

E2.832

67/14
C

E2.83

War Relocation Authority
Evacuee Project Employment
Community Management, Operation and
Administrative Management Division
Office of Assistant Project Director

Position: Classified
Salary: \$19
Date: 7-1-43

SECRETARY

As secretary to an Assistant Project Director, performs a variety of complex and unrelated clerical and stenographic tasks involving a thorough knowledge of policies, subject matter, and other factors concerned with the administration of a relocation center.

Reviews and ascertains correspondence requiring attention of the Assistant Project Director, replying over his signature that which concerns established policy or readily obtainable facts. Assembles related correspondence and obtains such other materials as may be indicated.

Maintains files of the appointive or evacuee staff information and reports on request by the Assistant Project Director.

Refers questions to other member of staff to determine status.

Keeps up to date on general information. Informs other members of

staff of decisions of the Assistant Project Director.

Keeps up to date on general information. Takes and transcribes dictation

from the Assistant Project Director and other members of staff.

Keeps up to date on general information. Informs other members of

Assistant
Project
Director



meetings for information of supervisor. Audits telephone calls at supervisor's request to keep informed of matters under Assistant Project Director's direction, carrying out such instructions as may be given over the telephone by persons at other end of conversation.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Office of Assistant Project Director

Position: 2-501
Salary: \$16
Date: 7-1-43

MESSENGER

Under the direction of the Secretary of the Assistant Project Director, delivers letters, messages and inter-office memoranda and packages, from the office of the Assistant Project Director. Does simple clerical tasks as assigned by the Secretary. Performs other tasks, such as cleaning office equipment, dusting desks, etc. Helps with taking inventory.



Benson

War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-501
Salary: \$19
Date: 7-1-43

ASSISTANT COMMUNITY ACTIVITIES SUPERVISOR

With advise and guidance of Community Activities Supervisor, to whom he is responsible, plans center-wide program for residents of all ages in athletics, arts and crafts, scouting club work, social activities, community entertainment, and related leisure-time activities. Maintains contact with national organizations having representation on the project. Convenes staff meetings of those directing program activities. Initiates and organizes new programs. Works with C. A. Supervisor and Chief of Community Management performing miscellaneous duties as required. Assists in establishment of resident board organized to assume community responsibility for over-all program -planning and financial aspects of C. A. program.

Community
Activities
Section



War Reloca ion Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-502
Salary: \$19
Date: 7-1-43

OFFICE SECRETARY

Under direction of C. A. Supervisor and Assistant Supervisor serves as secretary and office manager. Receives requisitions and handles office supplies. Performs stenographic work and other necessary duties as required. Keeps minutes of all meetings of staff and resident C. A. Board. Prepares in final form necessary reports for Washington office on request.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-503
Salary: \$19
Date: 7-1-43

DISTRICT SUPERVISOR

Organizes community activities within district consisting of 5 to 8 blocks. Refers residents to community wide groups. Stimulates interest within blocks for organization of various activities. Stimulates and coordinates volunteer efforts. Is responsible for the development of athletic teams, leagues, tournaments, classes in his district. Recommends any improvements or repairs needed in any of the facilities to the proper maintenance director. Is responsible for weekly reports on work accomplished. Reports to the C. A. Coordinator or to the Assistant C. A. Supervisor on projects lacking a Coordinator.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-504
Salary: \$16
Date: 7-1-43

STENOGRAPHER

Under the direction of the Office Secretary. Performs general stenographic, typing, and clerical duties. Assists office secretary when necessary.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-806
Salary: \$16
Date: 7-1-43

REPORTS AND PUBLICITY WORKER

Under direction of Assistant Supervisor of Community Activities, is responsible for keeping community advised of C. A. activities through Project newspaper, bulletin boards in mess halls and posters. Makes calendar of principal C. A. events. Prepares monthly and other reports as required for administrative office.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-505
Salary: \$16
Date: 7-1-43

TIMEKEEPER

Keeps time for C. A. employees, and submits time sheets to payroll department. Keeping C. A. personnel chart up to date, computes time cards and payroll at end of each month. Helps on other C. A. activities. Reports to Assistant C. A. Supervisor.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Analysis Section

Position: 2-f-507
Salary: \$16
Date: 7-1-43

ART PRODUCTION WORKER

Under the direction of Assistant Supervisor does art work for bulletin and posters regarding Community Activities and other community programs. Designs and paints posters. Does lettering in Japanese and English.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-508
Salary: \$19
Date: 7-1-43

SENIOR PROPERTY CLERK

Under the direction of the Assistant C. A. Supervisor, is responsible for checking and keeping track of all property assigned to this section. Keeps track of stock in warehouse. Performs other duties as assigned.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-509
Salary: \$19
Date: 7-1-43

COMMUNITY ACTIVITIES COORDINATOR

under direction of Assistant C. A. Supervisor, is responsible for coordination of district and block activities. Directs work of District

Supervisors, serving as liaison between them and Athletic, Arts and Crafts, Social Activities and other units in the C. A. Section. Is responsible for development of intramural and informal activity program in the various districts and blocks, making maximum use of volunteer effort. Through his district supervisors is responsible for leaving in good order halls and other facilities used for Community Activities. (Janitorial service to be provided by Public Works.)



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-510
Salary: \$19
Date: 7-1-43

PUBLIC ADDRESS TECHNICIAN

Has supervision of P. A. systems which are used for all necessary community activities. Keeps system in running order, making necessary repairs and ordering parts as necessary. Much evening work is necessary in this position. Reports to Assistant Supervisor of Community Activities.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-511
Salary: \$19
Date: 7-1-43

DIRECTOR OF MOVIES

Works with voluntary jury of residents in making selection of best available feature and educational films for projection at the center; maintains contact with film companies concerning bookings; schedules and supervises arrangements for film showings; handles box office arrangements and has responsibility for payment of admissions tax; in conjunction with education, relocation and other sections arranges for booking of films suitable for interpreting various phases of life in the United States to be shown at free performances; arranges showings of appropriate movies for hospital wards; supervises projectionists and has over-all responsibility for projection equipment and films while on project; reports to Assistant Supervisor of Community Activities. Has custody of films while on project.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-5-502
Salary: \$16
Date: 7-1-45

MOVIE PROJECTIONIST

Under the direction of the Director of Movies, operates movie projection equipment and assists in management of movie programs. Shows movies to hospital patients. Operates machine for any other showings of movies in the community. Keeps projector in operating conditions at all times. Is responsible for care of films while on project.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-513
Salary: \$16
Date: 7-1-43

TRUCK DRIVER

Under supervision of C. A. Supervisor, and Assistant C.A. Supervisor.
Makes daily runs delivering equipment and notices to recreation halls,
and performs general messenger duties of C. A. At night, delivers
seating and other equipment to various matches and activities and
entertainments.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f 514
Salary: \$16
Date: 7-1-43

MAINTENANCE ASSISTANT

Under direction of the Senior Property Clerk, keeps outdoor and indoor recreation facilities clean and in order. Acts as custodian of recreational equipment. Serves in general utility capacity, assisting truck driver as required.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-515
Salary: \$19
Date: 7-1-48

DIRECTOR OF COMMUNITY ENTERTAINMENT

Acts as general supervisor of community entertainment, scheduling different activities and assisting activities leaders in making proper arrangements. Supervises social dances, talent shows, folk dances, play production, children's theater, etc. Assists in planning arrangements for all community-wide events, such as fairs, community festivals and similar attractions. Reports to Assistant C. S. Supervisor.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-516
Salary: \$16
Date: 7-1-43

ASSISTANT DIRECTOR OF COMMUNITY ENTERTAINMENT

Assists Director of Community Entertainment in planning , arranging and operating all types of community entertainment. May also act as dramatic coach, folk dancing instructor, or in a similar capacity.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-518
Salary: \$19
Date: 7-1-43

DIRECTOR OF CLUBS AND ORGANIZATIONS

Has general supervision over activities of all clubs and organizations such as Boy and Girl Scouts, YS, USO, Red Cross, etc. Under supervision of Assistant Supervisor of C. A. Conducts correspondence with state or regional headquarters of national groups and works with visiting field representatives. Encourages affiliation of young people with organizations having national affiliation or with suitable indigenous groups. Maintains liaison with church social organizations.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-517
Salary: \$16
Date: 7-1-43

DANCE DIRECTOR

Under director of Community Entertainment, has charge of arranging community-wide dances. Working with clubs, block organizations and other groups. Makes reservations in halls and arranges for music, refreshments, decorations, entertainment and cleaning up of hall after use.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-519
Salary: \$16
Date: 7-1-43

CLUB ADVISER

Under direction of the Director of Clubs and Organizations, helps center residents to take part in specific club programs and other group activities. Stimulates membership in nationally affiliated groups under his guidance and makes reports on attendance, activities, and programs.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-520
Salary: \$19
Date: 7-1-43

DIRECTOR OF ADULT ACTIVITIES

Plans, organizes and administers programs for activities of educational or recreational nature of interest to older residents. Supervises the work of adult activity leaders, and stimulates volunteer leadership wherever possible. Reports to Assistant Supervisor of Community Activities.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 5-f-521
Salary: \$16
Date: 7-1-43

ADULT ACTIVITY LEADER

Under the direction of the Director of Adult Activities, supervises program of adult activities. Stimulates interest in various classes and other cultural or recreational activities. Acts as instructor or leader or provides volunteer leadership for same. Keeps records of the progress of each program.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-522
Salary: \$19
Date: 7-1-43

DIRECTOR OF MUSIC

Has charge of center-wide musical programs and music classes not organized by Education Section in securing instruction in the musical arts. Assists other divisions in arranging musical programs. Provides music for various entertainment. Selects phonograph records to be used for hospital concerts and various community events. Reports to Assistant CAS Supervisor.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-523
Salary: \$18
Date: 7-1-43

DIRECTOR OF ARTS AND CRAFTS

Organizes programs for the development and study of arts and crafts.
Arranges exhibits and competitions of work done in this line by evacuees.
Has responsibility for condition of equipment used. Reports to Assistant
C. A. Supervisor.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-524
Salary: \$16
Date: 7-1-43

HANDICRAFT INSTRUCTOR

Under the direction of the Director of Arts and Crafts, teaches various forms of handicraft, sewing, knitting, wood-carving, flower making, etc. to evacuees.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-525
Salary: \$19
Date: 7-1-48

PLAYGROUND DIRECTOR

Has direction of all playground activities for children. Plans and develops games and sports suitable to children of various ages. Directs the work of playground supervisors, enlisting volunteer aid whenever possible. Integrates work closely with coordinator and District Supervisors, and with Education Section. Reports to Assistant C. A. Supervisor.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-526
Salary: \$16
Date: 7-1-43

PLAYGROUND SUPERVISOR

Under the direction of the Playground Director, supervises the playground activities in the area to which assigned. Attempts to secure participation of all children in the area. Responsible for directing games and other activities, maintaining order and care of equipment.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-527
Salary: \$19
Date: 7-1-43

DIRECTOR OF MEN'S ATHLETICS

Administers the athletic programs for men in the Center. Is responsible for the development of teams, athletic leagues, tournaments, meets, and contests. Arranges schedules for such meets and contests and provides volunteer referees and umpires. Where feasible, arranges "home and home" contests with teams in neighboring communities. Endeavors to provide suitable athletic possibilities for residents with all types of interests, with relation to the climate and physical facilities of the project.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-528
Salary: \$19
Date: 7-1-43

DIRECTOR OF WOMEN'S ATHLETICS

Has charge of all women's athletic activities, outdoor as well as indoor sports. Endeavors to provide suitable athletic opportunities for residents with all types of interests. Arranges schedules and provides referees for games. Reports to Assistant C. A. S. Supervisor.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section
8

Position: 2-f-529
Salary: \$16
Date: 7-1-43

ASSISTANT ATHLETIC DIRECTOR

Gives assistance to the Director of Men's Athletics in the pursuance of his duties. May instruct in one or more sports. Works with Publicity Man in planning press releases and in the keeping of athletic records. Reports to director of Men's Athletics.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-530
Salary: \$16
Date: 7-1-43

ATHLETIC INSTRUCTOR

Under the direction of the Directors of Men's or Women's Athletics, provides instruction and coaching in one or more of the sports and athletic activities sponsored by the Project.



W.R. Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-561
Salary: \$19
Date: 7-1-43

ASSOCIATE LIBRARIAN

Is responsible for ordering books and magazines for community library. Acknowledges books and magazines donated, and receives books and papers for circulation. Advises project newspaper of new accessions. Has general supervision over library building. Makes requisitions for library supplies. Assists various divisions by exhibits etc., as requested. Consults with library board of residents. Arranges story-telling hour and other children's activities. Works under technical supervision of Librarian of Education Staff, though may be deemed administratively responsible to Community Activities Supervisor.

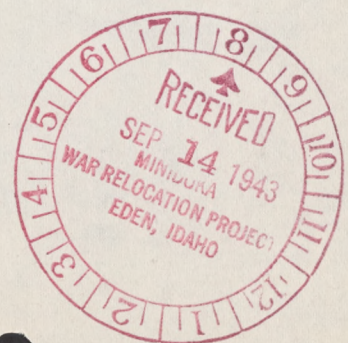


War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-532
Salary: \$16
Date: 7-1-45

ASSISTANT LIBRARIAN

Assists the Associate Librarian in his various activities. Acquisitions and charges out books. May also give assistance in other community activities as assigned.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-533
Salary: \$19
Date: 7-1-43

TOY AND GAME LIBRARIAN

Supervises Toy and Game Loan Library. Catalogues toys and games, supervises attendants, etc. Sees that necessary repairs on all toys and games are made. Writes necessary letters to keep up interest of outside persons in making contributions. Reports to Assistant C. A. S. Supervisor.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Activities Section

Position: 2-f-534
Salary: \$16
Date: 7-1-43

TOY AND GAME INSTRUCTOR

Under the supervision of the Toy and Game Librarian, helps in operation of the Toys and Games Loan Library. Serves at desk where items are charged out, and also assists children playing within the library. Keeps records of toys that have been loaned and checks on their return. May also assist in other play supervision of children.



STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Welfare Section

Position Code: 2-4-503
Date Approved: 7-1-43
Salary: \$16

Title: CLERK-STENOGRAPHER

Description:

Under the supervision of the Counselor performs a variety of stenographic, typing and clerical duties. Takes and transcribes case histories, reports, memoranda and correspondence. Types various forms, textual material, etc. Assists members of the counseling staff by preparing various vouchers, applications or other documents issued by the Welfare Section. Performs related duties as assigned.

Welfare
Section

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Welfare Section

Position Code: 2-d-504
Date Approved: 7-1-43
Salary: \$16

Title: CLERK-TYPIST

Under the supervision of a counselor or counseling aide performs general clerical and typing duties such as typing case reports, correspondence and similar material. Performs related duties as assigned.

✓

War Relocation Authority
Evacuee Project Employment
Community Service Division
Welfare Section

Position: 1-503
Salary: \$10
Date: 7-1-48

HOUSING SUPERVISOR

Interviews all evacuees coming to the Housing Unit, requesting alteration, change, or partitioning of barracks of their living quarters. Record all such requests in order the the Junior Counselor may be able to check and investigate the requests. Accumulate and compile all the records and transactions taking place within each month. Makes weekly graph of population increases and decreases, separated by male and female. Registers all evacuees from other Centers.

✓

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Welfare Section

Position Code: 2-4-507
Date Approved: 7-1-43
Salary: \$16

Title: SENIOR HOUSING CLERK

Description:

Under the supervision of the Housing Supervisor assist in interviewing residents wishing changes in housing assignments or conditions. Recommends disposition of requests. Assists Housing Supervisor to direct moving. Performs related duties as assigned.

✓

War Relocation Authority
Evacuee Project Employment
Community Management Division
Welfare Section
~~Working Unit~~

Position: 2-d-508
Salary: \$16
Date: 7-1-43

CLERK-TYPIST

Check census of evacuees, weekly, with blk. mgrs. Send daily report
of population by blks. to Mess Operation. Keep individual family files
up to date. Sends out report to all departments of outgoing and incoming
evacuees. Records all change of addresses and keep block charts of
family and individual residence up to date. Make necessary changes in
directories.

✓

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Welfare Section

Position Code: 2-d-509
Date Approved: 7-1-43
Salary: \$19

Title: SENIOR CLOTHING CLERK

Description:

Under the supervision of the Junior Counselor prepares clothing allowance order forms from information on evacuee payroll and submits forms to supervisor for approval. Supervises clerical assistants engaged in related activities. Performs related duties as assigned.

✓

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Welfare Section

Position Code: 2-4-510
Date Approved: 7-1-43
Salary: \$16

Title: RECORD CLERK

Description:

Under the direction of the Senior Clothing Clerk prepares and keeps all records of clothing allowances made, and submits pertinent data to the Finance Section. Performs related duties as assigned.

✓

War Relocation Authority
Evacuee Project Employment
Community Management Division
Welfare Section
Clothing Unit

Position: 2-3-511
Salary: \$16
Date: 7-1-43

CLERK - TYPIST

Types letters, reports, and records for the members of the Clothing Unit and performs other general clerical duties. Reports to the Senior Clothing Clerk.

✓

War Relocation Authority
Evacuee Project Employment
Community Management Division
Welfare Section
Operating Unit

Position: 2-d-512
Salary: \$16
Date: 7-1-43

RATIONING CLERK

Under the direction of the Junior Counselor, handles ration stamps for shoes and the issuance of these to evacuees. Keeps all records and is responsible for custody of the stamps and for giving out same in accordance with regulations.

Issues ration books to those evacuees who have been granted indefinite leave, on authorization from the Leave Section.

Deals with the nearest Rationing Board in Procurement of books and makes reports to them of books issued.

✓

War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Analysis Section

Position: 2-6-501
Salary: \$19
Date: 7-1-43

RESEARCH ASSISTANT

Under the direction of the Community Analyst, secures the data regarding the characteristics and attitudes of various groups in the Center population, their relation to each other and to problems of administration. Makes such special studies as the Community Analyst may direct.

Community
Analysis
Section



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Analysis Section

Position: 2-e-502
Salary: \$16
Date: 7-1-43

SENIOR CLERK

Under the supervision of the Community Analyst, assembles and compiles data for quantitative and qualitative reports. Maintains section files.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Analysis Section

Position: 2-e-503
Salary: \$16
Date: 7-1-43

CLERK STENOGRAPHER

Under the supervision of the Community Analyst, performs general stenographic and clerical duties, including reports, memoranda and correspondence.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Government Section

Position: 2-1-501
Salary: \$19
Date: 7-1-43

CHAIRMAN, COMMUNITY GOVERNMENT

The Chairman of the Community Council shall be responsible for those duties enumerated in the charter or by-laws of Community Government. He shall also be responsible for the effective organization and functioning of the council. He shall see that official action of Community Government are transmitted to the appropriate body. He shall act as liaison officer between the evacuees and the Project Director.

Community
Government
Section



STANDARD POSITION DESCRIPTION
(Vacant Only)

Department of the Interior
War Relocation Authority
Relocation Center
Community Management Division
Community Government Section

Position Code: 2-1-11
Date Approved: 7-1-44
Salary: \$12

Title: COMMUNITY COUNCIL CLERK

Under the supervision of the Chairman, Community Government gives notice of all community council meetings. Keeps a journal of proceedings of community council meetings. Causes publication of all ordinances, rules and regulations of the Project Director. Records all codes, resolutions and recommendations. Performs related duties as assigned.

NOTE: This position may be established only with the prior approval of the Washington Office. Ordinarily it will not be authorized on centers which have established the position of Executive Secretary, Community Council.

STANDARD POSITION DESCRIPTION
(Evacuee Unit)

Department of the Interior
War Relocation Authority
Relocation Center
Community Management Division
Community Government Section

Position Code: 2-1-2-2
Date Approved: 7-1-44
Salary: \$19

Title: JUDICIAL CLERK

Under the supervision of the Chairman of the Judicial Commission is responsible for docketing all cases referred to the Commission, notifying members of the Commission, Internal Security, Project Attorneys, defendants, witnesses and other principals of the time of hearings. Keeps an adequate transcript of hearings and proceedings and performs such other duties as are necessary for the functioning of the Commission.

Performs related duties as assigned.

War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Government Section

Position: 2-i-502
Salary: \$19
Date: 7-1-43

EXECUTIVE SECRETARY, COMMUNITY GOVERNMENT

The incumbent will be responsible for the preparation of an agenda and other materials for the use of the Community Council at its regular or special meetings. He will supervise the preparation of council minutes and reports and their distribution. He will receive and prepare for presentation to the Council all complaints and recommendations received from the residents. He will assume such other duties as may be prescribed by the Council in the assembling and analysis of information for the use of the Council or its committees.

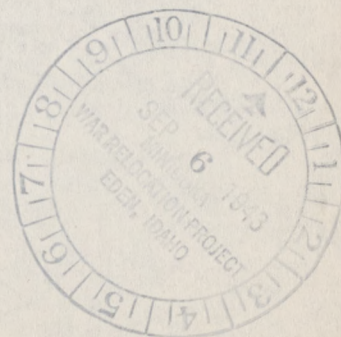


War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Government Section

Position: 2-a-503
Salary: \$16
Date: 7-1-43

CLERK-STENOGRAPHER

Acts as secretary for the Chairman and Executive Secretary. Takes and transcribes minutes of all council meetings. Handles other clerical duties as directed.

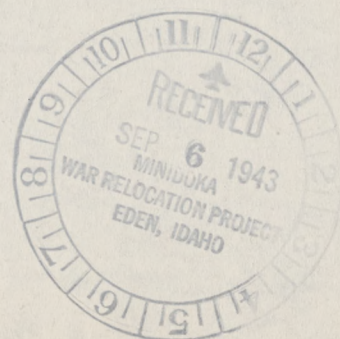


War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Government Section

Position: 2-1-505
Salary: \$16
Date: 7-1-43

MESSENGER

Under the direction of the clerk-stenographer, delivers letters, messages and inter-office memoranda and packages from the office of the Community Government Office. Does simple clerical tasks as assigned. Performs other tasks such as cleaning office equipment, dusting desks, etc.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Community Government Section

Position: 2-1-504
Salary: \$16
Date: 7-1-48

CLERK TYPIST

Types reports, memoranda and other material as required. Performs other miscellaneous clerical duties as directed.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Education Section

Position: 2-c-513
Salary: \$16
Date: 7-1-43

ASSISTANT TEACHER

See description position # 2-c-508.

Education
Section



War Relocation Authority
Evacuee Project Employment
Community Service Division
Education Section

Position: 2-c-515
Salary: \$16
Date: 7-1-43

ASSISTANT NURSERY TEACHER

Under the supervision of the superintendent of education. Works in nursery for pre-school children 2 to 5 years of age. Teaches simple tasks, songs, games, language usage, etc. Prepares material for creative work. Responsible for care of nursery equipment, home visiting and consultation with parents. Gives special attention to developing desirable child health, play, and dietary habits.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Education Section

Position: 2 a-517
Salary: \$16
Date: 7-1-48

STENOGRAPHER
(ELEMENTARY SCHOOL)

Acts as secretary to Principal of elementary school. Keeps attendance records. Keeps property inventory, and handles requisitions for school material. Performs miscellaneous typing and clerical duties as required.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Education Section

Position: Classified
Salary: \$19
Date: 7-1-43

VOCATIONAL TEACHER

Under the supervision of the high school principal, teachers assigned to duties in vocational fields shall work under the direction of the head teacher in that department. Duties such as classroom teaching, lesson preparation, shop management, business practice illustrations, home economics demonstrations or any other activity or duty normally assigned teachers in that particular field.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Education Section

Position: Classified
Salary: \$19
Date: 7-1-43

SECONDARY SCHOOL TEACHER

Under the supervision of the high school principal, teaches evacuee students and organizes and conducts curriculum activities in a particular subject matter field or related fields in any of the six grades in the junior-senior high school.

The incumbent receives general instructions with respect to the curriculum to be followed, but is independently responsible for devising day-to-day plans and conducting activities and experiences to achieve this purpose. Suggests revisions and modifications of the curriculum, teaching methods, and techniques to best adapt the educational program, particularly in the incumbent's field, to the facilities available and to the personal characteristics for the students.

Prepares materials of instructions. Instructs pupils by demonstrations, by discussions, by providing desirable activities and life-like experiences, and by such other techniques as may be desirable. Arranges activities and study periods for the classes within daily or weekly schedules prepared by the high school principal. Devises and administers



oral and written tests and other measurements of pupil's intellectual and emotional development. Counsels and guides pupils not progressing as they should in order to insure and facilitate pupil adjustment to the general program of studies. Recommends the promotion or retention of pupils in classes. Carries out other school duties assigned by the principal. Engages in such curricular and extra-curricular activities as will advance the total educational program.

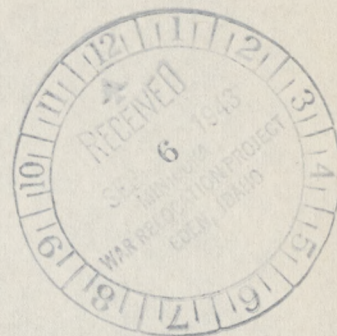


War Relocation Authority
Evacuee Project Employment
Community Management Division
Education Section

Position: 2-c-501
Salary: \$19
Date: 7-1-43

SECRETARY

Serves as secretary to the superintendent of education. Supervises and directs activities of other office assistants in handling correspondence and records, distribution of supplies, and in the duplication of typed or printed material. Shall specifically be responsible for maintaining time schedule of appointments, and records and reports due.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Education Section

Position: 2-c-502
Salary: \$16
Date: 7-1-43

TIMEKEEPER

Under the direction of the superintendent, keeps employment time record for the education section. Collects daily time sheets, makes appropriate records of same and after approval by the superintendent, transmits such records to the Cost Division.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Education Section

Position: 2-c-503
Salary: \$16
Date: 7-1-43

TRUCK DRIVER

Under direction of the Superintendent of Schools, distributes educational goods from warehouse to schools. Transfers books and equipment between schools. Takes agricultural students to farm plot, groups of students to various parts of the project as directed.



War Relocation Authority
Evacuee Project Employment
Community Service Division
Education Section

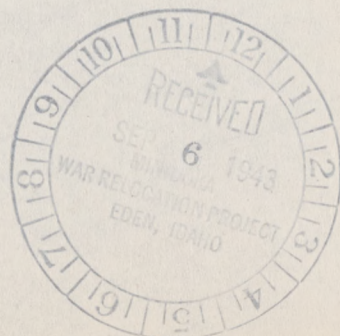
Position: 2-c-504
Salary: \$19
Date: 7-1-43

HEAD JANITOR

Works under the direction of the superintendent in supervising all janitorial service in the schools. Is responsible for control, distribution, use, and records of janitorial supplies and equipment. In directing the work in each building or when engaged in regular janitorial duties in any building shall cooperate with and report to the principal of that building. Shall cooperate with principals in setting up work schedules and standards of janitorial service for each building.

HEAD JANITOR

Works under the direction of the superintendent in supervising all janitorial service in the schools. Is responsible for control, distribution, use, and records of janitorial supplies and equipment. In directing the work in each building or when engaged in regular janitorial duties in any building shall cooperate with and report to the principal of that building. Shall cooperate with principals in setting up work schedules and standards of janitorial service for each building.

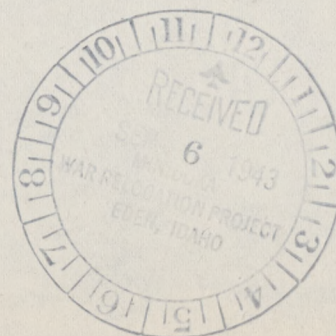


War Relocation Authority
Evacuee Project Employment
Community Management Division
Education Section

Position: 2-c-505
Salary: \$16
Date: 7-1-43

JANITOR AND JANITRESS

Provides necessary janitorial services for all buildings and grounds used for school purposes. Shall work under the direction of the head janitor in the control of supplies and equipment and in general work procedures. Shall be responsible to the principal of the school for all activities and duties directly related to the school program in that building.

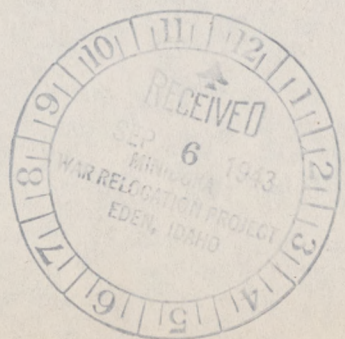


War Relocation Authority
Evacuee Project Employment
Community Management Division
Education Section

Position: 2-c-506
Salary: \$16
Date: 7-1-43

STENOGRAPHER (ADULT EDUCATION)

Acts as secretary to night school director in charge of adult education.
Handles correspondence, maintains class schedules, distributes supplies,
and keeps enrollment and attendance records.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Education Section

Position: 2-c-507
Salary: \$16
Date: 7-1-43

ASSISTANT TEACHER (ADULT EDUCATION)

Under the direction of the Night School Director, prepares courses and teaches in day or evening classes in adult education.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Education Section

Position: 2-c-508
Salary: \$16
Date: 7-1-43

ASSISTANT TEACHER (ELEMENTARY OR HIGH
SCHOOL)

Under the guidance of the supervisor of student teachers and at the direction of the principal of the building, teaches or directs classes or groups of evacuee students in the grade, subject, or activity assigned. Will be responsible for preparation of material, organization, lesson plans, records, reports, and for group discipline. May be assigned specialized duties such as school playground supervision, coaching in speech, health education, or testing, counseling, guidance, or in home visitation work.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Education Section

Position: 2-c-509
Salary: \$16
Date: 7-1-43

STENOGRAPHER
(ELEMENTARY OR HIGH SCHOOL)

Acts as secretary to Principal of High School. Keeps daily attendance records of all teachers, app'td and evacuee. Supervises office force. Acts as registrar. Keeps inventory record, handles requisitions, and performs miscellaneous typing and clerical duties as requested.

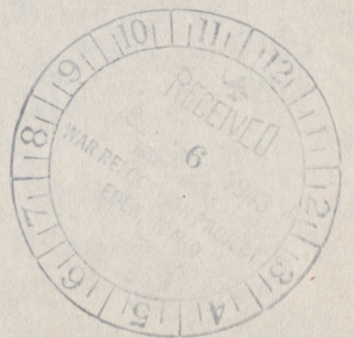


War Relocation Authority
Evacuee Project Employment
Community Management Division
Education Section

Position: 2-c-510
Salary: \$16
Date: 7-1-43

CLERK TYPIST

Does clerical work on attendance records, reports, operates mimeograph and ditto machine. Handles files, and other general clerical duties.



War Relocation Authority
Evacuee Project Employment
Community Management Division
Education Section

Position: 2-c-511
Salary: \$16
Date: 7-1-43

PROPERTY CLERK

Responsible for storeroom. Keeps records of all property received and issued. Requisitions new stock as necessary. Issues text books to teachers. Operates ditto machine for school material. Reports to Superintendent of Education.



STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Internal Security Section

Position Code: 2-a-501
Date Approved: 7-1-43
Salary: \$19

Title: CAPTAIN OF POLICE

Description:

Under the direction of the Chief of Internal Security, acts as executive head of the evacuee police organization. Is responsible for the efficiency, discipline, and morale of the center police force. Through his police officers has full responsibility for the preservation of peace and order in the center. Supervises maintenance of police records. Assists in the arrangement of class and training programs within the police organization. Performs related duties as assigned.

Internal
Security
Section.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Internal Security Section

Position Code: 2-a-502
Date Approved: 7-1-43
Salary: \$19

Title: INSPECTOR

Description:

Under the direction of the Captain of Police has over-all responsibility for inspection of all phases of police organization. Checks to make certain that police headquarters and places of custody are maintained in the proper manner. Checks to see that each beat officer performs his prescribed duties and is on duty the required hours. Inspects uniforms and equipment. Checks to see that adequate provision is made for maintenance of law and order and makes appropriate recommendations to the Captain of Police. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Internal Security Section

Position Code: 2-a-502
Date Approved: 7-1-43
Salary: \$19

Title: SERGEANT *

Description:

Directs Police officers on his shift. Supervises the upkeep, maintenance and cleanliness of the police headquarters and police equipment during his shift. Receives complaints and reports and records names, addresses and charges brought against prisoners. Maintains required personnel records for the Captain of Police. Performs related duties as assigned.

* Note: This position replaces the position of Desk Sergeant listed on previous schedules of evacuee positions.

STANDARD POSITION DESCRIPTION

(Exempt only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Internal Security Section

Position Code: R a 504
Date Approved: 7-1-48
Salary: \$12

Title: INVESTIGATOR

Description:

Direct the investigation and satisfactory completion of cases requiring study by the Internal Security Section. Assist the Police officers when assigned to do so. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Internal Security Section

Position Code: 2-a-505
Date Approved: 7-1-43
Salary: \$16

Title: POLICE OFFICER

Description:

During his tour of duty is responsible for patrolling a specific area with a view toward preventing crimes, controlling delinquency, and maintaining peace and order. Investigates and assists in prosecution of all crimes and offenses prohibited by state and Federal laws by Authority rules and regulations including fire and traffic violations. Writes reports on all incidents and happenings and all investigations conducted by him. Attends all training classes given in the section. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Internal Security Section

Position Code: 2-a-506
Date Approved: 7-1-43
Salary: \$16

Title: STENOGRAPHER

Description:

Performs general stenographic, filing, clerical, and
typing duties for the Internal Security Section. Performs related
duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 3-b-501
Date Approved: 7-1-43
Salary: \$19

Title: SECRETARY

Description:

Acts as Secretary to Chief Medical Officer, taking dictation of a technical nature and performing general stenographic and clerical duties as required. Makes appointments for Chief Medical Officer. Acts as his receptionist and answers all phone calls, referring them to other members of hospital staff when advisable. Answers routine correspondence on own initiative and refers other matters to proper persons for reply. Maintains files for Chief Medical Officer. Performs related duties as assigned.

Health
Section

STANDARD POSITION DESCRIPTION
(Evacuee Only)

Department of the Interior
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-553
Date Approved: 10-1-43
Salary: \$19

Title: DENTAL TECHNICIAN

Under the supervision of a Dentist prepares plates, bridges and orthodontic appliances. Repairs bridges and plates. Performs related duties as assigned.

Desirable Qualifications:

Education: Successful completion of a full course leading to graduation from a recognized school of mechanical dentistry; or, at least 2 years practical training in a commercial dental laboratory or in an ethical dental office in the duties described above.

Experience: Two years practical experience in mechanical dentistry or in an ethical dental office or commercial dental laboratory. At least one year of this experience should have been obtained during the past five years.

NOTE: Ordinarily the number of Dental Technicians should be restricted to a maximum of one Dental Technician to four Dentists.

STANDARD POSITION DESCRIPTION
(Evacuee Only)

Department of the Interior
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-555
Date Approved: 3-1-44
Salary: \$19

Title: OCCUPATIONAL THERAPIST

Under the direction of the Chief Medical Officer or a member of his staff works with patients in the hospital to develop occupational skills for therapeutic and recreational purposes.

Teaches various crafts such as wood and soap carving, weaving, painting, tinting, and the like. Performs related duties as assigned.

Desirable Qualifications:

Graduation from a recognized occupational therapy school plus one year of experience. or,

B. S. Degree plus at least 12 credits each in arts, crafts, and general normal psychology plus one year's experience. or,

18 months hospital training course in occupational therapy plus one year of hospital experience.

NOTE: This position may not be established without prior authorization from the Washington Office.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-554
Date Approved: 1-1-44
Salary: \$16

Title: PHARMACIST AIDE

Description:

Under the supervision of the Chief Pharmacist or a Pharmacist gives non-technical assistance in the compounding and dispensing of medicines. Keeps stock of chemicals and supplies in order. Unpacks and assists with checking of new materials. Washes returned bottles and is responsible for keeping all equipment used by pharmacists clean. Performs clerical duties. Performs related duties as assigned.

Desirable Qualifications:

Two years experience in pharmacy under the supervision of a registered pharmacist, filling prescriptions and carrying out the above duties, or two years education in a recognized school of pharmacy.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-6-504
Date Approved: 7-1-43
Salary: \$16

Title: TYPIST-RECEPTIONIST

Description:

Under supervision, is assigned to various parts of hospital or clinic. Makes appointments and dispenses information as instructed. Performs clerical and typing services as required. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-511
Date Approved: 7/1/43
Salary: \$19

Title: DENTIST

Description:

Under the direction of the Chief Medical Officer, participates in planning for and rendering of corrective and preventive dental services to the resident population.

In consultation with medical officers and dietitian, develops a program to prevent dental problems. Assists with the planning of and participates in adult and school health education programs concerning dentistry. Makes dental examinations of all types, including those incident to medical diagnoses. Performs dental operations and extractions, fills and replaces dental structures. Takes, develops and interprets X-rays of such structures. Ascertains the type of artificial dental structures necessary and prepares specifications for the requisitioning of such. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Advanced only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-512
Date Approved: 7/1/43
Salary: \$16

Title: DENTAL AID

Description:

Following specific instructions performs more elementary sub-professional work in oral hygiene. In a dental clinic, assists a dentist at the operating chair. Mixes materials for fillings. Sterilizes instruments. Assists in the mechanical work of a dental laboratory. Keeps office and laboratory orderly and clean. Keeps clinical records. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-541
Date Approved: 7/1/43
Salary: \$19

Title: OPTOMETRIST

Description:

Under supervision of the Chief Medical Officer performs work involved with the refraction of eyes, the correction and repair of eye glasses, and the active practice of optometry. Maintains such records as are necessary to prepare official reports pertaining to the function of the department. Performs related duties as required.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-513
Date Approved: 7-1-43
Salary: \$19

Title: CHIEF PHARMACIST

Description:

Under the direction of the Chief Medical Officer, plans, directs and supervises the pharmaceutical activities of the hospital. Compounds special prescriptions for patients treated in the hospital, dispensaries, and clinics. Directs a small force of assistants in the manufacture of standard medical preparations. Is responsible for the maintenance of an adequate stock of pharmaceutical supplies. Examines supplies for fitness for use and rejects inferior articles. Performs clerical tasks involved in the maintenance of supplies, material, equipment or other property. Maintains a classified mailing list of sources of supply. Prepares related correspondence. Prepares purchase requisitions. Maintains a simple follow-up system on standard stock material due under purchase orders and contracts. Performs related work as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-514
Date Approved: 7-1-43
Salary: \$19

Title: PHARMACIST

Description:

Under supervision of the Chief Pharmacist, compounds and dispenses medicines, and preparations for scientific and technical uses, based upon prescriptions of physicians, dentists, the United States Pharmacopoeia, the National Formulary, and other standard works. Performs routine assays and tests of average difficulty to determine identity, purity and strength. Selects and preserves drugs, medicines, biologicals, and chemicals. Have custody of alcohol, alcoholic preparations and narcotics. Maintains the stock of drugs, chemicals and other selected hospital supplies entrusted to his care. Maintains files of prescriptions and requisitions. Performs related work as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-h-547
Date Approved: 10-1-43
Salary: \$16

Title: PHYSIOTHERAPIST

Description:

Under supervision of the Chief Medical Officer, administers to special cases any of the various treatments of physiotherapy as required, including massage, electro-therapy, actinotheapy, hydrotherapy, theromotherapy, mechanotherapy, active, passive, assistive, and resistive exercises, and remedial gymnastics. Keeps daily records of the work and progress on each patient coming under direction and treatment. Makes necessary reports on progress of patients. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-595
Date Approved: 7-1-42
Salary: \$39

Title: RECORD LIBRARIAN

Description:

Directs maintenance of patients' hospital and clinic records and performs statistical clerical tasks required in the compilation of the data therein. Prepares weekly and monthly census file reports for Washington office. Keeps master file of all patients in camps, clinic and hospital. Issues patients' records to wards, clinics, or physicians, with necessary controls to assure their safekeeping and return. Maintains records of classification of diseases. When patient is discharged reviews charts and refers to physician or nurses for completion if necessary. Files charts. Maintains supply of forms for hospital use. Supervises pool of medical stenographers by planning, assigning, and directing work. Performs miscellaneous clerical duties as required.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: B-5-548
Date Approved: 10-1-43
Salary: \$16

Title: MEDICAL STENOGRAPHER

Description:

Under the general direction of the Hospital Administrator and subject to the immediate supervision of the Record Librarian.

Takes medical dictation and transcribes same covering X-ray reports, pathology reports, reports of surgical procedures, medical histories, physical examinations and correspondence pertaining to the care of patients. On assignment to the Medical Social Worker takes dictation and transcribes same covering medical social histories, interviews, reports and correspondence. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-596
Date Approved: 7-1-43
Salary: \$16

Title: CLERK-TYPIST

Description:

Assists record librarian in maintenance of hospital records and files, performing such clerical and typing duties as may be required.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-510
Date Approved: 7/1/43
Salary: \$18

Title: X-RAY TECHNICIAN ASSISTANT

Description:

Under the supervision of the X-Ray Technician, assists in making radiographic exposures. Postures patients. Exposes, develops, prints and files films. Keeps laboratory equipment in order. Prepares developer and acid fixing solutions. Performs related work as assigned.

STANDARD POSITION DESCRIPTION

(Precise only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-3 308
Date Approved: 7/1/48
Salary: \$18

Title: LABORATORY ASSISTANT

Description:

Under immediate supervision of Laboratory Technician performs routine blood counts, urinalyses, blood sedimentation determinations and certain examinations of milk, water and sewage. Prepares and stains bacterial smears for microscopic examination. Assists with routine chemical determinations on blood, urine, and body fluids etc. Assists with serological determinations. Prepares culture media. Maintains clean and sterile laboratory supplies, performing the necessary washing and sterilizing work. Records findings and prepares or assists in preparing necessary reports. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Exempt Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-1-549
Date Approved: 10-1-49
Salary: \$16

Title: MEDICAL SOCIAL ASSISTANT

Description:

Assists the Medical Social Worker by securing information regarding social situations of patients which may influence medical treatment or hospital discharge plans and, under supervision of the Medical Social Worker, helps patients and their families to carry out medical recommendations and to meet the social problems involved. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2 b-535
Date Approved: 7-1-43
Salary: \$16

Title: NURSE AIDE AND ATTENDANT

Description:

Under general supervision of the Chief Nurse and the immediate supervision of a registered nurse on duty generally assists in the rendering of professional services or carries out simple or routine subprofessional duties in hospital wards, out-patient clinics, surgery, public health and home nursing services as assigned.

Gives bedside care, bed baths, alcohol rubs; makes beds. Gives simple treatment in accordance with detailed instruction and occasionally upon specific instructions gives medications. Answers patients call bell. Supplies ice caps and hot water bottles. Assists in maintaining order in ward or clinic. Assists in lifting and transporting patients. Prepares surgical supplies. Assists in preparation for operations. Assists at operations. Prepares clinic set ups and assists in their operation. Assists physicians in patient examinations and treatments. Makes home visits for clinic patients as directed, including prenatal, postpartum, infant welfare, school health, and other clinic services. Gives home care to patients with minor illness after specific instruction. Assists with public health educational programs. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-542
Date Approved: 7-1-43
Salary: \$16

Title: WARD CLERK

Description:

Under general supervision of chief nurse and specific supervision of immediate supervising nurse enters certain routine recordings on patients' charts. Performs other clerical work in one or more wards. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-503
Date Approved: 7/1/43
Salary: \$16

Title: CLERK-TYPIST

Description:

Under immediate supervision of the Chief Nurse keeps records and files. Performs such typing and clerical duties as required. Keeps time cards for nurses and nurses-aids and attendants staff and submits them to Hospital Administrator.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-507
Date Approved: 7-1-43
Salary: \$16

Title: SANITARY INSPECTOR

Description:

Under supervision of the Sanitarian, inspects sanitary aspects of water supplies, pumping and disposal plants, latrines and laundries, dairy and milk supplies, hog pens and other portions of the farms, mess hall facilities, garbage and rubbish collection facilities, food warehouses, barber and beauty shops, houses and industrial establishments. Investigates complaints on sanitary usages. Conducts control measures for roaches, flies, mosquitoes, ticks, and other insects. Maintains inspection records. Prepares reports and recommendations on results of inspection. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-5-545
Date Approved: 10-1-43
Salary: \$16

Title: CLERK TYPIST

Description:

Under supervision of the Sanitarian, performs general stenographic and clerical duties as required. Types necessary inspection and sanitation reports. Maintains files for Sanitarian's office. Performs related duties as assigned.

STANDARD POSITION DESCRIPTIONS

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-502
Date Approved: 7-1-43
Salary: \$16

Title: STENOGRAPHER

Description

Under immediate supervision of the Hospital Administrator performs general stenographic and clerical duties as required. Acts as receptionist for Hospital Administrator's office. Assembles information required for vital statistics reports from various units of hospital. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-534
Date Approved: 7/1/43
Salary: \$16

Title: SENIOR COST ACCOUNTING CLERK

Description:

Under supervision of the Hospital Administrator, maintains cost records for hospital. Makes daily recap of receipts and issuances. Extends prices on ledger. Keeps recap of tally-ins for hospital record. Keeps recap of food supplied. Prepares monthly report for Cost Accounting & Property Control Unit. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-546
Date Approved: 7-1-43
Salary: \$16

Title: PROPERTY AND WAREHOUSE SUPERVISOR

Description

Under supervision of the Hospital Administrator, is in charge of the hospital warehouse. Directs maintenance of stock. Directs tally-in and tally-out supplies. Records issuances. Prepares materials issuance forms. Is responsible for accountability and location records of all property in the hospital. Checks on all damaged property or lost property, making necessary reports and keeping required records. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b 544
Date Approved: 10-1 43
Salary: \$16

Title: JUNIOR PROPERTY AND WAREHOUSE SUPERVISOR

Description:

Under supervision of the Property and Warehouse Supervisor, assists in the issuance of and accountability for hospital and Health Section property. Prepares requisitions of property to keep up hospital storehouse inventory. Reviews storages and out-of-stock items. Prepares requisitions for additional property. Traces items missing from purchase orders. Posts warehouse tally-ins and tally-outs. Records material issuance tickets and memorandum receipts to storage record cards. Takes inventory in units of hospital. Compares inventory findings with records of property, reporting differences to supervisor. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2 b 522
Date Approved: 7/1/43
Salary: \$16

Title: WAREHOUSEMAN

Description:

Under supervision of Property and Warehouse Supervisor performs general warehouse work. Keeps warehouse in order. Unloads shipments. Fills and delivers requisitions. Shelves stock. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Inverse Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-1-528
Date Approved: 7-1-43
Salary: \$16

Title: CLERK-TYPIST

Description:

Under supervision of Property and Warehouse Supervisor
prepares material for records. Makes stock view of records.
Types, labels and files records. Files records in alphabetical
order.

EMPLOYEE INFORMATION

(Employee Only)

Office for Emergency Management
War Relocation Authority
Education Center
Community Management Division
Health Section

Position Code: 2-4-27
Date Approved: 7-3-41
Salary: \$26

Title: ASSISTANT DRIVER

Description:

Under supervision of the Hospital Administrator, drives a messenger automobile, ambulance or light delivery truck. Makes minor emergency repairs while on the road. Makes necessary emergency repairs that will enable the driver to bring a broken down or damaged car to home garage under its own power. Drives an ambulance and assists in removing patients, including infectious cases, from dwellings to ambulance. Assists in handling patients on stretchers. Transports material, equipment or miscellaneous materials as required. Performs related duties in hospital as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-436
Date Approved: 7-1-43
Salary: \$16

Title: THERAPIST

Description:

Under supervision of the Hospital Administrator
completes time reports required by War Office, being responsible
for preparation of Assignment and Separation notices. Performs
related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-543
Date Approved: 7-1-43
Salary: \$16

Title: MESSENGER

Description:

Under supervision of the Hospital Administrator, performs general messenger duties for various members of the hospital staff, including regular trips between units of the hospital and other center units. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-515
Date Approved: 7-1-43
Salary: \$19

Title: LAUNDRY SUPERVISOR

Description:

Under general supervision of the Hospital Administrator, is in charge of hospital laundry. Supervises and instructs a force of laundry workers in the operation and up-keep of the machinery used in the washing and ironing of all hospital linens, uniforms, etc. Directs maintenance of sanitary conditions in laundry. Determines amounts of disinfectant to be used in washings. Keeps record of daily output. Supervises work performed by linen storekeeper and seamstress. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

[Exacuse Only]

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health

Position Code: 3-b-516
Date Approved: 7/1/48
Salary: \$16

Title: LAUNDRY WORKER

Description:

Under supervision of the Laundry Supervisor, washes, starches and irons by hand or with a mangle such articles as wearing apparel or household items. Receives and folds laundered articles. Operates drying machine. Counts and sorts soiled and clean linens. Checks bundles of soiled garments against list. Marks articles preparatory to delivery to washing department. Separates various types of articles by color and fabric preparatory to washing. Wraps laundered articles into bundles. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-518
Date Approved: 7-1-43
Salary: \$16

Title: SEAMSTRESS

Description:

Under supervision of the Laundry Supervisor makes necessary repairs on all linens including clothing alterations, remaking pillows, and repairing mattresses, either by hand or by machine. Makes curtains, gowns for ward patients, etc. and performs general sewing duties for hospital. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-517
Date Approved: 7-1-43
Salary: \$16

Title: LINEN STOREKEEPER

Description:

Under general supervision of the Laundry Supervisor, is in charge of the linen room. Issues linens to wards. Keeps records of such issuances and checks back to laundry lists. Determines repairs necessary and sends linen to seamstresses when necessary. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-537
Date Approved: 7/1/43
Salary: \$19

Title: HEAD JANITOR

Description:

Under supervision of the Hospital Administrator, supervises the hospital janitor and janitress crew. Assigns janitors or janitresses to wards and clinics and instructs them in their duties. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-538
Date Approved: 7-1-43
Salary: \$16

Title: JANITOR AND JANITRESS

Description:

Under supervision of the Head Janitor, cleans wards, offices, clinics etc. Carries out rubbish. Cleans windows, etc. Dusts furniture. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-119
Date Approved: 7-1-43
Salary: \$19

Title: CHEF

Description:

Under general supervision of the Dietitian, is in charge of the hospital kitchen. Supervises kitchen staff in preparation of regular meals for hospital staff and patients and special diets for patients as prescribed by physicians. Is responsible for upkeep and management of kitchen. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-520

Date Approved: 7-1-43

Salary: \$19

Title: HEAD COOK

Description:

Under supervision of the Chef, is responsible for the preparation of foods for regular meals and special diets. Prepares food specially prescribed by physician according to the Dietitian's instructions. In the absence of the Chef has general supervision over mess hall and kitchen crews. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 3-b-526

Date Approved: 7-1-43

Salary: \$19

Title: BAKER

Description:

Under the supervision of the Chief mixes and bakes bread and other bakery products such as pasteries, cakes and hot rolls. Ascertains the amount and types of ingredient required and requisitions them. Maintains records showing the amounts of ingredients used and the amounts of bread, etc., produced. Maintains bakery equipment in clean and efficient working order. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-521
Date Approved: 7-1-43
Salary: \$16

Title: COOK

Description:

Under supervision of the Chef or Head Cook prepares food for regular meals and special diets. Supplements work of kitchen helpers whenever necessary, especially in small kitchens or on light services where full-time workers are not required. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-522
Date Approved: 7-1-43
Salary: \$15

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-522
Date Approved: 7-1-43
Salary: \$15

Title: KITCHEN HELPER

Description:

Title: Under supervision of the Head Cook in the hospital, assists in the preparation and serving of foods and beverages. Cuts butter

Description: and bread. Assists in cooking and dishing up foods. Sterilizes

Under supervision of the Head Cook in the hospital, assists dishes and cooking utensils. Assists in preparing vegetables and in the preparation and serving of foods and beverages. Cuts butter

fruits. Cleans dining room and kitchen. Polishes silverware and bread. Assists in cooking and dishing up foods. Sterilizes

Changes and checks linen. Performs related duties as assigned dishes and cooking utensils. Assists in preparing vegetables and

fruits. Cleans dining room and kitchen. Polishes silverware

Changes and checks linen. Performs related duties as assigned

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-523
Date Approved: 7-1-43
Salary: \$16

Title: DISHWASHER AND POTWASHER

Description:

Under supervision of Head Cook. Washes and dries crockery, glassware, pots and pans and kitchen utensils. Places in closets. Keeps closets in orderly condition. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-552
Date Approved: 10-1-43
Salary: \$16

Title: ASSISTANT DIETICIAN

Description:

Under the supervision of the dietitian assists in the planning of menus and in the supervision of the preparation and serving of food in a hospital. Assists in menu planning. Prepares special dishes. Assists in calculating, weighing and inspecting special diets. Is in immediate charge of the preparation of food in a diet kitchen. Checks food supplies and assists in estimating food requirements. Confers with patients and medical officers on wards regarding diets. Is responsible for the cleanliness of diet kitchen and equipment. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-525
Date Approved: 7-1-43
Salary: \$16

Title: PANTRY MAN

Description:

Under the supervision of the Dietician issues staples to cooks on request. Keeps stock of necessary foods. Tallies food points to maintain record of issuance of rationed items. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Community Management Division
Health Section

Position Code: 2-b-524
Date Approved: 7-1-43
Salary: \$16

Title: WAITRESS

Under the supervision of the Dietician prepares trays for wards and delivers same. Sets tables in mess hall or food carts. Serves food. Keeps record of all meals served by mess hall. Performs related duties as assigned.