

conducts investigations at the request of Canadian officers and interviews prospective immigrants.

The second IPO is responsible for screening Preliminary Application Questionnaires, for vetting student, worker and visitor applications and for interviewing family class immigrants. Both IPOs each receive approximately 10 files per day.

An Office Supervisor is shown on the chart (Appendix B) as responsible for the two administrative support sections, Registry and Visa/ Correspondence. Her duties also include the preparation of work output statistics, the screening of BF files, file retirement, the provision of assistance to the two administrative support sections as required and the ordering of supplies.

Reporting to the Office Supervisor is an Assistant who provides backup in the event of the Supervisor's absence. In addition, she routinely checks the T1, T2 and T3 of forms 1254 and 1255 to ensure completeness, records statistics, schedules interviews and registers the authorization of visa forms (IMM 1000).

The heads of Registry and Visa/Correspondence are working supervisors who assign work to junior staff, but who also take an active role in the performance of the tasks of their respective sections. Registry clerks are trained to perform all of the various tasks of that section, but are also assigned specific jobs. These jobs include