

# Administrative Assistants And Secretaries Handbook

## Administrative Assistants Secretaries Handbook

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Comprehending as skillfully as arrangement even more than additional will present each success. next to, the statement as without difficulty as keenness of this **Administrative Assistants And Secretaries Handbook** can be taken as capably as picked to act.

### **California Legal Secretary**

Marlene Hazlewood 2018-03-30  
Complete and comprehensive guide to California legal procedures. Definitions, background information, step-by-step guidelines, statements of

procedure and sample forms. In-depth coverage of eight practice areas: civil litigation, federal proceedings, family, real property, corporations, landlord/tenant, and wills and probate.

*Merriam-Webster's Secretarial*

*Handbook* Merriam-Webster, Inc 1993 Provides information about such topics as office correspondence, record keeping, business English, and making travel arrangements

### **The New Executive Assistant**

Jonathan McIlroy 2018-03-12 The New Executive Assistant is a guide for EAs and their executives, designed to help them reconsider the EA role and look at it in a new light. The premise is simple: the more effective the EA, the more effective the executive ... and the more effective the organisation.

*Administrative Assistant* Amy S. Morgan 2015-01-11 The new administrative assistant is a team member! Gone are the days of performing only the basic duties of typing and filing; now the assistant is a vital part of the every day business process. If you want to learn how to be exceptional and be a central part of a boss's work processes, this is the course for you. Learn the

professional way to handle the basics -- calls, calendars, filing, time management, organization - - and also learn how to present yourself as a true professional -- demeanor, actions, skills, etc.

Become the promotable key player you know you can be. This self-paced training course is in workbook format, and each lesson is followed with a quiz.

Completion of all quizzes with at least an 80% passing grade entitles you to the included Certificate of Completion found at the back of this workbook. This training course workbook will also serve as an excellent reference manual for you on-the-job. If you are looking for this course in an online-classroom format instead, go

here: <http://www.learnopia.com/course/AdminAsst/>

### [Administrative Assistant's & Secretary's Handbook](#) James

Stroman 2004 A handbook for administrative assistants and secretaries covers such topics as

telephone usage, keeping accurate records, making travel arrangements, e-mail, using the Internet, business documents, and language usage.

### **Swimming in the Steno Pool: A Retro Guide to Making It in the Office**

Lynn Peril 2011-04-25

Feed your boss's ego. Dress for success. And don't let your heels trip you up on the corporate ladder. Millions of women have held the position of secretary, alternately lauded as a breakthrough opportunity and excoriated as dead-end busy work. From the female pioneers who infiltrated Capitol Hill offices during the Civil War to today's tech-savvy administrative assistants, secretaries have withstood criticism for abandoning their rightful sphere (the home), weathered the dubious advice of secretarial guide-books, taken hits from feminists and antifeminists alike, and demanded the right to resist making coffee—all while making

their bosses look good. In *Swimming in the Steno Pool*, author-secretary Lynn Peril profiles the various incarnations of the secretary, from pliable, sexy mate of the "office husband" to postfeminist executive-in-training, drawing inspiration from a wide range of "femorabilia" and secretarial guidebooks of yesteryear. Featuring an array of fabulous illustrations promoting office equipment and office girls alike, Peril delivers a feisty, witty celebration of the women who've been running the show for decades.

### **Subordinate Chapters of the Order of the Eastern Star**

Tinamarie Campbell 2018-04-27

This is a 12 month minute handbook specially crafted to sync with the Order of the Eastern Star ritual. \*As a special treat, an extra month is included\* **Secretary's Record Book** Warner Press 2012-07 Record monthly, quarterly, and annual summaries

for up to 24 classes. Also includes staff roster, record of supplies and expenses. Size: 8" x 9.5" 40 pages

**Not "Just An Admin!"** Peggy Vasquez 2014-07-08 This is a valuable handbook for anyone in the administrative or secretarial professions. It is rare for us to find information that can make a difference both in our professional careers and personal relationships in one easy-to-read book. Filled with thoughtful questions and answers, this book leads the readers on an exciting and well laid out journey to understanding what it takes to support their executive while rising to the top and reaching their career goals.

Complete Secretary's Handbook  
Lillian Doris 1967

**North Carolina Notary Public Manual, 2016** North Carolina Department of the 2018-11-13  
The office of notary public has a long and proud history in our society. Their work is rarely glamorous, but it is so important

that the highest courts in the nation routinely accept properly notarized documents as evidence in legal matters. In fact, the law governing notaries gives them the same mission as sworn law enforcement officers, "to serve and protect."

The Definitive Executive Assistant and Managerial Handbook Sue France 2012-11-03

From best-selling author and expert Sue France, The Definitive Executive Assistant & Managerial Handbook is the ultimate guide for anyone who wants to take their career development to the next level. Placing special emphasis on personal leadership development as well as practical skills, you will learn how to manage a small team, climb the career ladder to gain more responsibility, negotiate effectively and confidently manage a project. It will teach you how to recruit and induct staff, make decisions fairly and consistently, build a

productive team and environment and get noticed at work. For ambitious Assistants who want to continually improve their skills, *The Definitive Executive & Managerial Handbook* is an indispensable guide, helping you to maintain your professional image and achieve resounding success.

**The Leader Assistant: Four Pillars of a Confident, Game-Changing Assistant**

Jeremy Burrows 2020-06-23 Assistant, you are a leader. As an assistant, you constantly face obstacles that hold you back from accomplishing your career goals. Whether it's a job change, shifting deadlines, a micromanaging executive, a toxic co-worker, a high-pressure project, or an intense negotiation with a vendor, the administrative profession is not for the faint of heart. If you're looking to maintain the status quo and be "just an assistant," this

book is not for you. But, if you want the confidence and ability to conquer the challenges that most try to avoid, then you're in the right place. The Leader Assistant outlines four pillars—embody the characteristics, employ the tactics, engage in relationships, and exercise self-care—that will help you rediscover your passion for the profession and become a confident, future-proof, game-changing Leader Assistant. If you neglect even one pillar, you'll head for burnout, stagnation, and anonymity. You are meant for so much more. Are you ready to be the Leader Assistant the world needs?

Administrative Assistant II

National Learning Corporation 2020 The Administrative Assistant II Passbook(R) prepares you for your test by allowing you to take practice exams in the subjects you need to study. It provides hundreds of questions and answers in the areas that will

likely be covered on your upcoming exam, including but not limited to: office management; supervision; preparing written material; understanding and interpreting written material; and other related areas.

The AMA Handbook of Business Writing Kevin Wilson 2010

Previous Edition 9780763773151

*Occupational Outlook Handbook*

United States. Bureau of Labor Statistics 1976

*The Office Management Manual*

Anne Morton 1990 Discusses time management, office space and equipment, human relations, productivity, communications, information sources, and other subjects

**Administrative Assistant's and Secretary's Handbook** James

Stroman 1995-01 This

comprehensive but compact guide sets the standard for any secretary or administrative assistant who wants to be perceived as a skilled professional.

It is written in down-to-earth language and organized for easy reference. Topics include daily duties, recordkeeping, overview of word processing, databases, spreadsheets, and communications, etc.

The Definitive Personal Assistant & Secretarial Handbook Sue

France 2012-08-03 This new

edition of The Definitive Personal Assistant and Secretarial

Handbook is the ultimate guide for all management assistants,

PAs, secretaries and executive

assistants. Placing special emphasis on career development,

it provides help and advice on the skills necessary to progress in

your career. Along with a chapter to share with your boss

for a more fruitful working

relationship, it includes help with time management, networking,

relationship management, communication and confidence.

Now with a new chapter which provides important advice on

social networking as an

alternative communication tool, it also contains even more practical help with minute taking. With free downloadable online resources to aid the day-to-day running of your office, this comprehensive and accessible guide will help you keep your finger on the pulse and maintain your professional image.

*The Professional Secretary* John Spencer 2000 "This is a practical and up-to-date handbook that illustrates all the core skills needed by any secretary or PA seeking greater job satisfaction, promotion or a move into management. It contains an enormous number of useful tips to help you gain a competitive advantage in your career, from dealing with floods of e-mails to scheduling major projects."--  
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**Administrative Assistant's and Secretary's Handbook** James

Stroman 2011-09-24 The expectations and duties of the modern-day administrative assistant are higher and more stressful than ever before. The *Administrative Assistant's and Secretary's Handbook* will help professionals everywhere come out on top. From managing the phones, coordinating meetings, and preparing presentations to planning events, crafting clear business communications, and deciphering legal documents, administrative assistants need to be everything to everyone, all the time--and all with a smile. They spend all day helping others, but who is going to help them? For office professionals seeking to improve their performance and enhance their value to employers, this handbook is the definitive source of help for these true jack-of-all-trades. In *The Administrative Assistant's and Secretary's Handbook*, you will find information on topics such as:

Creating graphics, charts, and presentations; Microsoft Word, Excel, Outlook, and Publisher; Web conferencing; Electronic and paper filing systems; Recordkeeping; Meeting planning and management; Business math and much more! Extensively updated with new information on Windows 8, Microsoft Office 2013, Apple OS, mobile computing, computer & software troubleshooting, data security, Google Calendar, Google Drive, Google Docs, and Microsoft Web Applications, this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers.

[The Organized Admin](#) Julie Perrine 2015-12-30 Are you struggling to make sense of the disorganized chaos that is your workspace? Do you want more effective systems for keeping yourself and your executive organized? Do you want to better understand your organizational style? If you answered, "yes" to

these questions, we have an exciting announcement for you! Julie Perrine, founder of All Things Admin, has released her second book, *The Organized Admin!* This new book includes advice, information, and resources on developing simple organization systems that promote administrative career success. Readers will discover how to organize everything from their workspace to meetings and events, and they'll gain a better understanding of their organization style preferences for space and time. If you would like to learn more about your organization style, visit [www.TheOrganizedAdmin.com](http://www.TheOrganizedAdmin.com) to access the Time & Space Style Inventory (TSSI) assessment. It's time to finally get organized! *The Definitive Personal Assistant & Secretarial Handbook* Sue France 2015-08-03 Written by a former Times Crème PA of the Year, this new edition of *The Definitive Personal Assistant* and

Secretarial Handbook is the ultimate guide for all management assistants, PAs, secretaries and executive assistants. Administrative personnel in today's workplace hold an immense influence, not only on their bosses' performance, but also on the running of the whole organisation. This best-selling book is the only resource needed to excel in one's role as an assistant, outshine bosses' expectations and go up the ladder. Placing special emphasis on career development and learning, it provides help and advice on the skills necessary to progress in your career. Along with a chapter to share with your boss for a more fruitful working relationship, it includes help with time management, networking, relationship management, communication and confidence. Now with a new chapter on how to use neuroscience tools to coach

yourself through your weaknesses and primed behavioural traits, it also contains even more practical help with minute taking, telephone and mobile communication etiquette and presentation skills. With free downloadable online resources to aid the day-to-day running of your office, this comprehensive and accessible guide will help you keep your finger on the pulse and maintain your professional image.

### **Keep Calm and Hire a Secretary**

Blue Icon Blue Icon Studio  
2014-11-01 Makes a great co-worker gift, Gift for Administrative Assistant, office assistant gift. Looking for Administrative Professionals Day Week gifts? Are you an Office Manager, Executive, Human Resources Manager, or Administrator? At a generous size of 7.5"x9.25", this regal red notebook/diary is the perfect size for notes, journal entries, or diary. The journal contains 108

lined pages with plenty of room to record to do lists, thoughts, ideas, and favorite quotes! Know someone graduating soon? This would be a perfect business college student present or secretarial school student gift! Remember: Administrative Professionals Week is always held annually during the last full week in April. Administrative Professionals Day is always held the Wednesday of that week. When is Administrative Professionals Week observed? 2015: April 19-25 2016: April 24-30 2017: April 23-29 When is Administrative Professionals Day? 2015: April 22 2016: April 27 2017: April 26 Are you an Office Manager, Executive, Human Resources Manager, or Administrator? At a generous size of 7.5"x9.25", this regal red notebook/diary is the perfect size for notes, journal entries, or diary. The journal contains 108 lined pages with plenty of room to record to do lists, thoughts,

ideas, and your own favorite quotes! Know someone graduating soon? This would be a perfect business college student present or secretarial school student gift! Secret Santa Office gifts Gifts for coworkers Gifts for secretaries Gifts for secretaries Executive administrative assistant Executive assistant books Executive assistant handbook Administrative manager Administrative professional Employee appreciation gifts Appreciation gifts Coworker gift ideas Admin day gift ideas Admin gift ideas Admin Christmas gift Admin Christmas gift Be the Ultimate Assistant **Ask a Manager** Alison Green 2018-05-01 From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called "the Dear

Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don’t know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You’ll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit “reply all” • you’re being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate’s loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager “A must-read for anyone who works . . . [Alison Green’s] advice boils down to the idea that you should be professional (even when others

are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review) “The author’s friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers’ lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience.”—Library Journal (starred review) “I am a huge fan of Alison Green’s Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of *The No Asshole Rule* and *The Asshole Survival Guide* “Ask a Manager is the ultimate playbook for navigating the traditional

workforce in a diplomatic but firm way.”—Erin Lowry, author of *Broke Millennial: Stop Scraping By and Get Your Financial Life Together*

**The Ministry of Administrative Assistants** Thompson, Sue  
2010-09-01 This ministry guide has been written to provide information about how to provide support ministry to the people with whom you work. This guide is also for people who work in many different ministry settings, a church or denominational administrative office, a small or medium size church, a parachurch or missions focused organization, and large churches. It will assist them with how they look at their ministry, and the level of support that is needed for their particular setting. A call to ministry is an important thing to understand for an administrative assistant; your heart and the way you deal with people and tasks are different if you understand your position as a

call to ministry rather than a job for a paycheck. If you understand that you represent not just your pastor and your church, but Christ to every person who calls, stops by, e-mails, etc., you approach your tasks and people differently. Working as the assistant to a pastor, or any person in ministry, you have to approach your tasks with an understanding of who you are serving, and you are serving Christ and his people. The position of Administrative Assistant is a vital part of the over-all ministry of your church and the congregation. You are the gate-keeper, bridge-builder, keeper of the “information”, soother of wounded feelings, and the deliverer of unwanted news. You are the person who has your finger on the pulse of your congregation and your community. You are the person people will come to for answers. You will handle thousands of details related to dozens of

different projects and commitments for your pastor. You will help make your pastor's ministry seamless. While all of these descriptions may make your head spin, this is a part of the ministry of being an assistant. You can look at each day as a challenge or an adventure. If you understand your job as a ministry and understand your call to this ministry you are ready for a great adventure. Begin each day with a prayer for wisdom and strength, surrender your mind and will to God, and prepare yourself to work with the heart of a servant. As Christ walks alongside you in your daily life, you will learn to walk along side your pastor and to be a partner in their ministry.

*The New Executive Assistant: Advice for Succeeding in Your Career* Melba Duncan 1997-02-22 Today's executive assistant has become a crucial member of every organization's support staff-a key business ally with diverse

responsibilities, from overseeing employees to making strategic decisions. Here is the first step-by-step guide specifically designed to help you thrive in this fast-paced profession. Developed by nationally-known business consultant and author Melba Duncan, this leading-edge resource provides all the up-to-date information you need to manage information technologies, deal effectively with abrupt organizational changes and office politics, handle stress, resolve conflicts, motivate workers and forge a team mentality, master public relations and the media, capitalize on opportunities emerging from corporate restructuring, and more.

**Administrative Assistant's and Secretary's Handbook** James Stroman 2008 This handbook for administrative assistants and secretaries covers such topics as telephone usage, keeping accurate records, making travel arrangements, e-mail, using the

Internet, business documents, and language usage.

### Corporate Secretary's Answer

Book Cynthia M. Krus 2004 The Corporate Secretary's Answer Book is the only comprehensive, single-volume reference to address the specific tasks corporate secretaries face on a daily basis in a Q&A format. Every topic is conveniently listed for easy reference with an index organized by commonly used terms. With all of this valuable "know-how" located within one volume, corporate secretaries will be able to find the best way to proceed with any particular matter, quickly and confidently. The Corporate Secretary's Answer Book also includes sample forms and checklists that offer step-by-step guidance to completing each phase of the corporate secretary's duties throughout the year, especially under Sarbanes-Oxley, including: Conduct of Shareholder Meeting Guidelines

- Annual Meeting Script - Minutes of Incentive Committee Meeting - Establishing a Special Litigation Committee of the Board - Audit Committee Charter - Corporate Governance Listing Standards - Corporate Governance Guidelines - Corporate Disclosure - and much more!

### **The Definitive Executive Assistant & Managerial Handbook**

Sue France 2021-11-03

WINNER: PA Voice Awards 2015 - Best Book for a PA (1st edition) With the world of work profoundly disrupted by artificial intelligence, machine learning and COVID-19, the role of the executive assistant is changed forever. Learn how to respond to these challenges and help create 'the better normal' while developing the leadership skills necessary to thrive in a senior administrative position. From bestselling author and expert Sue France, The Definitive Executive Assistant & Managerial

Handbook is the ultimate guide to management in the context of an administrative role. Placing an emphasis on both personal leadership and practical skills, this new edition of the award-winning book teaches readers to manage a team, develop the emotional intelligence to understand their colleagues, negotiate effectively and confidently manage a project. Equipped with these tools, readers will be ready to steer their teams to organizational success in any situation. With new sections on best practice for managing remote workers and building a responsible relationship with new technologies, *The Definitive Executive & Managerial Handbook* is an indispensable guide for both ambitious PAs aiming for promotion and senior assistants who want to improve their skills.

*Procedures & Theory for Administrative Professionals*

Karin M. Stulz 2012-01-01  
**PROCEDURES AND THEORY FOR ADMINISTRATIVE PROFESSIONALS, 7TH EDITION** prepares students seeking entry-level assistant positions or who are transitioning to a job with greater responsibility. Instruction and activities target new technology and build communication and human relation skills. Emphasis on critical thinking, creative problem solving, and professional development prepare students for challenges they will face in today's global market place. The seventh edition has been reorganized to offer more thorough coverage of key topics ranging from new technologies, the changing workplace, leadership, and personal finance. This text is packed with professional pointers, technology, and practical activities that prepare students for success in today's global workplace.

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referenced within the product description or the product text may not be available in the ebook version.

## **Indiana Notary Public Guide**

Indiana Secretary of State

2019-04-06 A notary is a public official responsible for independently verifying signatures and oaths. Depending on how a document is written, a notarization serves to affirm the identity of a signer and the fact that they personally executed their signature. A notarization, or notarial act, officially documents the identity of a party to a document or transaction and the occasion of the signing that others can rely upon, usually at face value. A notary's authentication is intended to be reliable, to avoid the inconvenience of having to locate a signer to have them personally verify their signature, as well as to document the execution of a document perhaps long after the lifetime of the signer and the notary. An oath is

a sworn statement. In most cases a person will swear that a written statement, oral statement, or testimony they are about to give is true. A notary can document that the notary administered an oath to an individual.

## The Office Rockstar Playbook

Debbie Gross 2019-10-15 Through a mix of personal stories, lessons learned, and best practices, the author offers insights on becoming an emotionally intelligent, highly effective personal assistant.

## *The Company Secretary's*

*Handbook* Helen Ashton 2000 All public and private companies are required by law to appoint a company secretary. This guide to the role covers the secretary's duties, including: accounting and finance duties; personnel administration; compliance with employment rights; security of documentation; and insurance and property rights. It contains forms and documentation, and is

written in a jargon-free style.

**How to Be a Pa** Maria Fuller  
2016-05-17 The No1 Best Seller  
for Secretarial and Office Skills on  
Amazon UK. A fantastic learning  
and development book for  
Personal Assistants, Executive  
Assistants, Office Managers and  
Admins.

*Merriam-Webster's Legal  
Secretaries Handbook* Austin G.  
Anderson 1996 Provides  
reference information on  
handling mail and telephone  
calls, keeping records, taking  
dictation, preparing  
correspondence, using legal  
forms, and maintaining a law  
library

World Class Admin Assistant  
Sarah Santa Ana 2020-10-29 Club  
Wealth's World Class Admin  
Assistant book is meant for  
administrative assistants who  
want a guidebook specific to  
working with a real estate agent  
or team. We also encourage  
Team Leaders who want to  
improve their organization to

share this book with their  
admins. Co-written by  
powerhouse agent and Club  
Wealth Coach, Sarah Santa Ana,  
who developed the Club Wealth's  
Admin Assistant Bootcamp,  
which is a impactful training for  
all assistants (general admins,  
transaction coordinators,  
marketing managers, listing and  
buyer agent admins) - and by  
Tara Hellickson, who is the  
Rockstar Office Manager and  
Client Care Specialist for the Club  
Wealth organization, and has  
over 20 years in working in the  
real estate industry. This hands-  
on guide is a MUST HAVE for  
Real Estate Team Leaders and  
their assistants. It has practical  
advice and dozens of ready-made  
forms, detailed checklists, and  
tools including: -Plans for Setting  
Goals and Developing the Perfect  
Daily Schedule-Telephone and  
Email Training, including  
answering techniques and words  
to avoid-Advice on establishing a  
World Class Office Procedures

and Policy Manual, including job roles and descriptions-Open House Management-Planning Client Events, Team Huddles, and Staff Meetings-Onboarding & Offboarding Procedures and Admin Training-Managing your Database The World Class Admin Assistant book will identify the key roles of a real estate assistant while breaking down the precise workflow of each when serving as a general admin, office manager, listing and buyer agent admin, transaction coordinator, marketing director, and bookkeeper. Readers will discover how to organize everything from their workspace to meetings and events, and they'll gain a better understanding of their organization style preferences for space and time. For the Team Leader or Solo Real Estate Agent, using admin assistants can help increase your production and free up time for sales, yet most real estate professionals lack the knowledge and experience to

hire, train, and supervise a World Class Admin Assistant. Each chapter has a Team Leader Insight section which advises what your assistant must know to keep your office running smoothly so you can focus on generating business, following up on leads, conducting appointments, writing offers, and negotiating contracts. Our Club Wealth motto... "No success in the world can compensate for failure in the home."

### **The Church Administrative Assistant's Handbook**

Rose Graham 2007-11-15 The church administrative assistant is a key part of effective ministry. Greeting weekday visitors, taking phone messages, managing paperwork, and keeping the pastor and staff organized are just a few of the daily tasks of an assistant's role. This myriad of duties and responsibilities, which are often unique to each individual church, makes training new

assistants an often difficult and daunting task for pastors and staff. The Church Administrative Assistant's Handbook is a valuable training tool to help church administrators and assistants work together to achieve efficiency and maximize their church's ministry. It includes a variety of useful forms and information for the pastor and assistant to use together as they set up their requirements and expectations for a successful team. Resources include: Design expectations and qualifications to use when selecting an executive assistant Questionnaires to help determine work style, personality, and spiritual gifts Practical tips, guidelines, and tools for accomplishing daily tasks

A CD with reproducible files of policies, templates, forms, checklists, and procedures, which can be adapted to fit a person's various needs

**Legal Secretary's Complete Handbook** Mary Ann De Vries 1992 Now in its fourth edition, this popular desktop tool is packed with law-office practices and procedures for beginning and veteran legal secretaries and paralegals. Organised for quick access to work-day solutions, the guide is divided into five parts - general duties in the law office; preparing legal instruments and documents; preparing court papers; assisting in specialised practice; legal facts and secretarial aids.

Oregon Blue Book Oregon. Office of the Secretary of State 1919