

# Government forms

**GENERAL SERVICES ADMINISTRATION**  
**WAGE-BOARD JOB DESCRIPTION**

1. REGION NO. 2. POSITION NO. 3. EMP. LEVEL  
4. POST OF DUTY  
5. REASON FOR SUBMISSION

JOB TITLE SCHEDULE SERIES GRADE INITIALS DATE

OFFICIAL ALLOCATION

RECOMMENDED BY INITIATING OFFICE

6. ORGANIZATIONAL TITLE OF JOB 7. NAME OF EMPLOYEE

8. SERVICE 11. DIVISION 12. BRANCH OR AREA 13. SECTION OR GROUP

14. This is a complete and accurate description of the duties and responsibilities of THIS job. 15. CERTIFICATION BY HEAD OF SERVICE, DIVISION, BRANCH, OR AREA

SIGNATURE OF EMPLOYEE DATE SIGNATURE DATE

16. SIGNATURE OF IMMEDIATE SUPERVISOR DATE 17. CERTIFICATION OF ALLOCATION

SIGNATURE DATE SIGNATURE DATE

TITLE: TITLE:

18. REA D I T C E R T I F I C A T I O N

INITIALS DATE INITIALS DATE INITIALS DATE INITIALS DATE

SUPERVISOR

PERSONNEL DIVISION

19. DESCRIPTION OF JOB  
(Refer to Guide for Writing Wage-Board Job Descriptions, GSA Form 1298a)

(Continued on reverse) GSA FORM 1296 APRIL 1956

## Description

Government forms for Bill Jewell, General Services Administration.

Date(s)

October 29, 1957

Accession Number

58-326-03

4x5 inches (10x13 cm) Black & White

Keywords Government paperwork

HST Keywords Charts - Bill Jewell; Jewell, Bill - Ref. to

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