

OPTIONAL FORM NO. 8  
FEBRUARY 1955  
U. S. CIVIL SERVICE COMMISSION  
Chapter IV, Federal Personnel Manual

**POSITION DESCRIPTION**

1. Check one: Dept.  Field  2. Office headquarters 3. Agency position No.

4. Reason for publication:  
(a) If this position includes another (i. e., a cluster of duties in one or more positions), identify each position by title, descriptive service, series, grade, and position number  
5. U. S. C. certification No.  
6. Date of certification

7. Date received from: F, S, C, or D

**CLASSIFICATION ACTION**

8. ALLOCATION BY: a. Civil Service Commission b. Department, agency, or establishment c. Bureau d. Field office e. Recommended by holding office

9. TITLE OF POSITION

CLASS: Service Series Grade Details Date

10. Organizational title of position (if any)

11. Department, agency, or establishment

12. Name of employee (if named, specify F, S, C, or D)

13. First subdivision 14. Second subdivision 15. Third subdivision 16. Fourth subdivision 17. Fifth subdivision

18. This is a complete and accurate description of the duties and responsibilities of my position. (Signature of employee) (Date)

19. This is a complete and accurate description of the duties and responsibilities of the position. (Signature of immediate supervisor) (Date)

20. Certification by head of bureau, division, field office, or designated representative. (Signature) (Date)

21. Certification by department, agency, or establishment. (Signature) (Date)

22. Description of duties and responsibilities (See Guide to Position Classifications, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 50)

If more space is required, use the other side and add page after 8 x 11 10-5770-2 U. S. GOVERNMENT PRINTING OFFICE

**Description**

Government forms for Bill Jewell, General Services Administration.

**Date(s)**

October 29, 1957

**Accession Number** 58-326-05

4x5 inches (10x13 cm) Black & White

**Keywords** Government paperwork

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

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