

Administrative:

F.M. Baker, Chief Clerk (1890): General Manager of Office.

J.F. Boyce, Secretary-Clerk: Assists in supervision with special charge of incoming and outgoing correspondence. Book index.

Accounting:

F.M. Baker, Accountant.

Miss K.A. McCloskey, Accountant Grade 1. (1909). In actual charge of the accounting work of all branches of the Department, including offices abroad; purchasing; Civil Service matters.

Miss M. Mahoney, Clerk Gr.3 (1916). Assistant to Miss McCloskey, ledger, especially offices abroad.

Miss G. Bearman, Sten.Gr.2. (1919). Stenographer, pay lists, checking accounts, Passport returns.

Miss L. Sibley, Sten. Gr.2. (1919). Stenographer, typist, monthly statements to Auditor, temporary certificates.

Miss M.A. Dillon, Clerk Gr.1 (1919). Prepares bank deposits. Supplies. Printing and Stationery. Requisitions. Public Works and Cartage. Checking passport returns.

Miss Somerville, Temporary, relieving Miss Sibley (ill) and checking passports.

Library and Translation:

J.A. Leblanc, Sr. Translator and Librarian (1910) Translator (French); in charge of Library, and distribution, Canada and London Gazette.

Miss B. Dion, Clerk-Sten. (1924). Stenography and library work. Also assists Mr. Desy.