

## SAMPLE TESTS FOR COMING POSTAL CLERK - CARRIER JOBS

### 2 Yrs. College Work for U.S. \$2,974 Job

College students who have completed at least two years of an appropriate civil engineering course, college graduate with degrees in civil engineering, and experienced civil engineers will have an opportunity to compete for 60 highway engineer positions in the Public Roads Administration. An examination will be announced this month (November) by the Civil Service Commission to fill these positions with salaries of \$2,498, \$2,724, and \$2,974 a year.

Persons appointed to the sub-professional positions, those with salaries of \$2,498 and \$2,724 a year, will get on-the-job training during the summer months and scholastic training in civil engineering during the regular session at a college designated by Public Roads Administration. While in school, they will not receive a salary and will be required to pay their own expenses. However, veterans may attend school under the G. I. Bill. When they have completed their academic training, they may be recalled and promoted to positions with beginning salaries of \$2,974 a year.

Applicants who are originally  
(Continued on Page 9)

### 43 NYC Tests Set a Record

A series of 43 examinations for entrance into NYC service, or promotion of present employees, opens Tuesday, November 9 at 9:30 a.m., at the Civil Service Commission's Application Bureau, 96 Duane Street, opposite The LEADER office. The office is open every day, excepting Sundays and holidays, from 9 a.m. to 4 p.m., and on Saturdays from 9 a.m. to noon. The last day to apply is Friday, November 26.

For list of examinations, see page 8. "This is the largest list of tests in a single month's examination series since I've been a Commissioner," said President Joseph McNamara, president of the Civil Service Commission. He was appointed July 15, 1946.

## Why NYC Job System Must Be Overhauled

### What is "Position Classification" and What Use Is It?

By MAXWELL LEHMAN

"Position classification" means the grouping of jobs based on the duties. Position classification is generally recognized as the cornerstone of a merit system and good modern personnel management. It establishes a common language and understanding for all those

who are interested in city personnel — the Mayor, the Civil Service Commission, other administrative and fiscal officers, the City Council and Board of Estimate, and the public. It provides a definite, clear plan, uniform in application, setting forth the kinds and numbers of jobs in the City service, the duties and responsibilities that go with the jobs, and the necessary qualifications. It is customarily accompanied by a pay

plan showing the salary for each job.

### Many Gains

Personnel management is not the only aspect of administration improved by a position classification and the study that precedes it. The very conduct of a classification survey — including an inventory and analysis of the duties and responsibilities of posi-

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## State Board Accused of Using Wrong Salary Facts

ALBANY, Nov. 8—Many State employees were astounded when they received the November 1948 issue of the official Personnel News, to be told that their salaries had kept pace with the 74.5 per cent increase in cost of living which has occurred since 1940. This statement was hard to take for the hundreds of employees who knew from their pay checks that their own salaries had increased only thirty to fifty per cent while the cost of living had been sky-rocketing to 74.5 per cent.

The offices of the Civil Service Employees Association were promptly flooded with inquiries as to the source and authenticity of the figures contained in the Personnel News.

The comparison carried in Personnel News referred to 1942 and to 74 per cent rise. The rise in cost of living began in 1941 and had reached 115.1 in April, 1942. State employees did not receive any cost of living salary adjustment until April, 1943, when the cost of living had advanced to 124.1. The increase at that time was one of only 10 per cent on salaries up to \$2,000 per year and 7½ per cent on salaries from \$2,000 and \$3,000.

The cost of living adjustments on 1940 salaries up to the present time range as follows: between

\$1,500 and \$1,999 per annum, 49 to 56 per cent; between \$2,000 and \$2,999, 41 to 49 per cent; between \$3,000 and \$3,999, 37 to 41 per cent. Four out of five state employees receive salaries in these salary brackets.

The Personnel News item states that the present average salary "represents a 74 per cent in-

crease from July 1942 to July 1948."

### Let's Analyze It

Statements as to average state salaries to be informative and helpful need careful analysis. The Personnel News article indicates that various factors were considered other than the emergency adjustments referred to. Some of these were the establishment of a minimum of \$1,600, the payment of straight overtime for hours worked beyond forty where a forty-eight hour week is still a required condition. This applies to some 20,000 workers in institutions and some other State agencies, creation of new jobs at higher salaries, and other factors which applied to a limited group of employees.

### The "Average"

Half of the 574 new titles allocated by the Salary Standardization Board since 1943 paid basic entrance salaries of \$4,000 or over, much in excess of the "average" annual wage. The "average" job in the State changes from month to month and year to year and rough overall comparisons can cover up many peculiarities. In deriving an "average" wage it is not sufficient to divide the total payroll of the state by the number of employees listed on the payroll — at least not if it is

(Continued on Page 2)

### 5 Points a Break

WASHINGTON, Nov. 8.—The "5-point spread" is a break for temporary and war-service U. S. employees. This gimmick may save the jobs of a good many who now look mournfully to getting fired.

Here's how the "5-point spread" works:

Joe Jones is a war-service engineer, with three years time in the Navy Department. Joe takes a test for his position, makes a grade of 80. The agency gets from the Civil Service Commission the name of an eligible who made 84.5 on the same exam who isn't a veteran. Joe's bosses like his work. So they use the "5-point spread" to add that many additional points to his grade of 80—and Joe continues on the job.

## Civil Service Employees Assn. Acquires New Headquarters Near State Capitol in Albany

ALBANY, Nov. 8 — The Civil Service Employees Association, now in its 38th year as the representative of public employees in New York State, is moving to new headquarters in Albany's modern Radio Center at 8 Elk Street.

In announcing the purchase of the four-story building, Harry G. Fox, chairman of the Association Building Committee, said that the Association expects to be fully installed in the new headquarters early in December.

Modern Headquarters  
Purchase of the building, close

to the State Capitol and fronting on Academy Park, will give the Association's 46,000 members a modern, business headquarters.

### Big Task

In addition to Mr. Fox, other members of the Building Committee which selected the new home for the Association include: Dr. Charles A. Brind, Henry A. Cohen, Charles H. Foster, Charles A. Massena, Frank O'Marah, J. Allyn Stearns, Mrs. Beulah Bailey Thull, Fred J. Walters, E. Kenneth Stahl, Jules Tauss of the State Architect Office assisted in

analyzing all properties investigated.

For several months, the Building Committee has been busily examining a score of available sites and properties in Albany. The committee was charged by the Association's Board of Directors to provide a suitable building in close proximity to the State Capitol, seat of executive and legislative interest to Association membership.

Association officers told The LEADER that the matter of suitable business headquarters has been a problem for many years.

They indicated that judicious handling of Association funds together with a special building fund campaign during the early part of 1948, in which all chapters of the Association joined vigorously, netted sufficient funds to provide the new headquarters free of any incumbrance.

### Fine Facilities

The building has four stories, about 6,000 square feet of office space, an elevator, all modern conveniences and has a small auditorium on street level which was formerly used by radio stations in

The LEADER learns that preparations for the popular Post Office Clerk-Carrier examination in and around New York City are proceeding rapidly. The details of this forthcoming examination were described in last week's issue. In order to help prepare prospective candidates for this test, The LEADER runs below a series of specimen questions from U. S. Civil Service examinations for the position of Clerk-Carrier. These questions have been prepared by the civil service examiners, and they are similar to the kind of questions you will get on the examination itself.

### The Kinds of Tests

The examinations given to men who want to be postal employees include: A test to see how they can follow instructions; a "sorting" test; and a test of general intelligence.

Some of the questions test understanding of paragraphs taken from the Postal Guide or Postal Laws and Regulations.

### Try the Tests

Now begin the sample tests. In forthcoming issues, The LEADER will supply you with additional self-practice material for this important examination.

1. (Instructions) "Postmasters may authorize their assistants to sign their names to such reports, letters, and papers as are not specially required to be signed by the postmaster himself. The signature should be: 'John Doe, postmaster, by Richard Roe, assistant postmaster.' The name of the postmaster may be either written or stamped, but the signature of the assistant shall be in ink."

According to these instructions, (1) an assistant postmaster who signs for the postmaster should include his own title in the signature (2) any postmaster's assistant has authority to sign official paper for him (3) no authority delegated to the assistant postmaster can be redelegated by him (4) requisitions must bear the personal signature of the postmaster (5) the assistant postmaster must write the postmaster's signature with pen and ink when he signs for the postmaster... 1

(2) is not the answer because these instructions indicate that the postmaster may not have given any such authority. (3) is not the answer because there is nothing in these instructions to show that assistant postmaster cannot delegate authority to perform other tasks. (4) is not the answer because these instructions do not indicate that requisitions are among those papers which are "specially required to be signed by the postmaster himself." Since

(Continued on Page 8)

connection with broadcasting. Off street parking sufficient for the occupants is available in the rear of the building.

### Active In The Work

Among those connected with the Building Fund Committee whose efforts made it possible to obtain the new headquarters are: Charles A. Brind Jr., chairman; Joseph D. Lochner, secretary; Charles H. Foster, Harry G. Fox, Harry Fritz, John McNamara, Arthur Marx, Victor J. Paltsits, Robert K. Stilson, C. W. F. Stott,

(Continued on Page 5)



# STATE AND COUNTY NEWS

## Wage Rise Begins in Saratoga

SARATOGA, Nov. 8—Employees of Saratoga County will get salary increases. Effective November 1, the increases include:

Extra compensation of \$200 for each official and employee, except members of the judiciary, members of the Board of Supervisors, county laboratory director, superintendent of highways, weekly and per diem employees and part time employees paid less than \$1,000 annually. This is in addition to cost of living increases on a percentage basis already in force, which were continued by resolution.

Highway department employees, through revision of the Compensation Plan, as follows: Laborers, 75 cents minimum, to \$1.00 maximum; road maintainers, \$1.00-\$1.10; skilled road maintainers, \$1.10-\$1.40; motor equipment operators, \$1.00-\$1.50; automotive mechanics, \$1.25-\$1.60; blacksmiths, \$1.10-\$1.40; working foremen, \$8-\$9 daily.

Senior Engineering Aide, \$2,200 minimum, \$2,600 maximum.

Court Crier, \$950 flat.

Deputy Sheriffs, \$7 daily flat.

County Superintendent of Highways, \$6,200 to \$7,500.

County Laboratory director, \$8,000 to \$10,000.

Travel allowances for employees using their own cars on county tasks were increased from 6c to 8c a mile.

## You Don't Pay Enough, Say The Lawyers

ALBANY, Nov. 8.—Twenty-five State Labor Relations Board attorneys have appealed to the State Salary Standardization Board for a wage boost of more than \$1,000 a year.

A decision on the appeal is expected to be reached after the Board conducts a public hearing on the question November 19.

### Others Affected

Making the appeal are 14 attorneys and 11 senior attorneys in the Labor Department. If the appeal is successful, other State employees in these titles will receive salary increases.

For the title of attorney, the appeal asks that present salary range of \$4,242-\$5,232 be raised to \$5,860-\$7,120 a year. In the senior title, the present salary range is \$5,232-\$6,406 for which the appeal asks an increase to \$6,490-\$7,934 a year.

### STATE EMPLOYEE'S RECORD

MARION W. SHEAHAN, Director of Public Health Nursing in the State Health Department, who was Tuberculosis Supervisor, Supervisor of General Practice and Assistant Director of Public Health Nursing before reaching her present position, is a past president of the National Organization for Public Health Nursing.

## 3-Month Probation Period Remains

ALBANY, Nov. 8.—The State Civil Service Commission has decided to continue the three-month probationary period for State employees.

The Commission had conducted a public hearing late in October

## Chapter Membership Committees Are Praised

ALBANY, Nov. 8—A letter of thanks has been written by President Frank L. Tolman to each person on the chapter membership committees of The Civil Service Employees Association.

"Your efforts to explain the benefits, services, accomplishments and program to your fellow workers and thereby secure membership support is vital," he wrote. "In the year ended September 30 a total membership of 41,000 in our State Division was attained out of about 60,000 eligible. About 6,000 was attained in our County Division — future possibilities are great. There is room for improvement. Increased membership and increased revenue mean a better job done — the members will benefit."

He enclosed a special card to identify the addressee as an Association representative for the year which began October 1; also a copy of a form letter distributed to members and non-members of your chapter. Membership renewal bills went to members. Literature and membership application blanks went to non-members. Rebilling of delinquent members will be made from time to time. "But the important work of personally inviting membership must be done by you and other membership committee members," he advised.

"The Association is proud of its record — it has benefited all public employees. It has done much — much more will be done. It is an organization of which all members may be proud — democratic as to its practices, with its officers and delegates elected by members; its finances open to member inspection and its activities fully reported. The Association urges only what is fair and just, it represents members in a responsible manner.

"The problems confronting public employees are serious as to salaries, retirement liberalization, upholding of the merit system and machinery to care for public employee relations. The call for membership is urgent — the program for the future merits the support of every public employee."

Membership committees include: **GOWANDA STATE HOSPITAL** Frederick J. Milliman, President Anita Gilray, Frederick J. Milliman, Ruby Raiport, Charles Gaffney, Robert Harvey, Theodore Stitzel, Gordon C. Woodcock, Vito Ferro, Dorothy Spire, J. K. Bashford, Francis Kelly, G. Frank Nyhart, Henry J. Kelley, Marion Blymaster.

**KINGS PARK STATE HOSPITAL** Elwood DeGraw, President Walter MacNair, Constance Fox, Olive Shaw, Joseph Flynn, Mrs. Francis Ward, John MacNair,

Janet Speirs, Frances McLaughlin, Robert Steenson, William Reilly, Mary Reynolds, Batholomew Montefusco, Theresa Fritz, Paul Morin, William Barnes, Josephine Hoover, Charles Meury, Irene Sullivan, Leslie Turner, John Hoover, Richard Gilmer, Emma Medwig, Edgar Douglas.

### FORT STANWIX

Herbert Jones, President H. Van Scoy, L. Brown, H. Johnston, F. Earwaker, S. Jennison, C. M. Butts, N. Fifield, I. Gernman, Mrs. O'Brien, A. Sprague, J. MacLaughlin, W. Kunes, M. Van Tassell, O. Benn, E. Patterson, S. Diskin, J. Levison, G. Schacoy, L. Pardee, W. Costello, M. Fairbrother, G. Kreitzer, I. Jennison, M. Henry, L. Swanson, D. Cobb, D. Wendt, H. Brown, L. Parker, N. Murphy, Mrs. Kunes, F. Ettinger, J. Toher, L. LeDuke, Dr. Ralph, R. Sroka, M. Flannigan, N. Wojnas, M. Wald.

### CREEDMOOR STATE HOSPITAL

John L. Murphy, President Helen C. Peterson, Charles A. Kimble, Frank McManus, Joseph Sullivan, Henry Resling, Leo Amend, Leonard Bukosky, Edna Mulhare, Alfred Houghn, Dr. G. W. Savitscus, Vincent Farruggia, Bridget Kennedy, Kate Friedenber, Theodore Ericson, Lavinnia Johnson, George Nadeau, Julia Steinbaker, Sadie Carswell, John L. Murphy.

## State Board's Salary View Challenged

(Continued on Page 1) desired to give a true picture of the employees working on the various levels.

### New Increase Needed

Delegates to the annual meeting of The Civil Service Employees Association held on October 5-6, 1948, after careful analysis of the situation as to present salaries, present salary and wage scales in private industry and other jurisdictions, and the increase in cost of living amply apparent to all, adopted a resolution calling upon the Governor and the Legislature to increase the present emergency payments (which run from 15 to 5 per cent for the current year) by at least 12 per cent to meet the increase in living costs. The delegates also asked that the total emergency increase be made a part of the basic salary scales.

Association officials stated that the low basic salaries of State workers, which were in process of adjustment in 1942, plus the tremendous increase in living costs — all this calls for at least the 12 per cent increase asked by delegates.

### Tolman's Statement

Dr. Frank L. Tolman, President of the Civil Service Employees Association, commenting on the Personnel News article, stated:

"It is idle to confuse the public and the employees of the State by jumping together salary rates, overtime pay, annual increments, and wage adjustments — and call this total wages. Every economist knows that by salary is meant the regular annual rate of an employee's compensation, and an average salary is the average of the rates paid all employees who form a statistical group and are fairly comparable.

"In the State service, salaries are set by the Salary Standardization Board — and this Board should know what salary is and what it is not. The 'average salary' doesn't mean — not has ever meant — total payroll and other personnel costs divided by the number of employees. It relates to pay rates for unit periods of work. It simply confuses to intermingle salary and total compensation with overtime, emergency pay, or other elements which generally have no direct or universal relationship to pay rates."

### What's the Reason

The Personnel News is published by the Personnel Council. There was much speculation this week as to why the Council chose to publish an article whose facts and implications are described as "erroneous."

## No Exam Needed for Low-Cost High-Protection Life Insurance

ALBANY, Nov. 8—Any employee of the State or of the County of Westchester, who is or becomes a member of the Association, can secure Life Insurance without medical examination under the Association's group plan if application is made during November. The only condition is that the applicant must be under 50 years of age and not rejected for the insurance previously on the basis of a medical examination. Employees over 50 must undergo the regular medical examination.

### Low Cost

The premium rates under the Group Life Plan sponsored by the Association are very low. For example, an employee under age 40 pays only 30c semi-monthly per thousand of insurance protection. The cost to employees in the higher age brackets is slightly higher.

### Free Insurance

Under the group policy, each insured member is accorded free insurance amounting to 10 per cent of the individual's income, with a minimum amount of \$250. This free insurance is guaranteed until November 1, 1949 and will doubtless continue as long as experience under the plan continues satisfactory.

**Accidental Death Coverage Free** Commencing November 1, 1948 insured members of the group plan will be covered in the event

of death through accidental means in an additional amount equal to the Group Life Insurance issued to him. No extra charge to the employee is made for this protection.

### Prompt Claim Service

Claims arising under the group plan are paid promptly — usually within 24 hours after the As-

## Offices Closed in Mourning Over W.G. Howard's Death

ALBANY, N. Y., Nov. 8—Funeral services for William G. Howard, Director of the Division of Lands and Forests, State Conservation Department, were held here last week and Conservation Commissioner Perry B. Duryea ordered offices of the 15 district foresters closed for the day. The Albany office of the Division of Lands and Forests was also closed.

Mr. Howard held his post as Director for 21 years.

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convenience of those seeking  
study material.

**THE LEADER** carries a full report on the progress being made by Civil Service Commissions in rating examination papers; and publishes eligible lists when they are ready.

**Happy Birthday Marines!**  
**Everybody Is Welcome To the Birthday Party**  
TO BE HELD AT  
**Riverside Plaza Hotel**  
73rd STREET & BROADWAY  
**Wednesday, November 10th — 8 P.M.**  
Admission \$1.50 Incl. Tax Music by Charlie Peterson

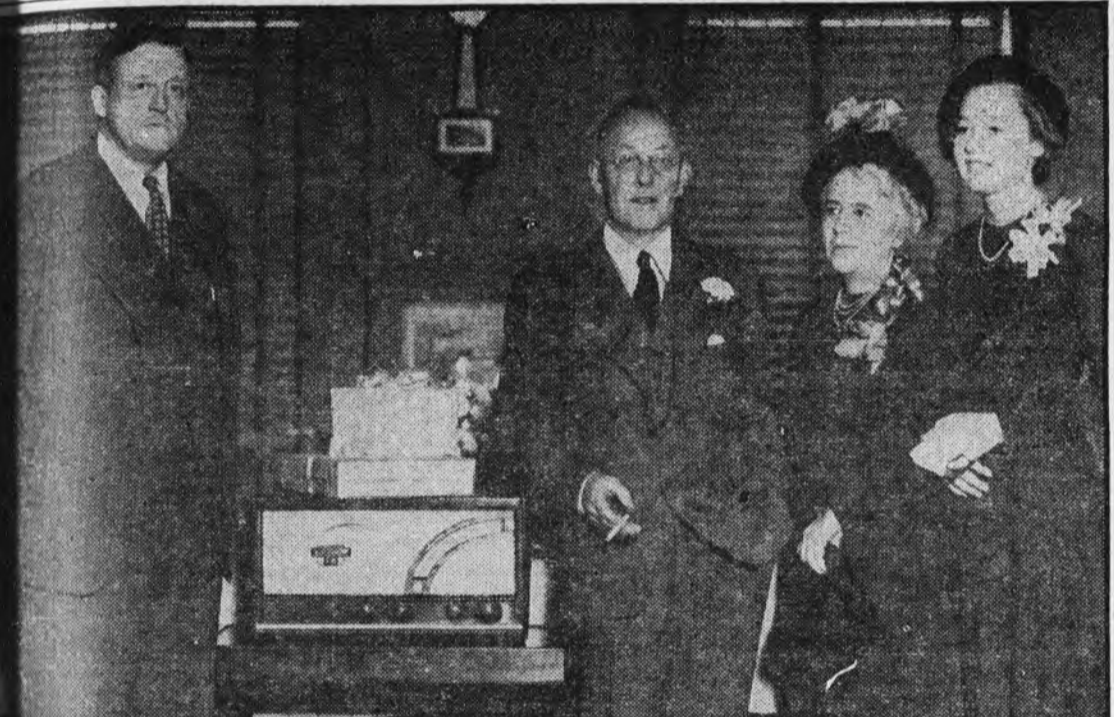
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# STATE AND COUNTY NEWS



Edward B. McFarland, first vice-president of The Civil Service Employees Association, second from left, was principal speaker at the dinner of the Elmira chapter. With him are shown Peter Calabrese, general chairman of the dinner-dance committee; Edward J. Looney, former chapter president, and Elwin H. Mosher, the new president.



Edward E. Hinsie was honored by fellow-employees on his retirement after 28 years with Psychiatric Institute, of which he was Assistant Director. Left to right, Dr. Nolan D. C. Lewis, the Institute Director; Mrs. Hinsie and their daughter, Leigh Hinsie. Between the doctors are gifts presented to Dr. Hinsie, including the matching table on which the radio rests.

## Medical-Surgical Plan Open to Members of Assn. But Only Until Nov. 18

ALBANY, Nov. 8.—On November 18, the Civil Service Employees Association will form a new group of members to enter the Blue Cross Hospitalization Plan and the Blue Shield Medical-Surgical Plan. Only those employees who are enrolled, or become enrolled in the hospitalization plan on November 18, may qualify for the medical-surgical plan.

Literature for both plans may be obtained at Association Headquarters, Room 156, State Capitol, Albany 1, N. Y., or if you are located outside Albany, from your local office.

A payroll deduction plan exists for either plan. Applications for either or both plans must be filed at Association headquarters on or before November 18. If you apply for the Blue Cross Hospitalization Plan, you must use the new application card "Form 48." Annual or semi-annual payments must accompany each application when filed. These are two separate plans.

Thousands of members of the Association belong to the Blue Cross Hospitalization Plan and their families have been helped by substantial amounts in hospital bills during the nine years the plan has been in operation. The Blue Shield Medical-Surgical Plan is comparatively new, but it has helped materially members who have had medical or surgical expenses.

**What Plan Provides**  
The Medical-Surgical Plan provides complete medical-surgical coverage while member is in a hos-

pital) for individual subscribers with annual incomes up to \$2,000; husband and wife subscribers with annual earnings up to \$2,500; and family subscribers with annual incomes up to \$3,500. Subscribers with incomes in excess of these amounts may be charged for any excess of the physician's fee over the amount specified in the fee schedule of the plan.

The Medical-Surgical Plan, known as the Northeastern New York Medical Service, Inc., is sponsored by the Medical Societies of the following counties: Albany, Clinton, Essex, Fulton, Montgomery, Rensselaer, Schenectady, Saratoga, Schoharie, Warren and Washington. Copies of the fee schedule and lists of participating physicians in each county are available for inspection at Association headquarters or at the Associated Hospital Service, 112 State Street, Albany 1, N. Y.

As the Association uses its facilities to form groups of its members who desire the hospitalization and medical-surgical coverage, to collect fees due under the plan and otherwise service its thousands of members enrolled in the plans, membership in the Association is necessary if you wish to enter the hospitalization or medical-surgical plans through the Association.

"If you miss this opportunity to obtain group hospitalization or medical-surgical protection, another chance to obtain this protection won't be given until May 13, 1949," said Dr. Frank L. Tolman, president of the Association,

## Bids Received to Repair And Alteration Projects In 7 State Buildings

ALBANY, Nov. 8.—Bids on seven projects involving repairs and alterations to State buildings were received by B. D. Tallamy, State Superintendent of Public Works. The projects:

- Babylon.** Alterations to machine shop, District No. 10 headquarters.
- Hawthorne.** Installation of gutters, rear of main building and three other buildings, Troop K State Police Barracks.
- Helmuth.** Erection of boundary fence, Gowanda State Homeopathic Hospital.
- Ossining.** Installation of sewage disposal facilities, including appurtenant work, Sing Sing Prison.
- Queens.** Painting of buildings and covering walks, Creedmore State Hospital.
- Rochester.** Erection of new stairs from balcony, State Armory, 900 East Main Street.
- Albany.** Alterations involving acoustical treatment of 14th floor of the State Office Building.

## John Leonard Dies

John Leonard, Head Clerk (Purchase) in the Division of Placement and Unemployment Insurance, died recently of a rheumatic heart. He had served in the Section of Business Administration of the Division both in Albany and NYC for 10 years.

Mr. Leonard, who was 33, is survived by his wife and three children. The funeral was held in NYC.

# The Public Employee



By Dr. Frank L. Tolman  
President, The Civil Service Employees Association, Inc., and Member of Employees' Merit Award Board.

### ASSOCIATION POLICY AND GOV. DEWEY

THE American system of Government puts almost impossible tasks and strains on its elected leaders. In addition to the job of administration and government there is the job of politics which includes campaigning and running for office. There is, of course, no assurance that the good politician is a good public administrator or that the great public official can be also a great campaigner, a spell-binder and a popular idol of the party and the people.

### Responsible and Responsive

The compelling reason for our system is the need to hold all our elected public servants constantly responsible and responsive to the will of the people. All elections are decided, not solely on merit but partly on party strategy and side issues. We can never make our selection of the best man separately and independently from our decision as to the best policy. This results, in times of crisis when emotions are high and nerves are tense, in the victory going to the live issues of the campaign rather than to the best qualified candidate.

### Dewey Isn't Through

First, we should repudiate certain nonsense that has been and is being circulated. I do not for a minute think that Governor Dewey is through or that the Republican party is "passe." Dewey is still Governor of the greatest of the American States, a job of tremendous importance in its own right, and he will, I think, wish to complete and to crown his record as Governor with an administration above politics and devoted solely to the common good. He will be more free from certain influences and entanglements that are a part of party government and more able to see things through his own clear eyes and to judge-wisely with his own clear brain.

Second, I do not for a moment believe that the Dewey team will disintegrate or disband. There is no discredit in having lost the tightest and most exciting extra-inning game in American political history.

### The Legislature

Third, I do not believe the legislature will "secede." There may be a little more independence, a little more deliberation and open debate, a little less strict control by the legislative leaders, but that is all in the interest of popular government, and will, I think, be welcomed by the Governor as essential to the operation of a team which consists not of novices but of experienced veterans.

I think the State gains greatly by this last caprice of fortune. The Civil Service Employees Association can, I think, look forward to further team work and honest cooperation under Dewey. We hope and we expect that the next two years will be the best for the citizens, the public employees of the State, and for our friend, still Governor of the greatest state.

## You Have to Like 'em

ALBANY, Nov. 8.—You have to like 'em to lead 'em, the State Personnel Council advises supervisors.

A special bulletin to supervisors in all departments gave this pertinent item of information:

"Employees function best in an atmosphere of approval" was probably one of the tritest phrases printed in the first book you ever read on "How to be a boss without being bossy."

Yet more people request transfers from one unit to another because "The supervisor doesn't like me." It isn't possible to be equally attracted to all your staff but it is possible to realize that everyone is doing the best he can for you and for his unit. It is possible to

assume—and show it in your manner—that you believe they're nice people—giving their best energies, mental and physical, to the job. It is possible to behave as though what they are about to say is valuable and interesting and not to get your face and mind all set to say "You're wrong" before they open their mouths.

The supervisor who looks as though he would listen and perhaps agree—is the guy they find agreeable. He's the man they'll follow. He's the one whose operations are never hampered by sulky sabotage.

The much discussed "personality conflict" is more than half a supervisor's fault.

You have to like 'em to lead 'em!

## McDonough Asks Action On Higher Attendant Pay

William F. McDonough, executive representative of The Civil Service Employees Association, addressing the Hudson River State Hospital chapter, suggested that the Mental Hygiene Department chapters appoint committees to help in the work for higher pay for Attendants and others. The

first objective, he said, would be to try to get a hearing before the State Salary Standardization Board.

He outlined the Association's 1949 program as contained in the resolutions adopted by the annual meeting, all of which have been published in The LEADER.



# STATE AND COUNTY NEWS

## 14 New Job-Titles Set Up by N.Y. State

ALBANY, Nov. 8.—New salaries and titles for 14 positions in the State service were released this week by the Salary Standardization Board. Of the 14, five are in the Division of Standards and Purchase. Only one position, however, is vacant at present—that of Mechanical Equipment Inspector (G 20). This title is new.

The remaining four titles are now filled by the incumbents who were performing the work, and no civil exam is contemplated for these positions now.

Other positions in the list are in the Health, Mental Hygiene, Public Works, Education, Agriculture and Markets Departments.

The complete list follows:

| Title   | New Allocation | Effective Date |
|---|----------------|----------------|
| Administrative Director of Standards & Purchase Exec. Dept.—Div. of Standards & Purchase  | G 32           | 10/ 1/48       |
| Associate Cytologist Health Department  | G 25           | 11/ 1/48       |
| Associate Publicity Agent (Engineering) Department of Public Works                        | G 25           | 10/15/48       |
| Director of Mental Hygiene Personnel Mental Hygiene Department                            | G 32           | 4/ 1/49        |
| Director of Mental Hygiene Publications and Public Relations Department of Mental Hygiene | G 25           | 9/14/48        |
| Health Publications Editor Health Department  | G 25           | 9/28/48        |
| Historian Education Department  | G 20           | 9/28/48        |
| Junior Cytologist Health Department   | G 9            | 11/ 1/48       |
| Marketing Information Analyst Department of Agriculture and Markets                       | G 20           | 10/ 1/48       |
| Mechanical Equipment Inspector Exec. Dept.—Div. of Standards & Purchase                   | G 20           | 9/28/48        |
| Purchasing Agent Exec. Dept.—Div. of Standards & Purchase                                 | G 20           | 10/ 1/48       |
| Senior Field Representative (Educ. Practices) Education Department                        | G 25           | 10/15/48       |
| Senior Purchase Specifications Writer Exec. Dept.—Div. of Standards & Purchase            | G 27           | 10/ 1/48       |
| Senior Purchasing Agent Exec. Dept.—Div. of Standards & Purchase                          | G 27           | 10/ 1/48       |

G 9, \$2,400-\$3,000; G 20, \$3,720-\$4,620; G 25, \$4,620-\$5,720; G 27, \$5,000-\$6,200; G 32, \$6,000-\$7,375.

## With State Employees In Albany

Illustrating promotion opportunities in State service, the booklet lists as its examples of successful career employees:

**J. VICTOR SKIFF**, Deputy Commissioner in the State Department of Conservation, who began his career in State service as a Game Research Investigator and later held titles of Assistant Superintendent of Game and Superintendent of Inland Fisheries.

**HENRY A. COHEN**, Director of Bureau of Contracts and Accounts, State Public Works Department, who entered State service as a Law Clerk in the Income Tax Bureau and was promoted to his present post from the position of Counsel in the Department of Public Works.

**EUGENIA McLAUGHLIN**, Principal Personnel Technician in the State Civil Service Department, who began her State employment as a Clerk. She was promoted to Examiner, and as the department expanded she rose through various grades to her present title in the Examination Division.

**CHARLES A. BRIND Jr.**, Counsel to the State Education Department, who entered State service a year after his graduation from law school. He has been Assistant Counsel and Director of the law division. During his term as president of the Civil Service Employees Association, the Field-Hamilton law was achieved.

## Cardinal Spellman Offers Mass at which Dongan Guild Assists on 10th Anniversary

By H. J. BERNARD

The Dongan Guild, consisting of Catholic State employees who work in NYC and on Long Island, assisted at Mass offered by Francis Cardinal Spellman and received corporate Communion at St. Patrick's Cathedral, then ate breakfast in the grand ballroom of the Hotel Henry Hudson. As always, the events took place on the feast of Christ the King. This year marked the tenth anniversary of the flourishing organization.

At the breakfast Cardinal Spellman was represented by Auxiliary Bishop Stephen J. Donahue, the principal speaker. He was introduced by Secretary of State Thomas J. Curran, honorary chairman.

"I sincerely hope that the fruits of our efforts will be abundant and abiding," Bishop Donahue told his listeners, "and that all of your members will take great interest in the First Friday events that you have planned. I hope that in the next ten years this organization will multiply at least a thousand times."

Others on the Dais

The other speakers were Monsignor Christopher J. Weldon, executive director of Catholic charities; Edward J. Powers, executive director of the State Insurance Fund, and Margaret Ann McGuire, of the State Civil Service Department. Daniel Farnam, president of the Guild, made the opening remarks and Mr. Curran spoke briefly. Also on the dais were Father William Kelly, of the Labor Relations Board; Father Bernard J. Fleming, spiritual director of the Guild; Past Presidents Frances M. Smith, James L. Hanrahan, William J. Peterson, William A. Seidl and Lawrence V. Cluen. Carl Muller, general chairman of the breakfast committees, who was complimented on the fine job he and his committee members did; Public Service Commissioner George A. Arkwright, Chairman John F. O'Connell, of the State Liquor Authority; Mary Donlon, chairman of the Workmen's Compensation Board, and Supreme Court Justice Thomas J. Crawford.

Mr. Farnam stressed the need of State employees doing their full share in combating Communism and cited the living rosary, whereby Dongan Guild members, in groups of 15, pledge themselves to say one decade of the rosary each day, praying that the United States be spared the threat of totalitarianism.

"Storm heaven with your prayers," he implored the audience.

Miss McGuire's Talk

Miss McGuire said that each State employee has the individual capacity to demonstrate good-will and, while enjoying job security, should always strive to maintain the highest standards of public service. She praised the high calibre of work State employees perform and said that everybody should insist on doing a full day's work for a full day's pay.

Monsignor Weldon said of the organized prayers for sparing the United States from totalitarian threat: "You will win this fight in the long run."

Talk by Powers

Mr. Powers, who has been in State service only three years, reported that his experience has shown him that the taxpayers should be proud of the diligent and painstaking service being rendered by State employees.

"The taxpayers and the public generally should realize what a fine job the State employees are doing," he said. "The employees have more than earned any protection that they may get."

Guild Officers

The officers, besides President Farnam, are Mr. Muller, vice-president; Anne Dolan, treasurer, and Amalia King, secretary.

Members of Committees

The breakfast committees were: Guests—James Dermody, Kath-

## Activities of Employees

### Niagara

A meeting of the Niagara chapter was held at the County Courthouse, Lockport. Vice-president Charles F. Daboll, of Niagara Sanatorium, presided in the absence of President Howard L.

Kayner, of the County Treasurer's office, who was re-elected to head the chapter for the coming year. William McNair is 1st vice-president; Charles F. Daboll, 2d vice-president; Joseph Shomers, City of Niagara Falls, 3d vice-president, Henry Nevins, County Surrogate's office, treasurer; Anne Ziehm, County Clerk's office, Secretary and Agnes Judd, County Highway Department, recording secretary.

The meeting was addressed by a representative of the Ter. Bush & Powell, insurance representatives. Mr. Vanderbilt, field representative of that organization, explained the group insurance plan.

J. Allyn Stearns, 4th vice-president of The Civil Service Employees Association, addressed the meeting. He explained the methods by which the Association aids individual members. His comparison of the Westchester County chapter's origination and that of Niagara Chapter was pleasing to the members of the Niagara chapter. Enthusiasm was registered by Mr. Stearns for the aggressiveness of Niagara Chapter members in seeking to make their chapter one of the finest in the county division.

Mr. Stearns commended The LEADER for its assistance in disseminating news of civil service interest and its ability to win new members to the Association.

Another guest speaker was Miss C. Hillary, president of the Buffalo Chapter, who congratulated the chapter. She spoke on getting more members to attend the monthly meetings regularly.

The salary committee consisting of President H. Kayner, H. Jack McCabe, Henry Nevins, Clint Hermanson and William M. Doyle. It will hold a special meeting to discuss salary increments for county employees.

It is planned to hold the next

meeting in the Courthouse at Niagara Falls.

### Rochester State Hospital Minstrels

The employees of the Rochester State Hospital will present the R.S.H. Minstrels & Follies of 1948 at the Rochester State Hospital Auditorium, Nov. 18-19, at 8:15 sharp.

This will be their first performance since the war. Productions used to be an annual affair.

These minstrels are looked forward to by the patients. A complete performance is given to them in the afternoon and is open to the public for the evening program.

Many an employee receives a first step into the social activities of the hospital, via the rehearsal call. Many young men and women received their first step to marital bliss by meeting for the first time on mutual grounds, willing and trying to help make the biggest event of the year a success.

The first half of the program is devoted to "The Minstrel" where the men dominate in all the splendor, vim, comedy and lively songs of Dixieland. The second half exploits the ladies in "The Follies" — beautiful scenes, costumes, dances and humor. It is a balanced program to give to all an evening of entertainment no one should miss.

Tickets are available at the Hospital Auditorium or advance sale by members of the cast. The curtain rises at 8:15 P. M. sharp.

### Public Works, District 2

More than 100 members of the Civil Service Employees Association Public Works District 2 Chapter, attended the annual meeting in the Utica last week. John R. Roszkiewicz, Herkimer, was elected chapter president.

Others elected: Vice-president, Edward W. Perry, Utica; secretary Mrs. Lillian Techam, Utica; treasurer, L. Laverne Cheney, Utica; financial secretary, Miss Clara E. Jones, Utica; delegate to state Association Walter K. Hayes, Whitesboro; executive council, operations and maintenance, highways, Llewelyn Jones, Morrisville; operations and maintenance, canals, Carl Davies, Utica; construction and Arthur Madison, Utica.

Charles Culyer, field representative of the state Association, spoke on the past record of the Association and plans for the year.

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# STATE AND COUNTY NEWS

## Assn. Gets New Headquarters

(Continued on Page 1)  
 A. MacDonald and Robert Hopkins.  
 The purchase price was said to be in the neighborhood of \$75,000. The purchase was arranged through Leake, Real Estate Agency, Albany.

The Association includes in its membership 43,000 state, county, town, village and district employees in the fifty-seven counties of the State outside of Greater New York City. Over 130 chapters are scattered throughout the state, from Niagara Falls to Long Island, looking for association headquarters for the future and action on all public employee problems.

**Organized 1910**  
 The Association was organized in 1910 in the City of Albany. For many years the membership was limited to workers in the competitive class of the State civil service.

In 1930 it reorganized and welcomed workers in all other classes of State service, and in 1946 broadened its membership to employees of municipalities outside New York City.

**Objectives**  
 The constitution stresses two objectives; first, to uphold and extend the principle of merit and efficiency in public employment and to maintain and promote efficiency in public service; and, second, to advance the interests of civil service employees.

Association historians point to a long list of accomplishments including: establishment of the first merit system for State employees in the United States, in 1912; various provisions strengthening the merit system laws; a complete classification plan; a salary plan; improved attention to hours of work; fair leave, vacation and holiday laws; unemployment insurance; and many other helpful employment practices in public service.

The Association headquarters in Albany for many years was in the home of the president of the Association, with a mail box in the Post Office Building. For a period in 1921 it rented modest quarters on State Street between the Capitol and the Alfred E. Smith State Office Building.

In 1932, it was invited to occupy a room in the State Capitol. William Thomas, a former president of the Association, now deceased, and Joseph D. Lochner, Executive Secretary, were in charge of the first headquarters.

Today, the Association headquarters staff includes the Executive Secretary, Executive Representative, ten office assistants, two field representatives. The Counselor, Assistant Counsel, John T. Graff and John E. Holt-Harris, are located at 11 North Pearl Street.

**Distinguished Leaders**  
 Many distinguished civil service employees have filled the office of president of the Association throughout the years, including following living ex-presidents: Horatio M. Pollock, inter-

nationally known for his work in psychiatry; Robert N. Haner, former Counsel in the Department of Audit and Control, now retired; John M. Cromie, former personnel director of the State Tax Department, now retired; William F. McDonough, former Assistant Director of Milk Control, Department of Agriculture and Markets, now retired; Beulah Bailey Thull, research expert in the Department of Audit and Control; Charles A. Brind, Jr., Counsel to the Department of Education; Clifford C. Shoro, Director of the Office of Business Administration, State Department of Health.

**Tolman Puts in Full Day**  
 Dr. Frank L. Tolman, a retired former Director of the Division of Adult Education, State Department of Education, is the present President of the Association having been re-elected for his fourth term on October 5th last. Dr. Tolman devotes his entire time to Association matters and is to be found at his desk in headquarters on all business days of the year. The President and five Vice Presidents serve without pay or compensation of any kind. The Vice-Presidents include: Jesse B. McFarland, Department of Social Welfare, Albany; John F. Powers, Department of Labor, New York City; Frederick J. Walters, Department of Mental Hygiene, Middletown; J. Allyn Stearns, Westchester County, and Ernest L. Conlon, Binghamton. Miss Janet Macfarlane, Department of Mental Hygiene, is Secretary, and Harry G. Fox, Department of Civil Service, is Treasurer. Joseph D. Lochner, Executive Secretary, William F. McDonough, Executive Representative, Charles R. Culyer, in charge of County Chapter organization, and Larry J. Hollister, Field Representative, spend much of their time in personal relations work.

**Many Services**  
 The Association maintains group life and group accident and sickness plans, and serves as agent for the thousands of civil service employees as the collecting agency for Blue Cross and other hospitalization plans. These activities require substantial office work, equipment and space, which will be supplied when the new headquarters are finally occupied.

Hundreds of officers and delegates of the many chapters and members from all parts of the State visit headquarters annually, officers of the Association stated.

"Our new home will be a real civil service center," Dr. Tolman said as the contract was being signed late last week. "It will be devoted to the development of the great American dream that the best people shall service the whole people. The Association will now have adequate facilities to work for the welfare of public employees in the same spirit that has motivated it for the past 38 years. We expect to do more helpful things, and to do all our work better in our more adequate quarters."

## Report on the State of Things In New York State Civil Service

Special to The LEADER  
 ALBANY, Nov. 8—Faster promotion opportunities, clearing up the huge quantity of provisional employees, and the holding of long-delayed examinations—these tasks are on the roster of the State Civil Service Department for 1949.

The agency issued a report this week on the present and future status of its work:

The Commission has (to date) in '48:  
 Held 919 competitive examinations for 28,114 candidates.  
 (364 for State departments  
 204 for county offices  
 318 for local government units  
 33 for school districts)  
 Established 1,283 eligible lists.  
 (268 State lists  
 189 county lists  
 426 local government lists  
 400 school district lists)

Issued 4,733 certifications of groups of names from eligible lists. The result was 5108 permanent appointments and 567 temporary appointments. (This does not include attendants or non-competitive or labor appointments).

Checked finger prints of 13,889 appointees, made full scale investigations of 724 of them, and eliminated those who were unqualified.

Added to the Examinations Division staff 26 technical and 21 clerical employees to help us to get our job done.

What the Commission has to do in '49:

State examinations authorized, lists not yet established: 948.

(102 of these are from '46 or earlier, 291 from '47 and 555 from '48.)

Of the 948 State examinations "in the works":

233 have been held, but not completed.

128 have been announced, but not held

153 have been commenced, but not announced

434 have been assigned, but not commenced.

Of the 948 State examinations "in the works":

422 are open competitive

495 are competitive promotion

**8,838 Provisionals**

County and local government examinations "in the works" total 536.

Provisional employees (as of October 1) number 8,838.

War-duration appointees (must be replaced from lists) total 864.

By the end of '49 the Commission estimates it will authorize 1,860 examinations.

(Of these 650 will be State examinations, 1,210 will be for local government, etc.)

The examinations work load through the end of '49 is estimated at 3,344. To be "current," the bulk of the work must be done on these examinations by the end of '49. This is the Commission's big problem—the holding of these

examinations, the certification of the resulting lists and the permanent placement of the eligibles. Our major efforts during the next fourteen months will be directed to this problem.

**Progress Reported**  
 The Commission feels that steady progress is being made in classification, salary standardization, payroll processing, improvement of recruitment methods and investigation of the character and experience of new appointees.

**Trailing Unit**  
 "Housekeeping" functions are in good shape. Service units (Municipal, Merit Award, Personnel Council, Tabulating, Veterans, District Offices, et al) are moving ahead," the Commission reports.

**Promotion Opportunities**  
 They will be the object of most intensive attention in the months ahead. The primary effort in '49 will be devoted to the holding of examinations to afford promotion chances for those who have waited patiently for advancement, to give those who seek careers in the State service a chance to compete; to make it possible for qualified provisional workers to attain permanent status; to replace those provisionals who fail to prove their right to their jobs through competition; and to place the whole examination program on a current basis.

## Big Hospital Director Jobs Filled by Civil Service Test

ALBANY, Nov. 8—Being Director of a State Mental Hygiene hospital is a big job. The man who holds such a job is a policymaker, an expert in the field of mental hygiene, a diplomat, and an executive. It's the kind of job that in most States is filled by executive appointment, sometimes on a straight patronage basis.

In New York State, the Director of Hospitals comes in through civil service examination. And the degree of competence is unusually high. Last week a promotion list was issued in the title. It contained 13 names:  
 Dr. Harold H. Berman, Ogdensburg State Hospital; Dr. O. A. Kilpatrick, Rockland State Hospital; Dr. Charles Bruckman, Creedmoor; Dr. Solon C. Wolf, Beacon; Dr. Francis J. O'Neil, Central Islip; Dr. Robert C. Hunt, Rochester; Dr. N. Beckenstein, Brooklyn State; Dr. Henry Brill, Pilgrim State; Frank Criden, Creedmoor; Bascom B. Young, Harlem Valley; Benjamin Pollack, Rochester; C. Terrence, Brooklyn State; Richard Foster, Pilgrim State.

Highest grade was earned by Dr. Beckenstein, who got 90.758.

Five veterans preceded him on the list, however. The top man, Dr. Harold H. Berman, a disabled vet, earned 88.096, and on the basis of straight rating on the exam; four other competitors would be ahead of him, two non-disabled veterans and two veterans.

**Three Vacancies**  
 Three vacancies at present exist to be filled from the list. There are Acting Directors at Rochester State Hospital, Utica State, and Gowanda. At Rochester, Dr. Kenneth K. Slaughter is Acting Director; at Utica, it's Dr. Arthur W. Pense; at Gowanda, Dr. Edwin H. Mudge.



George A. Hamilton, a principal account clerk in the Department of Audit and Control, last week got paid off for the third time by the State of New York. Reason: he thinks. That's George in the center there, between his boss, Comptroller Frank C. Moore, on the left, and Henry A. Cohen, chairman of the Merit Award Board, on the right.

The Department of Correction reports no vacancies for Director in its two criminal hospitals.

## Chapter Activities

### Syracuse School

Employees of the Syracuse State School express their sorrow to the family of Mr. Edward Peek. Peek, a former Department employee, died recently.

### Elmira

Director Dr. Glen M. Kendall, at the Reception Center, Elmira Sanatorium, recently voiced high praise to the local chapter of The Civil Service Employees Association and its excellent work in maintaining a high standard of efficiency. He also lauded the cooperation prevailing between the administration and employees.

### State School

The State School Chapter of the Civil Service Employees Association has organized for the 1948-49 year with the following officers: Mrs. Sophie Peruzzin, president; Jason Stratton, vice-president; Dorothy Parker, secretary, and Howard Lange, treasurer.

An executive council has been organized to work with the officers. The administrative employees will be represented by Merlin Seligman, the teachers' group by Anthony Pelone, the women's group by Ethel Hicks, the men's group by Ernest Beckwith.

The following committees have been appointed: Finance, Education, Publicity, Legislative, Social, Grievance and Membership. Plans are being made, to hold a bazaar in the school gym-

nasium early in December to raise funds for the chapter treasury.

### Craig Colony

The Craig Colony chapter, Civil Service Employees Association, held its third annual Halloween masquerade and dance on Saturday evening, October 30, in Shahan Hall. Approximately 200 members and their friends attended. The round and square dancing was spectacular, and provided much good fun. Music was furnished by the Civil Service Statesmen under the direction of Link Millman. The hall was superbly decorated under the careful eye of Esther Drake, assisted by Fred Chichester, Les Carlson, and Georgia Chadwicke. A delicious buffet lunch was served by the refreshment committee, with Germaine Mannix as chairman, assisted by Fred Kawa, Dora Draper, Cora Andrews, Abigail McNamara, Martha Dayton, and Bea Wright. Dorothy Preble and

The LEADER will be glad to have letters from the readers expressing their views on the subject of veteran preference.

Lawrence Andrews were in charge of the ticket sales. (And, advises Walt Mannix, they did a fine job.)

Prizes for costumes were awarded to Dr. and Mrs. Veeder, Helene Diehl, Marion Kawa, Bill Mulvaney, Beulah Bedford, and her daughter Colleen.

The chapter's annual meeting and election of officers will be held Wednesday, November 17, 7:30 p.m. at La Delfa Hotel, Mt. Morris.

The membership drive is progressing favorably.

### Civil Service, Albany

More than 200 persons attended the election eve party, sponsored by the Civil Service Department Chapter of The Civil Service Employees Association last week.

The dinner party was held in Holiday Manor with Judy Soffey, chairman. Assisting her were Peter Hilton, co-chairman; Ann Hayden and Ruth McLoughlin.

Here are the committee names for the Civil Service Department's gala Christmas party scheduled to be held December 16 at the Col-

onie Country Club. Dinner will be served at 6:30 P.M.

**Honorary chairman,** Dorothy B. Smith.

**Co-Chairmen,** Margaret B. Delchanty and William Killian.

**Master of Ceremonies,** Granville Hills.

**Tickets,** Daniel O'Brien, chairman; Margaret Barba, Ernest DesChamps, Judy Soffey and James Dermody.

**Dinner and Arrangements,** Kay Hartigan, chairman; Elsa Trim and Garson Zausmer.

**Decorations,** Edwin Becker, chairman; Marge Corbett, Benecene Feld, Marie Cleary, Beatrice Noga, Vernon Santen and Admiral Wickert.

**Show,** Beth Staley, chairman; James Barrett, Robert Becker, Helen Forte, Mary McDermott, Betty Ostram, Ruth Watts and Joseph Watkins.

**Transportation,** Virginia Browne, chairman; Paul Gregware and Mildred Kayo.

**Music,** Louis Luzzi, chairman; Virginia Leatham and Frances Twiss.

**Publicity,** Dorothy Guy Smith, chairman; John Dolan, May Newton and Lorraine Page.



A THOUGHT FOR THE WEEK

Good-bye civil service in Louisiana! The six-year-old Civil Service Law's repeal has taken effect and 15,000 employees are anxious. Watch developments carefully.

Civil Service LEADER

Tenth Year

America's Largest Weekly for Public Employees

Member of Audit Bureau of Circulations

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N. H. Mager, Business Manager

TUESDAY, NOVEMBER 9, 1948

A Half-Hearted Job Is a Half-Baked Job

WE'D like to call attention to the article on Page 1, "Why NYC Job-System Must Be Overhauled." We have reason to believe that the attitude of public officials toward a streamlining of New York City's confused job snafu is softening. There is evidence that they are beginning to see the value of a reclassification. The LEADER has during the past year documented many examples of the utterly hopeless situation now existing.

There is danger, however, that half-hearted action may be taken. Reclassification, unless it is thorough, had better not be undertaken at all. To put a few City employees on the job, and hope that they will be able to work out something, is unrealistic.

Reclassification is a highly technical procedure. It requires trained people, a comparatively large staff, and ample time. Every operation performed by city employees must be studied; and every job must be placed in a proper relation to every other job. The work done must be compared and contrasted with similar jobs done elsewhere. Out-of-title work must be located and scrutinized scientifically. Thousands of details must be fitted together like parts of a puzzle. A "paper job" of reclassification is no good.

The LEADER brings this matter to the attention of responsible officials, because this newspaper knows what is involved, and doesn't want to see the City go astray on a superficial job that can't and won't be effective.

We favor — strongly urge — a thoroughgoing job of reclassification. It will pay off in many ways — just as a similar job has paid off for the State.

Top Names Praise Work of LEADER

The flow of letters coming in to the office of The LEADER's publisher, on the beginning of our tenth anniversary, continues undiminished. Since Governor Thomas E. Dewey and Mayor William O'Dwyer sent their letters some weeks ago, the signatures on the letters of praise and congratulations read like a roster of the top names in government service within New York State. Below follows another selection of these letters.

Splendid Job

From James Farley, former Postmaster General

I was in Europe for eleven weeks and that accounts for my not having extended hearty congratulations on your having rounded out another anniversary as publisher of Civil Service LEADER.

You have done a splendid job, Jerry, and you have my best wishes for the continued success of your publication and for your personal good health and happiness.

JAMES A. FARLEY.

Vigorous Support

From Dr. Francis T. Spaulding, Commissioner, NY State Department of Education

It is a pleasure to have this opportunity to congratulate you and Mr. Finkelstein and Civil Service LEADER on your tenth anniversary. The State Department of Education is keenly aware of the vigorous manner in which The LEADER has supported the interests of employees of the State government, and we look forward to a continuation of that service.

FRANCIS T. SPAULDING, State Commissioner of Education.

Wealth of Vital Information

From Spencer E. Bates, Commissioner, NY State Department of Taxation and Finance

I have noticed with the greatest interest and pleasure the celebration of the tenth anniversary of the founding of Civil Service LEADER. You and your staff have every reason to be proud of those years of service to the employees of the state, city and county governments. Your paper has furnished a wealth of vital information, which has been of enormous help to the employees in their efforts to attain greater heights in the public service, and I am sure that they, too, have a feeling of personal pride in your success.

My sincere congratulations to you and best of luck in the years ahead.

SPENCER E. BATES, Commissioner.

Fine Cooperation

From Hon. Francis E. Rivers, City Court of the City of New York

Information recently received that The LEADER was celebrating its tenth anniversary brought to my mind memories of the fine cooperation it had accorded me during that period as well as the great value it has had for our actual and prospective public servants.

Congratulations and best wishes for many decades of constructive activity.

FRANCIS E. RIVERS.

Has Contributed to Advancement

From John M. Murtagh, Commis-

Don't Repeat This!

WHAT'S in store for Federal employees, with Truman's re-election? The white-hot fury of Congressional investigations a la Dr. Condon will be off. But the loyalty probe program through FBI and Presidential loyalty boards will be strengthened, more safeguards added... Salary increases will come hard. If Dewey were elected, he might have raised the pay of his top men, and that would mean pay would go up all along the line. Truman has shown no inclination to up the high-bracket salaries... Expect no major changes in civil service procedure. Minor alterations may come, however, like an improved job rating setup, better system of appeals, new promotion system... Merit system in general not likely to be buttressed, with new patronage posts sure to come up... War-service employees may look with more confidence to possibility of being covered in as permanent workers... The air will grow free of those "bureaucrat" screams, and Federal workers may anticipate increase in their prestige... Look for Frances Perkins to resign as civil service commissioner, to take an important private job. She's found it impossible to put into effect the reforms she had in mind when she was appointed... Look also for resignation of Commission President Harry B. Mitchell, who's held the post a long time. That will leave two important Democratic appointments for Truman to fill... "house-cleaning" in store for Federal employees, except for certain top-bracket posts...

MYSTERIOUS are the ways of politics. Before the summer's nominating convention, Democrats bemoaned the absence of suitable candidates. Now at least four have emerged as having Presidential stature for 1952: Supreme Court Justice William O. Douglas; Paul Douglas, new Democratic Senator from Illinois; Chester Bowles, elected Governor of Connecticut; and Hubert Humphries, who beat Joe Ball for the U. S. Senate... The election proves at least one thing: Don't turn down a nomination. You might get elected...

sioner, NYC Department of Investigation Heartiest congratulations on the tenth anniversary of Civil Service LEADER.

The newspaper has contributed greatly to the advancement of the interests of those who are serving the public.

I sincerely hope that you shall continue to work courageously for the extension of civil service.

JOHN M. MURTAGH, NYC Commissioner of Investigation.

Yeoman Service From James E. Rosell, Regional Director, Second U. S. Civil Service Region, U. S. Civil Service Commission

Heartiest congratulations to you and your associates as your publication goes into its tenth year of rendering service information on public employment to its readers.

I take pleasure also in this opportunity to thank all of you who did such yeoman service for our Commission during the war. Without your help there would have been a gap in our endeavors to marshal manpower where most needed at that time.

With very best wishes for your continued success,

JAMES E. ROSELL, Regional Director, United States Civil Service Commission.

Highest Quality of Democratic Participation

From Dr. Herman E. Hilleboe, Commissioner, NY State Department of Health

I wish to extend to Civil Service LEADER our warm and sincere congratulations upon its ten years of distinguished achievement.

In the field of public health we are particularly concerned with the participation of the people in local communities in efficient government that is responsible to the needs of the people. I know that The LEADER is dedicated to the

THE DEWEY CLUB boys will stick. And the Governor of New York will find a lot of loyalty still remaining where he might not expect it. Some of the old Dewey boys will go into private business, with the Governor's blessing. If Dewey should decide to retire from public life, he will seek to reward men who've been closest to him, like Paul Lockwood and Harold Keller, if they should care to remain in public office. He'll try to find for them long-term jobs on agencies like the Public Service Commission, Commission Against Discrimination, the Port of New York Authority, State Power Authority,

THE GOP politicians will start needing Dewey now. He won't have an easy time with the Legislature. These are the same men who were boasting about what a "smart" campaign was being waged. Now they're blaming Dewey for the loss of legislative seats. Nevertheless, this column's guess is that Dewey will retain control of the party.

RED FACE DEPARTMENT: John Rogge, ALP man who could have been a State Supreme Court judge if he had quit the NYC Surrogate race... Marcantonio will cause terrific headache to NYC Democrats. He'll harass, worry them at every point in his "cold war." There's already talk that he'll be third-party candidate for Mayor, running on a 5c subway fare issue, always popular... Only man in NYC City Hall who counted Truman the winner from all the way back is John Bennett, Deputy Mayor...

NYC MAYORALTY: The politicians never cease. One election hardly over, they're laying groundwork for others. The underground rumbling about NYC Mayorality possibilities includes these names: O'Dwyer, of course, for the Democrats. It's general opinion that he would win easily, even though the local men he supported didn't fare too well in this election... On the GOP side, two prominent new names: Jacob Javits, who won over O'Dwyer's brother Paul for Congress; George E. Frankenthaler, who beat the Tammany candidate for Surrogate, proving to be a brilliant vote-getter. Frankenthaler could be candidate for Mayor or U. S. Senator, but those who know him say he wouldn't leave the field of law, which he loves. Either one can compete with O'Dwyer for Liberal Party support... Another GOP Mayorality possibility is Stanley Isaacs. Incidentally, Isaacs was outspoken against Dewey on election day... There's talk about Tammany head Hugo Rogers being weak in the organization as a result of losing the patronage-heavy Surrogate. But he's in the same boat as the other inner circle leaders of the organization, all of whom backed Mullen for the job... So they can hardly pick on him...

WHO'LL BE the Democratic candidate for Governor in 1950? These are the names being mentioned: Wm. O'Dwyer, Paul Fitzpatrick, Jim Farley. Former Senator Jim Mead may seek a look-in. He was active for Truman. Any one of these men might be a candidate to succeed sick Robert F. Wagner to the U. S. Senate... Another Senate possibility is Herbert Lehman... Charles Poletti, who's been in Geneva, might come back to seek the Senate nomination too.

WARNING: Don't sell Thomas E. Dewey short. He's been counted out before, only to return with remarkable resiliency. After the Hines mistrial, after losing to Lehman in the 1938 Governorship race, after losing to Roosevelt, after losing Wisconsin to Stassen in pre-nomination days, the pontifical know-it-alls said he was a dead duck. Each time he's come back strong...

promotion of the highest quality of democratic participation in government processes.

Permit me to extend to you my best wishes for every success in all editorial undertakings in the future.

HERMAN E. HILLEBOE, Commissioner of Health.



PHILIP L. WHITE QUIET, unassuming White likes to get things without fanfare and does. A member of the Ogdensburg Police Department since 1926, Police Sergeant Philip White is typical of the vast number of public employees whose civic pride extends far beyond written rules of the job. The "story" of Phil White is not a sensational one, nor a Hollywood saga, but it is a story of a northern New York employee whose roots are in his community, whose interests are wide and varied and whose sense of responsibility to his fellow employees is as real as his devotion to his church.

Started Organizing President of the St. Lawrence Chapter of the Civil Service Employees Association, he has demonstrated interest in organizing and improvement of public service ever since he was one of the organizers of the Northern Police Club, of which he was original president.

He is also an organizer, past president of the St. Lawrence County Police Protective Association, and was active both the Ogdensburg Police Protective Association and the Benevolent Association.

He speaks of the Civil Service Employees Association as the best organization for public employees in the State. Under leadership the St. Lawrence County chapter has grown until it is considered one of the model units. And in its short history the chapter has been instrumental in securing a retirement plan for county employees and pay increases for Ogdensburg employees.

Retirement Liberalization As executive representative of the County Executive Commission and a member of the Board of Directors of the Association, White sees in the proposals to liberalize the state retirement plan "one of the most important steps ahead."

On the local level, he is expected to introduce the "conference method" as an important ingredient in employee relations.

Active in community affairs, well, he is a member of the Boy Scouts of America and has served on the County Executive Committee of the Boy Scouts of America.

Every Sunday, he may be seen taking up the offering at 11:30 Mass in St. Mary's Cathedral. A member of the Cathedral Committee for 20 years, he is a member of the Sacred Rosary and Holy Name Society of the church.

Married, he lives in the town in which he was born on Dec. 1903. He lists his five children, two girls and three boys, as his main hobby. His wife is a woman who takes philosophy the great amount of time she spends on employee activities. His other interests are gardening and his scrap books which have up a valuable record of New York life.

Probably the main key to White is that he sees his place in the Association and other in and church affairs as a "something." His desire to help his home town and county in his possible place in the work and live is as natural as the flow of the St. Lawrence along this north county community.



# SHOPPING NEWS

## COST OF LIVING BONUS SALES

Following Merchants Are Offering Substantial Savings To Civil Service Employees

**MEN!!**  
**50% Reduction**  
**On Factory Rejects**  
**\$10 TO \$20 SAVING**  
**FACTORY SURPLUS**  
**100% Fine All-Wool**  
**Suits, Topcoats, O'coats**  
**\$22.50 up**  
**4th Floor**  
**390 FOURTH AVE. at 28th ST.**  
**Open daily 9 to 6 Sat. 9 to 2**

**Oscar's Inc.**  
 178 Greenwich St. N. Y. 7, N. Y.  
 BRAnley 7-2295  
**SPECIAL DISCOUNT**  
**CIVIL SERVICE EMPLOYEES**  
 On hard-to-get items—Toasters, Mixers, Refrigerators, all household items, electrical appliances, radios, television sets, as well as typewriters, jewelry, etc.  
 Phone or send for free catalogue  
 All types of gift suggestions!

**SAVE MIDDLEMAN'S PROFIT**  
**WHOLESALE FUR MFR. OFFERS**  
**Moutons From \$59.50 Up**  
**& Sheared Raccoon Coats**  
**\$250 (plus Fed. Tax)**  
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**MEN'S WATCHES**  
 Buy one and get one  
**... FREE ...**  
 Finest quality 17 jewel  
 Specializing in low priced diamond  
 engagement and wedding rings.  
**NORMAN CARROLL**  
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**Direct to Public at Wholesale Price**  
**MEN'S SUITS**  
**\$29.75**  
 100% Virgin Wool  
 Worsteds  
 GLEN PLAIDS, STRIPES  
 Wide Selection of Colors  
*We Offer Best Points Of Fine Tailoring.*  
**HAND SEWN FEATURES**  
*Values Hard To Beat*  
**GOLDBRAND CLOTHES**  
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**OPEN ALL WEEK AND SAT.**  
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**PRE-XMAS OFFER**  
 Savings from 20-30%!  
**JEWELRY, DIAMONDS, RINGS, WATCHES, FOUNTAIN PENS, GIFTS and NOVELTIES**  
 (Except on Price-Fixed Items)  
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 With first quality anthracite coal. You need not be a customer. We arrange monthly payments to fit your purse.  
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**APPLEGATE 6-7534 5**

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**Gas Ranges, Washing Machines**  
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 Made to Sell for  
 \$204.95 Famous Brand Gas Range ... **NOW 139.50**  
 176.95 Famous Brand Gas Range ... **119.50**  
 194.95 Famous Brand Gas Range ... **135.00**  
**Washing Machines**  
 Made to Sell for  
 \$149.95 Famous Brand Washers with Electric Pump **NOW 107.50**  
 139.95 Famous Brand Washers with Electric Pump **95.00**  
 129.95 Famous Brand Washers with Electric Pump **90.00**  
**IRONERS**  
 Made to Sell for  
 \$49.95 Famous Brand Electric Table Ironers ..... **NOW 27.50**  
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 179.95 De Luxe Cabinet Ironers.. **119.50**

At Our Own Wholesale Establishment  
**New Sport and Dressy Fall Garments**  
 SIZES 9 to 53  
**\$14.95 DRESSES for \$4.75**  
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**\$7.95 BLOUSES for \$3.75**  
 You must save the tremendous amounts listed above, or we will refund your money. We permit trying-on. Courteous young ladies to assist you.  
 Open Weekdays & Saturdays  
**B. ROBERTS**  
 IN NYC 552-7th Ave. (Nr. 40 St.) 2d fl.  
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 533 W. 207 St. (Nr. Sherman)  
 IN BKLYN. 30 Newkirk Plaza (Brighton line BMT to Newkirk Station)

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**SHAPIRO & WEINSTAT**  
 118 W. 29 St. NYC  
 CH 4-2950  
 We're overloaded with fine furs... so we have drastically reduced our prices. Take advantage now! Also expert remodeling and repairing at reasonable rates.

**SPECIAL OFFER TO YOU**  
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 All Types of Furs  
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 Manufacturing Furriers  
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 career curl permanent  
**LONDON TERRACE BEAUTY SALON**  
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**BEST HOUSEKEEPING CO.**  
 Radios, Washing Machines  
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 174 FIRST AVENUE  
 Near 11th St. N. Y. CITY  
 TIME PAYMENTS AL 4-1280-1  
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**Save 50% On Our Famous Quality Aeroplane Luggage**  
 Genuine top grain cowhide leather bindings, brass hardware, 3 pockets, rayon linings, padding and tie tapes.  
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 26" pullman... 8.50  
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 MAIL ORDERS ACCEPTED add 50 cents for postage plus 20% Federal tax... Sorry no C.O.D.  
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 Hours: Mon. to Fri. 8 A.M. to 6 P.M. Sat. 8 A.M. to 3 P.M.

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 WE ARE MANUFACTURERS  
 If you can buy our lamps elsewhere cheaper than our price, We will make you a gift of one. Nobody undersells the Irish Merchant of Woodside  
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 (WRINGER & AUTOMATIC)  
 CALL OR SEE  
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**FREE** One pair of hose for every 12 P.R. PURCHASED. BRASSIERES - LINGERIE - GIRDLES.  
**Special Discount to Civil Service Employees**  
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 Makes Night Driving Safer and More Comfortable  
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**SAF-T-AID \$2.00 Post Paid for the front "NOT A VISOR" (you don't look thru it)**  
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**SMART CLOTHES**  
 Styled by foremost designers  
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 Selling Direct to the Retail Trade  
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**\$1.47 ALL POPULAR BRANDS**  
 Carton  
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 15c 19c 26c 30c 39c 43c 68c  
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**NEW STANDARD BRANDS**  
 15 Inch Television Screen  
 At 10 Inch Television Prices!  
 (IMMEDIATE DELIVERIES)  
 Special Discount to:  
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 Watches, Engagement and Wedding Rings, Ladies and Men's Birthstones, Rings, Silverware & Men's Embellishes  
 Special Discount to Civil Service Employees and Their Families  
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 Manufactures Mouton Lams, \$50  
 ANY SIZE: ANY STYLE  
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 For the Original gift, Custom Bags - Jewelry Lamps - Accessories  
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 Everything in the way of Nationally Famous Household Appliances. Such items as: Pressure Cookers; Sandwich Grills; Electric Trains; Washing Machines; Refrig.; Radio; Television; Fountain Pens; Jewelry, etc.  
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**15% TO 30% OFF**  
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**WATCH REPAIRING . . . Opening Special!**  
 Your Watch Overhauled and Cleaned **\$2.50**  
 Small extra charge for parts  
 All Work Guaranteed  
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 Ladies' Fall and Winter coats. Latest styles and colors. Plain and fur-trimmed. All sizes. Tremendous savings. Open Monday through Saturday until 6:30  
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# Exams For Public Jobs

## NYC Open-Competitive

5619. Civil Engineer (Sanitary), \$6,000, bonus additional. Three vacancies in the Department of Health. Requirements include baccalaureate degree in engineering plus ten years engineering experience. Application fee \$4. (Closes November 26).

5659. Senior Bacteriologist, \$3,300 plus bonus. Five vacancies in the Department of Hospitals. Application fee \$3. Requirements include Master's Degree in bacteriology or M. D. (Closes November 26).

5665. Assistant Physicist, \$2,161 to \$2,700 plus \$660 bonus. One vacancy in the Department of Hospitals, others occur from time to time. Application fee \$3. Requirements include baccalaureate degree with major in physics or electrical engineering. (Closes November 26).

5684. Turnstile Maintainer, NYC Transit System, \$1.34 to \$1.54 an hour. Thirty-two vacancies, others occur from time to time. Application fee \$3. Requirements include four years mechanical experience. Performance test. (Closes November 26).

5670. Inspector of Heating and Ventilation, Grade 3, \$2,401 to \$3,000 plus \$650 bonus. One vacancy in the Department of Education. Application fee \$2. (Closes November 26).

5573. Pharmacist, \$2,710. Application fee \$2. Twenty-eight vacancies in the Departments of Hospitals, Welfare, Correction and Purchase. Graduation from a school of pharmacy, state license required. Written and medical tests. (Closes November 26).

### Promotion

5712. Air Brake Maintainer, NYC Transit System, \$1.34 to \$1.59 an hour. Twenty-eight vacancies, others occur from time to time. Open to those employed as Maintainer's Helper - Group B. Performance test to begin June 6. Application fee \$3. (Closes November 26).

5713. Car Maintainer - Group A, NYC Transit System, \$1.34 to \$1.59 an hour. One hundred thirty-seven vacancies, others occur from time to time. Open to those employed as Maintainer's Helper - Group B. Performance test to begin August 19. Application fee \$3. (Closes November 26).

5715. Car Maintainer - Group C, NYC Transit System, \$1.34 to \$1.59 an hour. Seventy-seven vacancies, others occur from time to time. Open to those employed as Maintainer's Helper - Group B. Performance test to begin August 21. Application fee \$1. (Closes November 26).

5716. Car Maintainer - Group D, NYC Transit System, \$1.34 to \$1.59 an hour. Open to those employed as Maintainer's Helper - Group B. Thirty-four vacancies at present, others occur from time to time. Performance test to begin May 6. Application fee \$3. (Closes November 26).

5717. Car Maintainer - Group S, NYC Transit System, \$1.34 to \$1.59 an hour. One hundred eighty-two vacancies at present, others occur from time to time. Performance test to begin May 17. Open to those employed as Maintainer's Helper - Group B. Application fee \$3. (Closes November 26).

5718. Car Maintainer - Group B, NYC Transit System, \$1.34 to \$1.59 an hour. Sixty-four vacancies, others occur from time to time. Performance test to begin February 23. Open to those employed as Maintainer's Helper - Group B. Application fee \$3. (Closes November 26).

5714. Car Maintainer - Group B, NYC Transit System, \$1.34 to \$1.59 an hour. Sixty-four vacancies, others occur from time to time. Performance test to begin August 15. Open to those employed as Maintainer's Helper - Group B. Application fee \$3. (Closes November 26).

5685. Structure Maintainer - Group C, NYC Transit System, \$1.34 to \$1.59 an hour. Sixty-nine vacancies, others occur from time to time. Requirements include four years experience. Medical test. Open to candidates not over 45 years of age. (Closes November 26).

5534. Director of Dietetics, \$3,600. One vacancy in Department of Hospitals. Written test January 25. Application fee \$3. (Closes November 26).

5597. Mortuary Caretaker, Grade 1, \$1,200 to \$1,800. Eleven vacancies in the Department of Hospitals, others occur from time to time. Written test January 21. Application fee \$1. (Closes November 26).

5682. Electrical Inspector, Grade 4, Triboro Bridge and Tunnel Authority, Office of the Comptroller, Education, Police, Public Works, Welfare, and Water Supply, Gas and Electricity Departments, \$3,000. Application fee \$2. Vacancies occur from time to time. Written test December 11. Open to employees in above named departments holding positions of Electrical Inspector, Grade 3, Junior Electrical Engineer, Electrical Engineering Draftsman, or Inspector of Light and Power, Grade 3. (Closes November 19).

5620. Transportation Inspector, tainer's Helper - Group B. Application fee \$3. (Closes November 26).

# Study Aid for Postal Test

(Continued from Page 1)

these instructions state that the postmaster's name may be stamped, (5) is not the answer. (1) is the answer because the illustration of the proper form to be used includes the words "assistant postmaster," the title of the signer in this case; so 1 is written on the line at the right.

2. If a patron offered a \$20 bill in payment for one month's subscription for \$2.25 (the fee for each copy) and for two months for \$5 each (the fee for each copy), how much should he receive? **11.** In the data printed in the practical tests which you will do in the examination room. Complete schemes with different data.

strictly timed by the person giving the examination and the score depends on the number of correct answers within the time allowed. The tests are purposely made long enough so that not every competitor can finish; this avoids too many tied scores at the top of the register.

Now try a Post Office Sorting test.

**SAMPLE TEST**

mail going to the cities named in that square. You will be required to study the SORTING SCHEME in which you would put mail for that place. Look at the list, "Gilby." The number "2" is written after it because Gilby is in the box numbered 2. "Rose" is in the box numbered 10. Work straight down each column, taking the cities in the order in which they appear in the list. Practice on this sample test will increase your speed.

**Time allowed on this page: 20 minutes. Use the space to write the answers.**

|                              |   |                                     |  |  |                              |
|------------------------------|---|-------------------------------------|--|--|------------------------------|
| 1. Niles<br>Suffern<br>Vesta | 3. Dryden<br>Elkmount<br>Kerwin<br>Mohawk | 5. Barnes<br>Pratt<br>Regan         | 7. Gilby<br>Rose<br>Hudson                   | 9. Carne<br>Meade<br>Rose              | 11. Armour<br>Erie<br>Harlan |
| 2. Farman<br>Gilby<br>Hudson | 4. Brice<br>Oldham<br>Revere              | 6. Archer<br>Essex<br>Nixon<br>Vail | 8. Nixon<br>Carne<br>Lewis<br>Grant<br>Brice | 10. Corbin<br>Essex<br>Goshen<br>Riggs | 12. Bates<br>Grant<br>Vernon |

You may look back at the SORTING SCHEME

| City     | Box No. | City     | Box No. | City     | Box No. | City     | Box No. | City    | Box No. | City | Box No. |
|----------|---------|----------|---------|----------|---------|----------|---------|---------|---------|------|---------|
| Gilby    | 2       | Niles    | 1       | Gilby    | 1       | Nixon    | 7       | Erie    | 11      |      |         |
| Rose     | 10      | Brice    | 4       | Meade    | 9       | Carne    | 9       | Vail    | 12      |      |         |
| Bates    | 12      | Dunlap   | 3       | Regan    | 5       | Lewis    | 8       | Farman  | 2       |      |         |
| Elkmount | 3       | Rose     | 8       | Elkmount | 4       | Grant    | 8       | Grant   | 10      |      |         |
| Nixon    | 8       | Vernon   | 12      | Bates    | 6       | Brice    | 9       | Hudson  | 11      |      |         |
| Corbin   | 10      | Vesta    | 2       | Erie     | 11      | Dryden   | 3       | Armour  | 5       |      |         |
| Oldham   | 4       | Revere   | 4       | Hudson   | 11      | Erie     | 11      | Lewis   | 8       |      |         |
| Suffern  | 1       | Pratt    | 5       | Barnes   | 5       | Pratt    | 5       | Mohawk  | 3       |      |         |
| Barnes   | 5       | Dryden   | 3       | Essex    | 10      | Blaine   | 12      | Archer  | 6       |      |         |
| Frisco   | 11      | Riggs    | 10      | Harlan   | 11      | Oldham   | 4       | Dryden  | 3       |      |         |
| Weems    | 12      | Archer   | 6       | Kerwin   | 4       | Suffern  | 1       | Grant   | 10      |      |         |
| Harlan   | 11      | Goshien  | 12      | Corbin   | 10      | Meade    | 9       | Weems   | 12      |      |         |
| Everett  | 7       | Kent     | 7       | Farman   | 2       | Kerwin   | 4       | Oldham  | 4       |      |         |
| Goshen   | 12      | Vail     | 1       | Everett  | 7       | Essex    | 10      | Suffern | 1       |      |         |
| Kerwin   | 4       | Frisco   | 11      | Armour   | 5       | Harlan   | 11      | Morane  | 12      |      |         |
| Carne    | 9       | Blaine   | 12      | Frisco   | 11      | Riggs    | 10      | Armour  | 5       |      |         |
| Regan    | 5       | Elkmount | 3       | Everett  | 7       | Mohawk   | 3       | Kerwin  | 4       |      |         |
| Gilby    | 1       | Rose     | 8       | Vernon   | 12      | Bates    | 6       | Bates   | 6       |      |         |
| Nixon    | 8       | Farman   | 2       | Kent     | 7       | Goshen   | 12      | Goshen  | 12      |      |         |
| Barnes   | 5       | Essex    | 10      | Vesta    | 2       | Lewis    | 8       | Niles   | 1       |      |         |
| Grant    | 10      | Erie     | 11      | Gilby    | 1       | Elkmount | 3       | Mohawk  | 3       |      |         |
| Dryden   | 3       | Kent     | 7       | Bates    | 6       | Suffern  | 1       | Everett | 7       |      |         |
| Farman   | 2       | Essex    | 10      | Archer   | 6       | Vesta    | 2       | Lewis   | 8       |      |         |
| Regan    | 5       | Vail     | 1       | Dunlap   | 3       | Harlan   | 11      | Carne   | 9       |      |         |
| Dunlap   | 3       | Oldham   | 4       | Pratt    | 5       | Corbin   | 10      | Lewis   | 8       |      |         |
| Meade    | 9       | Revere   | 4       | Carne    | 9       | Hudson   | 11      | Bates   | 6       |      |         |
| Blaine   | 12      | Goshen   | 12      | Kerwin   | 4       | Archer   | 6       | Morane  | 12      |      |         |
| Nixon    | 8       | Morane   | 12      | Frisco   | 11      | Carne    | 9       | Gilby   | 1       |      |         |
| Rose     | 10      | Vernon   | 12      | Everett  | 7       | Lewis    | 8       | Rose    | 10      |      |         |
| Frisco   | 11      | Rose     | 10      | Vesta    | 2       | Elkmount | 3       | Suffern | 1       |      |         |

# Postal Exam Held for Disabled Vets

The U. S. Civil Service Commission conducted a written test today (Tuesday) for Substitute Clerk-Carrier positions, open only to disabled veterans and others entitled to 10-point preference. The positions the eligibles will receive will be in the New York, N. Y., and Brooklyn, N. Y. post offices mainly.

The test was taken by 1,550 and it is expected that about 700 will pass it, on the basis of ratios in previous tests of this type. The examinations are given quarterly to 10-point preference veterans. The number who pass the test

will be delayed.

Because of the small number of candidates, and the fact that disabled veterans get a right of way, the papers will be rated promptly and the results known soon. Candidates will be notified directly by mail, by the Commission, to how they made out. They have a 10-point addition to any earned percentage, and those 10 points count toward achieving the pass mark. They do not have to achieve the pass mark first, and then add the 10 points.

Expected, the general opening would be delayed.

Because of the small number of candidates, and the fact that disabled veterans get a right of way, the papers will be rated promptly and the results known soon. Candidates will be notified directly by mail, by the Commission, to how they made out. They have a 10-point addition to any earned percentage, and those 10 points count toward achieving the pass mark. They do not have to achieve the pass mark first, and then add the 10 points.

# Typist Steno Tests Next Month

The first experiment of the Civil Service Commission for continuously open examination will begin next month. The name being struck is that of stenographer and typist. It will be included in the December series.

President Joseph A. Moore of the Commission said that candidates will be examined at a time and that no one should be given a preference at either time. The examination will be held while there are useful positions in the existing lists.

The need for both stenographers and typists is so great that the City will use up the existing lists. Also, it is expected that there will be a continuing need.

# Dental Supply Engineers Sought

Applications for the position of Materials Engineer (Dental Equipment and supplies), P-5, at \$2325.20 per year are being accepted for an indefinite period at the Army-Navy Medical Procurement Office, 84 Sands St., Brooklyn, N. Y.

Application may be made in person or by mail on Standard Form 37.

# Internes Meet Public Officials

ALBANY, Nov. 8—Over 20 public administration internes in various state departments and agencies met with State Comptroller Frank C. Moore this week as part of their "in service" training program. The meeting was held in the Comptroller's office.

The internes have already seen other State officials.

# State and County Eligibles

## Open-Competitive SENIOR DIETICIAN

1. Ellen Schoenborn
2. Esther S. Lazarus
3. Anna H. Rakaukas

## CASE WORKER

1. Gladys Knoll
2. Mary Hannigan
3. Alberta Weise
4. Kathryn Root
5. Marylou Castanzo

## STENOGRAPHER

1. Joan Roach
2. Mildred Coe
3. Marie Goulka

## CASE WORKER

1. Mildred Coe
2. Marie Goulka

## STENOGRAPHER

1. Joan Roach
2. Mildred Coe
3. Marie Goulka

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1. Joan Roach
2. Mildred Coe
3. Marie Goulka

## STENOGRAPHER

1. Joan Roach
2. Mildred Coe
3. Marie Goulka

## CASE WORKER

1. Lenore Nelson

## SENIOR TYPIST

1. Imogene Colburn
2. Ruth L. Roberts

## SENIOR CLERK

1. Joseph A. King (v)
2. Maria Green
3. Frances Hodes
4. Marion McCaffrey

## OFFICE MANAGER

1. Ethola Sullivan

## DIETICIAN

1. Esther S. Lazarus
2. Reva J. Glass
3. Elaine S. Palmer

## ASSISTANT LIBRARIAN

1. M. J. MacDonald
2. Grace G. Pabst
3. Sophia Kamener
4. Allan Salant
5. Ridgway McNally
6. Helen Pollock
7. Mary P. Guzzetta

## CORRECTION INSTITUTION VOCATIONAL INSTRUCTOR

1. Vincent Parisella (dv)
2. Raymond Miller (v)
3. Howard Beebe (v)
4. Grant VanLoan (v)
5. William Short
6. Charles Stangel
7. Rudolph Meader
8. Ralph T. White
9. Roland K. Clark
10. Roland Jacobus
11. Wm. J. Seaman
12. Thorvald Thorsen
13. Charles Lucks
14. James Steigerwald
15. Stanley Nozirolek
16. Wallace Truckey
17. Karl O. Norby

## SECRETARY - STENOGRAPHER

1. Mary Slutak, Yonkers

## PERSONNEL TECHNICIAN

1. Vernon Santen (dv), Albany
2. C. R. Lukens (dv), Albany
3. Thos. Moran (v), Albany
4. David Zaron (v), Troy
5. Jerome Egerston (v), Rensselaer
6. James Quigley, Yonkers
7. Robt. Jelling, Arlington, Va.
8. Mari. McGillicuddy, NYC
9. Arthur Sussman, NYC

## SENIOR PHYSICIAN

1. Louise Hunt, Bedford Hills

## SENIOR FILE CLERK

1. Gladys Canaday, Albany
2. Anne Foley, Albany
3. Mary Carr, Albany
4. Kathryn Daley, Albany
5. Elinor Warhurst, Albany
6. Frances Drake, Albany
7. Mildred Farber, Delmar
8. Eileen Connolly, Troy
9. Doris Riddick, Albany

## Promotion

- PRINCIPAL ACCOUNT CLERK**
- PUI Promotion
- Disabled Veterans
1. Rudolph Nagel, Troy
  2. Paul Taftler, Albany
  3. A. Haspela, Hampton Manor

## Non-disabled Veterans

4. James Keegan, Troy
5. James Shea, Albany
6. Wm. Hammarstrom, Troy
7. Leon Shapiro, Albany
8. Ralph Kelly, Albany
9. John Baxter, Albany
10. J. Calliger, Saratoga
11. Edward Dolan, Albany
12. A. Carlstrom, Albany
13. S. Schwartzberg, Albany
14. Clarence Lovell, Troy
15. Chas. Leggett, Albany
16. T. Blumenthal, Albany
17. David Center, Albany
18. Francis Eliot, Albany
19. W. J. Weatherwax, Rensselaer
20. James O'Donnell, Albany

## Non-veterans

21. Robert Moon, Coxsackie
22. John Fealey, Albany
23. Aaron A. Gold, Albany
24. Patrick Punch, Elmhurst
25. W. O. Rosenfeldt, Albany
26. Leslie Fleet, Rensselaer
27. Anna Turner, Albany
28. Reva Mark, Troy
29. Joseph Kolde, Albany
30. Edna Tucker, Watervliet
31. Edward Stone, Albany
32. Wilbert Crawford, Albany
33. Wilfred Greene, Albany
34. M. Houghton, Schenectady
35. Anna Webb, Albany
36. Archibald Hart, Albany

## Prin. Payroll Examiner, (Prom.)

- DPUL, DV:**
1. James R. Hare
  2. Nathan Carlin
  3. Leon Eliner
  4. Wm. S. Landberg
  5. Martin Nevins
  6. Samuel Kramer
  7. Moses I. Cohen
  8. Patrick Fennelly
  9. Harry Teitelbaum
  10. Edward H. Spain, Jr.
  11. Bernard Mezey
  12. Henry H. Spiner
  13. Abraham Pass
  14. Samuel Marcus
  15. Henry Wagner
  16. Max Kass
  17. Arthur Rosman
  18. Clifford Barnes
  19. I. Schmookler
  20. Hyman J. Kowel
  21. Daniel Mirin
  22. Max Herer
  23. Saul Halpern
  24. B. Rosenfeld
  25. Leon Eisner
  26. Harold Shapiro
  27. Sidney Citron
  28. Samuel Lissman
  29. Dick Debbom
  30. Julia Kosloff
  31. Samuel Popp
  32. Harold Wolk
  33. Charles Wurtz
  34. Morris Silverman
  35. Irving Mehl
  36. David Gittlitz
  37. Garner Guy
  38. Solomon Rosenberg
  39. Mortimer Tessler
  40. Clarence Lucas
  41. Solomon Blutrich

# Engineer Trainees Wanted

(Continued from Page 1)

appointed to positions with beginning salaries of \$2,974 a year and those originally in the lower-grade positions who are recalled after completing their schooling will continue in training for approximately three years. After two years of this training, they may be promoted to position with beginning salaries of \$3,274 a year. After the examination is announced, qualified persons throughout the country may apply during a period of about three months. A written test will be required.

The announcement of the examination will contain complete information concerning the education or experience requirements, age limits, and the method of applying. After the examination is announced, complete information will be available at the Commission's information office, Seventh and F Streets, NW., Washington; regional offices of the Commission; and most first- and second-class post offices throughout the country.

## Where To Apply

The following are the places at which to apply for Federal, State, County and NYC government jobs unless otherwise directed.

U. S.—641 Washington Street, New York 14, N. Y. (Manhattan) or at post offices outside of New York, N. Y.

State—Room 2301 at 270 Broadway, New York 7, N. Y., or at State Office Building, Albany 1, N. Y. Same applies to exams for county jobs.

NYC—96 Duane Street, New York 7, N. Y. (Manhattan). Opposite Civil Service LEADER office.

NYC Education—110 Livingston Street, Brooklyn 2, N. Y.

Promotion exams are open only to those already in government employ, usually in particular departments, as specified.

NYC does not receive or issue applications by mail. New York State both issues and receives applications by mail and requires that all applications be post-marked before midnight of the closing date. The U. S. also issues and receives applications by mail, but requires that applications be actually on file by the closing date; a post-mark of that date is not sufficient. No return postage is required when applying for an application from the U. S. Civil Service Commission but a 6-cent stamped, addressed envelope, 3 1/2 x 9 inches or larger, should be enclosed with the letter requesting application blanks from the State.

## STATE Promotion

**7173. General Parkway Foreman**, Taconic State Park Commission, Department of Conservation, \$3,450 total. In addition there are five annual salary increases of \$132. Fee \$2. At present, one vacancy exists in Taconic State Park Commission at Staatsburg, U. S. (Closes Friday, November 26).

**7829. Principal Office Machine Operator (Mimeograph)**, (Prom.), DPUL, Entrance salary \$2,898 total. There are five annual salary increases of \$120. Fee \$2. One vacancy exists in NYC. Open to ex-USERS employees under Section 641 of the Labor Law. Preference in certification will be given to employees in the promotion area in which the vacancy exists. (Closes Thursday, November 11).



OPEN ALL DAY ARMISTICE DAY—Thur., Nov. 11

EXAMINATIONS ANNOUNCED—TO BE HELD SOON!

POST OFFICE CLERK-CARRIER

For New York City, Long Island and New Jersey Post Offices Entrance Salary \$2,550 A Year | Temporary Work At \$1.29 an Hour Increases in Grade up to \$68.25 a Week Many Vacancies — 40-HOUR WEEK — Promotion Opportunities NO EDUCATIONAL OR EXPERIENCE REQUIREMENTS Liberal Age and Medical Standards

Special Classes for NEW STUDENTS in preparation for POSTAL EXAMS Starting TUES., NOV. 9th 1:15, 6 and 8 P.M. Attend One of These Classes as Our Guest Classes Meet TUESDAY and FRIDAY Thereafter At the Same Hours

EXAM ALSO EXPECTED FOR RAILWAY POSTAL CLERK Salary \$53 to \$73 A Week Attention Veterans! You Can PREPARE WITHOUT COST for Post Office, Railway Postal and Most Other Civil Service Examinations under G. I. Bill Inquire For Full Details

FREE MEDICAL EXAMINATION SOCIAL INVESTIGATOR

Examination Expected In A Few Months Entrance Salary \$52 a Week EXCELLENT PROMOTION OPPORTUNITIES Attend a Class Our Guest, Tuesday at 6:30 P.M.

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INVESTIGATOR

N. Y. City Departments Classes Meet WED. & FRI. at 7:30 P.M.

PROBATION OFFICER

Class Meets WED. at 8:15 P.M.

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FEDERAL NEWS

Administrative Training Course to Begin on Feb. 7

WASHINGTON, Nov. 8.—The Ninth Administrative Intern Program, scheduled to begin February 7, was announced by the U. S. Civil Service Commission.

It will be the fifth year of the training program. In the past four years, employees from practically every Federal agency have taken the six months of intensive training in various phases of Government administrative work and then returned to their employing agencies. In the eight previous programs, a total of 211 Federal employees—159 men and 52 women—have participated. More than half of the participants are veterans.

Agencies Nominate Candidates Each Federal agency may nominate employees as candidates for the program. The nominations must be in by December 13. From the employees nominated, not more than 30 will be selected for the training. Selection will be made on the basis of the candidates' work records, agency recommendations, written examination, and personal interviews. Candidates must have had at least two years of successful, progressive work experience and must not be above CAF-9, P-3, or equivalent grades when nominated.

The programs are conducted twice a year by the Commission and the interdepartmental Committee on Administrative Interns, a group composed of representatives designated by the heads of

the cooperating agencies. The purpose is to discover and train Government employees with outstanding administrative ability in order that the fullest possible use may be made of their skills and abilities in the Federal service. The training includes rotating work assignments in various Federal agencies.

Where to Apply

Applications for examination may be obtained at the following places, unless otherwise stated in examination notices:

U.S.—641 Washington St., New York 14, N. Y. (Manhattan) or at post offices outside of New York, N. Y.

SCHOOL DIRECTORY

SHOWCARD WRITING and lettering for advertising uses. Expert individual instruction. Est. 1922. Vets Eligible. REPUBLIC SCHOOL, 267 W. 17th St., N. Y. 11.

Academic and Commercial—College Preparatory

BORO HALL ACADEMY—Flatbush Ext. Cor. Fulton St., Bklyn. Regents Approved. MA. 2-2447.

Auto Driving

A. L. B. DRIVING SCHOOL—Expert Instructors. 630 Lenox Ave. AUdubon 9-4000.

BARBER SCHOOL

LEARN BARBERING. Day-Eves Special Classes for women. GI's welcome. Barber School, 21 Bowery. WA 5-0933.

Business Schools

ROYAL BUSINESS COURSES, Typing \$35, Shorthand \$50, Clerical \$50, Comptometer \$50, Bookkeeping \$55, Stenography, \$75, Stenotype \$90 mach. and Secretarial \$130. Certified Clerical Workers Test for Office Personnel. ROYAL SCHOOL, 1595 Broadway (N.W. Cor. 48th Street) N.Y.C. 19, Clire 9-1000.

HAMMOND SCHOOL, 120 W. 42 St., nr. Bway. Secretarial, Steno., Typing, Compt. Keeping. Co-Ed. Day & Eve. Free Placement. LO. 4-2727.

MANHATTAN BUSINESS INSTITUTE, 147 West 42nd St.—Secretarial and Compt. Keeping, Typing, Comptometer Oper., Shorthand Stenotype. BR 9-4181. Oper.

ADAMS BUSINESS INSTITUTE, 155-10 Jamaica Ave., Jamaica, L. I. Specializing in stenograph (machine shorthand). Day & Eveng. courses. Only school in offering both pencil and machine shorthand.

WASHINGTON BUSINESS INST., 2105-7th Ave. (cor. 125th St.). Secretarial, civil service training. Moderate cost. MO 2-6036.

GOTHAM SCHOOL OF BUSINESS. Secretarial, accounting, comptometer, Spanish shorthand. Indiv. training. Day - Eves. Co-ed. 505 Fifth St. (42nd St.) VA 6-0034.

HEFFLEY & BROWNE SECRETARIAL SCHOOL, 7 Lafayette Ave. cor. Flatbush Brooklyn 17. NEvins 8-2941. Day and evening. Veterans Eligible.

MONROE SCHOOL OF BUSINESS. Secretarial, Accounting, Stenotypy. Approv. train veterans under G.I. Bill. Day and evening. Bulletin C. 177th St. Bldg. Road (B K O Chester Theatre Bldg.) DA 3-7300-1.

Business and Foreign Service

LATIN AMERICAN INSTITUTE—11 West 42nd St. All secretarial and business subjects in English, Spanish, Portuguese. Special course in international administration and foreign service. LA. 4-2835.

Crafts

THE AMERICAN CRAFTSMAN SCHOOL, Inc., 224 West 4th Street. ALex 5-4488. Approved for Veterans. Jewelry. Day & Eve.

Drafting

COLUMBUS TECHNICAL SCHOOL, 130 W. 20th bet. 6th & 7th Aves. Drafting and design in for careers in the architectural and mechanical fields. Immediate enrollment. Vets eligible. Day-even. WA. 9-6625.

NATIONAL TECHNICAL INSTITUTE—Mechanical, Architectural, job estimation. Manhattan, 55 W. 42nd Street LA 4-2929. In Brooklyn, 60 Clinton St. (Hall). TB 5-1911. In New Jersey, 116 Newark Ave., BErgen 4-2250.

Detection & Criminology

THE BOLAN ACADEMY, Empire State Bldg.—JAMES S. BOLAN, FORMER FBI COMMISSIONER OF N. Y. offers men an attractive opportunity to prepare for a future in Investigation and Criminology by Comprehensive Study Course. Free placement service assists graduates to obtain jobs. Approved under G.I. Bill of Rights. Send for Booklet L.

Mechanical Dentistry

THE NEW YORK SCHOOL OF MECHANICAL DENTISTRY (Founded 1930). Approved for Veterans. MANHATTAN: 125 West 31st St. CH 4-4081. NEWARK: 138 Washington St. MI 2-1908 (15 min. from Penn Sta.)

Elementary Courses for Adults

THE COOPER SCHOOL—316 W. 139th St., N.Y.C., specializing in adult education. Mathematics, Spanish, French-Latin Grammar. Afternoons, evenings. AU 9-4000.

Fingerprinting

FAUROT FINGER PRINT SCHOOL, 299 Broadway (nr. Chambers St.), NYC. Man. equipped Schol (lic. by State of N. Y.). Phone BE 2-3170 for information.

Merchant Marine

ATLANTIC MERCHANT MARINE ACADEMY, 44 Whitehall or 3 State St., Bowling Green 9-7086. Preparation for Deck and Engineering Officers' licenses ocean coastwise and harbor, also steam and Diesel. Veterans eligible for GI Bill. Send for catalog. Positions available.

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RADIO-ELECTRONICS SCHOOL OF NEW YORK, 58 Broadway, N. Y. Approved for Veterans. Radio, Television, P.M. Day-evenings. Immediate enrollment. Bowling Green 9-1120.

RADIO-TELEVISION INSTITUTE, 480 Lexington Ave. (40th St.), N. Y. G. I.'s allowed full subsistence. PL 3-4585.

Secretarial

COMBINATION BUSINESS SCHOOL—Preparation for all Civil Service Examinations. Individual instructions. Shorthand, Typewriting, Comptometer, Mimeograph, Filing, Clerks, Accounting, Stenography, Secretarial. 130 West 158th St. New York 7, N. Y. UN 4-3170.

DRAKES, 154 NASSAU STREET. Secretarial Accounting, Drafting, Day-Night. Write for catalog. BE 3-4840.

Watchmaking

STANDARD WATCHMAKERS INSTITUTE—1001 Broadway (60th St.) Lifetime paying trade. Veterans invited.

CORRECTION

In the issue of August 3 last The LEADER'S announcement of U.S. examination 99, Social Worker, inadvertently stated that the application fee was \$5. No fees are ever charged for applications to take any Federal examination.



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FEDERAL NEWS

Need for Investigators Expected to Increase

The U. S. Civil Service Commission is preparing for an increase in the demand by departments and agencies for investigators...

have to be held to recruit sufficient personnel.

New Staffs to be 'Skeleton' The number of inspectors is proportionate to the number and size of contracts...

There are considerable staffs of investigators, all with permanent status, in some departments, enough to cope with present requirements...

If the Loyalty Board extends the present activities, the demand on the Commission's services would increase and thus add to the need of investigators.

Science Trainee Jobs to Open Up; Salary \$2,724 Yr.

The Board of U. S. Civil Service Examiners for Scientific and Technical Personnel of the Potomac River Naval Command will announce an examination this month which will offer to college juniors the opportunity to qualify for participation in special training programs...

The trainee positions are in the fields of chemistry, metallurgy, physics, mathematics, and engineering. Appointments to these positions will be probational but usually will be for employment during school vacation periods.

After the examination is announced, applications will be accepted from qualified persons throughout the country during a period of about two months. Applicants will be given a written test about February, 1949.

A Signal Honor

A reception in honor of Dr. Harold Zahl, of the Spuier laboratory at the army installation at Fort Monmouth, N. J., proved a unique and significant event in civil service history...

The army was allowed 25 positions, up to \$15,000, and he got one of them. It was in the nature of a promotion, because he rose in rank in the same Signal Corps laboratory where he had made a splendid record...

Brigadier General Francis H. Lanahan presented Dr. Zahl with a framed employee's copy of his Personnel Action Record. Colonel Paul Neal, director of the laboratory, presided.

ELEVATOR OPERATOR JOBS

11. Elevator Operator, \$1.10 an hour; \$2,020 and \$2,152 a year. Only persons entitled to veteran preference may apply. Jobs are in Washington, D. C., and vicinity.

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X-RAY & MED. LAB. Dental Assist'g Course, 8 Weeks Men and women urgently needed in hospitals, laboratories and doctors' offices. QUALIFY FOR THESE FINE POSITIONS NOW! State Licensed. Visit School. Get book II. G. I. Courses Available MANHATTAN ASSISTS SCHOOL 1780 Broadway (57 St.) PL 7-8275

Plan Proposed to Avoid Rating Many Who Took Exam for U. S. Clerk Jobs

The rating of the papers in the Federal examination for positions as Clerk, CAF-5 and 6, will begin soon, said James E. Rossell, director of the Second Regional Office of the U. S. Civil Service Commission, (N. Y. and N. J.).

Of the 25,000 who applied, about 18,000 showed up for the written test, held simultaneously throughout the jurisdiction. It is reported that there "would never be more than 900 vacancies" and

that therefore the number of eligibles would far exceed the need.

The regional office has been grappling with the problem and may seek permission to rate, among the male candidates, only the disabled veterans on the ground that the resultant eligibles, combined with all the women who pass the examination, who were in the considerable minority, would produce a large

enough register. The list would be ready by spring, it was said. Under that plan, all the women candidates would be rated.

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MEDICAL LABORATORY TRAINING Qualified technicians in demand! Day or Evening courses. Write for free booklet "C." Register now! Veterans Accepted Under GI Bill ST. SIMMONDS SCHOOL 2 East 54th St., N.Y.C. El 5-3688

600,000 GOVERNMENT JOBS Many Appointments at \$2,086 to \$3,351 MEN - WOMEN

Prepare for New York, New Jersey, and Vicinity Examinations—Start Now! Veterans Get Preference

★ According to independent estimates between 500,000 and 600,000 appointments to Government jobs will be made during the next 12 months.

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LEGAL NOTICE

STEINBERG, SADIE. — In pursuance of an order of Honorable William T. Collins, a Surrogate of the County of New York, notice is hereby given to all persons having claims against Sadie Steinberg, who at the time of her death resided at 25 Central Park West, in the County and City of New York, deceased, and whose business was 836 Broadway, New York City, to present the same, with vouchers therefor, to the subscribers, at their place of transacting business at the office of O'Leary, Egan & Donnelly, their attorneys, at No. 20 Exchange Place, in the Borough of Manhattan, in the City of New York, State of New York, on or before the 17th day of May, 1949.

Sylvan Oestreich, Samuel Michelman, Executors. O'Leary, Egan & Donnelly, Attorneys for Executors, 20 Exchange Place, New York 5, New York.



# NEW YORK CITY NEWS

## \$1,680,000 to 1,200 Men Approved by Court in Suit On Sanitation Dept. Pensions

The 1,200 former "extras" in the Department of Street Cleaning, now Sanitation Men and higher in the Department of Sanitation, who have been trying without success to make a settlement with the city in a retirement system dispute, won a decision before Supreme Court Justice Henry Clay Greenberg, in N. Y. county which, if upheld, would net them an average of \$1,500. The total would be \$1,680,000.

In 1929 the Corporation Counsel of that day ruled that the extras, not being permanent annual employees, were not entitled to be in the Department of Street Cleaning pension system on creation of the NYC Employees Retirement System, because any employee not included specifically under any separate system must go join the general one. They were therefore admitted to the NYC Employees Retirement System and paid their higher con-

tributions from salary, 6 per cent, in general, instead of 3. Now what they want back, and feel they're on the road to getting, is the difference between the greater amount they paid and the lesser amount they would have been required to pay under the non-actuarial old pension system, which has long since been closed to new members.

NYC is expected to appeal the decision.

### WORDS OF PRAISE

Cheers for Policewoman Anne P. Watters, of Brooklyn, awarded the George Kelrick Trophy for highest marks among 24 probationary policewomen recently graduated. . . . And congratulations also to Mrs. Grace M. Stewart, of Washington, D. C., who was appointed executive assistant to U. S. Attorney General Tom Clark. She's the first woman to hold that position, and has worked in the Justice Department for 20 years.

## Marine Trades Jobs

The Civilian Personnel Branch of the New York Port of Embarkation is accepting applications from men experienced in marine trades for employment in the Marianas and Okinawa.

Salaries range from \$2,475 to \$4,347 for a 40-hour week. Government subsistence and quarters are available at approximately \$45 to \$65 per month. There is a minimum employment agreement of one year. Draft registrants are subject to Local Board clearance.

The Port is recruiting for the following titles: Shipfitter Helper, Tool Crib Assistant, Machinist Helper, Sheetmetal Helper, Electrician Helper, Pipefitter, Jr., Carpenter, Jr., Batteryman, Carpenter, Rigger, Sheetmetal Workers, Pipefitter, Electrician, Shipfitter, Marine Mechanic (Diesel), Air Conditioning and Refrigeration Mechanic, Welder, Machinist (Outside and Inside), Sr. Mechanic (Marine Engine) and Land Crane Operators.

Applicants must pass a physical examination. Age limits are 21 to 50.

Apply at the Brooklyn Army Base, 58th Street and 1st Avenue, Brooklyn, Employee Utilization Section, eighth floor, Building A, between 8:30 A.M. and 4:45 P.M., Monday through Friday.

## Disabled Veteran Claims Delay Railroad Clerk Appointments by Board

The NYC Civil Service Commission is anxious to certify the list

for Railroad Clerk, Board of Transportation, as there are more than 1,000 provisionals serving in the title, but is being held up by disabled veteran claims not being cleared.

These claims affect eligibles whose papers are scattered in various Veterans Administration offices throughout the country and in some few instances ex-officers, whose papers are in Washington, and hard to find.

All that the Commission needs is nine clearances of disability claims and it would be ready to go ahead with certifications. The list numbers of these eligibles are 2, 4, 9, 61, 76, 90, 146, 170 and 181. When these individuals are cleared a total of 432 consecutive names would be useful at the top of the list and the appointments could go right ahead.

It would be possible to promul-

gate the list subject to investigation, since only a small number is involved, and if a few eligibles are appointed, only to have their appointments recalled later, little harm would be done. However, the pick seniority rule at the Board makes this impractical, for under the existing method, appointments made subject to investigation would not entitle seniority to run, as thus those so appointed would exercise their choice much later than the others, and get the less desirable locations.

## HOW TO WRITE & SELL A SONG HIT

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**LEGAL NOTICE**

MARIC, ARTUR. - CITATION. - THE PEOPLE OF THE STATE OF NEW YORK, BY THE GRACE OF GOD FREE AND INDEPENDENT, TO: ZORA MARIC, if living, and if dead her executor, administrator, heirs-at-law, distributees or successors in interest, BLANCA JIUMAC, as a distributee of Zora Maric, if deceased, MIRA MILIVOJEVIC, as universal heiress named in the Last Will and Testament of Artur Maric, deceased, and as a distributee of Zora Maric, if deceased, being the persons interested in the estate of Artur Maric, deceased, who at the date of his death was a resident of Zagreb, Jugoslavia. SEND GREETINGS:

Upon the petition of Mira Milivojevic, residing at Hotel Taft, Seventh Avenue and 51st Street, New York City, YOU and each of you are hereby cited to show cause before the Surrogate's Court of the County of New York, on the 7th day of December, 1948, at 10:30 o'clock in the forenoon, why a decree should not be made and entered granting letters of administration on the goods, chattels and credits which were of Artur Maric, deceased, and why this Court should not grant such other and further relief as the Court may deem just and proper.

IN TESTIMONY WHEREOF, the seal of the Surrogate's Court of our said County of New York has been hereunto affixed. WITNESS, HON. WILLIAM T. COLLINS, Surrogate of our said County, this 25th day of October, in the year of Our Lord, one thousand nine hundred and forty-eight.

(Seal of the Surrogate Court.)  
**GEORGE LOESCH,**  
Clerk of the Surrogate's Court.

**THE LEADER carries a full report on the progress being made by Civil Service Commissions in rating examination papers; and publishes eligible lists when they are ready.**

## MISS AND MRS.

A blind girl went to the New York State Employment Service looking for an office job. She got one with a textile firm. She works under seven bosses, types their telephone messages, handles a phone with seven extensions, and has arranged her own filing system in Braille.

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NEW YORK CITY NEWS

# Fire Dept. to Use Short Waves And FM for Official Messages

By MORTON YARMON  
The Fire Department is getting ready to switch from its present 330 kc frequency, and standard amplitude modulation, to five high-frequency channels (short waves), using frequency modulation.

Commissioner Frank J. Quayle has sent Acting Deputy Chief Thomas P. O'Brien, in charge of the Bureau of Fire Alarm Telegraph, to Washington five times, to get the final approval of the Federal Communications Commission, and this is expected soon.

The Board of Estimate has appropriated \$500,000 for equipment improvements in the Fire Department, and the radio change is included.

The Firemen and Officers of the department are greatly interested in the proposed change, as new receivers would have to be installed in those fire houses where amplitude-modulation receivers now bring in the official messages. These receivers are owned privately by the firemen or company. The department has a central

radio station and besides there are stations at borough headquarters. The Chiefs' cars are equipped with either one-way or two-way radios and the Commissioner has a two-way device, or transceiver, in his car. He frequently shows up at fires, particularly at all large ones. The notifications he receives and the return messages he sends, besides the incidental official conversations, are heard on the radios.

The fire houses have three-circuit telegraph service, maintained by the department, over which alarms are sent. However, the radio affords additional information, also intimate insights, so the news that special FM receivers will have to replace the present

amplitude ones will settle a doubt that has possessed the members of the uniformed force.

There were reports that a fixed-tuned sets would be installed in each fire house to accommodate the new wavelengths and reception method, with speaker continuously turned on, but these proved erroneous. The men will have to continue providing their own receivers, if they are to tune in the radio messages.

At present, so great is the interest in what is said over the Fire Department's wave-length, that fire houses that don't have receivers telephone to houses that do have them, to learn what was said over the radio. It is expected that, with increased use of the

radio by the department for alarms and other official emergency business, and the increase of wave-lengths to five, or maybe six, that practically all the fire houses will blossom forth with privately owned radios soon after the official wave-lengths are announced.

The frequency modulation system differs completely from the amplitude modulation method that prevails in most broadcast receivers. Instead of the carrier wave having the audio frequencies—in this case, speech—impressed on them by the raising and lowering of the amplitude, or intensity, of the carrier, the amplitude remains the same, and the frequency is changed instead, apace with the

audio frequency variations. The frequency modulation method requires an entirely different type of receiver and is immune from static, transients and other similar forms of interference, which cause noises in amplitude-modulated receivers.

The frequency-modulation system being static-proof, contributes an important factor where messages simply must get through, independent of weather conditions. Over the radio will be heard every first alarm, the "All Hands" call, the second, third and subsequent alarms, and the Commissioner's telephoning to and from headquarters.

A Board of Estimate calendar item approving adding two electrical workers and two radio repairmen had nothing to do with the changeover. These men will repair and maintain the radios in the cars and at the headquarters and borough radio stations of the department.

## Wrong Date Nearly Costs A Promotion

Fireman Rudolph Krasse had a grievance, so he took it to Deputy Mayor John J. Bennett. Fireman Krasse is a veteran and so is the Deputy Mayor. In fact, the Deputy Mayor has been instrumental in straightening out many kinks, to the deserved benefit of veterans.

Fireman Krasse had not been certified from the eligible list for promotion to Lieutenant, (F.D.). He claimed he was a disabled veteran. The certificate that he relied on showed that the date of his examination by the Veterans Administration, as the result of which his disability was certified, was two years ago. If that were true, he could not get disabled veteran preference, for want of recency of examination by the VA. The disability must exist at the time of appointment, or there must be substantial compliance with that requirement.

Fireman Krasse found Deputy Mayor Bennett a willing listener. That date of two years ago was a mistake, explained the Fireman, for he had been examined recently. The Civil Service Commission had to go by what appeared on the VA record.

However, there was a way out. The VA sent Fireman Krasse a new certificate, with the correct date and recent date, and that was all the Commission needed. It called a special meeting, added his name to the certification, and Fireman Krasse is Lieutenant Krasse today, having been promoted with 103 others. He's relief Lieutenant at Engine Company 164.

## Sanitation Holy Name Society Holds a Dance

The Holy Name Society of the Department of Sanitation, Brooklyn and Queens, held its 17th annual entertainment and dance on Saturday in the grand ballroom of the St. George Hotel, Brooklyn.

Assistant to Commissioner Andrew Mulrain, Chairman of the Entertainment Committee, assisted by Chief of Staff Patsy Anzalone and Secretary to the Department George J. D'Alessandro, arranged the program. Top performers in the field of entertainment appeared. The Bob Freely Society Orchestra played for dancing. Arthur Boran was master of ceremonies. Eugene Price, president of the society, headed the arrangements committee. He was assisted by James V. Pettit and William F. McQuirk.

Monsignor Leo A. Arcese, pastor of the Church of the Nativity, Woodhaven, is the Spiritual Director of the society and chairman of the ticket committee.

## Job System Must Be Overhauled

(Continued from Page 11)

tions, their supervisory relationships, and the flow of work — discloses facts which can aid officials in overcoming confusion, conflicts or gaps of authority, overlapping duties, too large a span of control, and other instances of poor management.

The classification survey likewise serves as a fruitful source of information in the analysis of administrative procedures and in work simplification at all levels of the organization.

Useful Tool  
The classification plan is a useful tool in budgeting. It enables budget requests and authorizations to be readily understood by all. It allows the Mayor to establish controls for carrying his policies into effect.

### What Is Wrong With the NYC Classification?

The City of New York has a system of position classification. But it has been rightly criticized as hopelessly out-of-date, inflexible, complex and confusing. Some of the faults of the present system frequently pointed out are:

1. There is no single document, readily available to officials, employees, applicants and the public, of the vital job descriptions or specifications for thousands of city titles.
2. Many class specifications are obsolete, incomplete, or lacking altogether.
3. Many different titles are used for positions involving identical work. (e.g. Inspector of Fuel; Inspector of Supplies; Inspector of Fuel and Supplies; and Inspector of Fuels, Supplies, etc.)
4. The classification uses the same words with different meanings. (e.g. The words "group," "part" and "service," all are used with more than one meaning.)
5. The same grade designation is used for titles having widely differing salary ranges.
6. Many positions of the same or similar title are put in several classes, in violation of civil service law.
7. Many titles in the competitive class are lumped into arbitrary groups, without any connection.

### What has happened within operating departments?

The present rickety setup has, over many years developed serious faults which are now costing the City millions of dollars. Field studies have shown many types of out-of-title work, such as:

1. Employees of different grades of the same title frequently do the same work.
2. Employees with different titles on the same or different levels do the same work.
3. Employees have been assigned to duties completely out of relation to their qualifications and titles.
4. Employees permanently supervise other employees of their own grade, although all were appointed from the

same list.

5. Employees with lower level titles perform supervisory and more difficult duties than are performed by some with higher titles.
6. Employees supervise others in higher grades.
7. In many of the above cases employees do not receive the salary commensurate with their greater responsibilities.
8. Large numbers of employees have been promoted in grade but have continued with absolutely no change in duties or responsibility.
9. Frequently no relation exists between the duties performed by subordinates and the title of the supervisor.
10. A large number of men in the uniformed forces have been assigned to "special details" and are not performing the work for which they were qualified, examined, employed, trained and paid.

In addition to the faults of classification, the City of New York lacks a modern pay plan. Everyone agrees that City employees do not receive "equal pay for equal work," and that in general, their salaries are out of line with their responsibilities, and with present conditions.

### How has this situation arisen?

The present poor system and administration of position classification resulted from the failure, over many years, to keep pace with developments in modern management. The Civil Service Commission has had only a small staff and limited facilities. With the passage of years, it has become more and more difficult to modify the classification properly to meet new conditions.

The City classification is still based on concepts existing before the development of modern personnel standards and procedures.

## Board Votes Raises In Comptroller's Office

Funds to provide an increase in pay for Second Deputy Comptroller Abraham L. Doris, some employees of the Comptroller's Engineering Division and some unit heads, inspectors, claims examiners and investigators were adopted by the Board of Estimate.

## Four Lists Out Soon

The Laborer and Cleaner (Male and Female) lists will be published on November 9 or 16, and the Auto Engineman and Attendant lists on November 23 or 30, said President Joseph A. McNamara, of the NYC Civil Service Commission.

"We expect to get out the large lists by the end of the year, excepting the Fireman list," he said. "There are enough eligibles on the present Fireman list to fill all expected vacancies for the remainder of the year."

It has not been completely revised on the basis of thorough job analysis — the only sound basis — in almost 50 years. Like the Zoning Law, it has countless modifications and amendments. But the classification situation is even worse than zoning, because the process has continued almost 20 years longer. It is now thoroughly unworkable. Further piecemeal changes cannot correct the condition.

### What is needed?

The City of New York must have a complete reclassification of positions based upon a thorough job analysis. It must be accompanied by a salary standardization. The pay and tenure of present employees must be safe-guarded in this process. Provision must be made for the continuance and maintenance of the new classification and pay plan to keep pace with ever-changing conditions.

Such a reclassification has been long wanting. Opinion of all affected interests favors it now as it never has done in the past. City officials have pointed out their inability to work properly with the present system. City employees have been won over to its favor by seeing its benefits to employees in places that have developed modern plans. They realize that they stand to gain a great deal by the clarification of their responsibilities, lines of promotion and salary ranges.

Even taxpayers groups, once opposed, have been urging reclassification with increasing vigor. Recently the general public has come to favor reclassification. Both these groups expect it to result in improved services and lower cost. The potential financial benefits are particularly important in the present stringent fiscal condition of the City. And the phrase "Good Government is good politics" has assumed increasing significance in these days when the public is strongly aware of and supports officials who provide good government.

### What is required to do the job?

A properly done reclassification of positions is a big job. It involves studying the work done by all City employees. It will require many top-flight City employees and some outside personnel who can contribute a detached view and the broad knowledge, training, insight and technical skill obtained by experience in other jurisdictions.

The staff required for the study would be approximately 60 to 70 people, about two-thirds technicians and one-third clerical staff. The study should be completed in about a year.

The total cost of the study should be approximately \$250,000. Classification would result in immediate additional costs due to salary increases. But, properly executed and implemented, the City will also save money almost immediately in the correction of illogical assignments. And in the long run it will result in better service, better satisfied personnel and lower costs.

## Blumberg Purged by TWU Officer

The furious internal fight now going on within the Transport Workers Union, which represents most of NYC's subway workers, has resulted in the firing of I. Blumberg. Mr. Blumberg had for the past six years handled civil service matters for the union, and was considered one of the best-liked figures dealing with such matters. He has reputedly handled more than 30,000 individual grievances, has appealed before the Civil Service Commission, the Board of Transportation, and other official bodies.

Mr. Blumberg charges that his firing, without charges, was "because I believe in the principles of honest unionism." The internal strife within the union is a right-left struggle, similar to the rifts which have developed in many unions during recent years. The actual firing was precipitated by Gustave Faber, treasurer of TWU's local 100.

Mr. Blumberg plans to carry an appeal from his dismissal to the rank and file.

## 23 Police Lieutenant Promotions Are Expected

The Police Department has expressed an intention of promoting 23 Sergeants to Lieutenants, and as soon as the NYC Civil Service Commission receives a requisition, it will promulgate the Lieutenant list and certify the names.

A case relating to the Lieutenant list is before Supreme Court Justice Aaron Levy. In a similar case Supreme Court Justice Aaron Steuer found in favor of the Commission. The protest was against the key answers to the questions in the written examination.

The litigants refused to sign a waiver of back pay.

## Typist, Grade 2, List

The following ends the serial publication of the NYC Typist, Grade 2 eligible list:

- 2151 TO 2183 (70)
- Catherine McElroy, Mary Lamantia, Dorothy C. Griffith, Minnie M. Jones, Louis Solomon, Thelma S. Jefferson, Pauline Winkler, Susana D. Armstrong, Gloria L. White, Dolores Berry, Dorothy G. McGarthy, Anna P. Flynn, Elizabeth Lovette, Gertrude Robinson, Roberta E. Aitken, Dorothy E. Blackman, Alwin M. Boyce, Alberta Bowman, Emma Steeg, Vivian S. Glass, Jeanette Lang, Mary J. Sideboard, Margaret Tarrido, Bernice Been, Mary Stern, Sadie Cohen, Agnes E. Brady, Marguerite Kirk, Jewell Sampson, Audrey C. Browne, Miriam C. Barnes, Sylvia C. Cilmi, Myrtle E. Nias.



# NEW YORK CITY NEWS

## O'Dwyer, Quayle, UFOA Thanked by Crane for Aid In Legalizing Fire Hours

The Uniformed Firemen's Association, through its president, John P. Crane, thanked the public for its hearty response at the polls on Election Day, when Proposition No. 1, legalizing the present fire hours, was approved by a ratio of 13 1/2 to 1. The vote was 1,317,429 to 98,422; unrecorded, 1,712,728; total 3,128,579.

"The UFA deeply appreciates the support given by the people," said Mr. Crane, "and the recognition of the need and worth of this project shown so effectively by Mayor William O'Dwyer and Fire Commissioner Frank J. Quayle. The Mayor and the Commissioner have been heartily behind the proposal for two solid years.

"It must be remembered that a law had to be passed by the legislature and signed by the Governor, which was accomplished last year, and then the referendum was to be held.

"Governor Thomas E. Dewey and the legislators deserve thanks for the support that they gave.

### UFOA and PBA Praised

"It was heartening to find so great an enthusiasm for a project so close to the hearts and homes of the Firemen and Officers. The Uniformed Fire Officers worked with us in a demonstration of staunch liaison, from the very start, and worked hard and long to stimulate full voting response and help to guarantee an over-

whelmingly favorable vote. The Patrolmen's Benevolent Association supported the project as dependable brethren in uniform.

"All told, it was an inspiring example of teamwork, in which a brilliant publicity campaign and plan of administration was accomplished by Frank Lee Donoghue, Chairman of the Citizens Advisory Committee. Sub-committees in various professions, trades and businesses helped mightily."

Mr. Donoghue is the city's Director of Commerce.

The amendment allows the Fire Commissioner to install the Two-Platoon System or the Three-Platoon System. Formerly, the Three-Platoon System was required. The Firemen voted in favor of the present hours last year, among themselves, and the officers did likewise, through the UFOA, of which Battalion Chief Joseph D. Rooney is president.

The Firemen work two different systems. One provides two nine-hour tours, followed by two 15-hour tours, then 48 hours' rest with a 72-hour-off period about once a month. The Three-Platoon System provides six eight-hour tours, then 48 hours off. None of the Firemen are to be assigned to more than one tour of duty during any 24 hours, except in cases of emergency.

### Officers' Hours Reduced

As soon as the amendment was adopted, Commissioner Quayle put the officers on the two nine and two fifteens, excepting the highest officers in the department, who

## 35 P.C. on Welfare's Clerk 4 List Are Vets

The eligible list for promotion to Clerk, Grade 4, NYC Department of Welfare, containing 484 names, was published by the Civil Service Commission in the order of percentages attained. The LEADER has rearranged the list on the basis of order of probable promotion, assuming all veteran claims granted as submitted. By the rearrangement, applying veteran preference, Samuel Ostrowitz, No. 1 with the highest mark, 88 per cent, became No. 168, as he is a non-veteran.

The list consists of 61 disabled veteran claimants, 106 veteran claimants and 317 non-veterans. About 65 per cent are thus non-veterans.

The highest mark of a disabled veteran was that of Morris Stutman, 85.375 per cent, the seventh highest mark of all. The non-disabled veteran with top score in his group was Harry Kaufman, 84.875, in 27th position by percentages, 62nd in appointment order.

The list, with the appointment order written before each name, is on view at The LEADER office, 97 Duane Street, two blocks north of City Hall and just west of Broadway.

are considered on duty at all times, anyway. These are the Chief of Staff and Operations Frank Murphy, Chief of Department Peter Loftus, Assistant Chief of Staff and Operations William J. Hennessy, and the Deputy Chiefs of Staff and Operation, who rotate as borough commanders.

### What Is Next?

The officers thus at last gain hours equal to those of Firemen and work about 10 hours a week less than formerly, but don't have the 72-hour rest period monthly. That, however, is on Commissioner Quayle's agenda.

## Funds Voted To Promote 50 Workers

Funds for the promotion of 50 employees were voted by the Board of Estimate. Among the beneficiaries will be 35 Public Health Nurses.

The department and the titles follow:

Budget Bureau, three clerks from grade 3 to 4.

Commissioner of Records, City Court, one clerk, grade 3 to grade 4.

Education one employee, to Civil Engineer (Building Construction).

Board of Estimate, Bureau of the Secretary, one clerk from grade 3 to 4, three clerks from grade 2 to 3.

Board of Estimate, Bureau of Engineering, one clerk from grade 2 to 3.

Health, 35 Public Health Nurses to Assistant Supervising Public Health Nurse.

Board of Standards and Appeals, two clerks from grade 3 to grade 4.

Water Supply, Gas and Electricity, four prospectors of construction from Grade 2 to 3.

## National Antiques Show To Open March 7, 1949

The Fifth Annual National Antiques Show will start Sunday, March 7, and continue through March 13, at Madison Square Garden.

Buyers and sellers alike have flocked in large numbers to the Show during the past five years. An estimated 100,000 have attended each year. Topnotch antique dealers bring their most precious treasures to exhibit. Visitors come to browse and stay to buy.

Hours for the show will be 1 to 11 p.m. daily, and 1 to 7 p.m. Sunday.

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## LEGAL NOTICE

**AGREEMENT OF PARTNERSHIP**  
The undersigned, desiring to form a limited partnership pursuant to the provisions of the Partnership Law of the State of New York, do make, sign and acknowledge this certificate and certify as follows:

I. The name of the partnership is CARROLL CARSTAIRS.

II. The character of the business is generally but not exclusively acting as dealers and brokers in the purchase and sale of pictures and works of art.

III. The location of the principal place of business is at 11 East 57th Street, in the Borough of Manhattan, City, County and State of New York.

IV. The name and place of residence of each partner, the general and limited partners being respectively designated, is as follows:

General Partner: Carroll Carstairs, 11 East 57th Street, New York 22, N. Y.; Limited Partner: Burks Y. Carstairs, 25 Sutton Place, New York 22, N. Y.

V. The term for which the partnership is to exist is from the first day of October, 1948 until the 30th day of September, 1958, but shall be terminated sooner upon the death or incapacity of the general partner, or upon the written mutual consent of the general and limited partners.

VI. The amount of cash contributed by Burks Y. Carstairs is \$48,000, and no other property is contributed by her.

VII. The contribution of the limited partner is to be returned to her upon the termination of the partnership, with adjustment for profits or losses of the partnership as of the date of such termination.

VIII. The share of the profits which the limited partner is to receive by reason of her contribution is 20% of the net profits of the firm.

IX. Additional limited partners may be admitted into the partnership upon the written consent of the general and limited partners.

(This certificate was signed, sealed and acknowledged by the parties, and filed with the County Clerk's Office on September 30, 1948.)

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## Sanitation Department On Television Program

The NYC Department of Sanitation is on television. Charles J. Labdon, City Superintendent, in charge of the street cleaning forces of the city, was the first speaker last Friday, on the Dumont network program, "School Reporter."

He gave a five-minute talk on the over-all functions of the department; allocation of 9,000 street cleaning personnel and \$14,500,000 worth of equipment; disposal of 22,500,000 tons of waste material each year, and the department's plans for the future.

## Court Order to Pass Candidate Is Reversed

The Appellate Division has reversed the order of Supreme Court Justice Aaron J. Levy instructing the Civil Service Commission to pass a candidate in an oral examination.

The Commission had disqualified the candidate for lack of minimum qualifications. Justice Levy ordered her marked qualified. Then, after the oral examination was held by doctors hired by the Commission, Justice Levy reset the order to include passing of the oral test, but this the Appellate Division reversed, 3 to 2.

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Send GREETING  
Upon the petition of The Public Administrator of the County of New York, having his office at Hall of Records, Room 309, Borough of Manhattan, City of County of New York, as administrator of the goods, chattels and credits of the deceased:  
You and each of you are hereby notified to show cause before the Surrogate of the County of New York, held at the Hall of Records Room 509, in the County of New York, on the 19th day of November, 1948, at ten o'clock in the forenoon of that day, why the account of proceedings of the Public Administrator of the County of New York, as administrator of the goods, chattels and credits of said deceased, should not be judicially settled.  
In Testimony Whereof, We have caused the seal of the Surrogate's Court of said County of New York to be hereunto affixed.  
Witness, Honorable William T. Callahan, Surrogate of our said County, at the County of New York, the 5th day of October in the year of our Lord one thousand nine hundred and forty-eight.  
[SEAL]  
**GEORGE LOESCH**  
Clerk of the Surrogate



# NEW YORK CITY NEWS

## Provisionals Kept on Job Jockeying Will Be Removed from Payroll

departments that have delaying application for certificates to make permanent appointments, because they retain provisionals whom they prefer, although eligible to be certified, are in a jam.

The Civil Service Commission has been caught in a jam between the departments and the Budget Director's office.

The departments have complained that they don't get the budget certificates fast enough from Budget Director Thomas J. Patterson, but the Commission has found that requests for budget certificates have been delayed by

the provisionals' names will not be certified on the payroll. This payroll certification is a function of the Commission and without that approval an employee won't be paid. Unpaid employees just don't stay at work.

The Commission has been caught in a jam between the departments and the Budget Director's office.

The departments have complained that they don't get the budget certificates fast enough from Budget Director Thomas J. Patterson, but the Commission has found that requests for budget certificates have been delayed by

the departments, in a manner inconsistent with certificate issuance in time to affect the ensuing payroll period. By not giving the Budget Director enough time, those departments that have been retaining provisionals have jockeyed their provisionals into a condition of semi-security. But it won't work, after today.

The large number of provisionals in the city government, still around 25,000, has been a problem to the Commission.

War service provisional hiring authority ends with the current year, and six months thereafter the provisionals must be replaced. That requires that the eligible lists be brought out in time to accomplish the result. Now some of the lists are out, but the provisionals hold on, sometimes for reasons of departmental intention, otherwise through the delays occasioned by clearing claims for disabled veterans preference, as example, in the Board of Transportation.

The Commission recognizes the difficulty of coping with the provisional problem, and is itself enmeshed in the preference delays, but it refuses to condone any jockeying which elongates the retention of provisionals when an eligible list in the title exists, and even certification of eligibles has been made.

## Revised Sergeant List to be Made Official Soon

eligible list for promotion sergeant (P.D.) as revised, will be promulgated by the NYC Civil Service Commission as fast as possible, maybe within a few days, in the absence of any stay being ordered by any court.

The Commission won a victory in the Supreme Court when Justice Steuer held that it was in deleting two questions, grounds there was no answer to them, and in those who had attained a score of 69 per cent, as against an equivalent of about 70 per cent, but without crediting 70 per cent in the record and score.

decision was argued in the Appellate Division on Friday. A stay was in effect until then. The court had promised an early decision and since Monday is decision day, a decision may be expected on Monday next. But before then the list may be promulgated, since there would be no court order against it.

Besides the Sergeant list, some small eligible lists will be published or promulgated very soon, the Commission said. Thereafter will come the Laborer, Cleaner, Auto Engineman and Attendant lists. The Railroad Clerk list is being held up by difficulty in resolving veteran preference claims, in the absence of certificates from the Veterans Administration.

## Fireman List in February; Roster Next Month

Fireman (F.D.) list will be published in February, President A. McNamara of the NYC Civil Service Commission estimated. He said that would be of time, as the expected number of Fireman appointments now and that time, if any, could be filled from the list, which has about 120 on it.

part examination—Transportation, Correction Officer, Bridge and Tunnel Officer—ahead of the Fireman examination in the work of completion, list, and will be published a month, said President McNamara.

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# NEW YORK CITY NEWS

## Job Offers to Every One On Clerk, Grade 2, List Are Expected by NYC

The open-competitive list for appointment to positions as Clerk, Grade 2, was published by the NYC Civil Service Commission and will be promulgated, so that appointments can be made, as soon as character investigation and medical tests are completed and disabled veteran preference claims cleared.

More than 2,300 provisionals are working in the title in practically all of the City departments and the certifications will be made for one department after another, in order of the number of provisionals.

Many of the eligibles on the list are provisionals themselves and therefore may gain permanency.

### The Tally

The statistics on the examination follow:

|                     |        |
|---------------------|--------|
| Applicants          | 23,408 |
| Took written test   | 14,932 |
| Passed written test | 5,883  |
| Failed written test | 9,026  |
| Withdrew            | 23     |

The medical test will begin on Monday, November 22 at the offices of the Commission, Room 200, at 299 Broadway, under the supervision of Paul M. Brennan, director of the Medical-Physical Bureau. In about five weeks the medicals and investigation will be

complete, and by that time a sufficient number of disabled veteran preference claims is expected to be cleared, so that the list can be promulgated and appointments begin.

### Twice-a-month Certifications

The Commission wants enough such clearances to permit about 500 appointments as a start. Thereafter the certifications would be made in larger groups, twice a month, in time to add the names for each new payroll period.

The average normal salary for the position is \$1,860, consisting of \$1,200 base pay and \$660 bonus. The large number of candidates indicates anxiety of eligibles to accept appointment to one of the most promising titles, from a promotion viewpoint, in the City service.

One of the questions asked often by eligibles who are provisionals is how they can assure continuity of service, so that they switch to permanent appointments without a gap. When the certifications are made, they are in the order of standing on the list, after effectuating veteran preference, and appointments are made regardless of whether the eligible is a provisional now on the job or not. In other words, for many provisionals not high

enough on the list there is a certainty of a gap, at least, during which they'll be off the City payroll.

While the provisionals exceed 2,300, they do not constitute the total number of job possibilities, for promotions, deaths, resignations, declinations and retirements will increase the job possibilities for those willing to accept, as will expansion of the City's services.

It is estimated that, under normal conditions, the number of vacancies to be filled during the four-year maximum legal life of the list would reach 4,500, and under such circumstances only 1,500 among the eligibles would not receive a job offer, if every one who did get an offer accepted. However, while acceptances are expected to run high, they will not be unanimous. One estimate was that there'd be 500 declinations, so that 1,000 would be left on the list when it dies, not counting eligibles on other lists, who are also on this one, who might accept other City jobs, and thus nearly assure a job offer to every eligible on the new list.

## Sanitation Men Battle For a \$2,000,000 Stake

Another hearing will be held before Morris Paris, in the NYC Comptroller's office, on the claim of Sanitation Men (Classes B and C) that they are covered by Section 220 of the Labor Law, which makes it obligatory on the City to pay the rates prevailing in private industry.

The amount of money involved is around \$2,000,000. The main contentions are over two questions: (1) Are Sanitation Men, Classes B and C, graded? (2) If so, are graded employees precluded from claiming any rights under the Labor Law section?

Comptroller Lazarus Joseph already has decided that graded employees are beyond the pale of the Labor Law, in a Board of Transportation case, which has

been taken to court by the city.

About 3,000 men would be directly affected by any decision of the Sanitation Department.

The other dates set for hearings under the Labor Law of which start at 2 p.m., are:

|          |                                  |
|----------|----------------------------------|
| November |                                  |
| 15       | Battery Constructors             |
| 17       | Elevator Mechanic                |
| 18       | Sanitation Men (Classes B and C) |
| 19       | Sanitation Men (Classes B and C) |
| 22       | Nickel Plater                    |
| 24       | Marble Setter                    |
| 26       | Marble Setter's Helper           |
| 29       | Letterer                         |
| 30       | Sign Painter                     |
| December |                                  |
| 1        | Asphalt Worker (Laborer)         |
| 3        | Asphalt Tamper                   |

## Increased Pay Asked For Health Dept. Nurses

A request for an increase in the pay of Public Health Nurses has been made to the Board of Estimate by the Association of Registered Professional Nurses, Local 111, United Public Workers. Sophie Toback, president of the local, compared nurses' salaries in NYC with those in four other cities as follows:

|                     |         |
|---------------------|---------|
| San Jose, Calif.    | \$3,096 |
| Los Angeles, Calif. | \$2,952 |

Phoenix, Ariz. ....  
Dearborn, Mich. ....  
NYC .....

"With today's widening of public health," she said, "Public Health Nurse has the task in the city's responsibility the prevention of spread of disease. The responsibilities and educational requirements are way reflected in the salary standards of the NYC Department Health Nurse."

## Electrician's Helper Test Draws Most Applicants

The number of applications received during October was listed by the NYC Civil Service Commission for 18 open-competitive and 24 promotion examinations.

The highest number of applications in the open-competitive series was received from candidates for Electrician's Helper—648. In the promotion series the Civil Engineer test, various departments attracted 499.

Joseph Zweig, Chief, Examining Bureau, prepared the tabulation. It follows:

### OPEN-COMPETITIVE

|  |     |
|--|-----|
| Alphabetic Key Punch Operator (IBM), Grade 2                                   | 90  |
| Alphabetic Key Punch Operator (Rem. Rand), Grade 2                             | 56  |
| Asphalt Steam Roller Engr.   | 9   |
| Bricklayer   | 119 |
| Civil Engineering Draftsman  | 83  |
| Clock Repairer   | 12  |
| Dental Assistant   | 93  |
| Director of Bureau of Records and Statistics                                   | 7   |
| Director of Public Health Nursing Service                                      | 0   |
| Dock Builder   | 252 |
| Electrician's Helper   | 648 |
| Gasoline Roller Engineer   | 47  |
| Junior Actuary   | 65  |
| Probation Officer, Grade 1 (Court of Special Sessions—City Magistrate's Court) | 444 |
| Probation Officer, Grade 1 (Domestic Relations Court)                          | 414 |
| Sheet Metal Worker   | 248 |

### PROMOTION

|   |    |
|---|----|
| Actuary (FD) (BE-Ret. System) (BT) (RB) | 7  |
| Blacksmith (All Depts. except BT)       | 19 |
| Bridge & Tunnel Lieutenant              |    |

|   |     |
|---|-----|
| (TA)  | 43  |
| Bridge & Tunnel Sergeant (TA)   | 124 |
| Cable Splicer (FD)  | 5   |
| Civil Engineer (various Dept.)  | 499 |
| Claim Examiner (Torts), Grade 3 (BT)                                    | 138 |
| Electrical Inspector, Grade 4 (DW) (PW) (DE) (TA) (CO) (WD) (PD)        | 143 |
| Foreman of Asphalt Workers (PM) (PX) (PB) (PQ) (PR)                     | 172 |
| Foreman of Auto Mechanics (DP) (PD)                                     | 73  |
| Foreman of Pavers (PX) (PB) (PQ) (PR)                                   | 19  |
| Inspector of Fuel & Supplies, Grade 4 (DE)                              | 3   |
| Institutional Inspector, Grade 3 (HD) (WD)                              | 10  |
| Office Appliance Operator (Multilith), Grade 3 (PW)                     | 1   |
| Oiler (PW) (DW) (HD) (DS) (HE) (PM) (PB) (DC) (DD) (DM)                 | 89  |
| Mechanical Engineering Draftsman (DE)                                   | 1   |
| Medical Superintendent (HD)   | 0   |
| Rammer (PM) (PX) (PB) (PQ)  | 68  |
| Senior Actuary (BE-Ret. System) (RB) (BT)                               | 4   |
| Steamfitter (BE) (PQ) (PW) (DE) (DP) (PD) (FD) (DS) (HD) (DD) (DW) (DM) | 29  |
| Supervising Probation Officer (CM)                                      | 7   |
| Supervising Probation Officer (RC)                                      | 59  |
| Supervising Probation Officer (SS)                                      | 18  |
| Telephone Operator, Grade 3 (HD) (WD)                                   | 9   |

## Promotions and Appointments Announced by Transit Board

The Board of Transportation announced the following three permanent promotions:

From Railroad Stockman to Foreman (Stores, Materials and Supplies)—William Millar, William Paris and Benjamin J. Sharp.

The following provisionals, being on the eligible list and within reach, were appointed permanently as Surface Line Operators:

Edward A. Alberto, Robert J. Black, John N. Burns, Andrew W. Catalano, John J. Comiskey, James F. Conneely, Carl Felenius, Kevin J. Finn, Anthony J. Gawell, William E. Gittens.

Harry F. Hammond, Lionel A. Hardy, Sr., John W. Harris, John O. Harrop, Frank J. Holbrook, Rudolph Hunte, Marischal P. Huntington, William J. Jordan, Mar-

tin S. Kecker, Joseph V. Lang, John A. Mannix, Joseph C. Morlano, Vincent G. Perillo, Frederick A. Peter, Armand E. Pisano, Richard J. Power, Joseph L. Rauchut, Edward F. Rowley, Abraham Schechter, Thomas E. Scott.

Marcy Talignani, Henry J. Tizon, John L. Wilson, Frank Barbagallo, Sam Battaglia, Robert J. Bosch, Dempsey F. Brimake, Renato A. Brizzi, Edmund J. Byrne, Louis Catalano.

Eugene T. Chaput, Raymond Gamble, Joseph Carlo, Jr., Charles F. Gestone, Conrad J. Kemnah, William C. Loerch, Louis J. Magno, James J. McKillop, Alfred Waarst.

Thomas H. Wander, George H. Wasenius, Stanley L. Zatarga, Ferdie Zierler, Samuel Hauser, John M. Vigilante.

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