

July 1, 1946

TO HEADS OF DEPARTMENTS EMPLOYING CIVIL SERVICE STAFF:

1. Examinations for clerical staff. The Department of Civil Service has just announced that applications for the positions of Clerk II, Clerk-Typist II and Clerk-Stenographer II will be received up to and including July 19th. Kindly call this announcement to attention of members of your staff who have not taken and passed the examinations. Application forms may be secured either from the Chancellor's office or directly from the Civil Service Department, 801 Harrison, Topeka. Examinations for the Clerk I, Clerk-Typist I, and Clerk-Steno I positions are held regularly on the fourth Saturday of the month. Applications are due by the fifteenth.

2. Vacancies. If you anticipate a vacancy in your Civil Service staff it is suggested that you submit a Personnel Requisition as far in advance of the starting date as possible. Eligible lists are beginning to appear for a few classifications, and it is not safe to assume that the Civil Service Department cannot supply a list of eligibles for your vacancy.

Sincerely yours,  
RAYMOND NICHOLS  
Executive Secretary

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