

STATE OF MAINE

Department of Personnel

4(?)
June 1976

PERSONNEL MEMORANDUM 6-76

To: All Department Heads
Subj: Clerical Training Program for Current State Employees

The Department of Personnel is pleased to announce the beginning of another cycle in the clerical training program for current state employees. This cycle is scheduled to start on or about July 5, 1976 and will continue for approximately three (3) months. The classes are sponsored by the Public Service Careers Program, and will be held in its classroom located in Room 600 in the State Office Building.

Pre-registration forms for class enrollment may be obtained by sending a brief memo to Director, Public Service Careers Program, State Department of Personnel. Please indicate the number of forms required and the department and supervisor to whom they should be forwarded. All pre-registration forms should be returned no later than June 30, 1976 in order 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 attached material, along with the course description. The Public Service Careers Program will bill the employing agency at the mid-point of the cycle. All registrants will be notified of their final class placement before the first class.

RICHARD W. TRIPP

Assistant Director of Personnel

MAY BE REPRODUCED TO MEET DISTRIBUTION NEEDS

RWT/REC/kmt