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|----|---|-----|
| 2. | <u>Classifies and catalogues books by:</u> | 20% |
| | <ul style="list-style-type: none"> - compiling a descriptive catalogue with author, title and subject entries using the Dewey Decimal Classification System, - determining the amount of descriptive detail necessary to enable the user of the catalogue to identify specific items, - determining the subject content, assigning the appropriate subject headings and making cross references where necessary. | |
| 3. | <u>Acts as interpreter for press, radio, and/or TV interviews and press conferences.</u> | 10% |
| 4. | <u>Coordinates publicity with other sections of the Embassy.</u> | 10% |
| 5. | <u>Assists in expediting customs clearances related to films, art pieces, books, photographs, etc., for exhibitions or presentations.</u> | 10% |
| 6. | <u>Assists National Film Board, Canadian Broadcasting Corporation and Canadian press representatives.</u> | 10% |
| 7. | <u>Sets up and/or supervises Embassy exhibitions.</u> | 5% |
| 8. | <u>Drafts reports as required.</u> | 5% |

 INCUMBENT

 SUPERVISOR

 DATE

 DATE