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Enquiries

The incumbent replies to enquiries, made either in writing or by telephone, on matters such as:

- (1) requests for copies of the two divisional publications;
- (2) entitlement of individuals to tax privileges queried by the Department of National Revenue and by private companies;
- (3) enquiries as to precedence, names and addresses of individuals, addresses of missions.

Officer Assigned Work

Occasional short-term projects are assigned by the supervising officer which are concerned with extra-divisional enquiries in the areas with which the incumbent is familiar.