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The operational manuals used by the Valuation Office Agency (VOA) to carry out their work. Published 10 December 2014 Last updated 15 October 2018 – see all updates

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may perform duties that require the use of copy machines, scanners, fax machines or computers. Computer usage is essential to office procedures.

## Secretarial Office Procedures | Career Trend

This is the 2010 edition of the Club Secretary's Manual(229-EN). It is intended for use by club presidents holding office in 2010-11, 2011-12, and 2012-13.

## Club Secretary's Manual

This item: Merriam-Webster's Secretarial Handbook by Anna L. Eckersley-Johnson

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