

SENIOR INFORMATION SPECIALIST, \$4,600 A YEAR
INFORMATION SPECIALIST, \$3,800 A YEAR
ASSOCIATE INFORMATION SPECIALIST, \$3,200 A YEAR
ASSISTANT INFORMATION SPECIALIST, \$2,600 A YEAR

Optional Branches

- (1) Press and Publications (2) Radio

The registers resulting from these examinations will be combined with the registers resulting from Examination Announcement No. 27 of 1940, and applicants who received an eligible rating in that examination need not file new applications unless they have acquired sufficient additional experience to warrant consideration for a grade higher than the one in which originally rated.

**APPLICATIONS MUST BE ON FILE WITH THE UNITED STATES CIVIL SERVICE COMMISSION AT
 WASHINGTON, D. C., NOT LATER THAN OCTOBER 23, 1941**

The United States Civil Service Commission announces open competitive examinations for the positions named above. Vacancies in these positions in Washington, D. C., and in the field, and vacancies in positions requiring similar qualifications will be filled from these examinations, unless it is found in the interest of the service to fill any vacancy by reinstatement, transfer, or promotion. The salaries named above are subject to a deduction of 3½ percent toward a retirement annuity.

Employment lists.—Separate lists of eligibles will be established in each grade for each of the optional branches listed at the head of the announcement. In addition, eligibles in each grade who show qualifying experience in one or more specialized fields, such as those listed below, may have their names placed on special lists for certification to positions in which the duties require that eligibles have a background of such specialized experience. Eligibles who do not show experience in a specialized field will be placed on the general lists.

- (a) Foreign News Reporting or Editing.
- (b) General News Interpretations (including Editorial Writing).
- (c) National Administration.
- (d) Agriculture (Biology, Physical Science, Agricultural Economics, and Rural Sociology).
- (e) Aeronautics.
- (f) Public Health.
- (g) Forestry.
- (h) Education.
- (i) Conservation (Natural Resources).
- (j) Economics.
- (k) Sociology and Social Welfare.
- (l) Marine Information.
- (m) Engineering, Technology and Physical Science.
- (n) Mining and Mineral Industries.

Applicants should list in their applications the special field or fields for which they wish to be considered and in which they have had experience.

Duties.—OPTION 1—PRESS AND PUBLICATIONS.—To direct or assist in directing informational activities of the agency in which employed; to plan and prepare or direct the preparation of interpretative publications, documents, articles, reports, or manuscripts for dissemination of information to special groups and the general public; to make critical studies and analyses of the content, arrangement, and presentation of written material; to organize, rewrite, and otherwise prepare material for publication; to edit periodical publications of the agency in which employed; to initially write interpretative articles for publication; and to perform related work as assigned.

OPTION 2—RADIO.—To direct or assist in directing the radio broadcasting activities of the agency in which employed; to plan and prepare or direct the preparation of interpretative radio manuscripts for dissemination of information to special groups and to the general public; to make critical studies and analyses of the content and arrangement of written material and to organize, rewrite, and otherwise prepare such material for broadcasting; to represent the employing agency as a speaker on radio programs; and to perform related work as assigned.

The duties, responsibilities, and salary will vary with the position to which appointment is made.

Basis of ratings.—Competitors will not be required to report for examination at any place, but will be rated on the extent of their education, on the extent and quality of their experience, relevant to the duties of the position applied for, and on their fitness, on a scale of 100, such ratings being based upon competitors' sworn statements in their applications and upon corroborative evidence.

In assigning any such rating the competitor's entire experience will be considered but particular attention will be given to the period or periods of experience indicated by the competitor as representing his highest qualifying experience. Statements giving information concerning such period or periods should be especially complete and detailed.

Statements concerning qualifications will be verified by the Commission; exaggeration or misstatement will be cause for disqualification.

APPLICANTS MUST POSSESS THE FOLLOWING QUALIFICATIONS

1. They must be citizens of the United States on the closing date for receipt of applications specified at the head of this announcement. Foreign-born applicants who meet the citizenship requirement must furnish proof of United States citizenship before they will be eligible for appointment under civil-service rules.
2. For positions in the apportioned service at Washington, D. C., they must show legal or voting residence in the State or Territory claimed for at least 1 year next preceding the closing date for receipt of applications specified at the head of this announcement.

3. Experience:

Note.—Substitution of education for experience.—Applicants for any of these positions may substitute, year for year, up to a maximum of 4 years, for the experience prescribed below, study successfully completed in a residence educational institution above high-school grade. Only education or experience acquired prior to the closing date for receipt of applications specified at the head of this announcement can be considered for these examinations. Except for the substitution provided for immediately above, applicants must show in their applications, and in corroborative evidence, full-time paid experience as follows:

OPTION 1—PRESS AND PUBLICATIONS

Senior Information Specialist.—A minimum of 8 years of comprehensive and progressively responsible, professional experience (3 years of which must have been of a very high order) in writing or editing for a large newspaper, national magazine, news or information service operating on a national scale, college or university agricultural extension service, or Federal or State department or agency. This experience must have involved responsibility for informational work of a very important character in which applicants demonstrated conclusively the ability to perform the duties of this position.

Information Specialist.—A minimum of 7 years of progressively responsible, professional experience (2 years of which must have been of a high order) in writing or editing for a large newspaper, national magazine, news or information service operating on a national scale, college or university agricultural extension service, or Federal or State department or agency. This experience must have involved responsibility for informational work of an important character in which applicants demonstrated conclusively the ability to perform the duties of this position.

Associate Information Specialist.—A minimum of 6 years of progressively responsible, professional experience of distinctive merit in writing or editing for a large newspaper, national magazine, news or information service operating on a national scale, college or university agricultural extension service, or Federal or State department or agency, in which applicants demonstrated conclusively the ability to perform the duties of this position.

Assistant Information Specialist.—A minimum of 5 years of progressively responsible, professional experience of considerable merit in writing or editing for a large newspaper, national magazine, news or information service operating on a national scale, college or university agricultural extension service, or Federal or State department or agency, in which applicants demonstrated conclusively the ability to perform the duties of this position.

Note.—The writing and editing requirement is not intended to embrace such employments in the newspaper or journalistic field as society or fashion news reporting or editing, fiction writing or editing, proofreading or mechanical make-up, nor would it include work in business management, advertising or promotion for an individual or for a newspaper, magazine, or advertising or promotion agency. Experience in sports news writing or editing will not be accepted, unless it is shown conclusively that such experience has been supplemented for the three higher grades by at least 2 years of recent (within the 5 years immediately preceding the closing date of this examination) qualifying experience in writing or editing in other and acceptable fields. Applicants for the Assistant grade must show at least 1 year of recent qualifying experience in a field or fields other than sports writing or editing.

OPTION 2—RADIO

Senior Information Specialist.—A minimum of 8 years of comprehensive and progressively responsible experience in radio broadcasting, at least 2 years of which must have been experience of a very high order in educational or informational radio work in which the preparation or the supervision of preparation of educational or informational radio manuscripts and the managing and broadcasting or recording for broadcasting of radio programs was required. This experience must have demonstrated conclusively the ability to perform the duties of this position.

Information Specialist.—A minimum of 7 years of progressively responsible, professional experience in radio broadcasting, at least 2 years of which must have been experience of a high order in educational or informational radio work in which the preparation or the supervision of preparation of educational or informational radio manuscripts and the managing and broadcasting or recording for broadcasting of radio programs was required. This experience must have demonstrated conclusively the ability to perform the duties of this position.

Associate Information Specialist.—A minimum of 6 years of progressively responsible, professional experience in radio broadcasting, at least 1 year of which must have been experience of distinctive merit in educational or informational radio work in which the preparation or the supervision of preparation of educational or informational radio manuscripts and the managing and broadcasting or recording for broadcasting of radio programs was required. This experience must have demonstrated conclusively the ability to perform the duties of this position.

Assistant Information Specialist.—A minimum of 5 years of successful responsible experience in educational or informational radio broadcasting including the preparation of educational or informational radio manuscripts and the broadcasting or recording for broadcasting of radio programs. This experience must have demonstrated conclusively the ability to perform the duties of this position.

Practical test of radio voice.—Applicants for Option 2—Radio, attaining an initial eligible rating in the subject of education, experience, and fitness may be required to demonstrate possession of suitable voice qualities for radio broadcasting. This voice test will be given to those standing highest on the list and only to such number as the needs of the service require. Failure to pass the test will disqualify applicants for positions in which voice requirements are necessary. This voice test will require the making and submission by the competitor of a recording of his own voice. This recording must be on records such as are used for radio broadcasting, must be approximately 5 to 7 minutes in length, and must present all or part of one of the samples of radio talks, interviews, dramatizations, or continuity submitted as corroborative evidence of qualifications. (See "Forms and materials to be filed" below.) Expense incurred in the making and submission of the recording must be borne by the competitor. Competitors will be notified if and when such a recording must be furnished.

Recency.—For each of the positions listed at the head of this announcement, at least 1 year of the required experience, as distinguished from education substituted therefor, must have been obtained within the 3 years immediately preceding the closing date for receipt of applications specified at the head of this announcement.

4. **Age limit.**—Applicants must not have passed their fifty-third birthday on the closing date for receipt of applications specified at the head of this announcement.

The age limit does not apply to persons granted military preference because of military or naval service, except that such applicants must not have reached the retirement age.

Persons not entitled to military preference who are over the maximum age limit specified above, and persons entitled to military preference who are over the applicable retirement age, may also apply, if they meet all other requirements of this announcement. While such persons cannot be certified for probational appointment their qualifications will be classified and their names listed for possible use in filling defense needs which cannot be satisfied by normal civil-service means.

Applicants who attain eligibility and are selected for appointment must furnish proof of date of birth to the appointing officer at the time of reporting for duty. Applicants should not submit such proof to the Civil Service Commission. An extension of time for furnishing proof of date of birth, not to exceed 6 months after appointment, may be granted upon satisfactory evidence that additional time is necessary. Notices of rating sent to eligibles will contain further information.

5. **Physical ability—General requirements.**—Applicants must be in sound physical health at the time of appointment. Persons having remediable defects or curable diseases, who are otherwise qualified, will be admitted to examination, but must submit proof during the life of the eligible register that such defects or diseases have been remedied or cured before they may be considered for appointment. Diseases or physical defects sufficient to impair efficiency, to endanger fellow employees, or to constitute an undue retirement hazard, will disqualify for appointment.

Vision.—Vision must be at least 20/30 (Snellen) in one eye, glasses permitted, and at least 20/200 (Snellen) in that eye, without glasses; except that persons whose vision with glasses meets the requirement named above, but whose vision without glasses is less than 20/200 (Snellen) in that eye will be suspended, and they will not be eligible for appointment until satisfactory evidence has been presented to the Commission showing that there is no disease or defect of the eye other than an error of refraction.

Hearing.—Ordinary conversation must be heard and understood at a distance of at least 15 feet with one ear.

Important notice.—If, in the judgment of the Commission, the duties of particular positions which may be filled from these examinations necessitate higher physical requirements than those specified above, persons not meeting such higher requirements may be disqualified for appointment to the positions in question, but their standing on the register, and eligibility for other positions, will not be affected thereby.

A rigid physical examination will be made by a Federal medical officer or other duly licensed doctor of medicine before appointment. Persons who are offered appointment must pay their own expenses in reporting for duty. If, upon reporting at the place of assignment, they are found ineligible because of physical defects, they cannot be appointed and no part of their expenses in returning home can be borne by the Government.

The above physical requirements are those which must be met for regular probationary appointment. In view of the possible shortage during the present emergency of persons who are fully qualified physically, applications will be accepted from those who cannot meet these normal requirements but who can perform a minimum of acceptable service at the present time without undue hazard to themselves or to others. Such persons may be certified, if otherwise eligible, for temporary duty for the duration of the emergency in the absence of qualified eligibles. In the case of remediable defects the status of an appointment may be changed from temporary to probationary if the defect is corrected.

Forms and materials to be filed.—Applicants must file the forms and materials listed below with the United States Civil Service Commission at Washington, D. C., not later than the closing date for receipt of applications specified at the head of this announcement. **Caution.**—Applicants should be careful to furnish all required information requested in the examination announcement and to answer all questions in the application form. Failure to do so may result in loss of opportunity to be considered for appointment when the register of eligibles is established. Only one application should be filed by a person wishing to apply for two or more of these positions. (See paragraph headed "Assignment of grade" below.)

1. Application Form 8 properly executed, including the Officer's Certificate of Residence. Failure to execute the Officer's Certificate of Residence may result in loss of opportunity to be considered for appointment in Washington, D. C., but will not affect eligibility for appointment in the field.
2. Application Card, Form 4006-ABCD.
3. A detailed description of each employment which is considered by the applicant as meeting the experience requirements of this announcement (see "Basis of ratings" above).
4. A selected list of articles, pamphlets, bulletins, or radio manuscripts, of which the applicant is the author, to be used as corroborative evidence of qualifications. For each item listed applicants must show the title, approximate number of words, date of publication or preparation, and publishing, broadcasting, or distributing agency, a brief summary of the contents, and a statement of the extent of distribution.
5. In addition, applicants for Option 1—Press and Publications, must submit at least one writing (of which the applicant is the author); and applicants for Option 2—Radio, must submit five manuscripts of radio talks, interviews, dramatizations, or continuity of which the applicant is the author and which have been used for radio broadcasting. These writings must be accompanied by a statement, under oath, showing the extent to which they are the work of the applicant. If such writings have been prepared jointly, the applicant must indicate his contribution.
6. Preference Form 14 (blue) accompanied by the documentary proof therein required, if the applicant desires to claim veteran preference.

Proof of education.—Applicants may be required to present to the Commission proof of completion of the college courses claimed. Proof will be requested by the Commission, if required.

Assignment of grade.—Applicants for the higher grades who are found not qualified therefor will be considered for the appropriate lower grades. Persons who are found eligible for the higher grades will also be rated for the appropriate lower grades if they have expressed a willingness to accept the lower salaries.

Certification.—Certification to fill vacancies in these positions in the field service will be made of the highest eligibles on the appropriate register from the entire country who have not expressed unwillingness to accept appointment where the vacancy exists, except that certification may be restricted to residents of the State or group of States in which the vacancy exists, provided that satisfactory evidence is presented to the Commission, by the department or office requesting certification, showing that the needs of the service will be better met by such restricted certification. The department or office requesting certification of eligibles has the legal right to specify the sex desired.

Fingerprints.—Fingerprints will be taken of all persons appointed from these examinations.

Application forms.—The necessary forms may be obtained from the Secretary, Board of United States Civil Service Examiners, at any first- or second-class post office, except in district headquarters' cities, listed below, where the forms must be obtained from the United States Civil Service District Office. The forms may also be obtained from the United States Civil Service Commission, Washington, D. C. The title of the examination desired should be stated.

Atlanta, Ga., New Post Office Building.
Boston, Mass., Post Office and Court-
house Building.
Chicago, Ill., New Post Office Building.
Cincinnati, Ohio, Post Office and Court-
house.
Denver, Colo., New Customhouse.
New Orleans, La., Customhouse.

New York, N. Y., Federal Building,
Christopher Street.
Philadelphia, Pa., Customhouse, Second
and Chestnut Streets.
Seattle, Wash., Post Office Building.
St. Louis, Mo., New Federal Building.
St. Paul, Minn., Post Office and Custom-
house.

San Francisco, Calif., Federal Office
Building.
Honolulu, T. H., Federal Building.
Balboa Heights, Canal Zone, Secretary,
Board of United States Civil Service
Examiners.
San Juan, P. R., Chairman, Puerto Rican
Civil Service Commission.

THE EXACT TITLE OF THE EXAMINATION DESIRED, AS GIVEN AT THE HEAD OF THIS ANNOUNCEMENT, SHOULD BE STATED IN THE APPLICATION FORM