

Clerical Staff (Form 1G)

Description:

List number of clerical staff by position and cost.

Goal:

To record all current cost information about the clerical staff.

Column Description:

Position

Number – Total number of clerical staff by position.

Cost – Total cost of the employing an clerical staff member.

Amount Paid for by Non-general Fund – Amount of funding paid by entitlement funds, competitive grants, etc.

Comments – Document any notable issues.

Position	Number	Cost	Amount Paid by Non-general Fund	Comments
Head Secretary				
Secretaries				
Clerks				
Other				
Total Cost				