

# QUESTION OF THE DAY

## CLERICAL OPERATIONS

The following except one are outstanding clerical abilities expected by a head of his employees. Which is the exception?

- a. Willingness to work well with others.
- b. Taking unnecessary leave of absence.
- c. Taking responsibility on the assigned task
- d. Needing the least amount of supervision.
- e. Acquiring new procedures and techniques for the job.

# Clerical Operations Study Guide

**A Gutmann**



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dishwashing liquid eye if in eyes hold eyelids apart and flush the eyes continuously with running water continue flushing for several minutes until all contaminants are washed off completely