

November 20, 1942

To All Department Heads:

1. Notice has been received from the State Civil Service Office that examinations for the positions of Clerk I, Clerk II, Clerk III, Clerk-Typist I, Clerk-Typist II, Clerk-Stenographer I, and Clerk-Stenographer II, will be held in Lawrence on Saturday, November 28. Employees in these classifications are advised to be available all day the 28th for the examination. They are being notified under separate mail.

2. Vacancies in any of the above-mentioned positions occurring between now and the day the eligibility register is established are to be filled only from the persons who have applied for the examination. Therefore, when you interview a candidate for a vacancy, make sure that the individual whom you want to hire has applied for the examination.

RAYMOND NICHOLS
Executive Secretary