

UNIVERSITY OF KANSAS  
Office of the Chancellor

To Heads of Departments:

October 29, 1943

Under a new plan of the Kansas Civil Service Department, examinations for Clerk I, Clerk-Typist I, and Clerk-Stenographer I are to be held on the fourth Saturday of each month. Applications, on formal application blanks, will be received by the Civil Service Department at any time in the future.

To be eligible for the examination at the end of any month, an interested person must file an application with the Civil Service Department by 5:00 pm on the fifteenth of the month. Application blanks may be secured either at the Chancellor's Office, or at the Civil Service Department, 801 Harrison Street, Topeka.

It would be appreciated if you keep this announcement on file, in order that you may be in a position to answer questions from interested persons concerning the dates of the next clerical examinations.

Sincerely yours,

RAYMOND NICHOLS  
Executive Secretary