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# MANUAL OF CIVICS

A TEXT BOOK OF MUNICIPAL GOVERNMENT FOR  
THE CITY OF NEW YORK; WITH AN EXPOSITION  
OF THE PRINCIPLES OF GOVERNMENT IN  
NEW YORK STATE AND THE UNITED STATES

WRITTEN FOR



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## PREFACE

The City of New York, with a population of over three million people, presents a complex problem of municipal administration. More than fifty thousand officials and employees are engaged in carrying on the work of government in the city, at an annual cost of one hundred and forty-three millions of dollars. This enormous working force is employed almost entirely under civil service laws. The division of duties among the members is defined by the charter of the greater city and by numerous laws, ordinances and regulations, either enacted by the Board of Aldermen or the State Legislature, or prescribed by the heads of the various departments.

It has become necessary that candidates for appointment or promotion to certain positions in the civil service shall possess a practical knowledge of the city government, together with an acquaintance with the principles and operation of State and Federal governments. To reduce the necessary facts to text book form has been the aim of this work. It will be found that fully one-half of its space has been devoted to the municipality of New York. The organization and functions of the Federal government and that of New York State have been set forth as concisely as has seemed consistent with clearness. In publishing this book, it is not the plan to offer a substitute for any one of the numerous school text books of civil government that are now in use. The work is designed mainly to help the thousands of persons who are seeking appointment under the civil service.

FREDERICK C. SECKERSON.

New York City.

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