

STATE OF MAINE

Department of Personnel

October 1, 1976

PERSONNEL MEMORANDUM 12-76

To: All Department Heads

Subject: Clerical Training Program

The Department of Personnel is pleased to announce the opening of registration for classes in its clerical training program. The registration period will be from October 4th through October 25th. Courses are scheduled to begin during the week of November 1st. They will be held in the Public Service Careers Classroom, Room 214, State Office Building.

The registration forms and a copy of the course descriptions may be obtained by sending a memo addressed to:

Public Service Careers/Clerical Training
State Department of Personnel

Please indicate the number of forms required and the department and supervisor to whom they should be forwarded. All registration forms should be returned no later than October 25th, to ensure training supplies for all students.

A nominal fee will be charged for each course to cover the cost of expendable materials. The fee for each course is indicated in the course descriptions. The Public Service Careers Program will bill the employing agency at the mid-point of the cycle. All registrants will be notified of class placement before the first class.

ROBERT STOLT
Commissioner of Personnel

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MAY BE REPRODUCED TO MEET DISTRIBUTION NEEDS