Civil Service LEADER

Vol. 2 No. 36

New York, May 20, 1941

Price Five Cents

SUBWAY TESTS ORDERED

See Page 3

Great Opportunity for Men and Women \$35-A-WEEK JOBS

Only High School Education Needed

U. S. PRISON SERVICE

See Pages 12, 16

If You're a STENO or TYPIST

And If You Want a Steady Government Job

TAKETHIS EXAM!

See Pages 5, 11

Civil Service in War-Torn England EMPLOYEES FIGHT FOR THEIR RIGHTS

As Told to Seward Brisbane by Reagan McCrary

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Photographers: Work for New York State

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Few Apply for Fireman Test Chances Increase for Those Who Do

See Page 2

Your Chances of Passing Fire Test

. They're at Least 1 to 3; Filing Smaller Than Expected

During the first nine days of filing for the fireman exam, 3,801 men filled out and returned their applications. At the same time the Civil Service Commission issued more than 25,000 application blanks but in many cases two blanks were issued to one candidate since many of them were afraid they might spoil theirs the first time they filled it out.

Officials of the Commission now predict that the number who will apply for the test may be as low as 12,000 and probably will not exceed 15,000. This is considerably less than the 21,000 formerly predicted. The small number filing can be attributed to several causes: a number of eligible men are serving in military camps; others are working at well-paid jobs in defense and pri-vate industries, and so on.

One important result of the

small number who are applying for the fireman test will be the increased opportunities for those who do. If only 12,000 to 15,000 apply, their chances of passing the test are greatly increased. The passing mark in the test will be that of the 5,000th candidate, so that at least every third person who files will survive the written exam. No matter how low the pass mark of the 5,000th candidate is, all those who attain that mark or a higher one automatically pass. Thus, in former tests for police and fireman, a candidate had to attain at least a mark in the eighties to pass; it is expected that a mark in the middle or even low seventies will be good enough on the fireman exam.

Here are the requirements: Salary:

Entrance salary \$2,000 with statu-tory increases to \$3,000—the 4th year. Appointments are usually made at the minimum salary of the grade. However, during the proba-tionary period candidates for the position of Fireman may be com-pensated at the rate of \$1,200 per annum.

Vacancies:

Approximately 360 at the present

Age Limits:

Candidates must be 21 years of age on date of appointment. No ap-plication will be accepted from any person who has passed his 29th birthday on the date of filing his

Requirements:

Applicants must not be less than approximate normal weight for height. Required vision—20-20 for each eye, separately, without glasses. Proof of good character will be an absolute prerequisite to appointment, in accordance with the provisions of the administrative code. Persons convicted of a felony are not eligible for positions in the Fire Department. Any wilful mate-Fire Department. Any wilful material misstatement made will be cause for disqualification.

Subjects and Weights:

Written test, 50; physical test, 50. The written test will be held first and will be designed to reveal the aptitude, intelligence, initiative, reasoning ability, common sense and judgment of the candidates. The pass mark in the written test will be the score of the candidate who ranks 5,000 and the pass mark

on the entire examination will be the score of the candidate who ranks 2,500 in final standing on the list. Credit for specialized training not to exceed 4% on the final grade will be awarded after all candidates have completed the test, for training at the college level in relative fields which will include among others, engineering, physics, chemistry or specialized training in methods of fire fighting and administration, and, on a uniform scale, for disciplined formal athletic training, such as participation in organized college or professional athletics. Such credit not to exceed 4% in any case, will be awarded only to those candidates who have been successful in open competition in securing a place on the final list.

Medical and Physical

Medical and Physical Requirements

Requirements

The competitive physical test will mark a departure from the physical tests heretofore given by the Commission for this position. It will be designed to determine competitively the strength, agility, stamina, coordination and endurance of candidates by tests which will be conducted chiefly outdoors or in an adequate indoor space. Candidates may be rejected for any deficiency, abnormality or disease that tends to impair health or usefulness, such as defective vision, heart and lung diseases, hernia, paralysis and defective hearing. Persons must be

free from such personal or physical abnormalities or deformities as to speech and appearance as would render their admission to the would render their admission to the service undesirable. Candidates are warned to have teeth in perfect condition at the time of medical examination. Defective teeth agree cause for rejection. Examination by a qualified dentist is a wise precaution in advance of this examination. Candidates rejected medically will receive only two opportunities for re-examination thereafter. All remediable defects must be cleared not later than six months from the date of the publication of the list. Medical examination may be required prior to the physical test and the Commission reserves the right to exclude from the physical examination any candidate who is deemed medically unfit. Candidates must appear for the physical test in good physical condition and will take the same at their own risk of injury. Although the Commission will make every effort to safeguard them. Auto driver's license may be required at time of certification. Fee: \$1.

Applications:

Issued and received from 9 A M. May 6 to 4 P.M. May 26. Applications mailed and postmarked up to and including 12 midnight on the last day for receipt of applications will be accepted by the Commission.

Less Cops—More Protection

Despite the fact that there are 773 unfilled vacancies in the rank of patrolman on the New York City Police Force, there has been an increase in the overall protection in the city during the last decade, a survey by The LEADER indicated this week.

The increase, while not necessarily secret, has been obscured by other events. Outside of the regular police force there are 1,357 guards and special patrolmen employed by banks, institutions, and private concerns. The total today represents an increase of 25 per cent over a decade ago. However, this increase is not as

important as the 100 per cent rise since 1934 in the number of special patrolmen employed by city departments. The total for this group now is 2,653. In addition there are 22 patrolmen employed by the State to police state buildings in New York City; and 12 federal cops.

To Use Special Cops

Nothing has been said about it yet, but the Police Department has perfected a plan to utilize all these patrolmen in the event of an emergency and an official announcement outlining the plan will be made soon. These special cops would give the city an immediate force of 4,044 trained

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NEW YORK September 1 1937

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men to cope with any emergency, In such city departments as the Tunnel Authority, the Bridge Authority, the Board of Transportation and the Department of Welfare, well-organized police forces have been entirely inaugurated in the last few years. A force of 300 new cops in the Board of Transportation is now in the process of development, with the latest 160 appointments

been quite an exodus of special

There has

made only last week.

cops in recent days from the Welfare Department to the Board of Transportation.

Department Still Short

Commissioner Valentine's proposed schedule of appointments to the regular force will bring 850 rookies into the department in the next 12 months. However, this will still leave the department short by some 450 at the time because of anticipated retirements, deaths, dismissals, etc.

However, the Commissioner could, at any time, fill this quota immediately, since the funds have been appropriated and the eligible list is ready for use.

SANITATION WORKERS

The LEADER stories about labor conditions in the Sanitation Department have been temporarily suspended. Official agencies are investigating the conditions already described in these columns, and the LEADER will not impair such investigation by "tipping off" those involved. The LEADER promises its readers a full report shortly, including reve-lations that may startle the city. We welcome further information from Sanitation employees. As in the past, everything will be treated in strictest confidence.

So You're Going to Take a Leave! Well, Maybe It Won't Be as Easy as You Think

An 11-point policy regarding leaves of absence of city employees was adopted this week by the New York City Civil Service Commission. The new regulations, which are binding on all city departments, formalize policies which have been followed in most cases in the past. This is the first time they have been set forth in full. There are some innovations, one of which prevents an employee from being given more than a single current leave of absence. In some instances in the past, a person has been given a leave to take a higher grade position, then given a second leave to take a still higher job. This will be barred in the future. The eleven points adopted this

No Leave During Probation

1. No leave of absence shall be permitted for the purpose of enabling an employee to accept another appointment in the city service, except that an employee may be given a leave of absence promotion list for the duration of his probationary period. A leave of absence of this nature may be granted only when the vacancy caused by the promotion is not filled by a permanent appoint-

2. Under no circumstances can a leave of absence be granted prior to the completion of the probationary period except for illness. Whenever the absence of a probationer exceeds fifteen days it will be necessary to extend the probationary period for the length of time corresponding to such ab-

3. An employee who fails to complete satisfactorily his probationary period after a promotion, may be reinstated to his previous position (title and grade) in his former department if a vacancy

A leave of absence may be granted for the duration of the probationary period which follows an appointment from an open competitive list where such appointment is to a position higher in salary and grade than the present position.

5. An employee on a leave of absence and working in another title shall be deemed to have terminated his original position on the date of the acceptance of the new appointment subject, however, to the satisfactory comple-tion of the probationary period in the new title.

6. No employee shall be eligible for promotion until his probationary period in the title from which he derives eligibility has been completed.

Exception

7. A leave of absence not to exceed six months, may be permitted in order to allow a provional or temporary appointment in a higher category during an emergency.

8. Persons who are granted a leave of absence in order to accept a provional appointment in a higher category shall be granted a satisfactory service rating in their former title provided that it be shown to the full satisfaction of the Commission that such leave of absence and provisional assignment is due to an emergency or other extraordinary condition, and that in so far as possible such assignment has been based on

9. Whenever a vacancy created by a leave of absence is filled by a permanent appointment, such leave of absence shall be auto-matically terminated.

6 Months and Extension

10. All leaves of absence shall be limited to a period of six months, which may be extended for additional six months' periods hy the Comppro The Payroll Bureau mission. should be instructed to see that this provision of the regulations is

11. At no time may an employee be granted more than one current leave of absence.



Commission Bows to Order Of No City-Wide Promotions

In the wake of the Court of Appeals decision in the Cornell vs. Kern case in which city-wide promotion lists were declared invalid, the Municipal Civil Service Commission has adopted a procedure for complying with the Court's instructions. The compliance, however, is only to be followed in the case of the actual lists which were in dispute in the litigation. The Commission will continue to certify other citywide promotion lists and to hold city-wide promotion exams pending the decision on a plea for a

reargument of the case before the Court of Appeals.

The four-point procedure to be followed by the Commission fol-

1. No further certifications from the city-wide promotion list for Junior Accountant and Accountant, Grade 2 (accountant in the Emergency Revenue Division of the Comptroller's Office).

2. Revocation of all certifications and appointments made subsequent to May 31, 1940, from these two lists.

3. Future vacancies in positions of Junior Accountant and Accountant, Grade 2, must be filled first from departmental promotion lists.

4. In the absence of a departmental promotion list, future va-cancies in these titles must be filled from the open competitive list for accountants, Grade 2, promulgated July 27, 1938.

While Clause 2 of the order ap-

parently requires the cancellation of certifications and appointments previously made, the Commission pointed out that the decision of the Court of Appeals in Wolff vs. Hodson, held that the Commission is without power to remove an employee by revoking the certification and appointment.

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Patrolman Exam Becomes Necessity

Vacancies Increase So Rapidly, Official Says Test Must Be Ordered This Year

With patrolman vacancies increasing rapidly and a schedule of appointments planned by the police Department which would exhaust the present eligible list within twelve months, it now seems almost certain that the Civil Service Commission will have to order a new patrolman exam this fall, open the application period shortly after the first of the year and hold the written test in February or March.

This flat prediction was made to The LEADER this week by an official of the Commission. He declared the statement was a "guess," but that it seemed a good one in view of the facts.

Commissioner Valentine plans to make 200 appointments and 181 promotions on June 9, and to follow a staggered appointment schedule over the following twelve months that would add an additional 650 rookles to the force by June, 1942. Considering the number of men who are in military service, those who fail the medical, and those who decline the jobs, the present list will be entirely exhausted by June, 1942.

Possibly Faster

There are even indications that appointments may be made at an

even faster clip, especially if any international emergency confronts this country. The appointment of 850 cops by June, 1942, would still leave the department understaffed by 450 men if retirements, deaths and other factors deplete the force at the usual rate.

Requirements

On the last police test announced in December, 1938, there were no educational or experience requirements. Men nineteen to twenty-nine were eligible if they met the physical requirements, which at that time were: five feet, eight inches in height; minimum weight—140 pounds; vision—20/20 in each eye separately, with-

out glasses. Candidates had to show proof of good character. Those convicted of any felony were not eligible.

On the actual test itself, the

On the actual test itself, the written part counted seventy per cent and the competitive physical, thirty per cent.

On the last examination there were 33,000 applicants. In view of the change in economic conditions and other factors today, a considerably smaller number are expected to file for the next police exam. This means that all candidates have a relatively better chance of eventually getting a job.

chance of eventually getting a job.

The LEADER will follow closely
the progress of the Commission on
plans for holding a new police
exam.

Here's News That Didn't Happen

A number of developments didn't happen last week in the Municipal Civil Service Commission. The five-weeks' old Transfer Journal, a new attempt at solving the problem of job exchanges, has been sent out and is lying on the desks of personnel directors throughout the city. But no transfers have been made from.

A proposal to reclassify the labor class into a competitive status has gotten exactly nowhere after the budget director's disapproval a couple of months

The eligible list for Captain, Fire Department, still hasn't been rerated.

Etc., Etc.

Sanitation Boys Wait Reclassification Proposal Unsettled

Sanitation eligibles, employees and others interested in the proposed reclassification of the sanitation man service will probably be kept in the dark for another month. The Civil Service Commission does not intend to publish or release any details of the reclassification until a few days prior to the public hearing which will have to be held.

There is much speculation on what the provisions of the new classification will be. The LEAD-ER has learned from authoritative sources that it will probably contain provisions for sanitation man, class A, \$1,200 and \$1,500; sanitation man, class B, \$1,920; and sanitation man, class C, \$2,040.

The Commission's classification committee is at work on the resolution at the present time. There are many problems that will have to be worked out. For one thing, the method of making promotions from one class to the other will have to be determined. Another is the manner in which the eligible list is to be certified.

gible list is to be certified.

Originally the Commission divided the 7,500-man list into two parts; the first containing the top 750 names; the second the rest of the list. Certifications from list one supposedly were to be made to jobs paying \$1,500 and more a year; from list two for those paying less than \$1,500. Now the possibility seems pretty clear that the entrance salary for sanitation men will be \$1,200 and \$1,500, and the Commission probably will rescind its earlier action and recombine the two lists.

Vets Rally For Jobs

On Tuesday, May 27, Civil Service veterans will celebrate Defense Job Muster Day. ford L. Gore, vice-commander of the Veterans Civil Service League, announces that the day's events will culminate with a defense rally in the evening. The rally, originally scheduled for May 2, was postponed until the 27th in order to enable a com-mittee appointed by the League commander to confer with General John F. O'Ryan, retired, who is an honorary member of the League, General O'Ryan has recently been appointed by Governor Lehman as Director for Civilian Defense.

Purpose of the rally is to obtain for unemployed vets, exservice men, and veterans on Civil Service eligible lists defense jobs for which they are qualified. Unit chairmen will report on their endeavors to have the New York State Employment offices place veterans. There is a strong feeling in the League that the Employment offices have been lax in this connection.

LABOR CLASS ELIGIBLES TO BE TESTED IN JUNE

Several thousand men and women who filed for the labor class positions of hospital helper and laundry worker in March will be given literacy tests early in June, the Municipal Civil Service Commission declared this week.

An exact date has not yet been set but one Commission official said they intended to hold the test on the "first available Saturday in June." This would mean that Saturday, June 7 would probably be picked.

All candidates, both men and

All candidates, both men and women, for both positions will be given the written exam at the same time. The test itself will be a simple one designed only to determine whether a candidate can read and write.

Within a few weeks after this has been completed, actual appointments will begin. There are nearly 1,000 provisionals serving as hospital helpers and approximately 50 in the title of laundry worker. They will be replaced as soon as possible from eligibles on the new lists.

The Loveliest Girl In Civil Service

Well, boys and girls, it's on!

The biggest search in Civil Service history!

The search for the prettiest, loveliest, most glamorous girl in the service.

We're determined to find her—and we need your help, Mr., Miss, and Mrs. Civil Service!

Somewhere in New York State is the girl who will win first place in this Most-Beautiful-Girl-in-Civil-Service contest. She works for the city, the state, or federal government. She has a radiant face and a graceful figure. She's a stenographer or a teacher or possibly a nurse or a welfare worker or a clerk . . . maybe a laboratory technician.

And probably you know her.

The LEADER wants your cooperation. Get her picture and send it in—or at least write us her name, her department, and her address (strictly confidential, of course). We don't mind if she's married or single... we don't mind if she's your own wife—the only requirements are that she be (1) a civil employee or a teacher working in New York State, (2) lovely to look at.

There will be a number of winners, and several prizes. Top prizes—a \$400 fur coat of her own choosing to the gal that's first in the running; a \$200 fur coat to the No. 2 beauty. The prizes are donated by that eminent 5th Avenue furrier, I. J. Fox. So hurry, hurry, hurry! Let's have your entrant. And an aside to the gals—if no one else nominates you, there's no objection to sending in your picture yourself. No false modesty in this contest.

Subway Tests Ordered Many Others Due by Mid-Summer

Six new promotion exams, five of them for the Board of Transportation, and eight licensing tests were ordered this week by the Municipal Civil Service Commission.

Last week THE LEADER reported exclusively that scores of exams were in the offing for the Board of Transportation since unification has brought under city control thousands of new employees serving in many titles for which there are no appropriate lists. The only reason these exams are not announced and held immediately is the pressure of other work connected with unification. By mid-summer, however, it is expected that the first of a large group of coming tran-

Catholic Panel On Labor

An important open meeting for the discussion of labor problems affecting millions of people will be sponsored by the Confraternity of Christine Doctrine of the Church of St. Ignatius of Loyola, this Sunday, May 25, at 8.30 p. m.

The Rev. John P. Boland, chairman of the New York State Labor Relations Board, will conduct a "Panel Discussion" of the Papal Encyclicals on social and labor problems. The Hon. Daniel F. Cchalan, former New York Supreme Court Justice, will preside at the meting, which is in observance of the fiftieth anniversary of the encyclical "Rerum Novarum" of Pope Leo XIII.

James V. Hayes, attorney, of Washington, D. C., will make an addraga.

Washington, D. C., will make an address on the encyclicals and their significance to Catholics and others who wish to understand the social problems of our times, especially the problems of labor and the way to a right social order, Prof. Walter L. Willigan, Ph.D., head of the Department of Sociology, St. John's University, Brooklyn; Justin McAghon, President of the Catholic Evidence Guild, and George A. Brenner, J.S.D., will participate. The meeting will be in St. Ignatius School Hall, 50 East Eighty-fourth street.

sit exams will be opened for applications.

The new subway tests ordered this week are: Light Maintainer; assistant foreman (lighting); foreman (lighting); foreman (electrical power); assistant supervisor (electric power). All of these are promotion tests,

At the same time the Commission ordered an open competitive exam for Inspector of Printing and Stationery, Grade 2, in the Office of the Comptroller. The position pays \$1,800. The Commission attempted to fill three jobs in the title now held by provisions by selective certification from the Printer's list but was unable to find qualified candidates.

The eight new licensing exams ordered this week are: Stationary engineer, first grade; stationary engineer, second grade; stationary engineer, third grade; master rigger; portable engineer (steam); portable engineer (any motive power including steam); portable engineer (any motive power except steam); stationary fireman.

As soon as full requirements, filing dates, and other information about these tests are announced by the Commission, they will appear in THE LEADER.

No Study Books, Please Sergeant Candidates Must Use Heads

Only four more weeks remain for the seven thousand-odd candidates for the promotion test to sergeant, police department, to prepare for the examination which will be given on June 14 in nine city high schools. The test will start promptly at 1 p. m.

The LEADER has learned that candidates definitely will not be permitted to bring books or other material to the examination. There has been speculation that this might be permitted since candidates for the last promotion test for lieutenant were permitted to bring any aids they wanted to the exam. The Commission on that particular exam followed the policy of given a test which did not test actual information as much as a candidate's ability to use the material he had available.

use the material he had available. No definite time-table can be predicted on the sergeant's test, but it is expected that the Commission will be able to complete an eligible list for sergeant by the end of the year, unless it is forced by emergency conditions to prepare other more urgently-needed lists.

Study material for sergeant candidates appears elsewhere in this issue.

Playground Directors Stay Temporary

A request of eligibles from the 1928-29 lists for playground directors that they be allowed to take qualifying exams for permanent tenure was denied this week by the Municipal Civil Service Commission for lack of power. The eligibles have been serving for years on a temporary basis and are subject to periodic layoffs.

Draftees to Take Tests When Others Do

Would 'Violate Spirit of the Law' If Exams Were Held at Different Times

Civil service employees and candidates for promotion and competitive exams who are serving in some branch of the military or naval service must take the actual tests at the same time other competitors do, according to a formal policy adopted this week by the Municipal Civil Service Commission. This policy was adopted despite protests from a number of men in the service that they were handicapped by several factors if they were forced to take exams at the same time others did. They pleaded for special exams at later dates when they could more easily participate. The objections were that material for study was not available to them; they are removed from their work; intensive drilling, maneuvers, etc., take up almost all their time; they cannot attend preparatory courses; and changes in the procedure or any innovations in a department would be unknown to them.

The Commission was thoroughly sympathetic to those objections but decided on its policy for a number of reasons. "It is a prob-

lem in which the interests of the individual must be subordinated to those of the majority," one official explained. He added that as long as commanding officers have agreed to administer the tests fairly and in accordance with Civil Service rules, it would be a violation of the spirit of the law if all candidates were not given exams at the same time. Another difficulty would be the establishment of tests at later dates similar to the original. some cases, such as the recent Tunnel Sergeant test, in which all candidates took the exam at the same time, the material to be covered is so limited in scope, little additional subject matter

would be available to prepare a second set of questions.

"It would be impossible and arbitrary if examinations were divided into two classes; namely, those for which candidates may be permitted to decide whether or not they want to take the examination and a second group where we feel candidates should be forced to take it by the nature of the examination," the Commission official continued.

A final reason was the impractibility from an administrative point of view because of the increased burden special exams would put on the already heavily-taxed examining bureau of the Commission.

CIVIL SERVICE NEW YORK STATE IN

By MORTON YARMON -

ComesUpAgain

After a lapse of more than one year, the case of Sherman v. Reavy, involving alleged improper passing over of eligibles on lists for the Division of Placement and Unemployment Insurance, comes up in Albany Supreme Court on June 3.

According to Herman E. Cooper, attorney for Samuel Sherman and others of an organization known as the DPUI Eligibles Association, hundreds of appointments were made at random in the early days of the DPUI. Seven lists are involved in the action: Employment Manager, Principal Employment Counsellor, Senior Employment Counsellor, Senior Employment Interviewer, Employment Counsellor, Employment Interviewer.

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Big DPUI Case The New Group of State Tests

Among Them: Law Steno, Photographer, Print Developer

Filing for the new series of 21 State exams, to be held Saturday, July 19, will open by June 9 and end the final week in June. Blanks will be ready during the filing period at the New York City office of the State Civil Service Commission, 80 Centre street, and by mail at the Examination Division of the State Department of Civil Service, Albany,

Announcement of the new series marks this departure for the Commission: the tentative titles are made known well in advance the filing period so that prospective candidates may start to prepare for the tests. Should a tentative title be excluded from the series, it will undoubtedly be held in the following series.

State-Wide

The following 10 tests will be in the State-wide series, open only to legal residents of the State unless otherwise specified: 2091. Assistant Physician, De-

partment of Mental Hygiene. Usual salary range \$2,000-\$2,400 and maintenance in the institution. In most institutions in the Department, quarters are available for single persons only. Fee, \$2. Appointment expected at minimum but may be made at

2092. Assistant Physician, (Homeopathic), Department of Mental Hygiene. Usual range \$2,000-\$2,400 and maintenance in the institution. In most institutions in the Department, quarters are available for single persons only. Fee, \$2. Appointment ex-pected at minimum but may be made at less.

2093. Associate Dust Control Engineer, Division of Industrial Hygiene, Department of Labor. Usual salary range \$5,200-\$6,450. Fee, \$5. Appointment expected at minimum but may be made at less. One appointment expected.

This examination is open to residents and non-residents of New York State, but preference in certification will be given to legal

residents of New York State. 2094. Bridge Superintendent, New York State Bridge Authority. Salary varies. Appointment expected at \$5,000. Fee, \$4.

2095. Law Stenographer, Su-preme Court, Second Judicial Dis-This examination is open only to legal residents of the Second Judicial District, which comprises the counties of Kings. Nassau, Queens, Richmond and Suffolk. Salary varies. Appoint-ment expected at \$3,000 Fee, \$2. 2096. Orthopedic Public Health Nurse, Division of Public Health Nursing, Department of Health. Usual salary range \$1,800-\$2,300. Fee, \$1. Appointment expected at minimum but may be made at less. This examination is open to residents and non-residents of New York State, but preference in certification will be given to residents of New York State.

2097. Photographer, State Departments and Institutions. Usual salary range \$2,100-\$2,600. Fee. \$2. Appointment expected at Kings Park State Hospital (Department of Mental Hygiene), at \$72 to \$80

a month and maintenance. 2098. Senior Industrial Hygiene Physician, Division of Industrial Hygiene, Department of Labor. Usual salary range \$4,000-\$5,000. Fee, \$3. Several appointments expected at the minimum but may be made at less.

2053. Social Hygiene Medical Consultant, Department of Health. Usual salary range \$4,000-\$5,000. Fee \$3. Several appointments expected at minimum but may be made at less. This examination is open to residents and non-residents of New York State.

Country Tests Unless otherwise specified, the following examinations are open only to legal residents of the county specified:

2064. Assistant Commissioner, Department of Health, Cattaraugus County. Usual salary range \$3,000-\$3,500. Fee, \$2. Appointment expected at \$3,500. This examination is open to legal resirents of any county in New York State, but preference in certifi-cation will be given to legal resi-

dents of Cattaraugus County. 2100. Assistant Print Developer, County Clerk's Office, Erie Coun-Usual salary range \$1,200-\$1,500. Fee, \$1. One appointment expected.

2161. Assistant Operator, Ley Creek Sewage Treatment Plant, Onondaga Public Works Commission, Onondaga County. Salary varies. Appointments expected at \$1,800 and \$2,000. Fee, \$1.

2102. Book Repairman, County Clerk's Office, Onondaga County. One appointment expected at \$2,000. Fee, \$1.

2103. Photostat Operator, Queens County Clerk's Office, Queens County. One appointment expected at \$1,621. Fee, \$1.

2104. Chief Probation Officer, County and Children's Courts, Ulster County. One appointment expected at \$1,800. Fee, \$1. Age limits: 21st to 55th birthday. Appointment of a male Probation Officer is desired to fill the immediate vacancy.

2105. Bookbinder, Westchester County. One appointment expected at \$1,500. Fee, \$1.

2106. Guard - Butcher, Department of Public Welfare, West-chester County. Usual salary chester County. Usual salary range \$1,740-\$1,980 with suitable deduction for maintenance. Fee, Appointment expected at

3,211 TOOK COURT ATTENDANT TEST

The LEADER learns that 3,211 candidates actually took the State Court Attendant test a week ago Saturday in two New York City high schools. To this number are added a scattering of candidates who competed in upstate communities and at army camps, bringing the total to about 3,200.

The papers have not yet been opened by the examiners of the State Commission. Since the Since the papers are to be rated entirely by machine and since no experience interviews are to be held, the list can be expected within a few months. Top eligibles will be given qualifying physical tests just prior to establishment of the list, to see that they meet the

physical requirements.

Candidates must gain a rating of 75 percent on the entire test to make the list; they do not have to score 75 percent on each of the various parts.

(Unofficial answers to the test appear on Page 8.)

\$1,290 and maintenance. One appointment expected. Candidates must not have passed their 46th birthday.

2107. Junior Stenographer, County Departments and Institutions, Westchester County. Usual salary range \$1,080-\$1,200. Fee, 50 cents, 2108. Junior Typist, County De-

partments and Institutions, West-

chester County. Usual salary range \$960-\$1,080. Fee, 50 cents. 2109. Supervising Operator, Sewage Pumping Plant, Departof Public Works, Westchester County. Usual salary range \$2,040-\$2,400. Fee, \$2. Ap-Usual salary pointment expected at minimum.

Week =

& PHYSICAL PREPARATION UNTIL EXAMINATION. Police Exam Expected! Those Attending Fire Classes May Continue With Police Instruction at Same Fee.

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New State Lists To Be Established

A number of open and promotion lists will be established by the State Civil Service Commission within the next few weeks. Here are the open competitive titles:

Physiotherapist, Division of Orthopedics, Health Department; Instructor (Agriculture), Department of Correction; Blindness Prevention Consultant Nurse, Department of Health; Senior Case Worker, Erie County; Toll Collector, Westchester County; Supervising Toll Collector, Westchester County; Junior Aquatic Biologist, Conservation Department; Senior Laboratory Technician, Department of Health.

The competitive titles are: Senior Payroll Examiner, Division of Placement and Unemployment Insurance; Senior Valuation Engineer; Stenographer and Typist, Grade 6, Surrogate's Court, New York County; Law Case Investi-ator, Division of Placement and Unemployment Insurance.

Medical exams for top eligibles on the coming Prison Guard list have ended. The list is expected before the end of the month.

Experience on the Factory In-

spector list is now being rated. The list should be out before July 1.

DPUI Items

Here are DPUI items: Experience interviews for Employment Counsellor ended yesterday in New York City. The list is expected about the middle of next month. The same time limit goes the promotion to Principal Clerk. College transcripts submitted by Junior Economist candidates are being probed by the State Commission's examiners, and that list isn't expected until August or later.

State Appeals Case Of Fired Employee

The proposed court review of the discharge of Joseph H. Lowndes. Assistant Underwriter on the State Insurance Fund, on bribery charges was halted this week when the State appealed the decision of Supreme Court Justice Francis Bergan, The case will probably come up at an early fall session of the Appellate Division. In his ruling last week, Justice Bergan held that allegations brought up doubts concerning the good faith of the removal.

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- Mental
- No. 1 & 2 Men on last Police Lieut, exam-in fact, 4 out of the first 5.
- No. 1 Man on the last Fireman
 List.
 No. 1 Man—out of 87,000 on last
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placed on list,

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manent records of the Commis-

ly filled out by Commission em-

ployees which took weeks on end. An average of 15,000 persons

apply for S and T tests for some

reason who never appear to compete. The cards will make it

easier for the Commission to for-get about those who don't show

Take the Test, Please

Now, if you are eligible and

want a job: please take this test. This will give you an example of the real need in Washington

The Commission registers of

persons eligible for appointment

in Washington are just about ex-

hausted. Just last week-end the

Commission was at its wit's end

to recruit about 400 stenos and typists. Here's what it did: It

gave each of its district man-

agers a quota of S and T's to recruit. The managers were au-

thorized to promise the people jobs in Washington. Most of the

people were taken from district

registers. The managers pro-

duced nicely and by the middle of the week S and T from the

country over were pouring into Washington to the relief of the

It'll be another week or two before the card-punch exam is

announced. The Commission may alter its qualifications for this test also.

A new test for border patrol probably will be announced shortly by the Civil Service Commission, The LEADER has learned.

Meantime, it has been revealed that the Commission is decen-

tralizing some of its registers.

Border patrol, customs inspectors,

immigration inspector and many other registers are being decen-

What this means is that copies

of the registers are being sent to district managers. These mana-

gers select local people on their registers for jobs in the districts. It also makes for wider use of the

registers and gives eligibles on

them a far better chance for jobs

as the registers are being used to

fill all sorts of jobs besides the

announced purpose. Many persons on the general investigator

test, for example, are being given

The Brooklyn Navy Yard has reported a 26 per cent turnover

rate of turnover has spurted up

in recent months which is one

of the reasons for the executive

order that has been proposed which would prevent Navy Yard

and arsenal employees from being

The Office of Production Management is planning to set up regional offices. One has already

been established and it's one of

the largest. It will include field

certified to other Federal jobs.

Tremendous Turnover

personnel since July 1.

Civil Service Commission.

New Exam on Way

For Border Patrol

tralized.

clerical jobs.

In Navy Yard

OPM Enlarges

for stenos and typists.

These cards were former-



By CHARLES SULLIVAN

If You're a Typist or Steno-And If You Want to Work for the United States

Please Take This Exam!

Also: Card Punch Test Due in Two Weeks

As predicted two weeks ago in The LEADER, the new junior stenographer-typist test, which was announced on May 19, will

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be a straight practical exam. The test should be much easier than past S & T exams.

The exam will be held around July 1 and the Civil Service Commission expects to have the register set up by August 1. It is designed to recruit junior stenographers, both male and female, at salaries of \$1,440, and junior typists, both male and female, at salaries of \$1,260.

Those taking the typing test will be examined solely on their ability to type. Copying from plain copy will count 100 percent.
Those taking the stenography

exam will be given dictation at the rate of 96 words a minute. This will count 50 percent and copying from plain copy will count the remaining 50 percent. Time of exam will be 1 hour and 45 minutes. Previous tests took 31/2 hours.

The Commission has eliminated completely the tricky general mental test counting 25 per cent in past exams.

Here's another important angle: persons who have attained eligibility on S and T exams held under announcement 97 of 1940 need not take this test. The reg-isters set up under that exam won't be wiped out by this exam.

As stated above, the Commission fully expects to set up the registers from this exam by Aug. 1 and many hundreds who apply for this exam probably will be appointed before the register is set up. The examining division has devised a new application card which it believes will speed up the examining process. plications blanks are yellow cards which will possess the least bit of information possible. The card is in three parts. One part will be torn off and filed in the per-

Charles Barasch In New Law Firm

Mr. Charles Barasch, attorney who has handled a number of important law cases involving Civil Service and educational matters, announces the formation of a partnership with Morris Bogash for the general practice of law. The firm, to be known as Bogash Barasch will have offices at 55 West 42nd street, New York

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Reconstruction of the second o

Postal Vehicle Employees Ask Fair Play, Proper Titles

ment of substitute-garagemen drivers in the title of substitute driver-mechanics has been introduced by Congressman Lawrence J. Connery in the House of Representatives. The bill is numbered H. R. 2077.

Under the Reclassification Act of 1925, the pay of a Substitute garageman-driver was fixed at \$.55 per hour and that of a sub-stitute driver-mechanic at \$.65 per hour. In 1930, during an economy wave brought on by the depression, an agreement was made between the Civil Service Commission and the Post Office depermit substitute garageman-drivers to work in the higher title at the lower rate of

Melville Miller, secretary of Local 18 of the National Post Of-fice Motor Vehicle Employees, points out that the excuse for working employees in a higher classification at a lower rate of pay has long since passed.

Postal receipts reached an all-time high in 1939. Passage of the bill would mean an additional expense of only \$200,000. Mr. Miller urges all Postal and civil service employees to back the bill.

Promotion

The plan to promote automatically tens of thousands of Federal employees has cleared its first of many difficult hurdles. The House Civil Service Committee, under command of Representative Robert Ram peck of Georgia, has approved the bill and has recommended to the House that it be written into law.

The committee made only a single change in the Budget Bureau plan, which of course, gives the bill the administration's seal of approval. That change was to include Customs Bureau employees. Some of the Customs Bureau workers are now in a special category-or better, they are supposed to be in a special category-but Congress has refused consistently to provide funds.

Briefly, the budget plan would guarantee a one step in grade promotion to low-paid employees every 18 months. Higher-paid employees would have to wait 30 months for automatic increases.

FIREMAN—PATROLMAN INTERPRETATION OF COLLEGE CREDITS

According to the press, it is expected that a large number of men will be appointed in the Fire and Police Departments between now and July 1, 1942.

will be appointed in the Fire and Poince Departments between and July 1, 1942.

Thousands of young men between 17 and 29 are overlooking an opportunity to secure one of these attractive positions because of college credits and selective service.

Many men with elementary or high school education refrain from filing because college graduates will receive extra credits. Applicants should keep in mind the fact that college credits are only allowed to those who pass the written examination; that is, all contestants, regardless of education, start even and only those college graduates who pass within the first 5,000 in the written test will receive extra credits. This should not deter young men from filing and taking the written examination if they have average intelligence and are willing to apply themselves to study for the next few months. Many college men depend upon their academic education and do not take advantage of specialized training. Thousands of college graduates failed in the last Fireman and Patrolman examinations, while thousands of elementary and high school graduates passed.

FIREMAN

At present, young men between 17 and 21 are not subject to the draft and 80 per cent of those between 21 and 29 will, in all probability, be deferred and not called until the Fireman examination is held. Therefore, if they take the test, pass and are called to military service, they will be eligible for appointment upon their return from such training.

Anyone who intends to the service of the

Anyone who intends to compete should not attempt to do so unless he first ascertains whether he is free from serious medical defects. We invite any such young man to call and be examined without charge by our physician, attend a mental class without obligation and observe a physical class in session. Classes are meeting five days weekly at hours to suit the convenience of the student.

Our mental course will materially add to an applicant's knowledge of specialized subjects, regardless of his education, increase his confidence and train him in the technique of taking examinations,

PATROLMAN

The present list should expire not later than March 1. Consequently, it is fair to assume that an examination must be held in the latter part of 1941. Young men who are interested in taking this test should begin preparation now, as only those thoroughly fit can hope to compete successfully, because of the keen-competition. It is our suggestion that anyone who is 5 feet 8 inches or more in height should take preparation for the Fireman and Patrolman examinations because it gives him an opportunity for appointment in one or both of these departments.

The physical phase of both of these examinations is likely to be the most difficult ever held. It must be borne in mind, therefore, that specialized physical training under the guidance of experienced instructors is essential to success in this phase of the examination.

Motor Vehicle License Examiner

Present list expires May 26, 1941. PREVIOUS REQUIRE-MENTS - Five years' experience in the operation of Motor Vehicles. Height 5 feet 5 inches. Vision, 20/40 each eye, glasses permitted. Class forms TUESDAY, MAY 20, at 8.30 p.m.

Examinations Expected in Near Future

FINGERPRINT TECHNICIAN: Tuesday, May 20, at 8 P.M. MOTOR VEHICLE INSPECTOR (BUS): Class forms Tues. May 20, 8:30 P.M. Prepare for Next Exams and Openings in Commercial Field. CARD-PUNCH OPERATORS: STATIONARY ENGINEER'S LICENSE: Class now forming. POST OFFICE CLERK-CARRIER; RAILWAY POSTAL CLERK

EXAMS FOR WHICH APPLICATIONS HAVE CLOSED

JR. ACCOUNTANT (Prom.): Class meets Tues., 6.15 and 8 P.M., and Thurs., 6.15 P.M. BOOKKEEPER, GR. 1: Tues., Thurs. and Fri., at 6.15 P.M. CITY ELECTRICIAN: Wednesday, at 8.30 P.M.

Asst. FOREMAN (Sanitation) Class meets Thurs., 1 p.m. & 8 p.m. Lecture repeated Fri., 8 p.m.

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offices for labor, priorities, purchasing, production, information among other things. **Dates of U.S. Tests**

Examination dates for future U. S. Civil Service Commission tests. These dates, however, are subject to change. Apprentice, Government Print-

ing Office, May 24.

Accounting and auditing assistant, second group, May 31. Student nurse, June 4.

Civil Service LEADER

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Tuesday, May 20, 1941

Civil Servants: Warning

ORCEFUL is the advice which Reagan McCrary, elsewhere in this issue, gives to civil servants: prepare yourselves now to meet the arguments which may be used to crush you in the future. Mr. Mc-Crary, as chief editorial writer of the New York Daily Mirror, recently spent 70 days in England. He knows what he's talking about-he saw at first hand the endeavor there to tear down the merit system under the guise of war emergency, the snide attempts to place upon the shoulders of civil servants the blame for whatever went wrong, the lowering of working conditions.

American civil servants, no more omniscient than the general populace, cannot foresee what is likely to happen a year from now or six months from now or a month from now. It is the part of wisdom, however, to prepare in advance for all attacks.

Postal Workers Need Civil Service Support

HE magnificent campaign which the postal workers are putting on to get the longevity bill passed deserves the support of every Civil Service employee. The longevity bill would provide postal workers with their first salary raises since 1925. enough these raises are: \$1.90 a week after ten years of work; and an additional \$1.90 a week each succeeding 5-year period until 30 years is reached.

In supporting the postal workers, Civil Service employees are in reality supporting themselves. For an increase in the living standard of one Civil Service group makes it that much harder for the budget-cutters to pare down the living standard of other Civil Service groups.

There are two ways in which you can-whether you work for the city, state or federal government-earnestly aid the postal workers: (1) send a letter to your Senator and Congressman urging support of the postal longevity bill; (2) come out to the Longevity Day at Palisades Park on June 14. There's a free coupon on page 15.

To Commissioner Herlands

EAR Mr. Commissioner: It is your job, as Commissioner of Investigation, to make a careful, clean, complete study of any situation which smacks of corruption in a city department. Many months ago, there was brought to your official attention a condition in the Sanitation Department-a condition which for years has been a festering sore to a large body of loyal city employees.

What are you doing about it, Mr. Commissioner? This is not written to chide you. It is merely a request for information in the public interest.

What are you doing about it?

Big Stories in Next Week's Leader:

For Federal Employees-

ABC of the Ramspeck Law Answers all your questions

For New York City Employees-

Civil Service Legislation Analyzed A Full Discussion of the Bills in the City Council Which Directly Affect You

Repeat This!



UICIDES in the Police Department will be a surprise issue in the 1941 fall Mayoralty campaign . . . Defense efforts are seriously hampered by lack of adequate staff in Thurman Arnold's trust-busting division . . . A movement's afoot to get a high-priced publicity staff for the city colleges to counteract the Red smear . . . The current issue of the National Municipal Review features an exhaustive study of the Fite Civil Service extension bill written by The LEADER'S state editor, Morton Yarmon . . . On pay day at Creedmoor State Hospital, motorists are warned by local police to drive with caution in the vicinity of the hospital . . . A noted foreign correspondent who has written a damning series of articles on one of the Axis partners is dodging Fascist and Nazi agents in Portugal. .

Early Morning News

The principal of a rural high school down south has just joined the enemies of the merit Here's why: The resystem. cent promotion test for Sergeant in the New York City Tunnel Authority was held at 2 a. m. Since draftees must take tests under the same conditions as their non-drafted brothers, one draftee had to be examined at 2 a. m. The principal of the high school in the town nearest the training camp was pulled out of bed in the wee morning hours, and had to open his school and yawningly watch draftee-candidate take his

History Department Joe Schechter, counsel to the State

Merit Men



TWENTY-TWO YEARS AGO an eagerly energetic young girl started to work in the State Tax Department as a \$720 Stenographer. Still full of nervous energy-not looking much older than she did back in 1919-she is today at the top of the Civil Service ladder. Her name is Mrs. Hazel A. Ford, Executive Assistant to the President of the Tax Commission.

"Civil Service certainly provides a very broad field for women," she opines, and it's hard to disprove this after glancing over the record of her own career.

For a brief spell she left the service, to get married. But .

"Not being domestically inclined, I just couldn't justify my existence without working."

Advancement was rapid after her return to the service. From the position of Principal Stenographer she won the recognition of Mark Graves, who made her his secre-When he moved to the post of Director of the Budget in 1931, Mrs. Ford moved along with him as Executive Assistant. Two years later both were back in Taxation and Finance, Graves as president of the Tax Commission and Mrs. Ford as secretary to the president. A competitive promotion test brought her the title of Tax Ad-ministrative Assistant, which was just a step below her present title,

Trouble-Shooter

As executive assistant to Graves, Mrs. Ford is chief trouble-shooter for the department, handling the personnel matters of the 2,500 employees of the Tax Department, She is chairman of the "grievance committee" of the department, established last year when Governor Lehman suggested that the various State departments set up a form of mediation machinery to hear individual employee complaints and

With a wistful smile, Mrs. Ford admits that she is frequently accused of being "on the side of the employee." She can't count the numbers who come to her with She can't count the problems of every kind, not excepting those of a personal or financial nature. There's good sense, she feels, in having a woman handle these matters.

"It seems to me that personnel work offers almost limitless opportunities to women," she says, "There is a need for trained personnel technicians and I feel that women are by nature especially suited to this kind of work."

Two or three days every fortnight are spent at the State Office Building in New York City, the rest of the time in Albany.

Relaxation is spent on the golf course. Hazel Ford used to be very active in a number of organizations, including the ASCSE and the Business and Professional Women's Club. (ASCSE members still remember her as the first social committee chairman to put on a real show at the annual dinner.)

She leaves such activities these days to others of her sex. As for herself, keeping a vigilant eye out that employees of the Tax Department make up a smooth-running, well-knit staff remains more than a full-time job.

Commission, and Ray Schaffer, assistant corporation counsel who handles matters for the City Commission, used to work in the same law office . . . Sailors, soldiers and marines may send letters without pre-payment of postage if they're endorsed by the commanding officer, surgeon, or chaplain. Postage is collected on delivery . . . Hine and Lynch, Chambers street shoe moguls, give a can of Ki Wi polish to Civil Service employees with each pair of shoes . . . Department of Agriculture scientists are searching for the secret of using chemically-treated wood as food for cattle, a practise in some conquered European countries . . . Almost the entire football team of Long Island University has filed for the fireman exam. . .

letters

The Police-Phone Operator Muddle

Sirs: Here is the story of how some 350 men were unable to receive Civil Service positions with the City of New York after passing a rigid written, practical and

medical examination. In 1939, Mayor La Guardia decided expenses had to be cut in the Police Department. One solution was to relieve sergeants and uniformed patrolmen at precinct switchboards and appoint competent telephone operators at much lower salary, to fill some 300 positions. At that time this plan approved by Commissioner Valentine and the Telephone Operator (Male) list was used to make appointments. However, there were only 37 men on this list and, therefore, a new examination was announced for "Telephone Operator (Male) Grade 1, (Police Department)" in order to fill the remaining vacancies at precinct telephone switchboards.

While the list was being promulgated. Commissioner Valentine appointed men from the patrolman list to serve on a temporary basis (provisionally) until the proper Telephone Operator list was ready. President Kern of the Civil Service Commission certified the list and sent it to Mr. Valentine for appointments. The Commissioner rejected the list and refused to make appointments, explaining he was very much in favor of appointing patrolmen eligibles to these positions on a temporary basis of three months and then appointing these men to the uniformed force. (The Appellate Di-vision of the Supreme Court termed this plan as mere "stop-

The Telephone Operator Eligibles immediately started a court

action (Friend vs. Valentine and the Appellate Division and the Court of Appeals decided in favor of the Operators. The court order was served, the list was once more certified and sent to Mr. Valentine and to this date he has shown no indication of appointing from this list.

This is in violation of the Civil Service Law and in disregard of Court of Appeals order. Incidentally patrolmen receive \$3,000 a year, sergeants \$3,500 a year and the telephone operators would receive \$1,200 a year and thus would the City of New York \$700,000 annually, by appointing the telephone operators.

F. ANGERAME, Eligible No. 153 Telephone Operator Grade 1, (Male) List.

Suggestion on Postal Exam

Sirs: I am in favor of a single Post Office register, which should be set up after a new postal exam has been held. To substantiate my point, I am going to criticize with all due respect, and symwith all due respect, and sympathy, "Brooklyn Eligible's" letter, which appeared in the issue of May 6. He suggests the Civil Service Commission canvass the Brooklyn and Queens P. O. lists and offer them jobs irrespective of borough residence. What my friend seems to forget is that there exists a very substantial list for the N. Y. P. O. It would take years to exhaust the Clerk-Carriers list because, up to the pres-ent, the last clerk eligible ap-pointed in N. Y. has a grade of 89% and the last carrier has a mark above 84%. Low mark is

The only solution for eligibles and future applicants from the boroughs of Brooklyn and Queens, is, as they argue, a single list-but only after they've taken a new

IRVING REISMAN

Preference For Draftees?

Sirs: I would like to put in my word on the question of "Civil Service Preference to Veterans" and to the recent proposals of preference to discharged draftees. Personally I have nothing

against either of these groups but believe that Civil Service is and should always remain a merit sys tem with everyone on an equal

As to veterans: in many instances physical as well as mental defects are overlooked and they are placed in jobs for which they are ill equipped.

In the case of the draftees, no real American patriot would deny them the much deserved credit due them. However, spending a year in the Army certainly does not equip anyone for a Civil Service job anymore than spending a year as a traveling salesman, an office clerk, a laborer or a student providing both have the qualifications for

the job.

Therefore, if there is to be a merit system in the true sense of the word, there definitely should not be any preferences given to a man from one group any more than they should be given to a man from the other group. B. S.

The LEADER would like to hear further opinions on this subject.

-Editor.

Postal News

If You Go Up, You Go Down

Here's one of those messed-up situations. If a laborer wants to become a clerk, he may do so by obtaining permission from the postmaster to take a non-competitive exam. Before he can take the exam, he has to pass a section of the separation scheme. If he passes the examination (70%), he goes to the bottom of the substitute list—he must become a substitute clerk or carrier and give up his job as a laborer! That's body blow number 1. Now, with the introduction of the system of temporary subs, if he accepts appointment as a temporary, he automatically gives up his Civil Service status. Of course, he has the right to refuse appointment as a temp. But it looks like there isn't much incentive for a man to go places with such a set-up.

More About Temps

And talking about temporary subs, don't tell this to anybody, but there's a suspicion that more than the necessary number are being hired. The necessary number is that needed to replace men leaving for military service. Postal men don't like the idea of temporary subs at all, because it has in it the seeds of a possible corrosion of the merit system. A resolution is going to be introduced in the Joint Conference asking that temporary subs be given full Civil Service status, including pension deduction and seniority credit. And by the way, temporary subs may be taken anywhere; they don't necessarily have to come from the list. But so far, the P. O. has scrupulously avoided taking any but eligibles.

Subs to Go?

The Feds are requesting complete elimination of substitution. The Motor Vehicle boys promise cooperation. The matter is now in the planning stage—"how's it to be done?"

Feds Still Offer Unity

On the matter of amalgamation between Feds and UNAPOCS: The Feds have repeated their offer of union between the two groups. They've sent to the UNAPOCS copies of a resolution calling for unity, and asked the formation of committees from both groups to meet on the question. We'll keep you informed on what goes on.

Longevity Everywhere

Longevity signs: You see them everywhere-the buttons men are wearing, in the windows of the Joint Conference office, even in THE LEADER office. When the Feds go to their convention in Elmira this week, the NYC representatives will have longevity signs on the back of their cars. That's good stuff.

What's What in R M S

In a hectic week marked by all the fire of a political campaign, the New York City branch elections of the Railway Mail Association drew to a close. After election results are in, whoever wins, the boys will ease back to their usual affability and cooperation for the greatest Faced by the heavy cannonading of Eddie Bettinger, the Railway Mail baseball team rolled to an impressive victory against the Eastern Can Company in the season's opener. Behind a barrage of thirteen solid hits, the RMS hurlers, Bill Fedor, Leo Cushman, and Mike Gordon, coasted to an easy victory, made even easier by the go-and-get-'em outfielding of Milt Lipshitz and the airtight infielding of Norm Lindemuth and Joe Russo. . . The first annual pistol and revolver matches of the RMS Pistol Club were held on May 16 at the Manhattan School of Firearms. To encourage competition, varying ammunitions, conditions, and distances were set up so that allround ability would rank in importance, rather than skill in one particular field. Meet verdict-a success.

They're Back

Emmanuel Kushelewitz and Abe Shapiro are back in the Joint

Seniority vs. Seniority

After a railway postal clerk has put in his probationary year, and his work has been found acceptable, for the most part his career in RMS will be determined by his seniority. And this seniority, called service seniority," dating from the day he enters the service as a sub, will decide his chances for getting any particular clerk job in the state on whose register he is. Alongside this service seniority, and often in conflict with it, there is the "organization seniority" which determines a clerk's seniority on a particular line or terminal. The date of a clerk's entrance into a line or terminal is the determinant of his "line seniority." Choice of positions in that line or terminal lends importance to this type of seniority. Lest a wrong impression be formed of this procedure, it must be understood that these rules were worked out between the Post Office Department and the Railway Mail Association. Their purpose is to be just and equitable. What has made some of these rules unjust is an occurence beyond department control: the abolition of train service and its railway post offices. Clerks on these "surplussed" lines have seen their hard-earned seniority vanish into thin air.

Ship Ahoy!

For the fourth consecutive time, Station "W" (Brooklyn) postal employees will feel the salty spray of the Sound on their annual Decoration Day trip. All postal men and women are invited. The cost-\$1.50 for adults, 75c for children—includes: boat ride, dancing, music, beer, soft drinks, sandwiches, hot dogs, games, races, a ball game. Bathing and boating at your disposal. Steamer "Naugatuck" leaves Metropolitan avenue Pier at 10 a.m. Free protected auto parking at dock. For tickets, write H. Stern, Station "W", P. O., Brooklyn, N. Y., enclosing money order or check.

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Referee Test O.K., Says Judge

The 2,500 candidates who took the Unemployment Insurance Referee test last November 16 got further assurance last week that they did not compete in vain, when Supreme Court Justice Bergan dismissed the petition of one of their number that the test was

unfair, etc.
In his four-page opinion throwing out the contentions of Benjamin Firshein, Justice Bergan denied that any actions of the State Civil Service Commission in connection with the test were "arbitrary" or "unreasonable."

The examiners of the Commission have meanwhile been going ahead with their marking machines. Under any circumstances it will be some months yet before the list is established as experience interviews will have to be held for those who pass the written.

Question, Please?

by H. Eliot Kaplan Contributing Editor

This Department of Information is conducted as a free LEADER service for Civil Service employees, for eligibles, for all who desire to enter the Service. Address your questions to Question, Please? The Civil Service Leader, 97 Duane Street, New York City. If space does not allow printing your answer, you will receive a reply by mail. Therefore, enclose stamped, self-addressed envelope. Questions for this column receive thorough analysis by a well-known Civil Service authority.

Changing Jobs

J. S.: If I had your job as a clerk, grade 1, in the Janitation Department and I were to be certified to the Board of Transportation as a railroad clerk, and I was about to take an examination for bookkeeper, grade 1, my hunch would be to stay in the sanitation job, and hope for the bookkeeper job later on. With your accounting knowledge you would probably be as well off where you are. Promotion opportunities will be just as good in the S. D. as in the B. of T. Furthermore, if you get a bookkeeper appointment you could advance to higher administrative positions just as easily as in a clerical position. Any bookkeeper can qualify for a higher clerical position, but not every clerk can advance to a higher position in the accounting or auditing field. If you are appointed to a bookkeeper position later on the service you have rendered in the clerical position in the S. D. will count for seniority, pension, etc., in the new position whether the appointment may be in your present department or in any other city department.

Leave of Absence

S. J.-While employees are usually granted leave of absence with pay when they take a Civil Service promotion test, that is not the usual practice in connection with city employees taking open competitive tests for other positions. They are ordinarily granted leave to take the examination, but without pay. Some departments are more generous than others in this respect and permit their employees to have leave with pay. (See story in this issue.)

Pay Difference for National Guard

Lieut.-The case involving the constitutionality of the military law provision authorizing the pay differential between military pay and civil service pay for those in the National Guard mustered into service has not yet been decided. It probably will be determined by the Court of Appeals before it adjourns for the summer. If the Court should hold the law valid, back pay for those in the service entitled thereto will undoubtedly be provided by the State and its subdivisions. I do not know "who are for and who are against" the proposition. The case was origi-state county attorneys on behalf of the board of supervisors of a county to test out the validity of the law which, incidentally, had not been questioned in the courts for over twenty years. As to what the Court of Appeals will do, no one can tell. If there is any doubt about it, the doubt will probably be decided in favor of the boys in

Increments After Absence

B. F.: It is doubtful whether a State employee on leave without pay for over two months, as in your case, is granted the usual annual increment for the following year. I'm afraid he will have to forego it. The next succeeding year he will not get two increments at one time to make up for the loss of the previous year. He will only get one annual increment. The one lost the previous year due to his leave of absence is lost forever. The leave without pay does not affect your seniority rights, however, nor your continuous membership in the pension system, nor your right to take the promotion tests as a rule.

Advantages of Classified Jobs

M. G.: There are some distinct advantages to holding a position in the classified service (such as storekeeper you mention) over

that of a classified laborer. Certain privileges, such as promotion rights, transfer privileges, pension rights, etc., are reserved for classified positions.

Dividing Department

L. S.: I realize that there have been many interpretations of the city-wide promotion court decision given in the press, and that it has not been easy to reconcile all these opinions. However, none of these opinions have anything to do with the issue as to whether the Commission may divide the comptroller's office (Finance Dept.) and the law department into two separate divisions in each instance. The determination of the Commission as to whether a promotion test shall be open to the whole department or only to one or another major divisions of a department is within its discretion. While the court in the Cornell case questioned the right of the Commission to establish city-wide promotion lists, the court did not even by implication indicate that the Commission could not limit promotion to any division or bureau of a department.

"Qualifying," "Non-Competitive"

L. J. G.: There really is no distinction between "qualifying test" and "non-competitive examina-tion" as ordinarily used in the state, city or federal services. A qualifying test is sometimes used in a more technical sense, such as a preliminary test wherein if the candidate fails that particular part of the test he is disqualified from continuing in the rest of the examination. Non-competitive or qualifying tests are supposed to be

equivalent to competitive tests as to standards required.

Holding Two Jobs

S. T.: An employee on leave of absence can be promoted to a higher position when his name is reached on the promotion list whether he is on the job at the date of certification or not. The restriction on employees earning more than \$1,200 a year being employed in more than one position, either public or private, is a mat-ter of policy declared by the Mayor, not provided by any special statute. During the defense emergency, employees in the city service may be permitted to serve in certain teaching positions in the education department where the duties do not conflict and where It is part of the program for meeting defense preparedness.

Reinstatement To Postal Job

L. S. B.: I do not believe that you will be permitted to be reinstated in any other R.F.D. carrier position or clerk other than in the post office district in which you reside, even though you ara a veteran. Reinstatement in your case would be a matter of privilege in the discretion of the P. O. Department in any event. Two postal positions may be consolidated into one if the postal authorities so decide, and there is no way of compelling them to continue the two positions soparately for the purpose of permitting your reinstatement. decision is up to the P. O. D.

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Court Attendant Exam Answers

Below are tentative key answers to the last half of the New York State Court Attendant examination held on Saturday, May 10. The first group of questions and answers appeared in last week's issue. These answers are entirely unofficial. They were prepared by two lawyers: Edward J. McCullen, Librarian of the Supreme Court, First Judicial Department, and E. Bernard Koch, Court Attendant, Supreme Court, First Judicial Department. Some of the questions have been condensed, for reasons of space; and in multiple choice questions, only the correct answers - not the incorrect ones - are included. Several of the candidates disputed a few of the answers which appeared last week. The LEADER welcomes comment from those who took the examination. Next Tuesday's LEADER will carry a story on answers upon which there is

99. Of the following New York State Departments, the expenditures are greatest for:

(C) Education.

100. The New York State annual budget for the fiscal year 1941-1942 is approximately:

(B) \$300,000,000.

101. Which one of the following New York State departments cooperates with the Social Security Board in the administration of the federal old age assistance program?

(C) Department of Social Wel-

102. Which one of the following divisions in the New York State Department of Labor is established to deal with the claim of a man that he developed silicosis while working as a laborer in tunnel construction?

(B) Division of Workmen's Compensation.

103. Which one of the following New York State agencies is established to deal with complaints of citizen groups regarding electric rates?

(A) Public Service Commission. 104. In the United States, a foreign-born individual, after filing his declaration of intention to become an American citizen, must submit a petition for citizenship:

(B) At least two years and not more than seven years after the initial filing.

105. The first ten amendments to the Constitution of the United States are known as the:

(C) Bill of Rights. 106. In case of death of the presi-

dent and vice-president of the Unit-

dent and vice-president of the Unitded States, which one of the following will succeed to the presidency?

(B) Secretary of State.

107. An amendment to the federal
Constitution cannot be effected
without ratification by:

(C) Conventions in three-fourths
of the states.

108. In the United States, a.

"pocket veto" occurs when a bill
comes to the President:

(B) Less than ten days before
the end of the session of Congress
and he fails to sign it.

109. Under the Constitution of the
United States, the duty which is
delegated to the House of Representatives rather than to the Senate is to:

(A) Originate bills of revenue.

110. In the United States, the redistribution or reapportionment of
seats in the House of Representatives is based upon:

(B) Census population figures.

111. It is commonly said that
there are three major branches of
our government. These three

branches are represented in which one of the following groups?

(A) Senate, Judge, Governor, 112. The right of an American citizen to request the government to take an action is called:

(C) Right of neitifon

(C) Right of petition.

113. In which one of the following federal courts are cases decided usually by jury?

(B) United States District Court.

114. The "initiative", "referendum", and "recall" are all three devices for:

(B) United States District out."

114. The "initiative", "referendum", and "recall" are all three devices for:

(C) Giving the people a more direct part in government.

115. The method of voting by which a citizen votes for candidates by indicating the order of his preference, is usually used in:

(C) Proportional representation.

116. In the United States, the trend toward centralization of state control over local affairs is:

(B) Increasing.

117. For a city, the commission plan of government and the city-manager form of government have which one of the following in common?

(A) Both are based upon the principle that city government is a business affair.

118. The appropriation of funds to the states by the federal government, subject to certain conditions and standards, is known as:

(C) Grant-in-aid.

119. Which one of the following methods of organizing a government department has been used to minimize the effect of politics in government?

(B) Bi-partisan commission.

120. With regard to cost of government in the United States, the cost of which one of the following levels of government has increased more rapidly than the others?

(C) Federal.

121. In the United States, the use of the city-manager form of government for cities is:

(C) Increasing.

122. Since the Civil War, the farmer has steadily become less able to exert a controlling influence on the conduct of national politics because the:

(B) Percentage of the total population living in rural areas is declining.

123. Which one of the following functions is primarily a state function rather than a federal function as indicated by expenditures of each of these two levels of government?

(C) Education.

124. The fundamental difference between unemployment insurance

each of these two levels of government?

(C) Education.

124. The fundamental difference between unemployment insurance laws and relief laws is that payments under the former are made to persons:

(A) As a matter of right, and not on a needs basis.

125. In the United States, merit system laws were originally initiated to:

(B) Combat the spoils system.

126. Which one of the following state functions contributes most to the prevention of disease?

(A) Sanitation.

127. In cities, laws which specify the use to which land in the city may be put; i.e., residential, commercial, or industrial, are called specifically:

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[DENTIST!

(A) Zoning laws.
128. The number of Justices of the
United States Supreme Court appointed by President Franklin D.
Roosevelt is:
(B) 5.

Roosevelt is:
(B) 5.

129. The Federal Reserve System was established to:
(B) Reduce the number of national banks.

130. The federal Social Security Act makes no mention of:
(A) Health insurance.

131. The federal Act which prohibits awarding of government contracts to firms which do not conform to certain wage-and-hour provisions is the:
(C) Walsh-Healey Act.

132. The National Labor Relations Act forbids employers to:
(B) Refuse to bargain collectively.

133. The Secretary of the United States Department of Agriculture (A) Wickard.

(A) Wickard.
134. Which one of the following federal agencies was established prior to 1932?
(A) Reconstruction Finance Corporation.
135. The responsibility of exercising supervision over radio communication was delegated by Congress to the:
(B) Federal Communications Commission.

gress to the:

(B) Federal Communications Commission.

136. Which one of the following is the fundamental objective of the Civilian Conservation Corps?

(B) Instructing young men so that they will be better equipped to find permanent and gainful employment.

137. The chairman of the recently established National Defense Mediation Board is:

(B) Clarence Dykstra.

138. Which one of the following federal agencies is authorized to engage in electric-power generation and in the development of regional farming and social welfare?

(B) Rural Electrification Administration.

139. Of the following international organizations, the one which has continued to be most active in carrying out its original purpose is the:

(A) League of Nations.

140. The Pan-American Union has been established for the specific purpose of:

(A) Dealing with problems aris-

been established for the specific purpose of:

(A) Dealing with problems aris-ing in North and South America. 141. Half of the audience were aliens. C

142. If that case was mine, I would give it to a competent at-torney. I

143. Who do you think is the defendant's witness? C

fendant's witness? C

144. The law forbade his signing his father's name. C

145. One of the witnesses is ill. C

146. Neither or the investigators has made a satisfactory report. C

147. If the court officers will cooperate together, they will accomplish more. I

148. Do you object to this procedure on general principals? I

149. The attorney acted very discourteously. C

150. The defendant consulted his counsel before answering the question. I

tion. I

151. Because of crowded conditions, we shall be unable to leave any more people into the court. I

152. The jury was divided in their opinions.

tions, we shall be unable to leave any more people into the court. I 152. The jury was divided in their opinions. I 153. Everyone but him knows that he cannot be equitted. I 154. Please do like you were instructed. I 155. The arrest was made in Albany near the entrance to the capitol. C 156. He couldn't understand hardly anything that the Judge said. I 157. Court will start at about ten o'clock. C 158. The defendant will have two witnesses to speak in his behalf, his employer and me. C 159. Admit whoever you think will behave himself. I 160. It was difficult to illicit any response from the convict. I 1. The sum of the following numbers: 67.05: 89933.9; 1234567; 123.653; 654321.08; 4567.101; is:

A. 1728940; B. 1892470.540; C. 1987-240.540; D. 1982740.540;

X. None of the preceding answers. 2. If 49179.2525 is divided by 235.9 the quotient is A. 208.475; X. None of the preceding answers. 3. 41½+105.29+3003½+241.3/5+472½, reduced to lowest terms, equals A. 1159.2/45; B. 1160.418/180; C. 1161.2/9; D. 1160.58/90; X. None of the preceding answers.

4. If 20 attendants can take care of a certain piece of work in 15 days, the correct number which must be added so that the work may be accomplished in 4/5 of the time is

A. 12; B. 5; C. 25; D. 15; X. None of the preceding answers.

time is

A. 12; B. 5; C. 25; D. 15; X. None of the preceding answers.

5. At a forced sale a bankrupt sold his farm for \$7,500. If this amount was 33 1/3% less than its real value, the value of the farm would be

A. \$11.250.

A. \$11,250; B. \$5,000; C. \$7,500;

D. \$10,000; X. None of the precedating answers.

ing answers.

6. Assume that during the year 1939, the Supreme Court of a certain district handled a total of 16, 000 cases of which 2,400 were of a criminal nature; in 1940, the number of all types of cases increased 25% over 1939 but the percentage of criminal cases remained the same as in 1939. The number of criminal cases handled in 1940 was

A. 3,600; B. 3,200; C. 2,400; D. 5,000; X. None of the preceding answers.

swers.

7. Assume that you are responsible for the receipt and distribution of pencils and that this duty was delegated to you on Jan. 1, 1940, at which time your inventory showed ½ dozen cartons of pencils, each carton containing 6 boxes of 12 pencils each; during the first half of the year 2½ gross more pencils were received and 216 pencils used; during the second half of the year 2 more cartons of pencils were received and 42 boxes of pencils used. The number of pencils on hand Jan. 1, 1941, was

A. 432; B. 216; C. None; D. 864.

The number of pencils on hand Jan. 1, 1941, was

A. 432; B. 216; C. None; D. 864;
X. None of the preceding answers.

8. From a certain district, 4% of the men were drafted for army duty and 5% of the remainder enlisted. The difference between the number who enlisted and those who were drafted was 168. The male population of the district was

A. 210; B. 800; C. 21,000; D. 2,100;
X. None of the preceding answers.

9. Assume that a court attendant is allowed 3½ cents a mile for the use of his automobile for the jurpose of conducting defendants to and from court sessions. The first month he drove 416 miles; the second, month 328; the third month, 2,012; the fourth month, 187; the fifth month, 713; the sixth month, 1608; his expenditures for gasoline averaged 18c a gallon and his general average of miles per gallon was 16; he used 32 quarts of oil at 25c quart; and spent \$70,24 on care and general upkeep of his car for the six months. Without considering the depreciation in value of his car, he would have received above his expenditures

A. \$46.78; B. \$59.22; C. \$8.00; D. \$52.64. X.

A. \$46.78; B. \$59.22; C. \$8.00; D. answers.

10. Assume that

answers.

10. Assume that you borrowed \$2,000 on Nov. 1, 1935, for the use of which you were required to pay simple interest semi-annually at 3½% a year. On May 1, 1941, you would have paid interest amounting to

A. \$70.00; B. \$350.00; C. \$385.00; D. \$140.00; X. None of the preceding answers.

Mental Hygiene Notes

Obituary

Dr. Ralph P. Folsom, 65-yearold superintendent of Hudson River State Hospital, died last Monday afternoon at his home at the Poughkeepsie hospital, following a long illness. Here's what one of the Poughkeepsie papers said in an editorial: "The record of his 10 years of administration will go into the history of the institution as one of continued growth, progress, and improve-

The only flowers permitted at the funeral Wednesday morning were those purchased by the em-ployees of the hospital.

This 'n' That

"Mental Disease and Social Welfare" is the name of a recent volume by Dr. Horatio M. Pollock, Director of Mental Hygiene Statistics. Published by the State Hospital Press, the 237-page volume uses original studies made by Dr. Pollock in State institutions to determine the social significance of mental disease. "A noteworthy contribution' is but one of the tributes...Dr. Maxwell C. Montgomery, first assistant State School, is director of the Rome Community Chest... Various staff members were down to Richmond. Virginia, over last week-end for the 97th annual meeting of the American Psychiatric Associa-

Tailors

Recently the Municipal Civil Service Commission ordered a city-wide promotion exam Tailor, but found out later that the only persons eligible for the were in the departments of hospitals and correction. Therefore, the test has been changed for Tailor, Department of Hospitals and Department of Correction only. The application period has not yet been announced.

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Fisher, Lochner

Harold J. Fisher and Joseph D. Lochner, president and secretary respectively of the ASCSE, were guest speakers last week at the monthly meeting of the Wassaic State School chapter . . . Tom Halpin, Charlie Kearsey, and Paul Bodley are in the army now Recent resignations: Gertrude Gleason, Mrs. Muriel Huff, Max Levine, Mrs. Helen Brusie, Mrs, Elma Rau, Agnes Rider . . . New arrivals: Marguerite Beaudry, Mary Ramputi, Harold Gilchrist, Phil Edmonds, Margaret Callahan, Nancy Barnes.

Exhibit

An exhibit of articles made in the Occupational Therapy department of Harlem Valley State Hospital is on display in the basement of the Alfred E. Smith Hall at the Wingdale institution . These have left: Genevieve Schab, Dick Dickinson, Mr. and Mrs. Earl DelSanto, Gene Spaulding, George Gustin, Tom Dacey, Mrs. Elsa Martin.

Progress of the List

Here's the latest progress on he Hospital Attendant list: Questionnaires have finally gone

out to every eligible in zone 4. all the way down to No. 14,839. For institutions within New York City, certifications among the men have reached to 4,707 and appointments to 4,257. Among the women, No. 1,259 was the last certified and appointed.

For hospitals outside New York City but within zone 4, male certifications have gone down to 14,536 and appointments to 12,879. For women, the latest certifica-tion is 9,781 and the latest appointment 7,737.

In zone 1, 197 permanent appointments have been made. The latest appointment was 1,311 and the latest certification 1,421.

A total of 189 eligibles-123 men and 66 women - have been permanently appointed in zone 2, while three temporary appointments have been made. Of the 322 certifications already made, 28 are still outstanding. The last number appointed is 9,179 (1,277 in the zone), and the last certification is 10,358 (1,449 in the zone). Questionnaires have gone out to 11,935 (1,643 in the zone) for the men and to 4,924 (678 in the zone) for the women.

Physical Exams

Hospital Attendant eligibles in zones 1 and 2 are accepting jobs in zone 3, where the list has been exhausted for certain institutions. As a means of saving time, eligibles certified will not have to travel, to distant institutions to take their qualifying physical test but will be examined at the institution nearest their home.



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Civil Service in War-Torn England

This, the second article in a series on British Civil Service, is the story of the tough, chunky little man who heads one of England's great unions of government workers . . . and who, with crushing wit and ruthless logic, dares to stand up against Henry Ford's representative in a defense of the civil servant in wartime . His arguments should be filed away by American government employees, just

in case they should one day be needed. Britain's Big Businessmen have turned the heat on the Civil

Service. Big Business arguments run like this: Civil Servants are trained to be over-cautious - fine in peace,

but no time for that in war. Civil servants are geared for thinking in terms of "little"

in time of war, everything is expanded a thousand-fold. Civil servants are to restrain Ministers with too much imagination - but in war, imagination and ingenuity must be encouraged and not restrained.

Civil servants accumulated power in peace, and now in war, they cling to their power as a miser to his money. back of affable, but weak Ronald

Cross-now headed upstairs to a

For instance: There was the case of an oil tanker being sent

There are hundreds of similar

The Ministry of Shipping manages a huge fleet of about 3,500

working in the Ministry, only 200

men were drawn from the ship-

ping business. The rest are civil

They Love the "Bobby"

those great strong men walking

not running, but walking

calmly through the streets in the

worst raids, going about their

jobs, giving assurance to panicked

Never in the history of Eng-

land have the people loved the

'bobby''-now steel-helmeted--as

And since the fall of Dunkirk,

three times as many firemen and

cops have been killed as soldiers

(excluding RAF). But all England's love is for

the humbler men in the ranks

and on the edges of Civil Service. The "big shots" have been

Ford vs. Civil Service

The high point came when Henry Ford's representative in England, Lord Perry, smashed out at the Civil Service in a

scathing attack before the House

breed inefficiency . . . sack these

roared Ford's man in England.

Into the ring with him, there climbed a sandy-haired small stocky man named plain "Bill"

Brown, General Secretary of the

Civil Service Clerical Association

-backbone union of Britain's CS.

plumber; he has educated himself.

now edits the journal of his Civil

Service union-typically, he named it "Red Tape."

ard curse hurled at civil ser-

vants, and made it the panner for

Bill's wit and deep intelligence

have won him a welcome as a

regular week-end guest at Lord Beaverbrook's country house. No

Minister, not even the Beaver's bright young editors, can match

the force of Bill's flowing logic

and information in an argument. He was a Member of Parliament

from 1929-31 for the Labor Party; but both he and his friend John Strachey holted the Laborites to-

gether. Bill stayed in the middle of the road; Strachey went Left.

day-he would top Churchill if he

had Churchill's position to com-

mand an audience for his ideas.

Important Arguments

Bill took each of Lord Perry's

arguments, and spread them with

an answer-in defense against the

day when U. S. Civil Service will

have to answer the same attacks, I suggest that American Civil Servants file these arguments

LORD PERRY: "Civil Servants

have done nothing worthy or worthwhile since the war began." BILL BROWN: "Lord Perry should remember the words of

for future reference:

Beyond question, Bill is the second best speaker in England to-

He took the label of the stand-

Brown is the son of a

Civil Service muddlers

"Put an end to safe jobs that

of Lords:

his magazine.

targets for increasing wrath.

much as they do now.

Nobody in Britain criticizes the work of cops or firemen-you see

Out of the 2,000 people

examples of misuse of ships.

to Cardiff to load coal!

post in Australia.

American "observers" of every kind-military, naval, industrial, public health directors, agricultural experts, economists - all kinds and qualities of "observers" are going to Britain to study that nation's war effort,

Two key activities in America have "missed the boat": Labor and Civil Service.

Observers for both could learn much that would be invaluable as guidance here. Some repre-sentative of U. S. Civil Service should certainly be in England now to talk to men like Sir W. Reardon-Smith, for instance, a large shipowner, who has nothing but contempt for the civil servant in wartime

"Practical shipping men of ability and experience have been side-tracked by civil servants. In shipping, there is ground for criticism of the civil servants who ran the Ministry behind the

17 Firemen Get Merit Awards

One of the first acts of the new Fire Commissioner Patrick J. Walsh was to announce that on May 27, seventeen members of the department would be given awards for meritorious service. They will be awarded medals at the same time similar tokens for valor are given to members of the Police Department.

the Police Department.

The men to be honored are: Battalion Chief Frederick J. G. Wedemeyer: Battalion Chief Daniel A. Deasy: Fireman George J. Scott; Fireman Thomas F. Breannan; Fireman John J. Cavanagh; Captain Thomas F. X. O'Sullivan; Fireman Walter E. Hunt; Fireman Alfred J. Lees; Fireman John P. Crane; Fireman John J. O'Brien; Fireman Louis J. Griffin; Fireman Francis P. O'Hara; Fireman Richard W. Schultz; Lieutenant John T. Oakley; and Fireman Charles T. Oakley; and Fireman Charles F. Neiessner

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THE STATE OF NEW YORK SAYS! Look better, Feel better THE ECONOMY FOOD



This is the magazine of Britain's Civil Service clerical employees. In it are tough, hard-headed articles on an amazing variety of subjects. The name "Red Tape" is an indication of the fearlessness with which England's government employees take criticisms directed against them. Bill Brown, who heads one of the powerful British Civil Service unions, is responsible for "Red Tape"



Reagan McCrary

see in another that which he can see in himself.'

"In any case, Lord Perry's speech does not make sense."

LORD PERRY: "The Civil Service attracts a man who wants short hours, little work, mediocre surroundings, no responsibility and a cushy job for life." BILL BROWN: "This is balder-

dash. The Civil Service draws recruits from all strata of society. "I was attracted to the Civil Service-but if Lord Perry ac-

cuses me of looking for a cushy job, I'll knock his block off. "Anybody who entered the Civil Service looking for a cushy job would be grievously mistaken. Rates of pay are appallingly low and hours are long as the work in any government department demands."

LORD PERRY: "No one may

dismiss a civil servant except death itself." BILL BROWN: "Quite untrue.

The Crown can, and does dismiss civil servants not merely for outrageous conduct, but also because they are not up to their

LORD PERRY: "A civil servant cannot be promoted except through the death of his senior." BILL BROWN: "It is true that

a man cannot be promoted except when a vacancy occurs. But that is true of all walks of life. Maybe somebody in the Ford works is eagerly awaiting the death of Lord Perry."

Who Buys?

LORD PERRY: "The Civil Service sells nothing, buys nothing, pays for nothing.

BILL BROWN: "Tell that to the Army Ordance Department or the Office of Works. Tell it to the Ministry of Supply-the largest purchasing organization in Britain.

LORD PERRY: "The business man feels unwelcome in the Civil Service, because permanent officials dislike quick actions and

decisions."
BILL BROWN: "Nonsense. Business men sometimes make efficient administrators, sometimes not, Many of those who joined Government Departments in the last war were comic

"And in this war, the government has had to take over a lot of private factories because they were inefficiently run by their

LORD PERRY: "Taking no re- 11 W. 42d ST. (Cor. 5th Av.) W1, 7-9757

经验验检验检验检验检验检验检验检验检验检验检验检验检验检验检验检验检验

As told to SEWARD BRISBANE by REAGAN McCRARY Chief Editorial Writer.

sponsibility is the cornerstone of the permanent Civil Service Structure

New York Mirror

BILL BROWN: "No. The cornerstone is a balanced responsibility as opposed to the complete irresponsibility which Lord Perry

manifests in his speech.
"It is a pity that by gross overstatement, Lord Perry should obscure the reasonable criticism which might be directed against the Civil Service machine.

"When war comes, the whole machine needs to be speeded up. Unnecessary accounting processes and cross-checking should be eliminated. Whenever possible the telephone should take the place of the letter."

LORD PERRY: "While soldiers, sailors, Ministers and politicians are adapting themselves to war conditions, Civil Servants are allowed to carry on in their old

BILL BROWN: "On the contrary, civil serants have had to adapt themselves to tremendous and radical changes since war began.

"Incidentally, thousands of civil servants have joined the armed forces. Presumably, they must have shown the necessary capacity for adjustment.

"It is unlikely that their col-leagues who have been left bebind, are destitute of either adaptability or guts."

Have you any questions on Brit-ish Civil Service? Send them in— Mr. McCrary will try to answer all questions in a subsequent article. Coming, too, next week or later, is an article by Bill Brown, a hudhitting, straight-talking piece en-titled: "Should we support the



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POLICE CALLS

By BURNETT MURPHEY

PBA Nominations

At last week's meeting of the PBA delegates, nominations were made for the 16 offices in the organization. President Joseph Burkard, who is seeking re-election, will be opposed by Patrick Harnedy, first vice-president, 15th precinct; Ray Donovan, 68th precinct; and George Deegan, 70th precinct. Burns, 90th precinct; John Simcox, 9th precinct; Walter Smith, 4th precinct; Raymond Qulnn, 108th precinct; John Riddell, 52d precinct; Wheeler Bowden, 72d precinct; Charles Schrimpf, 78th precinct; Hugh Kohler, Traffic G; James Shannon, 81st precinct; Andrew Murphy, Emg. Ser. Sqd. 13; Joseph Miller, Ch. Insp. Off.; John McSweeney, Traffic A; Herbert Massett, 41st precinct; Alphonse Smiles, 30th precinct; Hugh Buckholz, 75th precinct; William Buckholz, 75th precinct; Welliam Buckholz, 75th precinct; Walter Lundregan, 46th precinct.

Recording secretary — Thomas F.

Other pominees are:
Of the following candidates for trustees from each of the boroughs, the first-named is the incumbent except for financial secretaries where the first four are incumbants.

bents.
For treasurer-Charles J. Monahan, Telegraph Bureau.
Trustees (one for each borough):
Manhattan — William J. Gould,
Traffic C: James Busby, 4th precinct; Walter Gorman, Traffic F.
Brooklyn — Walter Asklund, 67th
precinct; John O'Reilly, Harbor
precinct, Queens-Gen D. F. Freed

Queens-Geo. D. E. Feaster, 114th precinct; Thomas Fox, 103d pre-cinct; Maurice Kinsella, 85th pre-cinct; Robert Treanor, Emg. Ser. Sq. 18.

cinct; Maurice Kinsella, 85th precinct; Robert Treanor, Emg. Ser. Sq. 18.
Richmond and Lower Manhattan
—Frederick Bauer, Traffic C (now board chairman); Bertrand Barry, Harbor precinct,
Bronx — William Raphael, Tel.
Bur, Bronx; John Mergner, 48th precinct,
Financial secretaries (five)—Robert Nugent, 60th precinct; John E.

Little indication has been given so far of the lines along which the campaign will be conducted. The voting will take place the second

the campaign will be conducted. The voting will take place the second Tuesday in June.

Burkard was opposed last year by Donovan, and Harnedy ran against him in 1937 when he was first elected. Harnedy looms as the main opposing candidate for the presidency. He defeated Deegan two years ago for the office of first vice-president.

It is expected that there will be at least four complete tickets in the field so that a lively race is corrected.

the field, so that a lively race is expected for most of the offices,

200 Change Optional Retirement Ages

More than 200 men changed their optional retirement ages by the time the deadline ended on Thursday, May 15. The pension committee of the PBA sent out a long letter recommending that men who have of the PBA sent out a long letter recommending that men who have served over the minimum retirement period, change their option to the 20-year figure so they will get additional pension grants of \$50 for each year served above the minimum. In order to get these extra payments the men must pay back six percent of their salary for the years between the 20th and 25th, plus four percent interest on the amount paid. There is a deduction from the six percent, however, of the two percent they already paid. For the year after the 25th, they pay five percent (less two percent already paid), plus four percent on the percent (less two percent already paid), plus four percent on the amount paid.

May Grant Request for Valor Credit

A request by the Police Commissioner that the Municipal Civil Service Commission allot a credit of one and one-half points in promotion examination for the PBA medal for valor has not yet been acted

upon. It is expected that this request, however, will be granted.

The PBA is the first line organization in the department which has ever awarded a medal of this sort.

On Again, Off Again

Lieutenant Philip J. Murphy, No. 82a on the Captain's eligible list, was removed from the list following action this week by thee Municipal Civil Service Commission. Lieut, Murphy passed the promotion exam for the post, but was not put on the list when it was promulgated because of a fine imposed by the Department. Later, the action of the Police Commissioner was reversed by the Appellate Division of the Supreme Court, and Lieut. Murphy went on the list. However, recently the Court of Appeals in turn reversed the Appellate Division in the matter and so now he is stricken from the list.

779 Vacancies in Department

As this column went to press the number of vacancies in the department reached 779-a new high.

Where Do I Stand?

The following are the latest certifications, in New York City and Albany, from popular State lists; P means permanent; T means

Junior Clerk	
	85,375 81,90 81,825 79,40
Junior Stenographe P-New York-\$900 .991 P-Albany-\$900 .2,353 T-New York-\$900 .1,362 T-Albany-\$900 .2,347	86.30 77.30 84.90 77.80
Junior Typist P-New York-\$900 . 1,071 P-Albany-\$900 . 2,321 T-New York-\$900 . 1,681 T-Albany-\$900 . 3,375	87.50 83.80 85.80 77.78
Assistant File Clerk P-New York-\$1,200 . 178 P-New York-\$900 . 100 P-Albany-\$1,200 . 119 P-Albany-\$200 . 1,217 T-New York-\$1,200 . 459 T-Albany-\$1,200 . 438 T-Albany-\$1,200 . 1,397 T-Albany-\$1,200 . 1,397	88.70 89.50 89.20 85.40 87.30 87.40 86.10 85.00
Assistant Clerk P-Albany-\$1,200 561 T-New York-\$1,200 . 376 T-New York-\$1,060 . 558 T-New York-\$900 . 427 T-Albany-\$1,200 . 1,146 T-Albany-\$900 . 4,036	87.90 88.58 87.91 88.37 86.54 8,301
Assistant Stenographs P+New York-\$1.200. 105 P-Albany-\$1.200. 129 T-New York-\$1.200. 1,164 T-New York-\$900. 1,794 T-Albany-\$1.200. 1,694 (from Sr. Steno. list) T-Albany-\$900. 2,020 T-Albany-\$900. 2,347 (from Jr. Steno. list)	89.60 89.60 84.10 80.90 81.75 77.30 77.80
P-New York-\$960 3,838	86.16

P—Albany—\$1,200 189 T—New York—\$1,160 . . 222 T—New York—\$900 . 1,414 T—Albany—\$1,200 . . . 841

Latest permanent appointments from these lists are: Junior Clerk
New York—\$900 ... 698
Albany—\$900 ... 2,963
Junior Stenographer
New York—\$900 ... 698
Albany—\$900 ... 2,309 86.225 82.05 $87.40 \\ 79.10$ Albany—\$900 2,309

Junior Typist

New York—\$900 732

Albany—\$900 1,907

Assistant File Clerk

New York—\$900 165

Albany—\$900 1,068

Albany—\$900 ... 1,068

Assistant Clerk

New York—\$1,200 ... 63

Albany—\$1,200 ... 531

Assistant Stenographer

New York—\$960 ... 405

Albany—\$1,200 ... 192

Assistant Typist

New York—\$960 ... 539

Albany—\$1,060 ... 167

Real Estate Job To Be Filled

An exam for junior administrative assistant (office planner) ordered recently to fill a vacancy in the Bureau of Real Estate, has been cancelled by the Municipal Civil Service Commission. This action was taken because the vacancy has recently been filled from another list.

Welfare Department News By HENRY TRAVERS

Of Cabbages and Kings

Frank Sgarlatta, auto engineman, known to his friends as the Golden Voice of Welfare, is busy these days appearing all over town in benefit concerts. Frank has a lyric tenor voice that is so good even the early morning bathroom warblers admit he has what it takes. Studying under Mme, Schubarth, famous opera star, Frank hopes to make the concert stage and then go on to opera himself. If an excellent voice, plus hard work and determination mean anything, Frank's hopes should surely be realized.... Dorothy F. Prigohzy, former Case Supervisor of D.O. 10, has a new baby son, Steven, born April 29. . . . Samuel Kutash, social investigator in D.O. 5, is papa of a baby girl, Emily Frances, who was born May 6. . . Harry Seif, social investigator in D.O. 5, has a new reducing diet that works. Anyway, it worked for Harry. He has cut his weight from 262 pounds to 228. . . . Emmet Dean, special investigator in the Resource Division, is bacheloring until his wife returns. . . . Luke Quinn, special investigator in the Resource Division, has taken a summer place in Huntington, Long Island, . . . Bill Mc-Clure, secretary to the Commis-sioner, who left for a few days va-

cation in Texas, has been stricken with a bad attack of bronchistis.

Recent Assignments

CASE SUPERVISORS
Sylvia Appelbaum, DO 70; Samuel
Kaminsky, DO 65; George J. Hallowitz, DO 81.

ASSISTANT SUPERVISORS

Robert Markowitz, Celia S. Cross, DO 84; Chara Rubinroth, Elizabeth Russell, Alfred Lockitt, Soymour Fishman, DO 81; Edward Sweeney, DO 65; Grace Hochtenthal, Evelyn Feldsher, DO 79; Margaret Gibbons, DO 23.

MEDICAL SOCIAL WORKERS Margaret McVeigh, DO 20.

SOCIAL INVESTIGATORS

Mary S. Cuffan, OAA-Bx&Qus.; Isladore Lazarowitz, DO 41; Ida Rubinstein, DO 32; Paul Maderer, DO 40; Edward M. Cohen, DO 25; Louis Salpeter, DO 79; Catherine M. Bell, DO 11; Jeanette Feinberg, Dep. Child.; Irving Fleischer, Frances Cohen, Anna M. Pierson, Ethel Weinfeld, Emory S. Hutchins, Maxwell Weinberg, Ruth Fladay, Selma Tepperman, Anthony Loseco, Alice Spierer, Elizabeth Zangle, Perez Rosenthal, DO 84; Mittle L. Ashcroft, Samuel J. Berenson, DO 79; Rachel Rauch, DO 65; Myrtle Shemin, DO 67, Lillian Blaustein, DO 79; Bernard Berger, Samuel Felder, Frank Kaplan, Margaret M. Ross, Arnold Schulman, Pauline Wirth, Mildred Bond, Max Glass, Elizabeth Hemingwity, Eiena L. Margary, Mary L. Pawling, Gertrude Sabel, DO 65; Samuel D. Freeman, Rose Schlamowitz, David J. Linsky, Amer F. Pinsker, Anne Dunis, Abraham Abrason, Alfred Cappisillo, Ida Edelsberg, Ruth M. Fisher, Evelyn Goldberg, Alexander J. Moore, Helen Sheely, Adele Sherrin, Abraham Sterrer, David H. Fisch, DO 72; Dorothy Wright, Henry Sentt, Theda Kropf, Lizabeth Scheinberg, Edward Aksel, Louis Berman, Clairmonte Cave, Yetta Center, Pavid H. Fisch, DO 72; Dorothy Wright, Henry Sentt, Theda Kropf, Lizabeth Scheinberg, Edward Aksel, Louis Berman, Clairmonte Cave, Yetta Center, Patricia E, Daly, Nathan Fried, Leo Miller, Myer Rangell, Salo Rosenblatt, Mae Wolfson, Cornelius J. Crowbley, Martlee Gross, Morris Klinger, Moses H. Jancourtz, Edith V. Katz, Howard J. Lerch, Sol S. Silverman, Helen M. Crowley, Martha Diamond, Ruth M. Friedberg, F. Irving Green, Paul P. Gregorian, Max A. Horowitz, Catherine T. Kemp, Alice R. Matthew, SOCIAL INVESTIGATORS

George W. McKenzie Jr., Pearl Penner, Jennie Petrosino, Michael M. Radwin, Jennie Rosenblum, Jacob Salz, Judah M. Turkat, Meyer Weiss, DO St. Lil-lian Eulie, Joanna Heiman, Ida Wat-kins, DO St.

Housing List

The list for management assis-(nousing authority) grade 4, has been declared appropriate for the position of supervisor of the housing section, division of consultant social services, Department of Welfare, by the Municipal Civil Service Commission. cently the list for Junior Administrative assistant (housing authority) was also declared appropriate for the job. Both lists can now be used.

Doubtful Candidates May Take Sup'vsr. Test

A number of social investigators who are candidates for the assistant supervisor, grade 2, examination scheduled for Saturday, May 24, whose eligiblity is in doubt will be admitted conditionally pending the outcome of litigation. The eligibles are those who were appointed on August 16, 1940, and worked for one-half day when their positions were abolished by the Board of Estimate. This ac-tion was taken following orders by the Mayor who was trying to keep a group of veteran social investigators in their jobs after the courts had ruled that they must be ousted.

Sports Department

,	D. O. V	Von	Lost
	7.4		LOST
		2	0
- 12	81	1	0
,	72	2	1
1	79	1	1
-	67	1	1
1	6) (8	0	1
	65	0	1
- 1	84	0	2
1	73	0	0
	Division 2		
1	Shelter Care	3	0
3	D. O. 5	2	0
	Veteran	2	1
1	D. O. 11	1	1
(OAA-B	1	1
	Accounting A	1	1
	Personnel	1	2
1	D. O. 10	0	2
	Resource	0	3
	Division 3		
1	D. O. 20	2	0

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You and I

by May Andres Healy

May Andres Healy is granted the widest latitude in expressing her views. Her opinions do not necessarily represent the views of The Leader,

LL hail to Mr. James Marshall, President of the Board Education, for his speech before the Public Education A ciation last week.

We have objected for years to the interference of the administration and the budget director in particular in matters taining to the school budget.

taining to the school budget.

The courts have ruled that the Board of Education has sole right to make its own budget and that the city authorities means are soler in a lump sum, not specific items. The city allows a cerb sum for the educational budget. The Board of Education means when the Mayor orders the Board of Education to eliming a certain number of teaching positions or to cut out sabbatical lear for certain employees, he is acting without authority and in content of the law. How the Board of Education decides to spend its more legally is no concern of the Mayor, the budget director or the Board of Estimate. The members of the Board of Education are respectively and the sum of the Estimate. The members of the Board of Education are respectively and the sum of the State Commissioner of Education is the one object if the money is not spent wisely. He is the only one way remove a Board member.

Another trick of the budget director is to disapprove the trans

Another trick of the budget director is to disapprove the transof money from one item to another. If for instance there is exemple, in the repair budget and more is needed for supplies, legi the Board of Education has the right to transfer such money majority of the Board approves. The present budget director sheer force or by asking the Comptroller to withhold funds for items, prevents the Board of Education from doing what it the right to do.

the right to do.

Why does the Board of Education stand for such treatment.

The court case brought by the New York Public School Kintergate Association determined that question in the Court of Appeals.

If Mr. Marshall and the other Board members would take a vantage of this right, a greater independence would be theirs.

I noted that the Board of Education did not follow the dema of the Mayor in the matter of sabbatical leaves for librarians a laboratory assistants but chose to do so for clerical assistants. This most unfair! Clerical assistants need sabbaticals as well as other. laboratory assistants but chose to do so for clerical assistants. In is most unfair! Clerical assistants need sabbaticals as well as other in the school system. Their jobs are not merely clerical, keeping records or keeping house; they must have an intimate knowled of students' needs, the ability to understand students and a thoreward the school of the aims and objectives of the school or department of the members of the community in matters pertaining to student and the school. No school could function without them.

The Building Superintendents define them in the circular of Janary 21, 1941: "Regulations in the Matter of Teacher Service and Salary increments" as teacher.

No cost is involved. It is probably useless for me to say the teacher on leave pays the substitute. I hope the Board of Education will reconsider and treat all alike. It makes for harmon and better morale.

and better morale.

The investigators who worked the one-half day were later ap-pointed, but they contend their appointment in fact dates from August 16, 1940, and not from the more recent date when they be-gan work. If the courts finally oust the veterans and uphold the original appointment of the social investigators they will have served the required six months and will be eligible for the assistant supervisor, grade 2, test. If the veterans are successful, then the social investigators will not be qualified for the test.

Non, Settled2 Accounting B 2 OAA-A 1 D. O. 15 0 D. O. 26 D. O. 40 0 D. O. 46 0

D. O. 34 2

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R. H. MACY

Park Topics

By B. R. MEEHAN

park Supervisors To Hold Annual Dance

The annual entertainment and dance of the New York City Park supervisory Employees Associayou will be held at Manhattan Center Ballroom, at Thirty-fourth center Bailloon, at Thirty-fourth street and Eighth avenue, Wed-nesday evening, May 28. Music by Dan King and his fa-

music orchestra. Entertainment at 11 o'clock by the World's Fair Il o'clock by the world's Fair geview. Subscription prices are if for gentlemen and fifty cents Advance tickets can be bought President John J. Devlin,

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ach, Lilly Muglier, Wilhelm
Jeinz Emil Gersbach, AdelWill Furrer and AnneInfants under 14 years of
Community of Wald, Zurfall, Kommitte do Stiftung,
The Swiss Home being the
cested as creditors, next of
Wise, in the estate of JOCOB OBERHOLZER, also
AKOB OBERHOLZER, deat the time of his death
ant of 232 East 18th Street,
live

ng: Upon the petition of dministrator of the County having his office at Hall toom 308. Borough of Mangal County of New York, ator, c.t.a. of the goods, credits of said deceased; the of you are hereby cited as before the Surrogate's York County, held at the York County, held at the o'clock in the forenoon of yhe account of proceedublic Administrator of the by York, as administrator, goods, chattels and credits ed, should not be judicially

nony Whereof, We have caused the seal of the Surrogate's Court of the said County of New York to be hereunto af-fixed. Witness Honorable James A. Foley, a Surrogate of our said County of New York, the 21st day of April in the year of our Lord one thousand nine hundred and forty-one.

forty-one.

GEORGE LOESCH
Clerk of the Surrogate's Court

IMPORT CO. — Certificate of ation of Limited Partnership. IE UNDERSIGNED, desiring to limited partnership under and to the laws of the State of 8, do hereby certify and say: name of the partnership is IMPORT CO.

Character of the business of said p is a general import and expense.

tion of the principal place of the partnership is 8-10 New York, N. Y. and place of residence of is as follows: lowing member is a general

von Clemm, residing at Long Island, New York, owing members are limited

viord W. Alley, as Trustee a certain agreement of trust April 28, 1941, residing at t. Long Island, New York. orges Lambercier, residing at Madame Stael, Geneva,

and, for which the partnership from the 28th day of April, 7th day of April, 1946, un-terminated as hereinafter

unt of cash and a descrip-u agreed value of the other tributed by each of the ers is as follows: I.W. Alley, as Trustee under eement of trust dated April .000.00 in cash, Lambercier, \$5,000.00 in

dditional contributions agreed at which or events on the of which they shall be made ones. Once, the contribution of the ones. One when the contribution of the material partnership, or prior to such event of the death of Georges. Or the termination of the rust, upon the exercise of an the general partner to repay or retain it in the partnership.

of the profits or the comre of the profits or the comy way of income which each
mer shall receive by reason
bution is as follows: Each
mer is to receive 25% of the
of the partnership and no
masation.

yision is made in the parteement for the substitution
i partner of an assignee as
in his place.
ht is given by the partnerment to partners to admit
lamited partners.
ht is given to either of the
thers to priority over the
I partner as to contributions
appensation.

compensation e death, retirement or insanity eval partner, or upon ten (10) to by the general partner to e special partners prior to the second partners prior to the W twelve (12) month period to April 28, 1941, the business thership is to be terminated. Sht is given by the partnerment to the limited partnershand receive property other in return for their conributions.

sted: April 28, 1941.

WERNER VON CLEMM,

RAYFORD W. ALLEY.

As Trustee under a certain agreement of trust dated April 28, 1941.

GEORGES LAMBERCIER

By MURRAY HILL TOPMAN,

the foregoing certificate was signed,

asowiedged and sworn to by all mem
to the partnership.

Manhattan Attendants Hold Mass The annual mass for deceased

members of the Manhattan Park Attendants was held on Wednesday, May 14, at 9 a. m. at St. John's Church, Thirtieth street between Seventh and Eight avenues.

Change of Name

Anthony T. Konchalski to Anthony T. Keane; Sarah G. Lazarowitz to Sara Portnoy.

144 Make Play Director's List

The Municipal Civil Service Commission released-last week the eligible list for playground director (female), for permanent service. The list is topped by Juliet R. Brussel of Manhattan with a rating of 91.44 per cent and Gertrude Ribakove of Brooklyn, ranking second with 88.31

The list is as follows, subject to Medical Examination:

1254 Franklin avenue, Bronx, New 1 Juliet R. Brussel 2 Gertr. Brussei 2 Gertr. Ribakove 3 C.M. R. Deimling 4 Miriam J. Lamb 5 Ann F. Siskind 6 Z.S. Tanenbaum 7 D. L. Silverman 8 LucilleSchwartz 9 Eliz. V. Deutsch

10
11 L. Rubinstein
12 C. E. Molitor
13 Muriel S. Peyser
14 Gold. W.MeGirt
15 A. R. Jablonsky
16 Shir. Friedman
17 Shirley Wallach
18 Jul. Holzmann
19 Rae J. Wallace
20 Dor. C. McGinn
21 Ed. L.Holtzman
21 Ed. L.Holtzman
22 Theresa R. Nash
23 E. Jackonwitz
24 Con. L. Deimling
25 P'line Schwartz
26 Syl. S. Bernstein
27 Ann Cohen
28 Mar. R. Besdine
29 Mary O'Connell
30 Max M. Helman
31 E. A. Harasym
32 Anne Paulson
33 Gert. M. Striker
34 Shirley Singer
35 Samona Silapiro
30 Jean W. Watt
37 Em. Berkowitz
38 Irene Lehrer
39 Leona Mensch
40 Marg. Stapleton
41 Beat. Schwartz
42 C. D. B. Alalmo
44 Martha Heller
46 Karh. M. Kelly
46 MurielSteinberg 11 L. Rubinstein 12 C. E. Molitor

47 Rose M. Holran

48 M. M. Macksey

49 Loretta Levine

50 Claire M. O'Neil

51 Eliz. M. Candins

52 R.-M. Kierman

53 J. R. Corbett

54 Beat. Sosnoff

55 Marie A. Tully

56 Adele Lifshutz

57 9liz. C.Saunders

58 Cath. T. Cahill

59 Irene Hoffer

60 Rita Willner

61 FSchneiderman

62 Ester Ort

63 Roslyn Schlaffer

64 P. C. Ryshpan

65 E. Bandwein

66 Rene Breger

67 Flor, Dorman

68 E. B. Horowitz

60 Vera Rosen

70 Futh Lazarus

71 Ester Kesner

72 Evelyn Wolfe

73 Ester Arons

74 Rose Periman

75 M. Ehrenfeld

76 S. D. Seligman

76 Rose Neumann

78 Flor C.Sultskin

79 SelmaV. Rubin

80 Hope M. Smith

81 Beatrice Levy

82 Rose Nuchman

83 Edith Zinn

84 MaryG. Staples

85 Belle Geller

86 Emily R. Cohn

87 A. H. Shelling

88 Eliz. Bruskin

89 Leon. C. Kritz

90 M. Schwartz'g

91 H. T. Gilligan

92 Zelda Bernstein

93 Cath. Dalton
94 Mar H. Peyser
95 Eve. R. Karmoil
96 Mildred M. May
97 Gert. Notkin
198 L.R. Praweig
199 A. M. Solomon
100 Alice E. Brooks
101 R. Herringman
102 Rose Silverman
103 Edith S. Surrey
104 E. M. Schetlin
105 Anne C. Brown
106 Florence Karp
107 L. Z. Lipschitz
108 Euth C. Katz
109 Nettie Cantor
110 Dor Rudman
111 Gertrude Pratt
112 Prances Gerson
114 Helen Y. Hiller
115 Ethel L. Layer
116 M.M. Wangiser
117 H. S. Mishkin
118 Gert. Laseff

110 H. S. Platzman
120 Bertha Kirpich
121 Syl. L. Koffer
122 S. H. Jacobus
123 H. C. Horowitz
124 Regina Kaplan
125 Luc. Genlenter
126 Roslyn F. Bear
127 I B. Froyddence
128 J. E. Seymour
129 Roselyn Hutt
130 Slyvla Dyorkin
131 Mary J. Hughes
132 Judith J. Jaffle
136 R. K. Axelrod
134 Mil R. Badames
135 Dor. Keusch
136 R. K. Axelrod
137 E. C. Robinson
138 Blanche Weiss
139 B. G. Zeitlin
140 Grace Ellman
141 Jud. Berkowliz
142 Ida J. Bolotin
143 Alice M. Pafton
144 Flor. Eisner

Park Foreman Eligibles to Meet

A special meeting of the Park Foreman Eligibles will be held on Thursday, May 22, at 8 p. m., in Room 513, World Building, 63 Park Row, Manhattan. All members and eligibles have been requested to attend this session.

Ass't Gardeners to Discuss Gardener Exam

The next meeting of the Five Boro Assistant Gardeners Association will be held on Tuesday evening, June 3, at 8.30 p. m., at the City Court House, Chambers street, Manhattan.

All candidates who took the gardeners promotion test are invited to attend. The per annum bill before the City Council will be the topic of discussion for the evening.

Climbers, Pruners

The next regular meeting of the Climber and Pruners Eligible Association will be held Thursday, May 22, at Germania Hall, Sixteenth street and Third avenue, Manhattan, at 8 p. m. All eligibles are urged to attend this meeting for information relating to appointments.

Scholarship Applications Still Open

Applications for a free four-year scholarship for children of Catholic park employees, are still being received by the sponsor, the Catholic Guile of Park Department Employees. Candidates will be tested in English, American history and high school mathematics.

Further information can be obtained from the Rev. Anthony Kieffer, Dean of St. John's University, 75 Lewis avenue, Brook-lyn, or from James V. Mullholland, president, Catholic Guild of Park Department Employees.

Examination Requirements

City Tests

Applications are now being issued for 13 competitive, three promotion and three licensing tests by the Municipal Civil Service Commission, 96 Duane St. Full requirements for these exams have appeared in the last two issues of the LEADER. The tests, salaries, and closing dates for filing applications follow:

COMPETITIVE

Air traffic Control Operator, \$2,400 to \$2,490. File by May 23; Assistant Engineer (specifications), Grade 4, \$3,120 to \$4,260. File by May 26; Director of Medical Social Service, Grade 4, \$6,000. File by May 26; Director of the Bureau of Child Hygiene, Department of Health, \$6,000. File by May 26; Fireman, \$2,000 to start. File by May 26; Housekeeper (Woman), Department of Hospitals, \$1,200 to \$1,800. File by May 26; Interpreter, \$1,560. File by May 26; Jr. Administrative Assistant, \$3,600. File by May 26; Laboratory Assistant (Bio-Chemistry), \$1,500. File by May 26; Office Appliance Operator, Grade 2 (I.B.M. Alphabetic Key Punch Machine), \$1,200 to \$1,800. File by May 26; Office Appliance Operator, Grade 2 (Remington Rand Bookkeeping Machine), \$1,200 to \$1,800. File by May 26; Senior Buyer, N.Y.C. Housing Authority, \$4,600. File by May 26; Superintendent of Camp LaGuardia (Men), \$3,600. File by May 26 .

PROMOTION

Foreman, Auto Machinist (City-Wide), \$2,580. File by May 26; Foreman Auto Mechanic, \$2,580. File by May 26; Housekeeper (Women), \$1,200 to \$1,800. File by May 26.

LICENSING TESTS

Refrigerating Machine Operator (10 tons capacity or less) (open continuously); Refrigerating Machine Operator (unlimited capacity). File by June 26. Special Rigger (open continuously).

State Test

Hospital Attendant

State and County Institutions.
Usual salary range \$54-\$66 a month,
plus maintenance for self but not
family. Salary increases \$4 a
month at the end of every six
months of service until it reaches
\$66 at the end of 18 months. Automatic time service payments further increase the salary to \$86 a
month in a period of years. There

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are opportunities for promotion to other competitive positions in in-stitutional service, and some Hos-pital Attendants may enter tha Nurse Training Schools. Open to men and women. Age limits: 18-45. Fee, 50 cents. File by June 3, Exam will be held June 21.

Medical and Physical Requirements Candidates must be free from any physical defect which may tend to

prevent satisfactory performance the duties of the of the duties of the position; and they will be rejected for any of the following: Ears: Defective hearing, inability to hear normal conversation at 20

feet. Eyes: If candidate brings eye-

Eyes: If candidate brings eye-glasses, vision with glasses, poorer than 20/40 (Sn vllen) in one eye and 20/70 (Snellen) in other eye, and also uncorrected vision poorer than 20/100 (Snellen) in each eye. If candidate is not equipped with eyeglasses, vision without glasses poorer than 20/40 (Snellen) in one eye and poorer than 20/70 (Snellen)

eye and poorer than 20/70 (Snellen) in other eye.

Respiration: Tuberculosis.

Circulation: Heart ailments; ar-teries; blood pressure. Varicose (enlarged) veins: Vari-

cocele; hydrocele Hernia (rupture): Single or

Rectum: Hemorrhoids (piles);

Mental diseases: Epilepsy; mental deficiency; alcoholism.

Flat feet: Third degree in either foot.

Deformities: Hands, feet; curva-ture of the spine.

Swollen joints: Arms, legs, hands, feet; arthritis.

Mouth: Badly decayed teeth of diseases of the mouth such as pyor-

diseases of the mouth such as pyorrhea; gingivitis.
Venereal diseases: Gonorrhea;
chancroid; early syphilis.
Any other serious defects.
Excessive overweight or underweight in proportion to height.
Basis of Ratings
Written examination, testing general intelligence and elementary
knowledge of the skills involved in
the bathing, clothing, feeding, and the bathing, clothing, feeding, and cleaning of patients, and in the making of beds, cleaning of wards, and caring for the clothing and other property of patients, and an elementary knowledge of "first aid"

U.S. Tests

Junior Stenographer, \$1,440

Junior Typist, \$1,260

File by June 9. Age limits: 18 to 53. For appointment in Washington, D. C. only. This announcement cancels and supersedes announcement No. 33 (assembled) issued January 23, 1941. Applicants who have applied under Announcement No. 33 will be examined under the terms of this announcement. The exam is open to both men and women.

It is expected that all applicants will be examined within three weeks after the closing date of June 9.

(Continued on Page Twelve)

How to Apply for a Test

For City Jobs: Obtain applications at 96 Duane Street, New York City, (9 a.m. to 4 p.m.), or write to the Application Bureau of the Municipal Civil Service Commission at 96 Duane Street and enclose a self-addressed 9-inch stamped envelope (4 cents for Manhattan and Bronx, 6 cents elsewhere).

For State Jobs: Obtain applications at 80 Centre Street, New York City, (9 a.m. to 5 p.m.), or enclose six cents in a letter to the Examinations Division, State Civil Service Department, Albany.

For County Jobs: Obtain applications from Examinations Division, State Civil Service Department, Albany. Enclose 6 cents. For Federal Jobs: Obtain applications from U. S. Civil Service

Commission, 641 Washington Street, New York City, (9 a.m. to 4:30 p.m.), in person or by mail. Also available from first and 4:30 p.m.), in person or by mail. Also second class post office, Second District. U. S. citizens only may file for exams and only during period

when applications are being received. Fees are charged for city and State exams, not for federal. Applications for most city jobs must have been residents of New

York City for three years immediately preceding appointment. Applicants for State jobs must have been New York State residents for one year.

LEGAL NOTICE

FRANK XAVER KNECHT — P.-1169, 1941. — CITATION. — The People of the State of New York, by the Grace of God Free and Independent To OTTILLIA DRAEGER, Minnesota Lake, Box 205, R-1, Minnesota and JOSEPHINE SPAHN, Thanville (Bas-Rhin) pres Ville, France, the next of kin and heirs at law of FRANK KNECHT, also known as FRANK XAVER KNECHT and XAVER KNECHT, deceased. Send greeting: Whereas, KATIE HARTMAN KNECHT, who resides at 328 East 83d Street, the City of New York, has lately applied to the Surrogate's Court of our County of New York to have a certain instrument in writing relating to both real and personal property, duly proved as the last will and testament of FRANK KNECHT, also known as FRANK XAVER KNECHT, also known as FRANK XAVER KNECHT and XAVER KNECHT, deceased, who was at the time of his death a resident of 326 East 83d Street, the County of New York.

Therefore, you and each of you are cited to show cause before the Surrogate's court of you are cited to show cause before the Surrogate's court of you are cited to show cause before the Surrogate's court of you are cited to show cause before the Surrogate's court of you are cited to show cause before the Surrogate's court of the Surrogate's court of you are cited to show cause before the Surrogate's court of the Surrogate's court of the Surrogate court of the

and XAVER KNECHT, deceased, who was at the time of his death a resident of 326 East S3d Street, the County of New York.

Therefore, you and each of you are cited to show cause before the Surrogate's Court of our County of New York, at the Half of Records in the County of New York, on the 24th day of June, one thousand nine hundred and forty-one, at half-past ten o'clock in the torenoon of that day, why the said will and testament should not be admitted to probate as a will of real and personal property. In testimony whereof, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed.

[L. S.] Witness, Honorable James A. Delehanty, Surrogate of our said County of New York, at said county of the Surrogate's Court.

VICTOR JOSEPH CO.—Notice is hereby given that on May 13th, 1941, a certificate of formation of limited parnership of the above in the form substantially as hereinafter set forth was duly filed with the Clerk of New York County. Business is dealing in fruits and produce. Primeipal place of business 204 Franklin Street, Manhattan. N. Y. C. Partnership is limited. General partner, Victor H. M. Joseph, 115 E. 21st Street, Brooklyn, N. Y. C. Hilliard Joseph, 115 E. 21st Street, Brooklyn, N. Y. C. Hilliard Joseph, 115 E. 21st Street, Brooklyn, N. Y. C. Putnership to exist for five years from April 1st 1941. Limited partners each contributions, to be returned April 1st, 1946. Limited partners who cannot be above certificate was duly signed and acknowledged by each of the partners.

LEGAL NOTICE

(Continued from Page Eleven)

Sub-Inspector (Core Drilling) (Salary: \$1,620 to \$1,800)

File by June 12. Age limit: 18

Duties

To supervise core drilling and test pit sampling, to locate sites for sampling, procure samples of ma-terials, and prepare necessary re-ports in connection therein.

Requirements

Requirements
Two years of experience on construction projects or surveys in which candidates conducted, supervised, or inspected core-drilling operations and sampling of subsurface strata, at least six months of which must have been in a supervisory or inspectional capacity. The completion of each 18 months of a course in mining or petroleum engineering or geology, in a college, will be accepted in lieu of one year of the required experience, except that in the case of such substitution, the six months of supervisory or inspectional experience must be shown.

Basis of Ratings

Basis of Ratings

Applicants will be rated on their experience and fitness on a scale of 100.

Junior Custodial Officer

(Salary, \$1,860)

File by June 19. Age limits:

Duties

Duties

To be responsible for supervision of inmates employed in work provided by the institution; to assist with the work of rehabilitative agencies organized for institutional training, discipline, and instruction of inmates; to prevent escapes, and communication between inmates and unauthorized persons; and to enforce the rules and regulations of the institution. The class of work to which the Junior Custodial Officer is assigned constitutes the foundation for higher classes of work in the prisons. After a rigorous training period and a satisfactory probationary period successful applicants become eligible for promotion to higher positions.

Requirements

Applicants must have completed a full four-year high school course, of 14 units of high school study.

Basis of Ratings

Applicants will be rated on the subject of a general test on a scale of 100.

Public Health Nurse, \$2,000 a year. Requirements: Four-year high school course or 14 units of high school study; completion of a course in school of nursing; registered; completion of special course in public health nursing; one year or more of successful public health nursing one year effect of the second se

Toolmaker, \$7.20 to \$9.36 a day. Requirements: Applicants must have completed a 4-year apprenticeship or must have had at least 4 years of practical experience in the trade. Applications from those with only 2 years of experience will be accepted and may be certified for appointment as the needs of the service require. Maximum age, 62. Applications may be filed until further notice.

Foreman, Aircraft Mechanic, \$2,300; Junior Aircraft Mechanic, \$1,600. Requirements: Six years of training or experience in the maintraining or experience in the main-tenance or repair of aircraft, at least three years of which must have been licensed experience. Maximum age, 50. File by May 21.

Schior Inspector, Ordnance Ma-terial, \$2,600; Inspector, \$2,300; As-

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sociate, \$2,000; Assistant, \$1,800; Junior, \$1,620. Requirement: 1 to 6 Junier, \$1,620. Requirement: 1 to 6 years experience inspecting and testing such raw materials as metal bars and sheets, precisioned machine parts, metal shays formed with dies, forgings or castings of either steel or non-ferrous metals, or ordnance materials. Maximum are, 55. File until further artistics. File until further notice.

Senior Procurement Inspector, \$2,600; Procurement Inspector, \$2,300; Assistant Procurement Inspector, \$2,000, Junior Procurement Inspector, \$1,620. Requirements: Optional Subjects: aircraft, engines, instruments, parachutes, aircraft propellers, tools and guages, radio, aircraft miscellaneous materials, textiles, fur-lined clothing. Requirements: 2 to 7 years experience in the optional subjects. Maximum age, 62. File until further notice.

Senior Fishery Market Specialist, \$4,600; Fishery Market Specialist, \$3,800; Associate, \$3,200; Assistant, \$2,600; Junior, \$2,000. Maximum age, 53. Requirements: 1 to 6 years experience and at least 90 hours college study in the field, depending on the grades applied for. Maximum age, 53. File by June 12.

Specialist in Vocational Agricul-ture, \$3,800. Requireemnts: AB de-gree in agriculture plus 5 years ex-perience in vocational education in agriculture. Maximum age, 53.

Second Assistant Engineer, (Marine). For filling positions of 3d Assistant, \$2,650 and Junior, \$2,190. Requirements: A current license issued by the Bureau of Marine Inspection and Navigation appropriate for the class and tonnage of the vessel on which duty is to be performed. Maximum age, 50. File until further notice.

Inspector of Coal, \$3,800. Requirements: 10 years extensive commercial experience handling at least 75,000 tons annually. Maximum age, 60. File by December 31.

Regional Agent, Trade and Industrial Education. \$4,600. Special Agent, \$3,800. Requirements: Regional Agent, six years. Special Agent, five years directing a program of trade and industrial education in a State department of education, or school system as a teacher of shop subjects or in-service teacher trainer in the field of trade and industrial education. Maximum age, 60. File until further notice.

Commodity Exchange Specialist: Salaries: Senior, \$4,600; commodity exchange specialist, \$3,800; Associate, \$2,200; and Assistant, \$2,600. Requirements: College graduation, plus specialized experience in research or teaching in the optional subjects. File until further notice.

Expeditor (Marine Propelling Equipment), \$3,200. Requirements: Four years experience in the manufacture of pumps, boilers, Diesel or reciprocating engines. Maximum reciprocating engines. reciprocating engines. Maximum age, 65. File until further notice.

BANK OFFERS UNIQUE FAUILITIES TO CIVIL SERVICE

Unusual banking facilities and conveniences are being made available to Civil Service Employees by the Trust Company of North America, with offices at 115 Broadway, New York City. Accounts may be opened and deposits made by mail, thus saving time for the employee and providing him with a banking service that he can use at any time of the day or night. In effect, it brings the bank to the corner mail box. The Trust Company of North America provides a special patented deposit envelope, self-addressed, combined with a deposit slip and receipt. Through this mailing feature checking ac counts are given speedy, accurate and efficient service.

The Trust Company provides another important service to Civil Service people. All checks, city, state, or federal, are accepted as cash. Thus, the employee doesn't have to wait until the check goes through its various processes of collection before he can draw against it. When the check is deposited, or part of it is deposited, the employee has it immediately available for its use. For your convenience, the bank is open daily from 8 a, m. until 3.30 p. m.; 12 noon on Saturdays, and 4.30 p. m. on paydays. One of the most unusual features which the bank includes in this service is the printing of the employee's name on all checks issued. of course, without any additional charge.

Checking accounts may be opened with as little as \$1. The LEADER learned that several thousand persons in government employe have already taken advantage of this new modern banking set up and they have expressed complete satisfaction with this service, Many of the Civil Service employees are calling the Trust Company of North America the Civil Service Bank. The officers of the bank are always willing to meet and discuss with any Civil Service employee, any of their banking requirements.

Machinist, \$7.92 to \$8.88 a day. Requirements: four years of ap-prenticeship or four years of ex-perience in the trade. Maximum age, 62. File until further notice.

Instrument Maker, \$1,800. Requirements: Completion of a four years apprenticeship or four years experience as Instrument Maker in a high-grade instrument or physical laboratory shop. Maximum age. File until further notice.

Junior Engineer, \$2,000. Requirements: Completion of a four year engineering curriculum leading to college degree in engineering. Senior students in engineering may also apply. Maximum age, 35. File until further notice. Senior Inspector Engineering Materials, \$2,600; Inspector, \$2,000; Junior Inspector, \$2,000; Junior Inspector, \$1,620. Maximum age, 65. File until further notice.

Construction Inspection Coordinator. Salary: \$3,000. Optional subjects: 1) hull; 2) electrical; 3) machinery. Requirements: Applicants must have had professional experience in the field of at least four years and in addition four years of experience in the optional subject. Maximum age, 65. File until further notice.

Associate Entomologist (Taxonomy). Salary: \$3,200. Requirements: Applicants must have graduated from college and had at least three years' responsible experience in taxonomy of the aculeate Hymenoptera. Maximum age, 53. File until further notice. until further notice.

Research Chemist (Any Specialized Branch). Principal, \$5,600; Senior, \$4,600; Research Chemist, \$3,800; Associate, \$3,200; and Assistant, \$2,600. Requirements: College graduation, and from seven to two years of professional experience in the field, depending on the grade of the position applied for, Maximum age, 55. File until Dec, 31.

Instructor, Mobile Laundry, \$2,000. Instructor, Mobile Laundry, \$2,000. Requirements: At least three years experience in laundry operations, use, upkeep and operation of modern washing and drying machinery, and preparation and use of laundry solutions. Also, at least two years experience as foreman, assistant superintendent or superintendent of large modern laundry or two years as instructor of organized classes in laundry operations or two years experience in the installation and instruction in the operation of machinery and solutions or any equivalent combination. Maximum age, 53. File until further notice. File until further notice.

Staff Dietitian, \$1,800 a year. Requirements: A.B. degree, with major study in dietetics, including at least 18 semester hours in a combination of the following: food preparation, nutrition, and institutional management. Applicants will be approximately

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Assistant Communications Operator (Air Navigation), \$1,620. Ability to transmit and receive by radio telegraph (International Morse Code) at a sustained speed of 30 words per minute copying on a typewriter. Maximum age, 50. File until further notice. Full details until further notice. Full details in Feb. 25 issue of The LEADER.

tional management. Applicants will be accepted from students now serving in an approved graduate training course. File until further notice.

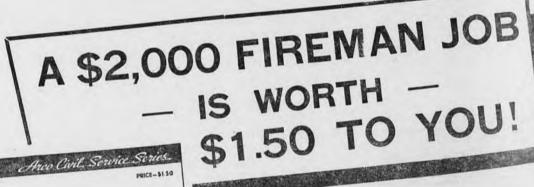
EUGENE B. SCHWARTZ

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Study Aids for Attendant Test

Hospital Attendant Candidates Will Find This Helpful

As preparation for the coming Hospital Attendant test, scheduled Saturday morning, June 21, The LEADER will publish, in comfor form, the previous test given last June. One hundred true-and-plete form, multiple-choice questions forced the satisfactory of the satisfac plete form, the product case given last June. One hundred true-and-false and multiple-choice questions faced the candidates at that time, false and matrice the questions faced the candidates at that time, and the coming test will be similar. Below are the first twenty-five questions of the past test. Answers will appear next week, along another selection. with another selection.

Circle the "T" after those statements you believe to be true, the "F" after those that appear false. 1. Salt flows more freely from s salt shaker if some rice is placed in the shaker. T F

2. The best way to keep rubber heets when they are not in use is to fold them before placing them in the linen closet. 3. Blankets should be dried slowly after being laundered. T. F. 4. The best way to remove the plug from an electric iron is to pull on the cord instead of the

plug. T F 5. Silk dresses should be pressed with a hotter iron than cotton uni-

orms. T F 6. One of the main reasons for frigerator is to prevent it from drying out. T keeping food well covered in a re-

7. The temperature of a hospital ward should be higher when patients are sitting still than when they are exercising. T F 8. Electric heating pads may be doubled over and pinned into any convenient shape without injury to the pad. T

9. The best way to tell whether a vein or an artery has been out is to notice the color of the blood.

10. Adhesive tape should be placed directly over a wound.

11. It is generally better to take the pulse of a person when he is sitting down than when he is standing up. T F

12. When carrying a patient on a stretcher, the persons carrying the stretcher should keep in step with each other. T

13. A hospital attendant should be allowed to give medicine ordered for one patient to another patient if he thinks the two cases are exactly alike. T F are exactly alike.

14. Instead of tub baths, patients with slight temperatures should be given sponge baths in bed. T 16. If a hospital attendant is

able to stop a patient from escaping, it is unnecessary for the at-

What Every Sergeant Should Know

tendant to make a report of the attempted escape. T F

17. Singing and whistling by hospital attendants while on duty is desirable to keep the patients cheerful. T F

18. A person's intelligence can be correctly measured by looking at his face. T F

19. People with greenish eyes are likely to be as trustworthy as those with blue or brown eyes.

20. A square jaw is a definite sign of strong character. 21. A person will usually try to do a better job if he is praised for his work from time to time.

22. A hospital attendant who is efficient in caring for the physical welfare of his patients does not need to pay attention to their per-

sonal likes and dislikes. T 23. Packages mailed by relatives to mental patients in a hospital should be delivered unopened to T the patients.

24. Mental patients who like to "show off" may be allowed to do so if the "showing off" is harmless and disturbs no one. T

25. Hospital attendants should keep in mind that mental patients are not responsible for their actions. T

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SUBSCRIPTION DEPARTMENT CIVIL SERVICE LEADER Gentlemen: Please Send Me the CIVIL SERVICE LEADER every week for the Next: Year, I enclose \$2. 6 Months, I enclose \$1.

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Answer to Question 21 Although a Sergeant's specific duty is the supervision of members of the Force on patrol, there are many other general duties in a precinct which he is required to perform. Briefly describe these

Study Material for Coming Police Test: Part 21

A. Precinct conditions 1. A Sergeant's duties in connec-



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 ⁴⁰ Packard "6" 2-D, Tr. Sedan 695 '40 Buick "48" 2-D. Tr. Sedan. 775 '40 Buick "46-S" 5-Pass. Coupe 795 40 Buick "41" 4-D. Tr. Sedan 795 40 Buick "51" Super Tr. Sedan 895 '39 Buic's "90-L" De L. Limou 895 40 Buick "46-C" Conv. Coupe 895 41 Dodge 4-Dr. Trunk Sedan.. 925

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tion with precinct conditions vary as do the conditions themselves. In residential neighborhoods conditions differ from those in business areas. High rent zones are different than low rent zones. Parks, amusement areas, schools, waterfronts and racial predominance in certain areas present problems peculiar to the particular area concerned.

2. In general, the Sergeant's duties consist of observations of all conditions within his territory while on patrol, investigating where necessary, interviewing persons concerned, directing and instructing members of the Force on patrol in action to be taken and reporting pertinent matters to the Commanding Officer of the Precinct for whatever subsequent action may be necessary.

B. Investigation of applications for licenses.

1. The Sergeant investigates applicants, for various licenses and permits, residing within the precinct to which assigned. Many of these investigations are made for the Department of Licenses while others are for licenses or permits issued by the Police De-

2. The usual procedure is for the Sergeant to make a discreet inquiry in the vicinity of the home of the applicant as well as a personal interview with applicant and a verification of all statements made on application. Where vouchers for such applicant reside within the precinct they are also interviewed. A complete report of the result of the investigation is submitted by the Sergeant to the Commanding

Officer of the Precinct. C. License Districts

1. Each precinct is divided into license districts and to each such district is assigned a Sergeant. The purpose of this is for the proper supervision over and recording of licenses within the

precinct.

2. The Sergeant is required to make a check of business within such districts which require licenses, make proper record on U. F. 29 cards and file such cards in their proper places in the command. All renewals of such licenses are recorded on the U. F. 29 cards. In cases where persons fail to obtain or renew licenses when required to do so by law or regulation, the Sergeant takes the proper action which is usually a warning and a report to the Commanding Officer of the Precinct. More drastic action is taken

against flagrant violators.

D. Radio Motor Patrol In each precinct there is at all times maintained a Sergeant on patrol in a radio motor patrol car. Such Sergeant is required to record alarms and messages received by radio in such car, to respond to all alarms within the precinct and to take charge at the scene of emergencies except as otherwise provided by the rules

or provisions of the Manual of Procedure. The Sergeant in charge at the scene of an emergency will direct Radio motor patrol cars present, to resume patrol when conditions so warrant and notify the radio despatcher by telephone, giving pertinent infor-

E. Supervision of licensed prem-

1. The Sergeant on patrol supervises all licensed premises within the precinct, paying particular attention to the manner in which such businesses are being conducted, whether or not laws and regulations are being strictly complied with and taking the proper action against those who fail to conform to such laws or regula-

2. Particular attention is given to dance halls, cabarets, premises where beer, wines or liquors are sold, junk dealers, pawn brokers, second hand dealers, pool rooms and all other premises where particular police problems are in-

F. Other duties.

There are numerous other incidental duties required of the Sergeant on patrol such as:

tions and complaints as assigned by the Commanding Officer. 2. Inspection of uniforms and

1. Investigation of communica-

equipment of subordinates. 3. Inspection of Department au-

tomobiles. 4. Parades, strikes, public meetings, fires and special events.

5. All other police duties as assigned by the Commanding Officer, other superior officer or as the Rules and Regulations and Manual of Procedure provide.

Question 22

Statistics of the New York City Police Department indicate that larcenies of automobiles have shown a decided increase during the past year. To what factor may this apparent increase in this type of crime be attributed? What steps might be taken to reduce the number of larcenies of

Answer this question as completely as you can. Then compare it with the answer which will appear here next week.

Board of Ed. Can Hire Aides Sans Lists

The position of Student Aide in the Board of Higher Education was formally placed in the noncompetitive class by the Municipal Civil Service Commission with the stipulation that the salary was not to exceed fifty cents an hour nor the total employment exceed 600 hours a year. The noncompetitive status of the means that the Board can hire student aides without having to resort to eligible lists or competitive exams.

8:13:44 8:21-13 10: 8:44 6:28:42 4:23:45

1: 9:45

5:10:42

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Trackman Transportation.

Typewriting Copyist Transportation.

Typewriting Copyist Transportation.

Typewriter Repairman Purchase.

Watchman Housing.

w/m means "With Maintenance."

All Civil Service organizations are invited to forward notices of meetings and events for appearance in the Bulletin Board. Please have your notice in by Friday of the week preceding date of the event. There is no charge for this service.

COLLEGE CLERK ELIGIBLES

Eligibles on the list for College Clerk, who are interested in forming an association should write to W. S., care The LEADER.

MAINTAINER'S HELPER ELIGIBLES ASSOCIATION

The next meeting of the Maintainer's Helper Eligibles Association will be held at Washington Irving High School, Irving place and East Sixteenth street, Friday, May 23, at 8 p.m. Eligibles on each of the four lists for Maintainer's Helper are urged to attend.

STATE EMPLOYEES FORM PHOTO GROUP

A group of State employees at 80 Centre street, interested in photography, met and formed the State Photographic Guild recently. Those attending the first meeting were W. L. Ingraham, Benjamin Heffner, Milton Schwartz, H. N. Weber, George Sharon, Edward J. Powers, S. W. Seals, Fay Salisbury, L. S. Patterson, J. E. Cruickshank. Ingraham was elected president of the group. All State employees interested in photography are invited to join. Contact can be made through the president.

Those who join before June 30 become charter members. Speakers, demonstrations and exhibits will feature meetings throughout the summer.

ATTENDANT-MESSENGER ELIGIBLES

The Attendant - Messenger Eligibles will hold their next general meeting at the Hudson Park Li-brary, 10 Seventh avenue, South, on Friday, May 23 at 8 p.m. A report on the latest efforts to obtain additional appointments will be given.

AUTO ENGINEMAN ELIGIBLES ASSOCIATION

The Auto Engineman Eligibles Association held a regular meeting on Tuesday, May 13, at the Rand School, 7 East 15th street, About sixty men were present. Attendance was cut down somewhat because other eligibles were attending the special training

course for street car operators.
Francis Mandeville acted as temporary chairman in the absence of Ira Mayer.

All eligibles on the list are to be contacted in order to get them to join the association. Ways and means are being discussed to remove provisionals and replace them from the eligible list.

The next meeting of the group will be held on Tuesday, May 27 at the Rand School.

COMPETITIVE CIVIL SERVICE ASSOCIATION, WESTCHESTER

The Westchester County Competitive Civil Service Association has just appointed a committee to work with the budget committee of the Board of Supervisors on classification matters for county employees. Members are J. Allyn Stearns, White Plains, president Richard the Association; McLaughlin, White Plains, chairman; Theresa B. Hayes, Valhalla: Elsie Siff, Scarsdale; Carroll D. McCabe, White Plains.

PARK FOREMAN ELIGIBLES

The Park Foreman Eligibles Association will hold a special meeting on May 22, at 8 p.m., in the World Building, Sixty-three Park Row, in Room 513. All eligibles have been urged to attend.

STATIONARY ENGINEERS ELIGIBLE ASSOCIATION

A regular meeting of the City Stationary Engineers Eligibles Association will be held Tuesday, May 20, at Germania Hall, 158 Third avenue (16th street), Manhattan. The meeting is scheduled for 7 p.m.

MALE TELEPHONE OPERATOR ELIGIBLES

A meeting of the Male Telephone Operators (grade 1), Eligibles Association has been called for Wednesday, May 21, at Great Central Palace, 90 Clinton street, Manhattan. All eligibles have been urged to attend this meeting which officials describe as of "great importance." Those who are unable have been asked to contact President S. Ferro, 202 Bush street, Bronx.

NAVY YARD CIVIL SERVICE ASSOCIATION

The next meeting of the Navy Yard Civil Service Association will be held on Tuesday, May 27, at 6 p. m. at 592 Fulton street, Brooklyn. President Benjamin Weidberg, who returned recently from Washington after conferring with Congressman Magnusson and Heffernan, will make a full report on the further progress of HR-1608, which was re-cently reported by the House Naval Affairs Committee. Passage of the bill will authorize overtime payment to Navy Yard clerks.

During the course of the meeting, the organization's general program will be brought up for discussion and approval.

Also included in the agenda will be a discussion of HR-4266 and S-219, which would create a U. S. Civil Service Board of Appeals, a matter of vital interest to 11 federal employees.

TRANSIT BENEVOLENT

ASSOCIATION
Michael F. Walsh, Secretary of State, will officially present the certificate of incorporation of the New York City Transit Employees Benevolent Association at it annual meeting to be held at Shields Acme Hall, Seventh avenue and Ninth street, Brooklyn,

on Tuesday, May 20, at 8.30 p. m. This organization is composed of the employees of the New York City Transit System, having been recently organized and incorporated, with a membership of almost 2,000 from the various branches of the service.

The following members have been nominated for office and will be candidates for election at the annual meeting: for president, George Courtney and Clarence Kauder; for first vice-president, Frank A. Sawicki and George Williams; for second vicesident, William Meredith third vice-president, Michael Neylen; for treasurer, James Murphy; for secretary, Louis Len-

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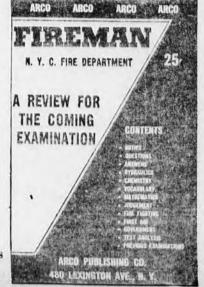
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Is Your Exam Here?

Below is the latest news from the Muncipal Civil Service Commission on the status of exams which attracted 300 or more candidates. THE LEADER will publish changes as soon as they are made known.

OPEN-COMPETITIVE TESTS Administrative Assistant (Welfare): Rating of Administrative Procedure specialty has been completed.

Asphalt Worker: Rating of the written test completed. Other parts of the examination will be held shortly.

Baker: Rating of written test completed. Physical, medical and practical tests scheduled to be held this month.

Bridge Painter: 392 candidates filed. Experience papers have been rated. The written test will be held as soon as practicable.

Clerk, Grade 2 (Bd. of Higher Ed.): Oral tests now under way. Stenographic test held May 17, for those eligibles indicating their preference.

Cook: Practical tests will be given soon.

Court Stenographer: Rating held up pending clarification of court action.

Car Maintainer Group A: 316 candidates filed. The written test is tentatively scheduled for June

Car Maintainer Group F (NYC Transit System): 493 candidates filed. The written test will be held soon.
Dentist (Part Time): Appeals

being considered. Ratings will begin soon. Dietitian: Rating of qualifying

experience completed. Written test will be held this month. Gasoline Roller Engineer and

Asphalt Roller Engineer: Rating of written test completed. Practical tests to be held soon.

Junior Administrative Assistant (Housing): All parts of written test completed. Oral tests will be held this month.

Junior Administrative Assistant (Welfare): See Administrative Assistant (Welfare).

Junior Engineer (Mechanical) Grade 3: Rating of entire written test completed. The oral began May 15. Junior Engineer (Signals) Grade

3: Rating completed. List will be published soon. Junior Psychologist: List will be published soon.

Office Appliance Operator: Qualifying practical tests con-

Stenotypist Grade 2: Practical test is being rated and will be completed next week.

Supervising T a b u l a ting Machine Operator (I.B.M. Equipment) Grade 4: Written test being rated.

Turnstile Maintainer (N.Y.C. Transit System): 102 candidates filed. Written test held May 2. X-Ray Technician: Written test

completed. Qualifying practical test to be held soon.

PROMOTION TESTS

Assistant Station Supervisor: Written test rated. The practical oral tests end today. Assistant Supervisor, Grade 2

(Social Service): 2,643 candidates filed. Examination will be held

Bookkeeper, Grade 1: 1,923 can-didates filed. Written test will be held June 21. Captain (Fire Department):

Written test rated. Service records being computed. Conductor: Written test com-pleted. List will be published

Court Clerk, Grade 3 (Magis-

trate's Court): Rating of written test practically completed. Court Stenographer: Rating of

written test held up pending litigation Gardener (Parks): 576 candi-

dates filed. Written test will be held tomorrow. Senior Supervisor, Grade 4 (So-

cial Service): Written test will be held June 28th. Supervisor, Grade 3 (Social Ser-

vice): 507 candidates filed." Written test will be held May 24th. Sergeant (Police Department):

7,590 candidates filed. Test will be held on June 14th. Towerman: All rating com-pleted. List will be published

Train Dispatcher: Written test rated.

Your Chances for Appointment

The latest certification of the Municipal Civil Service Commission are given below. An asterisk (*) with the "latest number" certified indicates that certification has been made during the past week. The letters P and I stand for "probably permanent," "temporary," and "indefinite."

I stand for "probably permanent," temperature of the list in the last column to the last column t Candidates can determine the approximate date of a new examination by consulting the expiration date of the list, in the last column below. In some instances, however, a list is exhausted before its expiration date of the list or not in the list of the list some instances, however, a list is called a bolish a list or not to hold an the Civil Service Commission decides to abolish a list or not to hold an

er examination for a position.

Readers should remember that certification does not necessarily meaning than there are Readers should remember that certification does not necessarily mean appointment. Usually more names are certified than there are vacancies. Anyone with a question on a certification should call or write to the Information Bureau, Municipal Civil Service Commission, 299 Broadway, New

York City, Cortlandt	1-880.		adway, New
Title Able Bodled Seaman	DepartmentPublic Works	Salary, P.T.1, Late	Expires
Accompanist	Hunter College	\$65 month P *32 1,800 P 22 1.25 hr. P 20	5 4:28:48
Accountant, Grade 2 Accountant (prom.) Aliport Assistant Announcer Architectural Assistant	Comptroller	1,800 P 26 1,800 P 40 1,500 P 51	0 7:27:43
Accountant, Grade 2 Accountant (prom.)	Comptroller	1,200 I 65 1,200 T 55	0
Airport Assistant	Docks Mun. Br'deasting.	1,200-960 P 5	3 2 8:28:45
Architectural Assistant Architectural Draftsman Assistant Alienist Assistant Chemist	The namentation	9.010 miles m	2 12 18 44
		1,200 P 3 5.50 day P 1,05	6 4:20:49
Assistant Engineer, Gr. Assistant Supervisor, Gr. Assistant Supervisor, Gr. Assistant Disp. (pron	2. Magistrate's Crt. 2. Magistrate's Crt.	3,120 P 63 1,680 P 63 1,680 T 81	0 12:00:45
Attendant-Messenger	Parks	3,000 up P 2	0 2:26:43 3 2:13:45
Attendant-Messenger Automobile Engineman . Automobile Engineman .		1,200 P *62 1,980 P 14	8 12:20:41
Automobile Machinist .	Sanitation	1,500 P *3 9 day P 8	6
Blacksmith Bridgeman and Riveter	Sanitation	9.50 day P 13.20 day P 8	7 6:12:44
Carpenter	Boro Pres. Rich Water Sup.& El Fire	12 day P 41 11.20 day P 23 12 day T 1	10:22:44
Clerk, Grade 2 Clerk, Grade 2	Tri. Bridge Auth Comptroller	900 T 5,95 840 T 6,97	7 2:15:43
Clerk, Grade 2 (female) Clerk, Grade 2 (female) Clerk, Grade 2 (female)	Welfare	840 P 6,26 840 T 4,571 840 P 4,42	9
Carpenter. Cement Mason Clerk, Grade 2 (female) Clerk, Grade 2 (female) Clerk, Grade 2 (prom.) Clerk, Grade 2 Climber and Pruner	Welfare	1,200 T 82 600 w/m P *6,20	5
Climber and Pruner Court Attendant	Parks	1,600 P 21 1,800 P 10	8
Dental Hyglenist Diesel Tractor Operator Dir. of Public Assistance	Health	6.50 day T 6,250 P	4 9:15:43 6
Deputy Medical Supt Dockbuilder	Purchase	4,000 P 1 1,800 P 6	5 3:25:11 0 3:8:44
Electric Repairman Electric Inspector, Grade Elevator Mechanic Elevator Mechanic's Hel	Transportation 2. Wa. Sup. Gas, El Transportation	1,800 P *12 .85 hr. P 8	0 10:20:41 5 4: 2:45
Fan Maintainer	Tunnels	1,200 P 7	6 2:18:43 0 5: 3:12
Fireman, F.D Fireman, F.D Fireman, F.D	Queens College Hunter College Housing	1,320 P or T 4,10 1,200 T 4.10 4 day T 4,21	4
Fireman, F.D Fireman, F.D	B. P. Queens	1,500 P 3,33 5,50 day T *4,35 2,400 P 8	0
Health Inspector Health Inspector Insp. of Boilers, Grade		2,400 P 8 1,800 P 9 2,400 P 1	1
Insp. Masonry & Carp'try Inspector of Plumbing . Insp. of Steel, Grade 3	Welfare	1,800 P 7	7 4:26:42 5 6:22:41
Janitor (Custodian) Gr. Janitor Engineer	2. Health	3,400 P 1 1,700 P 9 3,888 P 5	1 7:31:44 4 6:11:44
Junior Architect	stComptroller	3,120 P 2,160 P 4	4 3:12:45 5 1:21:44
Junior Assessor	Comptroller Water Supply	1.800 P 18 2,100 P 9	8 8 11:45
		2,160 P 10 960 15 780 Por T 83	8 9 126:13
Laboratory Helper Laboratory Helper Laboratory Helper Lineman Locksmith	Public Works	860 P 18 ,42 hr. P 20 1,500 P 1	1 2
Locksmith	Correction	1,769 P 1 7 day P 7	0 1:30:44
Mainter's Helper, Grp. Maint'ner's Helper, Grp. Maint'ner's Helper, Grp.	A Transportation	.57 T 32 .56-65 hr. P 80 65 hr. P 21	0 2:19:45
Maint'ner's Helper, Grp. Mainter's Helper Grp. B.	B. Transportation	.62½ hr. P 44 7 day T *55 .70hr. T 7	9
Locksmith Machinist Mainter's Helper, Grp. Maint'ner's Helper D (pro Management Assist't. Management Assist't. Management Assist't. Mechanical Main, Grp. Medical Insp. (Cardiolog Medical Insp. (Obstetric	C. Transportation D. Transportation	.70 hr. P 7	4 2
Maint'ner's Helper, Grp. Maint'ner's Help'r D (pro- Management Assis't.	D. Transportation	1.560 P 7	8 8:21:45
Management Assist't Management Assist't Mechanical Main Con	Housing	1,560 T *14 1,250 T *14	5 2:18:45
Medical Insp. (Cardiolog Medical Insp. (obstetric Medical Insp. (pediatric	y)Health		2 4:12:12 4 4:13:12
Medical Insp. (T.B.) Medical Insp. (T.B.)	m). Transportation	5 session T So hr. P 15	5 0 1:19.45
Park Foreman	Parks	1,800-6 day T *4 2,160 P 2 1,500 P 1,17	2 8:15:42 5 10:14:25
Patrolman, P.D. List No Patrolman, P.D. List No Patrolman, P.D. List No Patrolman, P.D. List No Patrolman, P.D. List No	1. Welfare	1.800 T 1.10 1,200 P *1,26	5
Patrolman, P.D. List No Patrolman, P.D. List No Payer	1. DocksTransportation	1,320 I *22 11 day P	5: 1:44
Patroiman, P.D. List No Paver Pharmacist Physiotherapy Tech. Pipe Caulker (prom.) Playground Director (fen Playground Director. Playground Director.	Hospitals	1,200 P 1,200 P 2,100 I *1	5 1:16:44 9
Playground Director (fen Playground Director	nale Parks	4 days T 25 4 day T 26 1 260 P *17	0
Playground Director Plumber Policewoman Policewoman	Parks	12 day P 1 4 day P 30	8 2:14:43
Porter	Bklyn. College	1,200 P 62 960 P 88	3 9:20:12
Porter	Hospitals	1,020 P *89 540 w/m P 2,35	8
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Social Investigator	Welfare	1,500 T 92 1,500 P 98 1,869 P 29	3 2 6:44
Special Patrolman Special Patrolman	Water Supply	1,800 P 31 1,500 P 48	3 8:24:41
Station Agent Stationary Engineer (ele Stationary Engin'r. (stea	Transportation ec).Markets	9 day P 4 9 day P 4	7 1:15:40
Steno, and Typewriter Steno, and Typewriter Steno, and Typewriter Steno, and Typewriter Structure Maint'r (plumbl Structure Maint'r (woodwe	Water Supply	1,200 T 1,33 1,200 P *1,43 P 1,51	3
Structure Maint'r (plumbi Structure Maint'r (woodwa	ng) ork)Transportation	1,680 P 4	0
Tax Counsel, Grade 4	Housing	1,800 P + 3 1,800 T 5	

Board Passes Wage-Limiting proposal

By a nine to seven vote the goard of Estimate last week approved the reclassification of the proved the and public health recreationed passic health ary range for each grade to \$600.

ary range was taken following step was taken following the opinion of the Attorney Genthe opinion of the Actorney Genrecassifications did not have to follow the usual routine of getting approval of the Municipal Service Commission, the Mayor and the State Civil Serv-Commission. The State Comalssion has returned similar reions for action by the city mission and the Board of Es-

By passage of the two reclastions last week the Board of Estimate cleared the way for action on similar changes in a number of other services.

City employees have vigorously opposed the action of the Comsion in attempting to limit the salary spread for different grades of positions. In some cases, employees received annual increents until their increases within one grade reached as much as

There are approximately 1,200 employees in the recreational and public health nursing services ef-fected by the reclassification.

Fire Eligibles O.K. As Railroad Clerks

The Municipal Civil Service Commission this week formally approved the use of the fireman eligible list as appropriate for pothons as railroad clerk

In doubt? Ask The LEADER free Information Bureau.

All out for the postal workers:

And, boys and girls, it's all FREE.

The facilities of

The Civil Service LEADER has

made arrangements for all its

readers to have a grand picnic at

one of the finest amusement areas

in the east. The event is sched-

uled to be held at Palisades Amuse-

ment Park, on the Jersey side of

the Hudson, opposite the 125th

Palisades Park will be free to

Civil Service employees all day on

Palisades Park will be bedecked

a gala manner-all over the place

will be gay signs about longevity

Leader Dedicates Day

Of Fun to Postal Workers

All out to make their campaign for decent pay a smashing

All out on June 14 for a day of fun and good cheer at Palisades

Park—a day dedicated to the efforts of the postal men of New York and the nation to establish the principle of longevity.

Business School Fits Course to Needs

The New York Business School is slanting its courses to prepare girls in record time for the new typist and stenography openings which the government will shortly have available. The school, one of the best known business training institutions in New York City, is specializing in a short, intensive training program which prospects can enter upon at any time.

Mr. C. E. Yost, director of the New York Business School, has prepared a questionnaire which he advises every prospective student to study carefully before signing up with any school. The questionnaire:

What is the enrollment of the

In what does it specialize?

What kind of standards does it maintain? Does it conduct activities in

which you are interested? What types of students attend?

Are the faculty members leaders in their fields? Does the school have up-to-date

equipment? Does it have a reputation for leadership in training for the oc-cupation which you plan to enter?

When was it established? Where is it located? (distance

from home) How much does it cost to attend?

How long does it take to complete the course?

How many graduates secure employment in the field in which they major?

How successful are its graduates?

Does it assist graduates in securing positions?

An additional piece of advice which Mr. Yost offers is this: "Register and leave a deposit. Then visit the school in which you are interested. Study If not satisfacits literature. tory, a grade A school will return your deposit."

musemelle Parade

By SIDNEY GANS -

meet with the tyrant that he is

Jean Arthur is excellent as the

young salesgirl who tries to help the "poor shoe clerk." The

others, too, are well cast-Edmund

Gwenn as an officious floor man-

ager, Spring Byington as the old

man's new romance, Robert Cum-

mings as a union organizer, et al.

Other New Films

Joan Crawford, is on view at the

Capitol. Essentially it is a melo-

drama, which for the most part

is of the good old-fashioned thril-

ler type. . . . Loew's State offers the first Broadway showing of

"They Dare Not Love," a film with the Nazi invasion of Austria

as a background. . . . The Criterion's current: "Lady From

terion's current: "Lady From Louisiana" will be followed tomor-row by "Rookies On Parade," snowing the funny side of army

Opening This Week

Theatre will present Tyrone Pow-

er in "Blood and Sand," a remake

of the old thriller. . . . the Para-

mount will offer the first popular-

recently seen at the Astor. On

the stage will be Vaughan Monroe

and his orchestra, making their

priced run of "I Wanted Wings,"

Beginning Thursday, the Roxy

"A Woman's Face," starring

supposed to be.



World Premiere Thursday: Tyrone Power, Rita Hayworth, and Linda Darnell head the cast of "Blood and Sand" which opens at the Roxy Theatre, Thursday, May 22.

Another Riviera Season Starts

plays of the season safely (and perhaps disputedly) tucked away each year at about this time, the big news of the entertainment world is usually the reopening of Ben Marden's Riviera, across the

Or take this year's first show, which includes Jimmy Savo, Betty Bruce, Sara Anne McCabe, Gower and Jeanne, Carroll and Gorman, Nora Williams, the Riviera Quartet and Chester Hale's up-to-his-best-standard "America's Loveliest Girls." Pancho and Carmen Cavallaro's orchestra provide the music for show and dancing.

quently. We won't object, so long

ON THE SCREEN

"Devil and Miss Jones"

"One of the best comedies of the year" seems like a trite phrase by now, what with all the laugh - making material that's come out of Hollywood in such fine order of late. But it's the only phrase that accurately describes Radio City Music Hall's new tenant, "The Devil and Miss

Rich in situations, the film ofhardly a breathing spell. Charles Coburn portrays-and ex-

With the honors for the best George Washington Bridge.

The promise this year is that the shows will be changed freas they don't change the view!

cellently-the wealthiest man in

Be Thrifty ...

New 23-Story Hotel New 23-Story Hotel

All Transit Lines at Door

Centrally Located

· Cocktall Lounge • \$7.50 up Weekly

\$30 up Monthly Daily \$1.50 up

KENMORE HALL

145 EAST 23rd STREET, NEW YORK
OFFICIAL HOTEL GEORGE A. TURKEL,
MGR.

· Free Swimming Pool, Gym

· Separate Floors for Ladies

· Air-conditioned Restaurant

WHEN IN NEW YORK

Just Clip Coupon GUARANTEE

All you have to do is clip the coupon below which entitles you te free admission to Palisades, It's FREE. And a grand time is in store for everyone.

postal workers are trying to have

passed and which would give them

after they've been in the service ten years. This big event is dedi-cated to the postal workers—in

fact, it's to be called Longevity

Service workers behind the postal

men and women in this note-

worthy endeavor for a decent standard of living.

at once by coming out to Pali-

sades Park on Saturday, June 14

-you have a whack of a good time, and you help the postal workers in their fight.

So, you accomplish two things

The idea is to get all Civil

salary raise of \$1.90 a week

In addition to free admissionmeaning a saving of fifteen cents -LEADER readers, by clipping the coupon, may avail themselves of free admission on the Caterpiller, the Chair-o-Plane and the Jitterbug—three of the outstanding rides in the park. Each ordiarily costs ten cents a piece and its yours free, for nothing!

If you want to bring your family (the kids will love it) or some of your friends, remember that you need one coupon for each individual. Each coupon is an express ticket to fun at Palisades Amusement Park, June 14.

CLIP HERE

LONGEVITY DAY

CIVIL SERVICE LEADER-PALISADES PARK FREE PARTY

on

- JUNE 14 -

This coupon entitles bearer to FREE ADMISSION and THREE FREE RIDES ON THE CATERPILLAR, JITTERBUG AND CHAIR-O-PLANE.

the world, who doesn't even know first Broadway appearance, with Hal Sherman and Beatrice Kay that he is the owner of a departas extra attractions. ment store until he learns the dis-Strand, too, will change films, of-fering "Affectionately Yours" on satisfied workers are hanging him in effigy. Whereupon he con-Friday, Merle Oberon, Dennis Morgan and Rita Hayworth ap-pear in this. The "in person" show will include the same Dennis trives to get himself employed as a shoe clerk in that same store, where he acquires the worker's viewpoint. From then on he en-Morgan, along with Wayne King's orchestra. . . counters such situations as picketing against himself and joining a grievance committee which must

RADIO CITY MUSIC HALL

BOCKEFELLER CENTER Starts Thursday, May 22

GRANT IN GEORGE STEVENS'

"PENNY SERENADE"

A COLUMBIA PICTURE ON THE GREAT STAGE

Highlights of melody and dance in Leonidoff's gay revue, with Rockettes, Corps de Ballet, Glee Club and sue-cialties. Symphony Orchestra, under direction of Erno Rapee.

1st Mezz, Seats Reserved CI. 6-4600







-that's the name of a bill which

Street ferry.

Saturday, June 14.

person who reads this adver-bt, a beautiful Nationally ad-d EMERSON RADIO absolutely FREE.
There is no buying or selling to do
Not a contest. Just write your
tame and address on a post-card
thad I will send you FREE DETAILS of this remarkable offer.
MUM CO., 166-L Monroe ST., N.Y.C.

Classified Advertisements

(Rates: 25c for each six words. Min-man \$1.00. Copy must be submitted state noon on Friday preceding pub-tation.)

Houses for Sale-Long Island

ROOMS, Sun Porch; double Garage; keeps; storm windows; 30x100; good salish; sacrifice; \$2.500. Spetland, Schillside Ave., Hollis, N. Y.

For Rent-Unfurnished Apts.

ATUR AVE., 3006 (Corner Mosholu raway South) facing park; every im-mement; select tenancy; exceptionally 1 ECOMS.....\$45 5 ROOMS.....\$65 Inquire Supt., or Clay Estates VAnderbilt 6-4484

Swimming Instruction

for health and safety—Instruc-to men, women and children. en's Swimming Assn., 470 W. 24th CH, 2-2227.

TRANSFER

Bonus - \$50 bonus for mutual from Washington, D. C. to New Set Office as Substitute Laborer. German Platner, 1446 R. I. Ave., Washington, D. C.

TRANSFER DESIRED—Sub. Asserting in Railway Mail Service in Railway Mail Service in May You Wishes clerical (CAF) position Research in exchange. Write to WYORK.

ADVERTISEMENT

ADVERTISEMENT

U.S. Opens Exam for Custodians

Opening of the Junior Custodial Officer test for men and women by the United States Civil Service Commission (see requirements on page 12) presents excellent opportunities for those with a high school education who are interested in a \$35-a-week job, according to the announcement of the exam. This is what the Commission has to say:

"The Federal Prison Service consists of 29 institutions of various types.

Get Training

"Persons appointed are given a prescribed course of training designed to familiarize them with the objectives and the program of the Federal Prison Service, with the duties and responsibilities of a custodial officer, and with general institutional problems. Upon completion of this initial or basic training course, opportunities are available for advancement to supervisory or administrative positions in the custodial branch of the Service. It is the established policy of the Bureau of Prisons to use the custodial officer group as a source of supply to fill positions in some of the more specialized fields such as farming, culinary service, parole and social service, education, and accounting. Persons appoint ed in the Prison Service as custodial officers who possess certain minimum qualifications of training or experience will have the opportunity from time to time to demonstrate their qualifications for the particular field of work in which they may be interested.

"The Bureau of Prison hopes therefore, to recruit, as a result of this examination, personnel with promotional possibilities. But regardless of the new officer's of this examination, previous training or qualifications, consideration for advancement or transfer to non-custodial types of positions will be given only after the officer has demonstrated his competency and adaptability to the job for which he was first selected, at least over the major portion of his probationary period. Opportunities for promotion to non-custodial positions will depend, therefore, on several factors; namely, the man's success on the job for which he has first qualified and for which he has been selected, his previous training and experience, and the availability of positions."

On the matter of the training course, the announcement states: "All junior custodial officers must take a training course dur-ing the probationary period. This course includes physical training, instruction in the use of weapons and gas equipment, defensive tacand a study course planned for the purpose of familiarizing the applicant with the theory purpose, and general principles in-volved in the care and custody of prisoners from a humane and rehabilitative viewpoint. Successful completion of this course is necessary for retention in the service beyond the probationary and is prerequisite to promotion.

"All original appointments of men are made to one of the Regional Training Centers as the first station of duty. Upon completion of the prescribed training the appointee may remain at a Regional Training Center or he may be transferred to one of the other institutions in the Federal Prison Service. The Regional Training Centers for men are at present situated at Lewisburg, Pa.; Chillicothe, Ohio; Atlanta, Ga.; Leavenworth, Kans.; El Reno, Okla., and McNeil Island, Wash.

Wash.

"The Government reserves the right to make appointments at other Regional Training Centers if deemed desirable. The appointee must be willing to accept appointment where offered with the understanding that he may be transferred to such station of duty as may best meet the needs of the service. Each year a follow-up study course and a promotional examination are given every employee in the service. All appointments are made at the minimum salary of the grade, and the higher positions in the service are filled through promotion."

WANTED: More Desirable Girls to Train for Secretaries

THE NEW YORK BUSINESS SCHOOL .CHOOSES ITS STUDENTS

First, she must be one of the three most intelligent girls among any average group of seven to ten. So, we accept only girls who are mentally superior, as determined by standard intelligence tests and a general knowledge test.

Second, the better offices also insist that a girl be able to take dictation at 120 to 125 words a minute and transcribe at 50 to 60 words a minute. Many intelligent girls do not have the coordination of ear, brain, and hand necessary for such speed. Many students, for example, who completed the regular course in a certain leading New York Secretarial School, are now sales girls in a department store. This school did not tell them in advance that they could never develop sufficient stenographic speed for a secretary.

The NEW YORK BUSINESS SCHOOL requires that every girl, before entering, take an I. Q. test to determine whether or not she is likely to develop secretarial proficiency. If the test reveals that she is not, this school advises her to take up some other type of work. Only, if she has a particular aptitude for shorthand and typewriting will we accept her as a prospective student, unless it is a case that she just wants a short course on her own responsibility, or what we call a

The NEW YORK BUSINESS SCHOOL, 11 West 42nd Street (cor. 5th Ave.), New York, N. Y., states that they have placed every graduate from their school in very satisfactory positions and need more girls for this training to supply the demand for Secretaries.

An employer recently visited the school and asked for the Principal. He stated, "I now have four of your graduates in my offices and I need another." He said, "Tell me, how do you train your girls, who come right from high school, to become such well trained secretaries?"

My answer was, "Because our school has adjusted its direction to the realities of a secretary's position in the business office of today. You must realize that of every three to five girls now enrolled in some sort of secretarial course, only one will ever obtain a position in an office. 'WE HAVE PLACED EVERY GRADUATE.'"

He asked, "Is competition so terrific?"

"Yes, it is," I replied.

"Then, is it true that your school has placed every graduate?"

"Yes, that is true. The New York Business School trains hundreds of girls each year and obtains good positions for all of those who finish the course."

"How do you do it?" he asked.

Here is the substance of what I answered:

The NEW YORK BUSINESS SCHOOL, by a careful study, learns exactly what sort of girls the better employers want and what qualifications they require. To obtain a desirable secretarial position today the girl must meet certain requirements.

rush-up course.

To obtain a desirable secretarial position today, besides being mentally superior and a proficient stenographer, a girl must also be personally attractive. I think it is a very poor method of obtaining students for a school to accept an unattractive girl or a girl whom the school cannot place into a position. The NEW YORK BUSINESS SCHOOL accepts only girls who have the qualifications for secretarial training.

Because our girls are superior to start with, we are able to prepare them in a relatively short time, nine to twelve months, for secretarial positions with organizations of high standing like the Vogue Magazine, Mutual Life Insurance Company, Advertisers Magazine, Chase National Bank, etc.

BEING INTELLIGENT ISN'T ENOUGH

Again, being a superior girl, isn't of itself, enough to obtain a good secretarial position. We cannot place our girls, however attractive, unless we give them special training. Most secretarial schools fall chiefly into one of two groups: Schools which emphasize just shorthand and typewriting, and schools which in addition to these stenographic subjects also teach subjects like commercial law, economics, etc. The really well-paid secretary spends an average of less than three-fourths of the day in taking or transcribing dictation. The rest of the time she performs other duties which qualify her for a secretarial position. This experience is obtained by the NEW YORK BUSI-NESS SCHOOL students by training them in our general offices after they have obtained a reasonable amount of speed in dictation. These office duties consist of mailing, editorial work, communication duties, filing, announcing visitors to the Principal, keeping financial records, and personal services for the employer.

If we ask secretaries what they have to do that they weren't trained to do, we learn that in seven out of every ten offices the secretary has to handle the telephone and switchboard when the regular operator goes out to lunch. We insist that all our graduates become proficient in this

particular branch of work. Many job seekers do not know how to operate the switchboard. Today, office work is largely performed on machines. A secretary has to know what the important machines are used for, so we ask our graduates to devote a certain amount of time to machines at the conclusion of their course. They will not neces. sarily become machine operators, but they will be qualified to operate these machines and supervise some of this work when they go to positions.

GETTING A JOB — SCHOOL OR EXPERIENCE?

The NEW YORK BUSINESS SCHOOL has an exceller course in machines; including the comptometer, billing machine, bookkeeping machine, dictaphone, multigraph, addin machine, switchboard, key-punch, in fact, all machines require in an office.

The question was asked the writer, "How can a girl just grad ated from your school convince the prospective employer that she known as much as the experienced girl he can engage for perhaps the san salary?

I answered him that our school is very thorough. The speed require is much higher than the average secretarial school and who our girls take a test, the employer tells us that they are well-trained. This is due to a unique system our employment department has developed in solving this problem of training our girls for the positions the obtain.

As stated above, our graduates spend from two to for weeks in our office preparing themselves for general offic training. They are taught how to talk with the prospective employer. We ask them questions which the prospective employer would ask them and tell them how to answer. Above all, we teach them to show an interest in their work, just a though it was their own investment. Our employment department then sends them out on their own responsibility to apply for a position, feeling confident that they are well trained for these positions before they are sent out. With this experience behind our graduates, we know they are ready to apply for almost any secretarial or machine position.

Many employers make an exception regarding graduate from the NEW YORK BUSINESS SCHOOL because the school takes only girls who are employable and teaches then what the prospective employer wants, and also trains then in the technique of applying for a position. We do not allow our girls to accept a small salary, as we have a limited minimum salary our graduates may accept. This is to protect the girls from accepting less salary than she should and it helps her get the job because the recommendation from the school inform the employer that she is worth what we say she is.

We have obtained and established favorable relations with the be businesss houses in the city and place all our girls in the metropolite section. Most all of our students are placed within a radius of to blocks from the school.

We have the record of having placed every graduate from on school since it was organized, and when a firm has one of our girls, many cases, they demand a second, third, fourth, because they know to one we sent them at first was satisfactory.

The following is a reproduction of an advertisement as appears in the New York Telephone Directory. (Manhatta Red Book, Fall and Winter edition, 1940. Page 931.)

NEW YORK BUSINESS SCHOOL

