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----- Creating a Standard Operating
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 page 12) you'll find a Sample Table of
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 include in an administrative assistant's
 procedures manual. But, basically, you
 should

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6 Examples of Standard Operating Procedures (with Office ...

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The Tompkins County Administrative Policy Manual contains the policies and procedures that guide the operation of County government, in compliance with Federal, State, and Local law and consistent with legislative policy. The manual serves as a comprehensive reference guide to the rules by which County government operates.

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