENT DIVISION

Proj I II III Total

LEAVE -- continued

PHOTOGRAPHY

Photographer	19	<u>1</u>			<u>1</u>
Laboratory Technician	16	<u>1</u>			<u>1</u>
Clerk Typist	16	<u>1</u>			<u>1</u>
		3			3

RATION

Manager	19	<u>1</u>			<u>1</u>
Clerk Typist	16	<u>2</u>			<u>2</u>
		3			3

<u>TOTAL</u>	<u>69</u>	<u>27</u>	<u>21</u>	<u>18</u>	<u>135</u>	<u>52</u>
	<del>65</del>	<del>30</del>			<del>134</del>	

September 9, 1943

UNIT II RELOCATION OFFICE STAFF

Employment Department

KEN SATO -- Unit Office Manager

Duties: Overseer of Unit II Relocation Office personnel and activities.

BEN SHIMIZU -- Assistant Placement Officer

Duties: Interviews and counsels potential groups of applicants for the incoming outside job offers. Discuss employment opportunities and placement of qualified person for the available openings.

HARRY YAGI -- Project Employment Officer

Duties: Handles all employment affairs within the Project. Reviews transfers, discharges, quotas, compensation, etc.

FUMI FUJITA -- Information Clerk

Duties: Receives employment applicants, both outside and Project, coming into the office. Gives information, ascertain the individuals wants and directs them accordingly. Keep daily check of number of callers.

MARY HIGASHI -- Interviewer-Counselor

Duties: Interviews job applicants for Project employment to ascertain what work is best suited for his particular, makes study of employment possibilities.

DOROTHY MAKISHIMA -- Secretary

Duties: Secretary to the Manager. Performs general office work, taking and transcribing dictation. Also, secretary to placement officer.

MARY YOKOI -- General clerk

Duties: Compiles regular and special reports for the use of local and Project Office. Does general routine clerical work.

ALICE HIGASHI -- File Clerk

Duties: Keeps Outside and Project employment correspondences, cards, receipts and other records arranged systematically in file cabinets. Makes daily report to Unit Administrator.

MARY UEDA -- File Clerk (Part-time)

Duties: Assist the chief file clerk and also help in minor clerical work.

SHIZUKO OKINO -- Clerk Typist

Duties: Typewrites all employment forms, transfers, terminations, etc., and other miscellaneous typing. Assist in making and filing reports.

HARU MASUDA -- Clerk Typist

Duties: Typewrites materials for Outside and Project employment which includes letters, copies, memorandum. Assists in general clerical work.

GORO KUWANO  
TOM TANIMURA -- Messengers (Part-time)

Duties: Deliver all messages to camp residents as ordered by the department heads. Delivers inter-office memoranda. Also perform daily janitorial work in the office.

#### LEAVE DEPARTMENT

SACHI FUJIKAWA -- Interviewer

Duties: Interviews and take applications for indefinite, short term and seasonal leaves.

HATSUMI TANIGUCHI -- Clerk Typist

Duties: Types all necessary forms in connection with indefinite, short term and seasonal leaves.

MAE OSHITA -- Information Clerk

Duties: Has charge of making appointment for applicants, sees that all necessary incoming and outgoing forms are kept in order for each day. Assist in clerical work.

HELEN YAMANO -- Secretary

Duties: Have charge of leave master file. Makes departure advice and admissions. Keeps daily record of people leaving and makes report to various departments.

THOMAS MACHIDA -- Messenger

Duties: Delivers all messages of leave department and inter-office memoranda. Also performs daily janitorial work.

EMPLOYMENT DIVISION PERSONNEL  
UNIT III

<u>NAME</u>	<u>POSITION</u>	<u>DUTIES</u>
Akiyama, Shizuo	Interviewer - Counselor	Acts as receptionist; interviews and aids in project employment; records the releases and assignments on daily interview report; directs persons to various supervisors for detail interview; helps select outside offers of employment.
Ichiyama, Minnie	✓ Manager of Seasonal	Help recruit seasonal workers and fill application forms for each person; takes care of all seasonal contract for Unit III, individual and groups; aids applicant for outside employment in composing and typing application letters; aids typing work.
Kadotani, Mack	✓ Counselor	Interviews and helps select outside offer of employment; informs applicant for outside information regarding outside conditions; give detail information on various cities and states.
Morikawa, Michiye	✓ Project Employment	Types all releases and notice of assignments; records daily project employment force by departments; controls quotas of workers by departments; makes occupational card for each project worker; helps typing and clerical work.
Kaneyuki, Carl	✓ Messenger & Janitor	Delivers all messages for employment; cleans office daily.
Nakaji, Henry	✓ Ass't. Placement Officer	Receives project outside employment office all available information on the incoming jobs; selects a group of potential applicants for above positions; discuss employment opportunity with each applicant and finds the best qualified persons for available opening; tabulates and sets files for Eastern Defense Clearance and notifies the recipients that the clearance were received and discuss with them the possibilities of relocation.

Nishikawa, Yukiye

✓ Secretary

Supervises office in general; receives and issues memorandums concerning the office; makes all statistical records; obtain necessary office supplies and etc.

Ogata, Shigeko

File Clerk

Files all documents in the master folder; segregates documents of persons leaving center from the active file; helps typing and clerical work.

Owashi, Joe

✓ Unit Manager

\*\*Clerk-Typist -- Opening to be filled later

LEAVE OFFICE STAFF  
III

ARAKAWA, BEATRICE	Typist	Keep short-term records; file; type; assist with Project Authorizations; does other detail work
HIRASHIMA, FUJIKO	Head of Indefinite Leave	Charge of Indefinite leave---- student relocation, invitations; give information; interviews; Interviewer for 126 Revised
KATAHIRA, GEORGE	✓ Messenger	Keeps the office clean; delivers message and notice; and does other errands
KIMURA, KIYOKO	Leave Officer	Manages; supervises; attend meetings; interviews; charge of all short-term applications; admission and departures; interviews 126 Revised; checks all incoming and outgoing messages and documents; and assist in freights
SADAHIRO, AYAME	Typist	Takes dictation; type, assist with Project Authorizations; keeps record of all departees; makes reports to Mr. Burge weekly; takes care of all leave clearances
WAKE, LILLIAN	File Clerk	Assists manager in various clerical works; files; keeps record of appointments; assist with Project Authorizations; charge of Cash Assistance

U N I T I

EMPLOYMENT AND LEAVE OFFICE  
Recreation Hall #27  
September 7, 1943

I. UNIT OFFICE MANAGER

Frank Takenaga

Interviews applicants; assumes responsibility for local employment office; supervises and instructs employment and leave office personnel. Able to make own plans, with wide latitude and responsibility for results.

II. ASSISTANT PLACEMENT OFFICER

VACANCY

Receives all information on the incoming jobs; interviews several persons who he believes suitable for the position and discuss the employment opportunity with them; must be able to answer any questions on leave procedures. Also, accumulate as much as factual information as possible as resource material for persons considering relocation.

III. PROJECT EMPLOYMENT OFFICER

Mary Terada

Interviews job applicant from viewpoint of an employer to ascertain what work is best suited for his particular abilities. Make a study of employment possibilities, contact employer to sell them service of the agency, and refer them to the employer for his consideration and selection; advise applicants as to what type of work they are best fitted for with wide latitude of independent planning or layout work. To act as assistant manager or manager in the absence of said officer, or upon request. To take full charge of Project employment and supervises student vocational guidances and placement.

IV. INTERVIEWER-COUNSELOR, Project Employment Yone Sasaki

Interviews job applicants from viewpoint of an employer to ascertain what work is best suited for his particular abilities; makes study of employment possibilities, contacts employer to sell them services of the agency; selects applicants he feels best suited to the position and refers them to the employer for his consideration and selection; advises applicants as to what type of work they are best fitted for. Perform other related clerical work as assigned. With some latitude for independent planning or laying out of work details.

V. SECRETARY

Shizuko Ito - *Leaving soon*  
Dorothy Mori

Supervise the work of the office, distribute assignment to the clerks, obtain necessary information for other departments, take full charge of files and filing, take full charge of the office supplies and issue requisitions when necessary, perform general secretarial work including shorthand and typing. Check all leave papers before forwarding to the Project leave office.

VI. INFORMATION CLERK

Satomi Okano  
Alice Yoshimura

Receive client or customers coming to the employment office, ascertain the individual's wants and direct him accordingly; obtain caller's name and make arrangements for him to see the desired person; directs or shows the callers to his destination in the establishment; keeps a record of name of callers, time to call, nature of business, and person called on. May make future appointments and answer inquiries. May perform a variety of clerical duties as requested.

VII. CLERK TYPIST

Tamiko Kodama  
Mary Nakahama

Typewrites letters, reports, and other matters from rough draft or corrected copy; files records and reports, makes out bills, answers telephone, sorts and distributes incoming mail, addresses outgoing mail and does other clerical work, performing one or a combination of clerical duties as assigned.

VIII. FILE CLERK

Mieko Hirabayashi  
Ida Tabuchi

Transfers information obtained from reports and records to a card-giving each item a code number and file accordingly.

IX. GENERAL CLERK

Michiko Fujita  
Haruka Oka  
Manzo Ohye

Perform routine clerical duties, such as keeping daily records and files; and assisting in operating office machines.

X. Messenger Service

Toshio Seki

TAMIO YOSHIDA  
KIKUO OKABE  
OMURA, JOHN

Route and deliver call messages. keeps office clean and orderly.

XI. INTERVIEWER-COUNSELOR, Leave

Yoriko Morioka  
Mariko Kondo  
Yoshiaki Ikeuchi

Interviews job applicant from view point of employer to ascertain what work is best suited for his particular abilities; makes a study of relocation possibilities; counsels applicants on leave procedures.

XIII. SECRETARY, Leave

Shigeko Tanaka

Assist the Interviewer-Counselor, Leave, on all leave and Outside employment procedures. Do other general clerical duties relating to leave processes.

September 8, 1943

COLORADO RIVER WAR RELOCATION PROJECT  
Poston, Arizona

ARRIVAL AND DEPARTURE STATION

POSITION	NAME	DUTIES
SECRETARY	Yoshiko Mori	Keeps record of all "seasonal" and "indefinite" visitors and prepares meal charges when notified of date of departure. Checks cash and prepares daily cash report Types telegrams for all departees Types departmental memos Counter help
CHIEF CLERK	Mie Mizusawa	Gives all travel information Takes what dictation she has time for and transcribes notes Files all memos, letters, etc.
CLERK	Grace Ito Fukuji Higashi	Early morning and evening departure clerks Issue all papers, ration books, military passes, ticket vouchers, collect meal charges from visitors Responsible for all cash intake
CLERK - TYPIST	Ruby Miyanaga	Keeps departure records Types gate passes, military passes Prepares Travel Logs for Escorts Counter help (Detail complicated and <u>must be accurate</u> )
MESSENGER	Samuel Uyeda	
BAGGAGE AND FREIGHT SUPERVISOR	Arthur Takanashi	Handles office end of all freight and hand baggage Supervises baggage crew Writes letters and handles Government Bill of Lading and Commercial Bill of Lading
CLERK - TYPIST	Momoye "Peaches" Kinoshita	Baggage typist - types Government Bill of Ladings Types baggage complaint letters

POSITION	NAME	DUTIES
BAGGAGEMEN	Shigeru Hayashi	Morning supervisor of baggage crew - 9:00 - 12:00 4:00 a.m. departure of evacuees to Parker to handle baggage, supervise baggage tags, etc. at station.
	Akira Hedani	Evening supervisor of baggage crew 8:00 p.m. departure of evacuees to Parker to handle baggage, supervise baggage tags, etc. at station.
BAGGAGE RUSTLERS	Koji Fukawa Roy Horiye Howard Inao George Koga Ken Obata	Collect freight and baggage from Camps 1, 2, and 3. Go to Parker each day and handle freight at station and set baggage in order for evening and morning departures.

September 17, 1943

MEMO TO: Ichiro Nakajima  
Research Supervisor  
FROM: John G. Hunter  
Project Leave Officer  
SUBJECT: Evacuee Personnel and Duties, Project Leave Office

Executive Assistant: Responsible under the Project Leave Officer for all activities of the Leave Office. He is one of the approval officers respecting the various forms of leaves--indefinite, seasonal, short-term, etc.; prepares letters, teletypes, telegrams, etc., for approval or signature of Project Leave Officer; supervises activities of office staff; chief consultant with individuals desiring leave; audits financial assistance applications and in every respect is the first administrative officer under the Project Leave Officer.

Leave Assistant: This position was set up especially for short-term leave. He aids in processing short-term and student leave applications and acts as consultant to the evacuees on problems related thereto; more specifically re-checks the applications for eligibility and sufficiency of reasons for the leaves. He also handles applications for Eastern Defense Command clearances and assists the Project Leave Officer from time to time if occasion permits in handling other problems related to the leave office.

Office Assistant: Aids in processing indefinite leave applications with particular respect to mailing indefinite and seasonal card permits to those who left the project before photographs were taken and card permit was issued, or in cases where seasonal leaves are changed to indefinite leaves when the individuals affected are away from the project; prepares reports of statistical nature; attends to completion of applications for clearance; cares for other miscellaneous office duties.

Sr. Leave Consultant: Aids in leave processing which includes checking as to eligibility, employment offer, hospitality, or other arrangement, etc., counsels with applicants respecting purposed leaves and has considerable responsibility in matters relating to student leave; prepares wires to relocation officers regarding time of departure and expected arrival at destination of those leaving the project for relocation; makes application and keeps card file relating to Eastern Defense Command clearance; attends to general office work as may be required.

- Secretary:** Attends to stenographic work for Project Leave Officer; distributes mail under direction of Project Leave Officer; prepares for Project Leave Officer all outgoing telegrams and makes copies of incoming telegrams; keeps important matters relating to correspondence before the Project Leave Officer until action of completion is made; gives special attention to keeping the Project Leave Officer's desk in order.
- Financial Assistance Clerk:** Does all preparation and computation relating to financial assistance grants in compliance with administrative instructions; responsible for transmittal of applications to fiscal division and for making required reports of financial assistance allowed, etc.
- Steno-Clerk:** Attends to stenographic work for executive assistant, and leave assistant; attends to typing in preparation of transfer, short-term leave forms; time keeper for Leave Office; answers telephone for Leave Office; attends to other miscellaneous office duties.
- Typist Supervisor:** Has general direction and supervision of three assistant clerk typists; attends to matters of completion relating to leave processing including transmittal of permits for Project Director's signature; checks filing of all papers relating to leave in individual folders; checks permit numbers, seasonal contract numbers, departure dates, expiration dates; transmits permit cards to Photography Department; types WRA 132 and other forms relating to leave procedure; records indefinite, seasonal short term leaves and makes daily reports of leaves issued to population division and record department; attends to other general duties relating to Leave Office.
- Assistant Clerk Typist:** Attends to typing of various forms relating to leave processing; assists generally in carrying out duties as described for the typist clerk supervisor.
- Messenger:** Cares for messenger service required between Leave Office and various departments of the project; assists receptionist at main entrance; attends to various miscellaneous duties around the general office.
- Assistant Clerk to Financial Assistance Clerk:** Assists and works under direction of Financial Assistance Clerk; prepares application and makes computation relative to financial assistance in compliance with administrative instruction.

## JOB DESCRIPTION

Marian Orida      Stenographer  
 Name

Outside Employment  
 Department

I. OUTSIDE EMPLOYMENT BULLETIN (Distributed daily with exception of Mondays)

A. Handling of Incoming WRA approved job offers

1. Give code number
2. Type five copies of each offer; also card with employer's name and address, Number of offer, the WRA officer from whom offer was received, and the position open. The original offer, typed copies, and card are all placed in a manila folder with the No. of the offer written on the flap.

B. Condensing

1. The typed offers are condensed as briefly as possible for the Outside Employment Bulletin.
2. Antypist types out a rough draft of bulletin as the offers are condensed by a condenser.

C. Cut Stencil from Rough Draft.

D. Side Sheet. A side sheet containing the names and addresses of persons who submitted the offers are made out for each Outside Employment Bulletin. The side sheet together with copies of each offer are sent down to the unit employment offices with the Outside Employment Bulletin.

E. From the cards, the offers are recorded in the Outside Employment binder. The applicants of these job offers are recorded in this binder.

F. File folders numerically in the cabinet and the cards alphabetically in the card file.

II. EXPIRED OFFERS. (Offers expire in fifteen days)

Form letters notifying the expiration of offers are sent out to WRA offices from where the offers were submitted. Also the folders for these offers are placed from the running file to the dead file.

III. TAKING DICTATION AND TRANSCRIBING NOTES. Letters, memoranda, telegrams, and other miscellaneous material.

Letters- 1 original, 3 carbons (unless otherwise directed)

Telegrams- 1 original and duplicate (duplicate copy to be filed until office copy from telegram dept. returns)

October 14, 1943

JOB DESCRIPTION

Kiyoko Morinaga

File Clerk

Outside Employment

I. Incoming Telegrams

A. Job Offers

1. Check the individual's project address
2. Make 1 or more copy depending on the number of individuals indicated on the telegram and notify the individual through the Unit Employment Offices by sending it out with a route slip or memorandum attached to the copy and requesting for answer if needed.
3. File the original in the master file if no answer is needed, otherwise keep it pending until a reply is received from the individual or Employment Office. If a reply is received proceed accordingly and file in Master File.

B. Invitations

1. Process same as above Incoming Job Offers.
2. Keep record of all Incoming Invitations

II. Outgoing Telegrams

A. Requests for approval

1. Keep pending in the Alphabetical Pending File until an answer is received from the WRA officers either approving or disapproving the offer. Then process same as Incoming Telegrams.

III. Incoming Letters -- Process same as Incoming Telegrams

IV. Bulletin

A. Job Offers

1. Type 1 original and 4 copies
2. Prepare cards and folders

B. Condense and cut stencil

## JOB DESCRIPTION

Asako Ohno	Asst. Manager	Outside Employment
Name		Department

1. Incoming Telegrams:

- a. Job Offer- Code and put telegram in offers to be typed box
- b. Invitation- Check in master file for project address- make two copies of the teletype or telegram. Send two copies to the Employment Office with a memorandum. File the original in the Master File.
- c. Job Offer- Specified to a particular person. Check project address and send two copies of the teletype to Employment Office. If teletype requires reply have Unit Employment office send one copy of the teletype back with his or her decision. Always file the original in the Master Files.

2. Coded Job Offers

- a. Make 1 original and 4 copies of each job offer. Make 1 card with name and address of the employer with the code number and Relocation Officer's name, and type of job and number of positions open.

3. Job offer Folders

- a. File numerically after job has been released on bulletin.
- b. When jobs are expired take the coded job offers out of the folders. Make a jacket and put the name, address, and code number. File away numerically.

4. Miscellaneous Filing

- a. Letters: Check project address and send 1 copy of letter to unit Employment Office. File the original in the Master Files.
- b. Letters that do not pertain to any one person and is not a job offer, file under relocation officers.

5. Telegram and letters asking for approval

- a. File temporarily in alphabetical order until the teletype comes in from relocation officer approving or disapproving the offer. Then process same as invitation.

October 15, 1943

JOB DESCRIPTION

Mariko Sakamoto Typist-clerk

I. Outside Employment

A. Coded Job Offers

1. Make 5 copies (1 original and 4 carbon)
  - (a) 2 copies for Unit I
  - (b) Copy to Unit II
  - (c) Copy to Unit III
  - (d) Copy for office file
2. Make cards
  - (a) Code number
  - (b) Name and address of employer
  - (c) Relocation Officer's name
  - (d) Type of job
  - (e) Number of position open
3. Place in manilla with the number on the flap of the folder

B. Side Sheet

1. Distributed to each Unit Office with the job offers.
2. Contains name and address of employer, code number and WRA Officer's name.

C. Recording

1. Stamp date of the day the bulletin is to be distributed.
2. Record in binder
  - (a) Code number
  - (b) Date that is stamped on card
  - (c) Name of Relocation Officer
  - (d) Name and address of employer
  - (e) Position and number of person wanted for the job.

D. Filing

1. File all card alphabetically after recorded in binder.

E. Expired Offers

1. Offers expired in fifteen days.
2. Send out form letter to all WRA Officers

F. Miscellaneous

1. Straight copies work
2. Make copies of telegram

October 13, 1943

Yoshiye Hashimoto Typist-clerk

Outside Employment

- I. Bulletin
  - A. Job Offers
    - 1. Make copies for each unit
    - 2. Make cards and folders
  - B. Condense and cut stencil
  - C. Side Sheet
    - 1. Name and Address of employer
    - 2. Sent copies to unit offices
  - D. Record offers in binder
  - E. File folders numerically in file cabinet
  - F. File cards alphabetically
- II. Expired Offers
  - A. Notify employer in fifteen days
  - B. Make and sent out form letters to:
    - 1. Relocation Officer
    - 2. Employer
- III. Typing
  - A. Offers
  - B. Miscellaneous
- IV. Phone
  - A. Answer and take messages
  - B.. Call John Doe to the Phone

September 9, 1943

JOB DESCRIPTION

Mary Okubo Stenographer  
Name

Outside Employment  
Department

- I. Take Dictation from Tats Kushida, Mgr., Outside Employment.
- II. Transcribe Shorthand Notes.
- III. Type letters, miscellaneous memoranda, telegrams and teletypes, and offers of employment which are sent in from outside the project.
- IV. Condense offers of employment and cut stencil in condensed form.
- V. When typing letters to go to WRA Field Offices, 5 copies are typed (1 original and 4 second sheets). One copy is sent along with original, one copy is retained for office files and two copies are sent to Mails and Files.
- VI. Answer telephone and take any messages.
- VII. Miscellaneous filing.
- VIII. Occasional dictation from people, other than Mr. Kushida
- IX. Perform other duties as assigned.



Colorado River War Relocation Project  
Poston, Arizona

September 8, 1943

MEMO TO: Census Unit I  
FROM: Census Unit II  
SUBJECT: Duties of a Census Secretary  
and an Interviewer

Duties

1. Keep WRA Form No. 26's up-to-date and complete, as follows:
  - Interview newcomers (internees, and transferees)
  - Extract records of deceased persons.
  - Put notations on the Census records of those on indefinite leaves.
  - Correct any errors found in records.
2. Answer inquiries as to whereabouts of persons, both by callers, and by mail.
3. Send Form No. 26's of those on indefinite leaves to W.R.A. in East when asked for.
4. Send records of those who leave for another center to the Family Welfare Department.
5. Keep a complete list leaves and admissions.
6. Keep directories of birthdates, SDR Numbers, former addresses, physical defects, and alien registration numbers.
7. Make Social Data Registration forms for new arrivals.
8. Type out Census forms for the Family Welfare Department, Leave Office, and for Camp One and Three Census Departments, whenever requested.

*Lily Kuwabara*  
Lily Kuwabara  
Census

COLORADO RIVER WAR RELOCATION PROJECT  
September 8, 1943

MEMO TO: MR. C. HIRATA UNIT I CENSUS  
FROM: UNIT III CENSUS  
SUBJECT: CENSUS WORKERS AND THEIR POSITION

Here are the position and types of work the camp 3 Census girls are doing.

Rose Tateishi	Manager	Manages and takes charge of everything and sees to it that everything is done just right, also works as statistician.
Alice Morioka	Interviewer	Interviews all newcomers, keeps the Daily Population accurate, and records all leaves.
May Mori	Gen'l Office & File Clerk	Takes charges of filing individual records also takes charge of time sheet, and types out all forms to various departments.

*Rose Tateishi*  
UNIT III CENSUS DEPARTMENT

## JOB DESCRIPTION

### R E S E A R C H    D E P A R T M E N T

#### RESEARCH SUPERVISOR

He is in charge of the Research Department, the function of which is to gather, analyze, and interpret data regarding "outside" condition and project employment.

He will aid in establishing system and procedures in regards to files and records of the Employment Branch.

He will be in charge of the record keeping or bookkeeping of the Employment Branch regarding project employment.

He will aid the Chief in carrying through employment policies established by Washington.

He will aid in establishing and maintaining the Relocation Libraries.

#### RELOCATION LIBRARY SECRETARY

He is in charge of searching for, gathering or collecting, presenting, and routing all information on "outside" condition. He will take all necessary steps in accomplishing the above (find sources, establish contacts, correspond, make purchase requests, etc.). He will keep track of all incoming material, catalogues them, makes necessary copies, prepares them for effective presentation, and routes them to the Relocation Reading Rooms or Libraries or to the Supervisor for study. He will know what material are lacking and will take steps to see that they are filled.

He will keep the counselors informed as to what material are available.

He will be in charge of supplies and equipments for the Reading Rooms.

He will make all necessary reports (material, supplies, equipments, requisitions, etc.).

## JOB DESCRIPTION

## R E S E A R C H     D E P A R T M E N T

## TYPIST CLERK

He will do the typing and clerical work for the Relocation Library Secretary and the Research Supervisor.

## STATISTICIAN

In charge of the statistical work of the Employment Branch.

He prepares all reports for the Employment Branch. He plans methods and ways of obtaining accurate and uniform data for reports from the various departments of the Employment Branch.

He will make all necessary surveys and studies concerning relocation and project employment. He must be cognizant of the problems of the Branch (both present and future) in order to carry on surveys and studies which will give the Chief facts to cope with such problems and aid him in deciding the <sup>best</sup> method of approach.

He will have all necessary files and records for any regular reports or study established and maintained.

## TYPIST CLERK

He will do all necessary typing and clerical work for the statistician. He will aid the statistician in compilation and computation of data for reports and studies. He will keep a file of reports, surveys, and studies. He will also keep a up-to-date file of any pertinent data.

JOB DESCRIPTION

RATION DEPARTMENT

Manager:

The duties of the Manager is to process all gasoline applications, ration books No. 1 and 2 application, shoe stamp applications, and other priority applications to Parker Ration Board. Write memorandums and letters. Keep office supplies up.

Typist Clerk:

The duties of the typist clerk is to keep all ration book and shoe stamp files in order. Check each incoming and outgoing applications with the file. Type memorandum for shoe stamps to each block manager. Sends ration books 1 and 2 to Departure Station upon their presentation of Pass Register.

JOB DESCRIPTION

FILES

HEAD CLERK

1. In general to Supervise the files and is responsible for its function and maintenance.
2. See that procedure and rules are followed.
3. Consult department heads when necessary.
4. See that necessary information comes through.
5. Make changes when necessary.

FILE CLERKS

1. Check outgoing and incoming folders.
2. Keep card files up-to-date.
3. Inserting and extracting folders and filing materials: wires, communications, applications, permits, etc., into proper folders.
4. Inserting folders into proper places: indefinite, short-term, seasonal, transfers, death, or master files.

JOB DESCRIPTION

SEASONAL DEPARTMENT

It is the duty of the manager of the Seasonal Department upon receipt of any contracts to analyze them, to see that the proper approval has been endorsed and to submit the contract to the unit office. He shall make the necessary arrangements for such departures on all seasonal leaves, in conjunction with the workers, the unit office and the departure station. He is also responsible in keeping the tabulation on the number of people out on seasonal leave knowing their place of employment, name of employer and the expected return from such employment. Together with the relocation officers he acts in the capacity of a mediator between workers and the employer.

JOB DESCRIPTION

SEASONAL DEPARTMENT

CLERK-TYPIST

My duties are:

1. Take dictation and transcribe same in proper form.
2. Keep tabulation of persons who are out on seasonal leave, their place of employment, name of employer and when they are expected to return from employment.
3. Fill unemployment compensation forms when instructed to do so.
4. Perform other duties that are necessary.

JOB DESCRIPTION

EMPLOYMENT DEPARTMENT  
UNIT II

UNIT OFFICE MANAGER

Overseer of Unit II Relocation Office personnel and activities.

ASSISTANT PLACEMENT OFFICER

Interviews and counsels potential groups of applicants for the incoming outside job offers. Discuss employment opportunities and placement of qualified person for the available openings.

PROJECT EMPLOYMENT OFFICER

Handles all employment affairs within the Project. Reviews transfers, discharges, quotas, compensation, etc.

INFORMATION CLERK

Receives employment applicants, both outside and Project, coming into the office. Gives information, ascertain the individuals wants and directs them accordingly. Keep daily check of number of callers.

INTERVIEWER-COUNSELOR

Interviews job applicants for Project employment to ascertain what work is best suited for his particular, makes study of employment possibilities.

SECRETARY

Secretary to the Manager. Performs general office work, taking and transcribing dictation. Also, secretary to placement officer.

GENERAL CLERK

Compiles regular and special reports for the use of local and Project Office. Does general routine clerical work.

FILE CLERK

Keeps Outside and Project employment correspondences, cards, receipts and other records arranged systematically in file cabinets. Makes daily report to Unit Administrator.

FILE CLERK (Part-time)

Assist the chief file clerk and also help in minor clerical work.

CLERK TYPIST

Typewrites materials for Outside and Project employment which includes letters, copies, memorandum. Assists in general clerical work.

MESSENGERS (Part-time)

Deliver all messages to camp residents as ordered by the department heads. Delivers inter-office memoranda. Also perform daily janitorial work in the office.

LEAVE DEPARTMENT

INTERVIEWER

Interviews and take applications for indefinite, short term and seasonal leaves.

CLERK TYPIST

Types all necessary forms in connection with indefinite, short term and seasonal leaves.

INFORMATION CLERK

Has charge of making appointment for applicants, sees that all necessary incoming and outgoing forms are kept in order for each day. Assist in clerical work.

SECRETARY

Have charge of leave master file. Makes departure advice and admissions. Keeps daily record of people leaving and makes report to various departments.

MESSENGER

Delivers all messages of leave department and inter-office memoranda. Also performs daily janitorial work.