

## LESSON NOTE SS1 (WEEK1)

### OFFICE PERSONNEL

Office personnel are those staff or workers who perform various activities in the office of an organisation.

Office personnel can be classified based on the nature of work they do and their designation. The classes of office personnel include: clerical staff, confidential secretary, typist/ computer operator, messenger, cleaners, office assistants, telephonist etc.

**Office clerical personnel:** This include office assistant and clerical officers. Their qualification includes WAEC, OND, NCE,NABTEB.

#### Duties of a Clerical personnel

- 1 Maintaining official clerical records
- 2 filing documents
- 3 writing of sample official letters.
- 4 Dealing with customers enquiries and order etc.

### CONFIDENTIAL SECRETARY

A confidential secretary is a person employed in an organisation to deal with correspondence or duties of a personal or confidential nature.

#### Duties of a confidential secretary

- 1 To assist and serve a particular head of department
- 2 Take down dictation transcribe it and reproduces a document by typing it etc.

### DRIVER

A driver is a person who drives a motorized vehicle such as a car or bus or some other, vehicles etc.

#### Duties of the driver

The driver's duty is to drive the vehicles, to convey both workers and things from one place to another which facilitates organisational activities.