

No. $\frac{12317}{1898}$.

MEMORANDUM on the duties, hours, pay and official prospects of men entering as Assistants of Customs by Open Competition.

PROBATION :—

Persons appointed to the position of Assistant of Customs will be required to serve a probation of six months, some portion of which will be spent on Waterguard duties, and they will not be admitted to the Establishment until they have been duly certified as qualified for the duties of their position.

DUTIES :—

Assistants of Customs will be held available for employment, under supervision, on any of the following duties :—

Assisting on Warehousing Accounts.

Assisting in Surveyors' and Registrars' Offices, and in the compilation of Returns.

Assisting Examining Officers on Import, Export and Baggage duty.

Assisting, as occasions demand, on Clerical duties in Long Rooms ; as Waterguard Officers or acting as Officers in temporary charge of small Outports or Creeks.

Performing any subordinate duty ashore or afloat which the Collector, Surveyor, or other superior Officer may see occasion to appoint, and, generally, assisting in any branch of work in all reasonable ways.

HOURS :—

The hours of employment will vary according to the nature and the incidence of duties.

On Warehousing duty attendance has to be rendered ordinarily between the hours of 8 a.m. and 5 p.m., but does not often exceed 8 hours per diem.

On Landing, Shipping or Waterguard duties attendance is less regular, is occasionally prolonged, and may extend over the hours of night. But attendance on Landing or Shipping duty in excess of 48 hours per week rendered between the hours of 6 a.m. and 6 p.m. at any Port, or outside those hours or on Sundays or Public Holidays, carries with it extra remuneration according to the rules for the time being in force.

PAY :—

Assistants of Customs receive salary commencing at £70 per annum, rising by annual increments of £5 to £105 per annum.

OFFICIAL PROSPECTS :—

Assistants of Customs will be eligible for promotion into the 2nd class of Examining Officers, on a satisfactory report from their superior officers and according to seniority, as vacancies occur. Promotions to the rank of Examining Officer, 1st class, are made from the 2nd class, subject to a test Examination in Departmental business. Promotions to positions above or outside the classes of Examining Officers are made solely at the discretion of the Board, and only on grounds of merit.

Each successful candidate will accept his appointment subject to the express condition that the Staff of the Department is liable to re-organisation from time to time, as the interests of the public Service may require, and that no claim to compensation on his behalf can be admitted if such re-organisation shall reduce the number of appointments or of promotions in the Department.

The above summary must be taken as a general description of the duties, hours of work and prospects of Assistants of Customs at the present time. But it must be distinctly understood by Candidates that these conditions of work and these prospects are liable to alteration, according as the exigencies of the public Service may require.

NOTE.

Persons who obtain appointments as Assistants of Customs will not be allowed to attend Examinations for situations in other Departments until they shall have completed in the Customs two years of approved service, exclusive of probation

CUSTOM HOUSE LONDON,

November, 1898.
