

STATE OF MAINE

Department of Personnel

January 4, 1977

PERSONNEL MEMORANDUM 1-77

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 January 10th through January 25th. Courses are scheduled to begin during the week of January 31st. 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, Augusta, Maine

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 January 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