



# Stenographer and Typist A Manual to Aid Candidates for Stenographic or Typewriting Positions in the Civil Service of New York City, New York State, the State of New Jersey, and the United States

By Charles Leo Frank

General Books. Paperback. Book Condition: New. This item is printed on demand. Paperback. 72 pages. Dimensions: 9.7in. x 7.4in. x 0.1in. This historic book may have numerous typos and missing text. Purchasers can download a free scanned copy of the original book (without typos) from the publisher. Not indexed. Not illustrated. 1915 Excerpt: . . . Typewriter Copyist in the New York State Service. Typewriter Copyist. 480 to 900 per year, or per folio. This examination is intended to provide eligibles for the positions of typewriter and typewriter copyist, recorder, etc. , in any of the State Departments, Offices or Institutions, and in the classified county or village service. Subjects of examination and relative weights: Spelling, 1; copying with typewriter--accuracy, 6; speed, 2; arithmetic (fundamental rules, fractions and U. S. money), 1. Competitors must themselves provide typewriting machines which should be tagged with competitors name. Minimum age, 18 years. Typewriting Copyist. This examination is open to men and women and is designed to provide eligibles for all positions in the State and county service where typewriting is required without stenography. Salaries vary from 40 to 75 a month, and in some offices the compensation is at piece rates, five cents a...



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