

NOV 26 1943

STATE OF NEW YORK

Civil Service LEADER

5, No. 11

New York, November 23, 1943

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See Listings on Pages 7, 10

DRAFT FACTS FOR GOVT FATHERS

see page 2

CLERK GR. 3 EXAM ANALYZED

Dr. Sterling Spero

Graduate School of Public Administration, New York University, Consultant, War Labor Board.

"The New York City Grade 3 Clerk promotion test was apparently made up by people who didn't know what they were doing. The test displays no imagination, no vision, no concept of the primary purposes of testing. I consider it among the poorest examinations I have seen, even though it wasn't a difficult one.

"It appears to me silly to have based so many questions on a rote knowledge of the City Charter. A clerk could go to the Charter or to other proper

sources for such information, when needed. I consider it far more important to determine whether a clerk would know where to go for information: that would really be delving into his intelligence and ingenuity.

"Many of the questions, in my opinion, were awkwardly worded.

"Among the specific questions to which I object is number 3, concerned with the alphabetization of illegible cards. The only thing a clerk should do when met with such a problem is go back to the source and see that it is written properly. If the question meant the card should be held out for such a purpose, it should have said so.

"Question 4 should be thrown

out. It's deliberately tricky, and worded so poorly that I couldn't understand it even after three readings. Moreover, I wouldn't expect a clerk to know about 'levels of authority.'

"Those questions having to do with what I might call the 'cultural standards' of employees fell flat. They were badly chosen."

Harry Langdon

Chief, Division Finance and Supply, Department of Sanitation.

"The Clerk, Grade 3, exam is out of order. It is simple enough—but its setup and approach are wrong.

"Some employees in my de-

partment went to officials in private industry for comments. In most instances, they got practical answers. And in many instances these answers were wide of the mark as given by the Civil Service Commission answers. 'We're astounded,' said one industrialist. 'We wouldn't expect an intelligent clerical employee in our organization to know what's going on about a lot of other departments, or even in other bureaus of our organization, unless necessary to the proper performance of the job.'

"On question 3, an employee filing income tax cards couldn't afford to make a wrong decision. The answer provided for

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General Bradley Explains Govt Aid To Army Wives

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NAVY YARD NEWS

page 9

Should Cops Get Overtime Pay?

page 9

FOUR WAYS TO WIN PROMOTION

By CHARLES SULLIVAN

How can a Federal employee go about getting a promotion?

War Department, in a new handbook for its workers, has outlined the process in detail. It lists four routes—the only four routes—to a promotion. Its explanation is so clear and so excellent that the CIVIL SERVICE LEADER takes great pleasure in re-printing it, for the benefit of all Federal employees.

In the civil service there are four ways in which you may be promoted:

1—If you are qualified, you may be considered for a vacant position in a higher grade;

2—The job in which you are serving may accumulate additional duties and responsibil-

ities which warrant a higher grade, making your job eligible for "reclassification";

3—You may receive an increase to a higher salary level in the same grade by reason of your length of service and efficiency, known as a "within-grade promotion"; and

4—For particularly outstanding service on your job you may receive a "meritorious service" promotion granting you an addi-

tional pay increase within your grade.

Through Vacancy

The resignation, transfer, or promotion of another employee or the creation of a new job through the addition of a new function to the work of your office may create an opportunity for your promotion to fill the vacancy.

To be promoted to a higher job through either a vacancy or a reclassification, you must meet certain requirements. You must establish your qualifications (you may be required to take an examination or submit experience records). You must have served at least 30 days. If the promotion is \$300 or over you

must have served 6 months in the job from which you are promoted, or in a job of like grade and pay in the Federal service. If the promotion is \$600 or over you must have served 1 year in the job from which you are promoted, or in one of like grade and pay. When justified, certain exceptions to these length-of-service requirements may be made by your personnel officer. Finally, in all probability, you will need the favorable recommendation of your immediate supervisor. Such a recommendation will be based in part on your efficiency in performing the duties of your original job. However, your ability to perform the

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PART-TIME POST OFFICE JOBS

see page 3

Col. Arthur McDermott Explains Draft Facts for Govt. Fathers

EXCLUSIVE

How do Government fathers—New York City and Federal working in the New York area—stand with regard to the draft? The LEADER this week asked Col. Arthur V. McDermott, New York City Selective Service Director, for clarification on this point. The LEADER submitted four major questions:

1. According to information, Judge Rosenman of President Roosevelt's staff, is insisting that father deferments be handled on the same tight basis as non-father deferments. What is the situation affecting Federal employees in NYC?
2. What arrangements, if any, does Selective Service have with New York City concerning possible deferment of local employees?
3. Government is listed as an "essential activity" by the War Manpower Commission. What does this mean?
4. The new draft bill which has just been OK'd by House and Senate conferees—what does it mean to Government employees?

Col. McDermott answered that a Government employee working in New York City would be unwise to transfer to another job which he might consider "essential" simply in the hope that he might thereby obtain a deferment from the draft. "In some sections of the country where there is an acute shortage of even unskilled laborers, a man recently employed in a war industry plant might qualify as a 'necessary man' because of a shortage of persons with even his limited qualifications in war production industry. Generally speaking, however, this does not hold true in New York City.

"In New York City a white-collar worker without mechanical skill or aptitude who obtains a job overnight in a war industry plant can have no assurance that his induction will be postponed or stayed indefinitely for that reason alone. It will rest with the local board to decide whether or not the induction of such men would

handicap war production or other activities in support of the war effort.

"Aside from the question of occupational deferments, a registrant may be granted a dependency deferment if his induction would result in 'extreme hardship and privation' to his wife and children or other dependents. In passing upon the classifications of registrants with dependents, particularly those with wives and children, I am sure our New York City local boards give careful and sympathetic consideration to every such case and will make every possible effort to avoid inducting men whose induction would cause extreme hardship and privation to their dependents."

Navy Yard Schedule

The Selective Service Director did not deny reports, gathered by the LEADER's Washington correspondent, which indicated that father deferments in "Federal Government Service are to be handled on the same tight basis as non-father deferments. However, in the New York area, a replacement schedule worked out with the Navy Yard provides that, everything else being equal, the non-father will be drafted before the father. Under the plan as operating in the Navy Yard, married men are scheduled for more time than single men of equal employment status. Similarly, married men with children are scheduled for more time than childless married men. However, men married after Pearl Harbor are considered in the same category as unmarried men; and men with children born after September 15, 1942, are granted no

additional deferment. This plan works for the great bulk of Navy Yard employees. In positions requiring unusual skill, training, or experience, married and single men are given equal consideration for deferment.

Here is a specific case, then, where Judge Rosenman's formula is not applied. Apparently in agencies where most of the workers are white-collar, the situation is different.

Borderline Cases

In a borderline case, says Col. McDermott, say of a Government father with three children who may have left his white-collar job for a mechanical job in a war industry, many local

boards probably will give some consideration to the possibility of placing such a man in 2-B status. But if, say, a 21-year-old boy should do the same thing, or even a recently mar-

Through the Mill

ried man, he would likely find himself with a 1-A greeting card. So far as Federal employees are concerned, there is no such thing as an occupational deferment any more unless it goes through a special process set up for the purpose. First, the department must request the deferment, and provide reasons; then, a special Presidential committee reviews the case; then, if the Committee feels the man is irreplaceable, a deferment may be asked. It is Col. McDermott's opinion that a good many white-collar Government employees working in New York City, who cannot obtain occupational deferments, will nevertheless be given "hardship" deferments by local boards if the circumstances warrant.

"Essential"

Government activity is listed as "essential" by the War Manpower Commission. But the mere fact that a man is employed in an essential activity, or even that he considers himself a necessary man in that industry, is not in itself sufficient reason for deferment.

New York City Employees

So far as New York City governmental activities are concerned, there's a special Selective Service bulletin (No. 43) which makes deferments under certain conditions possible. That bulletin refers, in parts to "Services connected with police and fire protection and public health, welfare, State and local Government engineering and testing laboratories and other services necessary to the national health, safety, or interest."

Acting under these broad provisions, several New York City departments, desperately undermanned, have requested and been granted occupational deferments for their employees. Thus, there is a loose arrangement whereby New York City patrolmen and firemen with two or more years on the job are granted deferment by their local

boards. Some local boards have not wanted to follow this arrangement. In such cases, Col. McDermott has appealed, and has invariably been upheld. Selective service headquarters has also urged its local boards to give grave consideration to the deferment of attendants and helpers in the City hospitals, because of the terrible shortages faced by the City's institutions. Col. McDermott, who shows an acute awareness of the manpower problem in New York City, states that few persons can be found to take such posts because of the low rates of pay. Selective Service knows that pay is low, and that this forms a basic reason of the manpower troubles, but nevertheless cannot say to the City: "Pay more money, and you won't be understaffed." Selective Service can only note that the services are essential and therefore that irreplaceable employees are subject to consideration for deferment.

Among the key departments listed by Selective Service as undermanned are the Board of Transportation, Department of Hospitals, Board of Education, Correction Department, Health Department, Department of Public Works, Department of Water Supply, Comptroller's office. But it is only employees of these departments with certain skills, and who cannot be replaced because of a manpower shortage, who may anticipate possible occupational deferment.

Col. McDermott feels that the new father-deferment bill now before Congress will mean this to Government employees: That of two men doing the same work, one a father and one a non-father, the non-father will go first. The Colonel pointed out that in New York City, local boards have been instructed months ago not to induct any fathers until all available non-fathers were taken. Fathers in non-deferrable occupations are considered, however, the same as non-fathers.



Col. Arthur V. McDermott

boards probably will give some consideration to the possibility of placing such a man in 2-B status. But if, say, a 21-year-old boy should do the same thing, or even a recently mar-

ODB Tough Job, Solution

NEWARK—Office of Dependency Benefits in Newark has a tough job on its hands. New legislation extending the dependency allotment privileges to servicemen heaped a tremendous task on the agency.

New control cards have to be made out as the ODB checks are filled in by machine. That means that 6,000,000 cards have to be altered to change the payments to meet the new law. In addition to this, thousands of applications will pour in from the three new grades of non-coms who are now eligible to share in government contributions to their dependents.

Operating with a limited staff, ODB's solution to the job-problem was two-fold.

First, the process of issuing the checks was streamlined. Aided by the suggestions of employees, the average time of approving or disapproving a family allowance application was reduced from 36 hours to 4 hours.

Under the new setup, applications are sent directly from the mail room to specially trained units which handle the complete processing of the account. Formerly, each step of the processing was handled by a different branch and the papers passed from floor to floor.

"Magnificent"

Recently, members of Congress cited 'the accomplishments of ODB as a "magnificent job" to quote the Congressional Record report of the Committee on Military Affairs of the House of Representatives.

Employees of the ODB selected at random and interviewed by a LEADER reporter had no complaints to make against the new setup. Fears that any change would prove to be a speed-up

have not materialized." We're not overburdened", seems to be the sentiment of the employees.

Part Time Help

Here's the second part of the solution. Unable to hire more help because of the limit of 8,089 set by Washington, the ODB has set out on a drive to recruit enough part-time help in order to get the job of re-organization finished in record time.

First a plea to ODB workers to give their spare time was issued.

The employees were asked to offer their services from 5:30 to 9:30, three nights a week. And many sections report that as many as 40 percent of their employees have volunteered for the extra hours.

For the extra hours, they receive overtime pay.

They are also taking on outside workers on a part-time basis for these 5:30-9:30 assignments. The greater part of these are workers from the Prudential Insurance Company across the street who have pitched in to help the ODB. About 200 a night show up for work. These visiting part-timers get the base pay plus an additional 15 percent. The rate of pay they earn is determined by the type of work they are doing for the Prudential Company. Most are clerical workers, get temporary CAF 2 or 3 ratings. Some supervisory employees have also come over for the night work, and they are getting ratings as high as CAF 5.

Want Part-Time Work?

The ODB will also consider taking on persons who are employed and want to put in the evening session, but they must have some experience to fit them in at ODB. Insurance experience is preferred. Other large-office or business machine experience, will qualify.

Full-time clerical employees are also being hired at the ODB's personnel office to fill turn-over vacancies at the building, 213 Washington Street Newark. Men and women with a few year's of college training or good business experience and high school education need not take a civil service examination to qualify for a job here. The starting salary is about \$34.50 a week for the clerical staff.

INTERNAL REVENUE Jobs Coming

WASHINGTON—If you're interested in a Government clerical job, and if you live in New York or vicinity, your chance may come soon.

Bureau of Internal Revenue soon will be in the market for up to 2500 workers to staff a new unit to be set up in New York City. About 850 will be permanent, with a fairly good chance of remaining on the payroll after the war.

—The rest will be temporary workers, who will be hired to handle peak loads.

Tremendous Job

The new office will have the tremendous job of sorting and filing all the various income tax returns filed by the Government. Particularly it's task will be that of seeing that all returns relating to any one individual are filed together.

During the current year, for instance, the average taxpayer probably will have to submit at least three different tax blanks. His employer will have to submit a like number for him. There are now more taxpayers than ever before.

Filing for the new posts hasn't opened yet. But it will soon. The LEADER will keep you informed.

Incidentally, the offices of the new division will probably be in the Bronx, but the final site hasn't been selected yet.

THE LAW Stuck In The Middle

An employee of the Schenectady Welfare Department had secured a leave of absence from his position to work with the Office of Rent Control of the Federal Government. The rules of the Schenectady Civil Service Commission provide that an employee cannot maintain rights to his position if he stays out of his job more than a year. In order to protect his job, therefore the employee asked for a release from his O.P.A. position so that he could return to his Schenectady position. However, he was refused a statement of availabil-

ity so that he could not return to his old job.

The Corporation Counsel of Schenectady, therefore, was asked to give an opinion on the matter. His judgment was that the denial of the Statement of Availability did not act as a stay or suspension of the local civil service rules as they apply to the one year's leave of absence. The reasons for this view are constitutional. In the "age dispute of Newark City employees, the War Labor Board disclaimed jurisdiction of local wage disputes between cities and their employees. There appears to be little, if any, difference so far as the constitutional and jurisdictional questions are concerned between the War Labor Board's actions and WMC's actions in restricting transfer of city employees. The Constitution provides for a sovereign Federal government with enumerated powers and sovereign states. "Since the government can only act by and through officers, agents and employees, should the Federal Government be said to have the power to control the supervision, hiring and discharge of City employees, it would, in effect, have the power to liquidate the States and their political subdivisions. By Federal rule or order it could

prevent these units of government from functioning by manipulating their personnel as and when it saw fit."

The Federal government does not have such a power, either through the Constitution or by implication. The courts long ago ruled that a municipal ordinance, based under the authority of expressed delegation by the State, is state action to the same extent as if the ordinance were a direct legislative enactment of the state. Local civil service rules must also be considered under this light.

The Conclusion

The conclusion, therefore, is that while the employee, according to the Manpower act, is frozen into his OPA job, the answer is no insofar as the question whether this automatically protects him under his leave of absence since he is unable to return to his city position.

45 YEARS WITH CITY, HE'S GIVEN ENGRAVED SCROLL

An engraved scroll was presented last week to Frank C. Seward, an assistant civil engineer in the office of Manhattan Borough President Edgar J. Nathan, Jr., upon his retirement after 45 years of service as a city employee.

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CIVIL SERVICE LEADER
97 Duane Street, New York City
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CLERKS Did You Take That Test?

Some gave up and walked out without finishing the Clerk, Grade 3, examination; others did their best and then left in a daze. Most were bewildered by the examination which they couldn't find words to describe. The grade 4 test a week earlier had admittedly been a fair test. The grade 3 candidates expected the same kind of test. When they opened their booklets in the examination room they couldn't believe their eyes. "It wasn't a promotion test," was one comment. "It was an examination test. This part of the promotion examination only counts 25 percent, but those who fail it are out, and failures are expected to be terrific."

Why Was It Tough?

"Why?" asked one employee. "Was this test made so tough?" Another replied: "It costs the City enough to make promotions in grade 3. Now they've given us a test. Maybe in about a year, the Civil Service Commission will publish the list. Then for the next 4 years they'll be able to stall by handing out a few promotions now and then. It'll save the City thousands, and we can just stay in grade 2."

Questions were confusing. So pressed up were the last 4 questions that the Commission decided to give full credit for any no answer. "Typographical error," said the Commission. But a careful scrutiny of the text reveals no typographical error, only a neglect to provide the necessary information. And to complicate matters, in each school these four questions were handled differently. In some schools the candidates were told to "use your own judgment." In others they were furnished with enough information to answer the questions intelligently. Many say they spent as much as half an hour on that last group, and they'll get no more credit than

Official Key to Clerk Grade 3 Test

Below are the official tentative key answers for the Clerk Grade 3 promotion exam held on Saturday, November 13. Candidates having objections to any of these answers may file these objections with the Municipal Civil Service Commission, 299 Broadway. Last day on which the Commission will receive such objections is November 26. Last week, The LEADER carried an unofficial key, which differed with the Commission's key on only one question. The LEADER, however, included alternative answers to a number of the questions.

- 1.D; 2.B; 3.C; 4.A; 5.B; 6.D; 7.D; 8.A; 9.A; 10.B; 11.B; 12.D; 13.A; 14.D; 15.C; 16.C; 17.C; 18.B; 19.A; 20.A; 21.B; 22.A; 23.D; 24.C; 25.C; 26.D; 27.C; 28.D; 29.A; 30.B; 31.C; 32.C; 33.C; 34.B; 35.D; 36.E; 37.W; 38.A; 39.C; 40.C.
- 41.G; 42.R; 43.P; 44.B; 45.A; 46.B; 47.A; 48.C; 49.C; 50.B; 51.F; 52.G; 53.C; 54.R; 55.O; 56.N; 57.D; 58.G; 59.E; 60.A.
- 61.M; 62.E; 63.D; 64.C; 65.B; 66.F; 67.C; 68.P; 69.A; 70.B; 71.O; 72.L; 73.G; 74.D; 75.A; 76.N.

those who never even got that far on the test. An attorney queried on this said that "There is at least a 50-50 chance the exam will be thrown out by the courts on the basis of the last

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It's OK to Use City, State Employees On Part-Time Postal Jobs, Says P. O.

By JEROME YALE

Now it's definite. The Post Office Department, after special request by The LEADER for clarification on the point, last week informed all postmasters that municipal employees may be hired for part-time postal jobs. This means, as The LEADER had pointed out to the postmaster in New York City, that nothing in the law prevents the use of New York City or New York State employees on part-time Post Office jobs. The Post Office in New York City

has been taking the names of local employees who applied for such positions, but has not been putting them to work. Now all restrictions are removed. If the Postmasters in Manhattan, Brooklyn, Queens or any community, seek temporary part-time help to relieve their manpower shortage, they now have full right and full permission of the postal authorities in Washington to use local civil service employees.

The Order

Should you apply and be told they don't have the authority, here's the official order, which you can quote verbatim:

"TEMPORARY EMPLOYMENT OF STATE OR MUNICIPAL EMPLOYEES

"Order No. 22931; Dated November 11, 1943 "Attention is invited to section 30, Postal Laws and Regulations of 1940, forbidding the employment in the Postal Service of any person holding a State, territorial, county, or municipal government position. By Executive Order No. 9378 issued

September 23, 1943, the Postal Service is now placed under the War Service Regulations of the Civil Service Commission for all positions except postmasters. Therefore, the provisions of section 39 are rendered inoperative for the duration of the war and 6 months thereafter, and employees of State, territorial, county or municipal governments may be employed as temporary employees in the Postal Service: Provided, Such employment does not interfere with their duties as postal employees; And provided, further, That the combined hours of duty are not excessive."

Several weeks ago, The LEADER'S Washington correspondent asked Mr. Clinton B. Uttley, First Assistant Postmaster, whether City, State, and Federal employees could take part-time Post Office jobs. Mr. Uttley's answer:

"There is no restriction whatever upon the Post Office in hiring City and State employees. However, as a matter of policy,

we are not hiring Federal employees for part-time P.O. jobs."

To the question, Does the City charter have anything in it which prevents a City employee from holding a job with another governmental agency? the answer is No. The LEADER has obtained three separate interpretations of Section 895, Chapter 40, of the Charter, which some had felt might restrict City employees from accepting part-time jobs in the Post Office, even if the P.O. should offer them these jobs. These interpretations all agree that the section in question applies only to office-holders, not employees. This information came from William J. Murray, secretary of the Municipal Civil Service Commission; H. Eliot Kaplan, executive secretary of the Civil Service Reform Association; and a member of the Corporation Counsel's staff.

As to the general right of a City employee to hold a part-time job, in addition to his City position, that has been O.K.'d by the State Court of Appeals.

As for State employees, they have a memorandum from the State Attorney General, clearly enunciating their right to hold a part-time job either in private industry or in another governmental agency.

Persons in private industry are being hired for these part-time P.O. jobs.

(See editorial page 8)

Clerks Ask Exam Be Thrown Out

A joint protest against the grade 3 clerk examination is being made by a group of 12 employees in the office of the Manhattan Borough President.

"We didn't get the examination for which we had applied," is the theme of their letter to the City Civil Service Commission.

They filed their applications to take an examination for promotion to a grade 3 clerical position. What they got, they charge, was an examination largely based on supervisory material.

In order to adjust matters they suggest the following to the Commission:

- 1 Throw out the examination entirely, and give a new test based on questions relating to the work of clerks, or designed



Harry R. Langdon, Chief Fiscal Officer, Department of Sanitation; He's among the many authorities who question the validity of the Clerk Grade 3 promotional exam, given Saturday, November 13.

to test their ability to perform clerical duties.

- 2 Lower the passing grade from 70 to 60 in order to make up for the confusing questions on the examination which cost the candidates to lose credits.
- 3 Allow all candidates who took the test to take part 2; then

average the two parts together, instead of eliminating those who failed the first part.

As to the question of taking legal action if the Commission refuses to make concessions, the group hasn't yet decided, but if any one of them starts suit, the rest will follow.

BUDGET

They Want A Say

Taking the view that Mayor LaGuardia's recent radio description of residents of the City whose economic situation "borders on the critical" fits City employees to a "T", the local chapters of the American Federation of State, County and Municipal Employees, AFL, have asked him to do something for them.

In a letter signed by presidents of 17 locals, the union asks that employees be given their chance to have a say during the makeup of the City Budget.

"We are asking," the letter reads, "for the appointment of a joint committee of organized civil service employees, City management, and anyone else you may desire to survey the situation and make recommendations to you prior to your final submission of the Budget to the City Council and the Board of Estimate."

Jan. 1 Adjustment Asked

A salary adjustment January 1, 1944, arrived at after round-table discussions between the employees and City officials, is asked to produce more amiable labor relationship and satisfactory adjustment of working standards and salaries.

The letter was signed by: Ellis Ranen,

International representative of the union in this area; Michael Moro, Joint Board Sanitation Locals; James P. O'Neill, Dept. of Correction; Thomas P. Leonard, Fire Dept. Civilians; Joseph Amato, Dept. of Health; Robert Maloney, Dept. of Parks; William R. Burns, Uniformed Pilots and Marine Engineers; John Power, Dept. of Welfare; Joseph C. Meister, Board of Transportation; James C. McCormick, Dept. of Water Supply, Gas and Electricity; John Tucker, Dept. Public Works; Henry Feinstein, Boro President Manhattan; John E. Kelly, Law Dept., and Abraham Giniger, Dept. of Purchase.

PARK EMPLOYEE GROUP PLANS QUEENS MEETING

The Parks Chapter of City Local 111, State, County and Municipal Workers of America, is holding a special Queens meeting on Tuesday, November 23, 8 P.M., at the Union Hall, 135-06 Jamaica Ave., Richmond Hill, Long Island.

Clerk 3 Candidates Want to Unite

A number of those who took the Clerk, Grade 3, promotional exam have written to The LEADER stating their desire to form a group which will act jointly to protect their rights in any issue emerging out of the test. Candidates who took this test and desire to join the new group may send a postcard to Box P. T., Civil Service Leader, 97 Duane Street, New York City.

'Poorest Exam': That's How Authorities Describe Clerk Grade 3 Test

(Continued from page 1)

that question is not, in my opinion, the proper procedure. Every effort should be made to trace the proper name.

"On question 6, I think it would be a waste of time to do what the answer suggests. This is wartime, we're short of manpower, and we can't afford to call a staff meeting on such trivial matters. If we did, we'd never get our work done. A supervisor should be able to handle such minor problems by himself. An accepted practice in such cases is often to ventilate the room at 10:30 in the morning and 3:30 in the afternoon, giving the employee a few minutes to stretch meanwhile. But that answer didn't appear.

"Question 7 is so badly drawn up and so tricky in wording that I wouldn't even attempt to say which of the alternatives some examiner would like to consider the proper one. (This question reads: "To set up safeguards, during normal times, in order

to make it extremely difficult for an office supervisor to secure new equipment and to force him to go to great lengths to justify such purchase is (A) wise because there is great tendency for office supervisors to continually stock their offices with new equipment before the old is worn out. (B) sensible because such a procedure is economical and in the long run saves money. (C) unfair because only the office supervisor with 'pull' or 'push' will be able to get what he thinks he needs. (D) foolish because office supervisors will be discouraged in their pursuit of new methods." The Commission's answer is D).

"I object to question 12 because it does not define what is meant by 'subsidies.' Does it mean what Congress is fighting about now; or does it mean the parity payments (these are also subsidies) which farmers have been getting for years? The person who wrote this question should study up on his economics."

(Question 12 read: "An outstanding purpose of government subsidies to farmers today is to (A) decrease the purchasing value of the dollar. (B) enable our farmers to compete with neighboring counties in the domestic market. (C) limit the quantity of surplus products. (D) prevent the necessity of a rise in monetary wages. The Commission's answer is D.

"Question 9 asks the candidate about the vari-type machine. Now I have vari-type chimes in my own division, but those employees who haven't worked with vari-type machines would have no reason to be conversant with any of its properties. There are many types of business machines—do you expect an employee to know about them all? Why? I certainly consider this an improper question.

"Too many questions about municipal government were based on information which an employee should not have to carry around in his head. We

have a Municipal Reference Library, a Law Library, and other sources of information at our beck and call. I want a clerk who knows how to get information, not one who has a head full of stuff crammed up for this test, only to be forgotten the next day.

"I can safely say that this test will not give me the best clerks. The three most proficient men in my office have failed the exam. One of my best men, who had been working 9 months on a special project and didn't have the time to cram, is out. You can imagine what this means to morale.

"This part of the test counts only 25% of the total grade—but if a man is licked on this, he can't get any further.

"I don't know what the Commission can do about it now. I suggest they lower the passing grade to 60% or even 50%, and depend on the remaining part of the exam to bring out the better-grade employees."

Frank P. Clements

Director, Division of Administration, Department of Public Works.

"Boy, this test is a honey. "To begin with, I don't agree with the Commission on the question about the filing cards (number 3). Their solution would just mess up the whole filing system.

"I'd check back if possible, and get the correct names. If I couldn't, I'd file under each possible spelling.

"The sales tax question (number 18) is a good question, but I can't see what connection it has with a clerical test, or why a clerical employee would be expected to have such information at his disposal. How many City officials could have that kind of information, which comes out of the Administrative Code, at their disposal?

"On this business of 'inherently' being taken to mean 'naturally' (number 33) I agree

(Continued on page 16)

In the City Departments

FIRE DEPT. Temporaries To Get Jobs

A number of appointments as temporary fireman are expected within the next week or two. The Investigation Bureau of the Civil Service Commission forwards the names of men on the list to the

LIBERAL LOANS to CIVIL SERVICE EMPLOYEES

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On Some of the Suits You Can Save Enough to Buy a Bond

OUR STORE IS CONVENIENTLY REACHED BY
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SUITS — TOPCOATS and OVERCOATS

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Fire and Police departments as soon as it has completed an investigation of the candidates. To date, the Police Department has made no use of the list; the Fire Department has appointed 137 men, who are serving in firehouses throughout the City. Originally, the Civil Service Commission submitted names only of men over 38 to the departments in order that those appointed should be draft-free. However, it was found impossible to obtain any substantial number of men on that basis, and now they are working right down the list. From time to time, a batch of names is sent to the departments.

Take Medical Test
Then the men are called to the Board of Health for a blood test and a medical examination. At present, approximately 150 men who have been summoned to take their examination are awaiting the temporary fire appointments, at \$2,000 a year. Those in this group who meet the medical requirements will be included in the next batch of appointees. There are 2,525 men on the list who have passed the qualifying test. The first 850 on the list have been investigated, fingerprinted, their fingerprints checked with the F.B.I.

Stagger Plan
The 1943-4 Budget which provided for the hiring of temporary police and firemen allowed the appointment of 450 temporary firemen on a staggered basis. That is, plans called for the appointment of 150 men every few months until the total figure would have been reached by the end of the year. The Police Department could have hired 600 men on the temporary basis. These positions are allowed to fill duration vacancies left by men now in the armed forces.

The list which was drawn after the examination was a list of "qualified" eligibles. In effect, it meant that the appointments may be made without regard to the standing of the individual candidates on the list.

COMPTROLLER War Report

Department of Finance Post No. 1119, American Legion, is composed of employees of the Comptroller's Office and the City Treasurer's Office. So, for the holidays season the Post sent all the boys in service a neatly printed little paper with all the local gossip and items about other men in arms.

One cheery note is a message from Jack Buchholtz, Chief clerk in the Comptroller's Office. He reminds them that their positions will be waiting on their return, and that those who were in increment groups will receive the benefit of annual increments which have accumulated since they went into service.

Also, from this paper it seems that the engineering bureau of the Comptroller's Office probably has the highest percentage of high-ranking officers in any City Department.

- Here is their listing:
1. Lt. Col. Henry Kirkham.
 2. Lt. Col. Frank Cosmen.
 3. Capt. Dan O'Reardon
 4. Capt. Joseph T. Cummins.
 5. Capt. Maurice D. Kearney (died in service)
 6. Capt. Max Alperin.
 7. Capt. John R. Maloney.
 8. James J. O'Connor (Naval training).

Thomas J. O'Hara and Lester Morris are editors of the paper.

WELFARE Ray Geller With Red Cross

Since joining the overseas staff of the American Red Cross, assistant field director Jay G. Geller, of 1652 Radcliffe Avenue, the Bronx, New York City, has served in many fields but now he's in the work he most prefers—with a fighter group in Sicily. Geller was formerly a social investigator in the Welfare Department.

On his arrival in the Middle East in October, 1942, Geller was assigned to serve in Palestine where he helped to open the American Red Cross club in Tel-Aviv.

But it is the work with the

fighter squadron that he likes best. His group had been active all through the Libyan Desert campaign and in the final rout of the Axis in Sicily, and Geller has had the privilege of helping the men who are representing Uncle Sam where the going is the roughest. "My biggest thrill," he says, "came when I was a green rookie. It was on an invasion transport. Suddenly the ack-ack guns started firing. Greenhorn Geller thought it was practice, but then I looked skyward, saw the Axis planes—and from then on I need not tell you what happened. I learned the hard way that something over your head is a mighty handy thing to have when the bombers start aiming at you."

Layoffs Begin

Layoff of administrators in Welfare has finally begun.

The latest departmental list of staff changes carries the following item:

"Werner, Adelaide, Senior Supervisor, from Welfare Center 26, off payroll."

It is expected that there will be more 'off payroll' notations for additional upper-bracket employees when the Budget Office goes through the departmental personnel budget.

To the Wars

For a change, they're all men in this week's group of Welfare employees who are turning in their time time-cards and going on G. I. payrolls.

The following are the latest delegation to set off for Berlin and Tokio:

Norman Boenisch, Cleaner, Div. of Building Mgmt., Procurement and Service; Navy.

Louis Dickman, Social Investigator; W.C. No. 81; Navy.

Sol Kaplan, Social Investigator; W.C. No. 73; Army.

David Safran, Clerk Grade 2; Commissioner's Office; Army.

Louis Sivin, Social Investigator, W.C. No. 26; Army.

For the returning soldier—there's nothing better to keep him up-to-date on Government job opportunities than the Civil Service LEADER.

What Happens to Our Jobs When We Return? Servicemen Want to Know

If their letters to the people at home are any indication, the men and women who left the City payroll and are wearing Uncle Sam's uniforms feel they're getting a pretty raw deal.

They read in the papers about City employees getting raises (not that it happens any too often), and realize that when they get home after the war, they'll be faced with the same salary as when they left.

In some instances, heads of City departments have asked that raises be given to their employees in military service who would have been in line for

boosts if they hadn't left. Invariably, the reply from high quarters has been "No, against our policy."

Wouldn't Cost Money

It wouldn't cost the City anything; it would just be a paper transaction, and it has been pointed out that it would certainly give the service man a deserved thrill to hear that he has been given a raise—payable when he gets back to the job.

Employees entitled to increments are supposed to receive upon their return, the full salary which would have been theirs had they remained civilians.

Those not in the increment group, are just faced with taking a financial loss because they are in service.

In Department of Public Works, for example, there were many engineers, some of them veterans of the last war. Their skills were needed by the armed services and a large number of them enlisted.

Now, they see other men who remained at the City jobs getting salary increases, while nothing is done for them. Some of their letters are pretty bitter.

From some of the younger persons in service, the letters ask questions about their promotional rights which are at present unanswerable.

"We missed promotional exams. What happens to us? We know we're entitled to special examinations. What then? If the promotions have been made when we get back, will we get any extra consideration?"

Proposed Solution
One solution to the service-promotions problem which has been proposed is this: Returning service men, whose

record with the City had been satisfactory, and who would have been eligible to take a promotion examination if they hadn't left their job, should on their return, receive an automatic promotion to the median of the next grade.

Here's how this would work. A clerk, grade 2, is in the Army now. He has missed the promotional examination. When he gets back from the Army, he automatically becomes a grade 3 clerk. That would put him into the \$1,801-\$2,400 salary group. To compensate him for the time out of the City service, he would start at the middle of the salary—\$2,100. But, that would cost the City money, and even those who are quietly pushing this plan aren't any too optimistic about it.

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General
Bradley's
column
Brigadier General
John J. Bradley (Ret.)



TO SERVICEMENS' WIVES

I HAVE RECEIVED numerous requests from wives of men in the service to explain the new program of maternity and infant care.

Wives and infants of men in the 4th, 5th, 6th, and 7th grades of the Army, Navy, Marine Corps, or Coast Guard, are eligible. The maximum base pay of men in these grades is \$78 a month.

Federal funds have been allocated to provide the following benefits: complete medical service during the prenatal period, childbirth, and six weeks thereafter; consultant service, ambulance service, blood transfusions, expensive drugs, etc., may be authorized on the request of the attending physician. Infants of service men in the above categories are eligible for free medical and surgical care during the first year of life.

Hospital care is provided in wards in which private nursing patients are accommodated.

The patient chooses her own physician, and has her choice of approved hospitals.

However, this is an important point to note: Application must be made before the birth of the child. Many have been denied because of late application.

In the metropolitan area, the program is administered by the City Health Department. Complete information and application forms are available at the Health Department, 125 Worth Street. It is not necessary to be a legal resident of the City to receive this care here.

SANITATION Why Powell shudders

When a grey cloud passes overhead, William J. Powell, assistant to the Commissioner in the Department of Sanitation, shudders.

He's in charge of snow removal this winter, and he's suffering from a few shortages.

All he needs is a list of men who would be willing to put in a few hours behind a shovel after heavy snowfalls.

Then, he could use a list of a few hundred trucks that he could hire for a night or two when needed.

And he could also use a lot of spare parts for trucks to keep his own machines running. Anyone with a solution to all these problems would be a very welcome visitor to 125 Worth Street. Inventions to stop snow from falling might also be considered.

Clerks' Classes

Sanitation wants to see its employees get promoted, so the department is going to start a course to prepare those who have passed the clerk, grade 3 and 4 tests for the second part of the examination which will deal with the department itself.

Classes will be held on Wednesdays from 4-5 P.M., after working hours. (Work in Sanitation begins at 8:30 A.M., which accounts for the early hour at which the class begins.)

Administrators and supervisors of each division of the department will attend the classes and explain the functions and operations of their branch.

Interested employees are invited to get in touch with Harry Langdon at the Finance and Supply office.

PUBLIC WORKS On the Shoulders Bars, a Chip

A newsy little paper goes out each month to members of Holy Name Society, Department of Public Works, edited by Joseph M. Giblin, president of the or-

ganization, who is retiring next month after two terms.

One of the news items tells about Charles Brown, past commander of DPW Post of the American Legion. In this war he's with the Seabees, and by a strange coincidence, he's taking his manual of arms training from Bernie Meehan, of the Williamsburg Bridge section, an instructor at Camp Peary, Virginia.

Another DPW Holy Name member writes into explain the difference between his lieutenant and sergeant: "My lieutenant has bars on his shoulder; my sergeant has a chip."

Warriors

Department of Public Works now has 373 of its employees serving Uncle Sam. The big plaque in the main office of the department has a special section headed: "The Ladies."

Female warriors from DPW are: Teresa O'Connell, Helen Kaltman, Madeline Mikus, Dorothy Besswanger, Sylvia Randall and Genevieve Smith.

Elevator Men

The Department of Public Works has 4 vacancies for elevator mechanics, jobs which pay \$2,580 a year.

The City has a list of eligibles for the position, but the department decided to give its employees a chance to fill the spots and asked the City Civil Service Commission to order a promotion examination. The Commission last week approved the holding of the examination.

At present the jobs are filled by elevator mechanic-helpers, who will get a chance to take the examination and hold the assignment on a permanent basis.

Frank P. Clements, director of the DPW's division of administration, asked the Commission to let him fill the jobs by promotion rather than by using the City's eligible list.

\$120 Bonus Asked For Cleaners

The Cleaning women in Department of Public Works, who have been receiving \$840 a year for a 35-hour week, then got an \$80 a year cost-of-living bonus,

are the center of attraction again.

Last week the AFL Central Trades and Labor Council in a letter to the Mayor asked that these women receive the full \$120 bonus which full-time City employees earning less than \$2500 were granted last July.

LAW DEPT. If Death Comes

A new ruling concerning leaves for employees who have suffered a death in their immediate family has been issued by the Law Department. A leave of 3 workdays with pay is granted. Three additional days may be taken but they will be deducted from sick leave or vacation time.

The ruling was issued by Arthur Marvin, administrative assistant of the department.

HEALTH Raises Due For Clerks

Clerks in the Department of Health who are earning over \$2,400 a year are due to have an increase if the request of Commissioner Ernest L. Stebbins is granted by the Budget Officer.

These employees were passed over in the last July cost-of-living bonus. Their plea that they hadn't received a raise in over 10 years was presented to the Commissioner by the American Federation of State, County and Municipal Employees, AFL.

Now the examiners of the Budget Office are going over the list to decide who gets how much.

Movie Business

Health Department has gone into the moving picture business. Plans call for a series of Thursday programs between noon and 2 p.m. for City employees at 125 Worth Street, in the 2nd Floor auditorium.

Double features, continuous performances, with a change of show every 35 minutes, are offered.

November 25, "Battle of Britain" (Part I) and "With These Weapons", is the next show.

PARKS Unsettled Peace

An unsettled peace has settled down in the Parks Department.

The recent order forbidding Park employees to hold any outside positions in addition to their Park job is still on the books.

The State, County and Municipal Workers of America, CIO, has promised Commissioner Robert Moses of the department that he would have a court fight on his hands if he attempted to enforce the ruling.

At a conference with the Greater New York Parks Employees Association, Mr. Moses is reported to have said that the ruling would stand.

Apparently no employees have been penalized for holding outside jobs, but it is believed that some have given up their outside jobs in fear of what might happen if they didn't.

Per Diem Men Will Complain

The next group to voice protests in the Parks Department consists of the skilled employees who work on a per diem salary basis.

They've seen the assistant gardeners and attendants changed over to a yearly salary basis, and some of them think they'd like the same treatment.

A yearly salary schedule would give them pay for holidays, and they would know at the beginning of a week how much salary they will take home at the end.

At present, there are 266 per diem employees on the budget books for the Parks Department.

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Got an Idea For a Radio Show?

A lot of former City employees now in the armed forces are stationed in the metropolitan area.

WNYC would like to start a program for these men and women and is in the market for an idea around which such a program could be built.

It's another of the "no-dough" propositions which the City station offers, but if your idea clicks, you'll get publicity and know you're doing something to help morale.

Send your idea to "Program Director," Station WNYC, Municipal Building.

ment. Machinists, blacksmiths, carpenters, flaggers, house painters, licensed firemen, and plumbers are included among them.

WNYC Rest Cure

Employees of any City department who think that their offices present a scene of madness are invited to peek into WNYC's domain anytime they're on the 25th Floor of the Municipal Building. Here's what happened in just about five minutes the other day:

A high school girl called in—she needed help with her homework.

A mother had a child who was the future Shuley Temple of the airwaves and wanted an interview with someone who could give her a contract.

An announcer with nothing to go before his broadcast was running around tearing his hair and shouting.

The telephone operator on the switchboard suddenly decided to take a short vacation.

A radio script disappeared.

A LEADER reporter walked in, asked cheerfully, "What's doing?" He was told, but good.

The telephone operator on the switchboard suddenly decided to take a short vacation.

A radio script disappeared.

A LEADER reporter walked in, asked cheerfully, "What's doing?" He was told, but good.

PURCHASE New Salaries

The City Civil Service Commission is considering changes in the setup of the Department of Purchase. A public hearing on the matter is scheduled for Tuesday, November 23, at 2:30 in the Commission's offices, 299 Broadway.

The following changes are contemplated:

1. Elimination of the Senior Buyer Post.
2. Change of the salary range of Buyer to \$3,500 to \$5,000.
3. Change of the salary of Assistant Director of Purchase to \$5,000 and over.

SUBWAYS Sway Man Can't Have Court Job

The City Civil Service Commission last week denied the request of a special inspector for the Board of Transportation who wanted to shift over to a court attendant position.

Peter Brunelli had been getting \$1,920 a year with the

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Board of Transportation. He wanted the Court job even though it paid \$120 a year less.

Both the Board and the Municipal Court gave their approval, but the Commission said "No!"

The positions aren't equivalent, ruled the Commission, so he can't make the change.

CORRECTION Can't Be Cops

This isn't good news for the men on the eligible list for correction officer.

A number of men on that list couldn't see any reason why they shouldn't have a chance to get jobs on the police and fire forces. They had taken a pretty stiff medical examination, had to meet the same character requirements as police and fire candidates. They argued that they could be given another medical test. Then those who passed would be eligible for jobs as cops or firemen.

"Sorry," said the Commission, and gave the following reasons:

1. Patrolmen must be 5 feet 8, firemen and correction officers, 5 feet 7.
2. Police and firemen age limit 28; correction officer, 40.
3. Vision requirement; police and fire 20/20; correction 20/40.
4. As to the physical test, Commission records show that only 2 percent of the correction officer candidates fail their test, while the police and fire candidates, though many years younger, show a failure of 33 percent on the physical part of their exam.

In short, the Commission felt that going through the correction officer list and picking out the few younger men who might qualify for the uniformed police and fire jobs would be too much like a new examination for a very limited group.

(Closed All Day Thursday
Nov. 25th, Thanksgiving Day)

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Coin or stamps. Mail 25c to Glenville
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Help Wanted—Male

MEN! MEN!

With the approaching holiday season the amount of mail, packages, letters, and greetings going to our boys and girls in military service in this country who are not able to get home is increasing by leaps and bounds.

Thousands of sacks of such mail must be transferred at our railroad terminals and over 2,000 men from 16 years of age up who are in good health are required to handle this volume.

Men who can work a full 8 hour day are preferred, but men who can work only 4 hours a day will also be hired. Work starts immediately and continues until about December 24th. Twenty-four hour service must be maintained. Plenty of overtime available at time and one-half after 8 hours' work.

Our fighting forces are giving their best for us. Let us do our best to keep their morale up.

Essential full time workers need release statements. Bring your social security card.

Apply after 9 A. M. Daily

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Room 918—Morgan Annex Building
341 Ninth Avenue, New York, N. Y.

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STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:
I do hereby certify that a certificate of dissolution of 490 LENOX AVENUE CORP. has been filed in this department this day and that it appears therefrom that such corporation has complied with section 105 of the Stock Corporation Law, and that it is dissolved.

Given in duplicate under my hand and official seal of the Department of State at the City of Albany this 17th day of November, 1943.

Thomas J. Curran, Secretary of State.
By FRANK S. SHARP, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:
I do hereby certify that a certificate of dissolution of EVERWEAR CANDLEWICK CORPORATION has been filed in this department this day and that it appears therefrom that such corporation has complied with section 105 of the Stock Corporation Law, and that it is dissolved.

Given in duplicate under my hand and official seal of the Department of State at the City of Albany this 17th day of November, 1943.

Thomas J. Curran, Secretary of State.
By FRANK S. SHARP, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:
I do hereby certify that a certificate of dissolution of F. HOCHSTADT & COMPANY, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with section 105 of the Stock Corporation Law, and that it is dissolved.

Given in duplicate under my hand and official seal of the Department of State at the City of Albany this 17th day of November, 1943.

Thomas J. Curran, Secretary of State.
By FRANK S. SHARP, Deputy Secretary of State.

COLLECTORS For Wrapping Department

MEN OVER 38 NOT IN DEFENSE
Hours 10-7
For Two Weeks After That 12-9
Apply Employment Office 3rd Floor

The Namm Store

452 FULTON STREET BROOKLYN

Thomas J. Curran, Secretary of State.
THOMAS J. CURRAN, Secretary of State.

At a Special Term, Part II, of the City Court of the City of New York, held in and for the County of New York, at the Court House, 52 Chambers Street, in the Borough of Manhattan, City of New York, on the 15th day of November, 1943.

PRESENT: HON. ROCCO A. PARELLA, Justice.
In the Matter of the Application of ALAN SANFORD PFEFFERBLUM For Leave to Assume Another Name.
Upon reading and filing the petition of ALAN SANFORD PFEFFERBLUM, verified the 13th day of November, 1943, praying that ALAN SANFORD PFEFFERBLUM be granted leave to assume the name of ALAN SANFORD PARKER in place of his present name, and the Court being satisfied by said petition that the same is true and that there is no reasonable objection to the change of name proposed, and the Court being further satisfied that the interests of said Alan Sanford Pfefferblum will be substantially promoted by such change.

NOW, on motion of FRACKMAN & ROBINS, attorneys for said petitioner it is hereby

ORDERED, that the said application be and the same is hereby granted, and it is further

ORDERED, that said ALAN SANFORD PFEFFERBLUM be, and he hereby is authorized to assume the name of ALAN SANFORD PARKER, in the place of his present name on and after the 25th day of December, 1943, and it is further

ORDERED, that this order be entered and that the papers upon which it was granted be filed within ten days from the date hereof in the office of the Clerk of the City Court, County of New York, and that a copy of this order be published within ten days after the entry thereof in the Civil Service Leader, a newspaper published in the said County of New York, at least once, and that an affidavit of publication thereof be filed and recorded in the office of the Clerk of the City Court of the City of New York, County of New York, within forty days from the date hereof, and that a copy of this order be served upon Local Draft Board No. 13, Baltimore, Maryland, and upon the Commanding Officer of the United States Maritime Service Training Station, Sheepshead Bay, New York, within twenty days after the entry of this order, and the affidavits of service thereof be filed with the clerk of this Court within ten days after such service, and it is further

ORDERED, that following the filing and entry of the petition and order, the publication and filing of proof of same, the filing of affidavits of service on Local Draft Board No. 13, at Baltimore, Md., and the Commanding Officer as aforesaid, that on and after the 25th day of December, 1943, the petitioner shall be known by the name of ALAN SANFORD PARKER and by no other, and it is further

ORDERED, that no certified copy of this order shall be issued by the Clerk of this Court until the above requirements have been complied with.

ENTER: R. A. P. J.C.C.

Help Wanted—Female

Housewives

YOU MAY NOT BE ABLE TO JOIN THE WACS or the WAVES or go into defense

because you have school children or because dinner has to be ready for the members of the house.

WOULD YOU LIKE TO WORK afternoons 1:15-6:15 SELLING CASHIERING Of course we have FULL TIME POSITIONS 5 DAY—10 HOUR WEEK

for those of you who wish to take the places of the men and women who have gone into service or defense.

Essential Workers need U.S.E.S. certificate

Apply 9:30 A.M. Employment Office 3rd Floor

The Namm Store

452 FULTON STREET BROOKLYN

Counter Girls Part or Full Time

Employment Office 3rd Floor

The NAMM STORE

452 Fulton Street Brooklyn

STATE OF NEW YORK ss.: COUNTY OF NEW YORK

We, the undersigned, being desirous of forming a limited partnership, pursuant to the laws of the State of New York, and being severally duly sworn, DO HEREBY CERTIFY:

I. The name of the partnership is WILLARD PICTURES.

II. The character of the business is photography and producing and exhibiting motion and still pictures, and dealing in motion picture and photographic equipment, supplies and accessories.

III. The principal place of business is to be at 45 West 45th Street, in the Borough of Manhattan, City, County and State of New York.

IV. The name and place of residence of each member is as follows:

General Partners THOMAS W. WILLARD, 16 East 11th Street, New York, N. Y. THEODORE H. WESTERMANN, 125 Riverside Drive, New York, N. Y.

Limited Partners BEN A. MATTHEWS, 131 Riverside Drive, New York, N. Y. ALBERT M. JOHNSON, 56 Seventh Avenue, New York, N. Y.

V. The partnership shall continue until terminated by ninety days' written notice.

VI. The amount of cash, and a description of, and the agreed value of the other property contributed by each limited partner is as follows:

Ben A. Matthews, Cash \$1500. Albert M. Johnson, Cash \$1500.

VII. The time when the contribution of each limited partner is to be returned to him is on the termination of the partnership as set forth in paragraph V hereof.

VIII. The share of the profits or other compensation of the limited partners is as follows:

Each limited partner shall receive interest at the rate of six per cent (6%) per annum upon the amount of his capital contribution and five per cent (5%) of the net profits of the partnership.

IX. The remaining general partner may continue the business after the death, retirement or incapacity of the other general partner.

Dated November 16th, 1943.

THOMAS WILLARD ALBERT M. JOHNSON THEODORE H. WESTERMANN BEN A. MATTHEWS

Subscribed and sworn to before me, this 16th day of November, 1943.

NIDA ROOT NESTEL Attorney and Counselor at Law 70 Pine Street, New York, N. Y.

Residing in New York County New York Co., Clerk No. 1 New York Co. Reg. No. 11-N-5 Commission expires March 30, 1945.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:

I do hereby certify that a certificate of dissolution of SALMON REALTY CORPORATION has been filed in this department this day and that it appears therefrom that such corporation has complied with section 105 of the Stock Corporation Law, and that it is dissolved.

Given in duplicate under my hand and official seal of the Department of State at the City of Albany, this 12th day of November, 1943.

THOMAS J. CURRAN, Secretary of State.

By FRANK S. SHARP, Deputy Secretary of State.

CASHIERS

National Cash Register 3000 Machine Experienced or Beginners

3rd Floor Employment Office 9:30 A.M.

The Namm Store

452 FULTON STREET BROOKLYN

GIRLS and WOMEN PART TIME FULL TIME

- AS WAITRESSES SALAD MAKERS SANDWICH GIRLS DISHWASHERS CANDY PACKERS NO EXPERIENCE NECESSARY

Those in War Work Not Considered

SCHRAFFT'S

APPLY ALL DAY

56 WEST 23D ST., N. Y.

or APPLY 6 P.M. to 9 P.M. Times Sq. Store, 1496 B'way

SALES CLERKS

for Candy Department of large department store. Ten and twenty per cent discount on purchases in store. Good salary plus commission on sales.

Mr. F. VILINDRER 116 W. 32nd St. 15th Floor

CERTIFICATE OF PARTNERSHIP

The undersigned do hereby certify that they now conduct or transact business under a partnership agreement under the name and style of APEX WATCH CASE MANUFACTURING CO. at 304 East 45th Street, Borough of Manhattan, in the County of New York, State of New York, and do further certify that the true or real and full names of all the persons conducting or transacting such partnership, with the residence and business addresses of such persons, and the age of any who may be infants, are as follows:

Sidney G. Bernheimer, 993 Park Ave., New York City, N. Y.; Buss. Address: 304 East 45th Street, New York City, N. Y.

Richard Jaccarino, 106 Bella Vista St., Tuckahoe, N. Y.; Buss. Address: 304 East 45th Street, New York City, N. Y.

Frederick J. Jaccarino, 1470 Midland Avenue, Bronxville, N. Y.; Buss. Address: 304 East 45th Street, New York City, N. Y.

This certificate is hereby executed and filed in accordance with the provisions of the Partnership Law, Sec. 81, for continuation of firm name by a partnership.

IN WITNESS WHEREOF, we have this 8th day of October, 1943 made and signed this certificate.

SIDNEY G. BERNHEIMER RICHARD JACCARINO FREDERICK J. JACCARINO

STATE OF NEW YORK COUNTY OF NEW YORK

On this 8th day of October, 1943, before me personally appeared SIDNEY G. BERNHEIMER, RICHARD JACCARINO, and FREDERICK J. JACCARINO, to me known and known to me to be the individuals described in, and who executed the foregoing certificate and they thereupon duly acknowledged to me that they executed the same.

Samuel Feldman, Notary Public Notary Public, New York County Clerk's No. 59, Register's No. 359-F-5 Commission Expires March 30, 1945

Notice of Formation of Limited Partnership. ROBERT WOLF CO.

Notice is hereby given that the persons herein named have formed a limited partnership for the transaction of business in the State of New York and elsewhere, and have filed a certificate in the Clerk's Office of the County of New York, of which the substance is as follows:

The name of the limited partnership is ROBERT WOLF CO.

The character of the business is screen printing on textiles.

The location of the principal place of business is 37 West 3rd Street, Manhattan, New York City.

The name and place of residence of each member is as follows: Robert B. J. Wolf, 2 Preston Street, Larchmont, Westchester County, New York, who is the general partner, and Gussie Klein, 371 Belmont Avenue, Newark, New Jersey, who is the limited partner.

The term for which the partnership is to exist, is from September 30, 1943 and shall be terminable at will of either party, upon giving thirty (30) days written notice to the other of his or her intention of dissolving the partnership.

Help Wanted—Male and Female

MEN and WOMEN

While you are waiting for your appointment, get into the War Effort—

PRODUCE WAR MATERIALS in Chemical Plant ONE HOUR FROM TIMES SQUARE

No Experience Necessary Good Pay While Learning

Fast Low Cost Bus Service Direct to Plant

AMERICAN CYANAMID CO

Calco Chemical Div.

159 GREENWICH ST. Between Cortlandt and Liberty Streets, N. Y. C.

OPEN MON. THROUGH FRI. 9 A.M. TO 5 P.M.

Essential workers need release statements

The amount of cash contributed by the limited partner is \$3,500. No other property is contributed and no additional contributions are agreed to be made by the limited partner.

The compensation of the limited partner is One Hundred Fifty (\$150.00) Dollars per week, which is not to be charged to the capital investment of the limited partner and fifty percent (50%) of the net profits.

The said limited partner shall have the right to substitute an assignee in his place and stead, any person of good moral character and against whom there are no judgments, upon the same terms and conditions as provided for in the Articles of Copartnership made and entered into on or about September 20, 1943.

The general and limited partners give unto each other an option to acquire his or her respective interest in the partnership, subject to all the provisions of the original Articles of Copartnership dated September 20, 1943, in case of assignment of his or her respective interest, that may be caused voluntarily, unilaterally or by operation of law.

The certificate referred to above has been sworn to by all the general and limited partners.

Dated: November 12, 1943.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:

I do hereby certify that a certificate of dissolution of COLLINGWOOD REALTY CORP. has been filed in this department this day and that it appears therefrom that such corporation has complied with section one hundred and five of the Stock Corporation Law, and that it is dissolved.

Given in duplicate under my hand and official seal of the Department of State at the City of Albany, this 16th day of November, 1943.

THOMAS J. CURRAN, Secretary of State.

By FRANK S. SHARP, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:

I do hereby certify that a certificate of dissolution of VICTOR L. HOPE, INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with section 105 of the Stock Corporation Law, and that it is dissolved.

Given in duplicate under my hand and official seal of the Department of State at the City of Albany, this 10th day of November, 1943.

THOMAS J. CURRAN, Secretary of State.

By FRANK S. SHARP, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:

I do hereby certify that a certificate of dissolution of EANE GARAGE, INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with section one hundred and five of the Stock Corporation Law, and that it is dissolved.

Given in duplicate under my hand and official seal of the Department of State at the City of Albany, this 9th day of November, 1943.

THOMAS J. CURRAN, Secretary of State.

By FRANK S. SHARP, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:

I do hereby certify that a certificate of dissolution of MILMAC REALTY CORPORATION has been filed in this department this day and that it appears therefrom that such corporation has complied with section 105 of the Stock Corporation Law, and that it is dissolved.

Given in duplicate under my hand and official seal of the Department of State at the City of Albany, this 9th day of November, 1943.

THOMAS J. CURRAN, Secretary of State.

By FRANK S. SHARP, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:

I do hereby certify that a certificate of dissolution of MILMAC REALTY CORPORATION has been filed in this department this day and that it appears therefrom that such corporation has complied with section 105 of the Stock Corporation Law, and that it is dissolved.

Given in duplicate under my hand and official seal of the Department of State at the City of Albany, this 3rd day of November, 1943.

THOMAS J. CURRAN, Secretary of State.

By FRANK S. SHARP, Deputy Secretary of State.

THE JOB MARKET

The Job Market is designed to help readers and jobs get together. The positions listed are gathered from advertisements of all the newspapers, periodicals and communication with personnel managers. These jobs are analyzed and arranged in categories which will be

most helpful as a basis for selection. However, it is wise to read the entire column rather than limit yourself to any one item.

Factory Work—Men

E. R. Squibb, 33 Vine St., Bklyn. \$41.60, 48 hrs. Acorn Insulated Wire Co., Inc., 178 Sullivan St., Bklyn. Mechanical, 60c hr. Blu Strike, 207 W. 25th St.
Handymen, knowledge carpentry, plumbing, electricity, painting, etc. American Airlines, 103 E. 41st St.
Packers, \$25, 40 hrs. Trade Bindery, 636 11th Ave.
Inspectors, janitors, laborers, material handling, freight handlers, electrical testers, toolmakers, riveting machine operators, sorters. Western Electric Co., Kearney, N. J.

Light factory work. American Cyanamid Co., 156 Greenwich St. (at Cortlandt). \$36.40, 48 hours, Aliens accepted. U. S. Gypsum Co., Jersey City. Interviews at U.S.E.S., 87 Madison St.
Factory Work. Amer. Can Co., 317 St. Paul's Ave., Jersey City, N. J.

Factory Work—Women

\$23.40, 48 hrs. Don Juan Cosmetics, 67 Vestry St.
\$22.10, 48 hrs. Quality Art (next to Sunshine Bldg.) Queens Plaza, L.I.C.
\$26, 48 hrs. Stock Union Office 13. White or colored, J. P. Tapley Co., 45-31 Court St., L.I.C. work at 252 W. 226th St., 47 hrs. Saul H. Moss, Inc. 36 E. 23 St.
\$23, 44 hrs. Algren Mfg. Co., 325 Lafayette St.
40 hrs., Henry Heide, Inc., 84 Vandam

St. (Houston St. Sta. on 7th Ave.). \$26, 48 hrs. Natl. Bisquit Co., 445 W 15th St.
\$26, 48 hrs. Aero Spark Plug Co., Inc., 422 Hudson St.
Henry Heide, 84 Vandam St. (Houston St. Sta., 7th Ave.)
Universal Camera, 32 W. 23rd St.
Assembling, wiring. Western Electric Co., Kearny, N. J.

Trainees

Girls for light mechanical work. \$18, 40 hrs. Room 702, 62 W. 47th St.
Book manufacture, girls, J. C. Valentine, 330 W. 42nd St.
Film splicing, girls, Age 20-30. \$26, 48 hrs. 12th floor, 254 W. 54th St.
Food clerks, A & P, 141 St. & Southern Blvd.
Girls, to learn pressing ladies underwear. Tailored Silk.
Embossing girls. \$23.40, 48 hrs., Chesholm, 409 Pearl St.
Mechanical trainees, women. Amalgamated Radio Television, 476 Bway (cor. Grand).
Key punch-sorter, tabulator, Henry Rose Stores, Inc., 360 W. 31 St.
Jewelry trade, boys, 7th floor, 150 Lafayette St.
Bank trainees, ages 18-25, Room 429, 15 William St.
Aero-Mechanical. 50c per hr. Pan American Airways, LaGuardia Field.
Aircraft. Ledkote Products, 35th Ave. & Vernon Blvd., L. I. C.
Machinist learners to work on lathes, milling machines, grinders, etc. Advance Tool, 682 Broadway (at 3rd St.).
Electronics, MU 4-8769, Rex Cole, Inc., 203 E. 42 St.
Bindery works. \$18 for 40 hrs. Trade Bindery, 636 11th Ave. (48th). hrs. Room 2421, 250 W. 57th St.
Precision work, girls. \$23 for 40 hrs. Room 2421, 250 W. 57th St.
Trolley operators. Third Ave. Transit Corp., 129th St. & 3rd Ave.
Machine shop helpers. Crucible Steel, Harrison, N. J. (18 min. on Hudson)
Photographic artists, \$18, 40 hours. Phone La. 4-4084. American Photograph Co., 370 7th Ave.

Part Time

Bakery Salesladies. Cushman's Sons, Ave.
Cashiers. 9:45-3. Hearn's, 74 Fifth 1819 Bway.
Cashiers. Oppenheim-Collins, 33 W. 34 Street.
Factory work, women, 11th floor, 214 William St.
C.R. 3000 operators. Nights 4 hrs. per night. 80c per hr. Rm. 1107, 277 Bway. Write
Typists, beginners. Busch Stores in various parts of city.
Stockwork, cashiers, clerical. 10-3, 12-5, 1-6 or 2-7. S. Klein, 6 Union Sq.
Saleswomen, wrappers. 10-3, 11-4, 12-5, Nortons, 42 W. 14th St.
Factory work, men. 6-10 P.M. Revlon, 619 W. 54 St.
Factory work. 4-10:30 — American Radio Hardware, 476 Bway (cor. Grand)
Packing, shipping, drilling, assembling 6-11 P. M. 65c per hour to start plus 10% bonus for night work. C-O-Two Fire Equipment Co., Route 25, near Haynes Ave., Newark (Free transportation from Newark, Penn. Sta. Travel via Hudson Tubes).
Salesmen, soda fountain girls. 6-12 and Sun. Liggett Drug Co., 71 W. 23 St.
Schrifts has part-time work as Waiters (9 P.M. to 12:30); Sodamens (6 P.M. to 1 A.M.) and Porters (6 P.M. to 12). Apply 56 W. 23rd St., 8 to 5 P.M., Wed. to 7 P.M., Sat to 1 P.M.
Men over 18, especially those in non-essential work are wanted by American Airlines for jobs as cleaners at La Guardia Field. General building porter, and hangar-cleaner positions are available for those who can put in 4-hour shifts, 6 days a week, between 6 P.M. and 1 A.M. Apply at the company personnel office, 100 East 42nd Street.
Jewelry Salesmen, evenings and Sat. Finlay Straus, 25 W. 14 St.

Some Skill

Lathe hands, messengers, maintenance men, toolmakers, inspectors. Horni Signal, 73 Varick St.
Miscellaneous
Inspectors in N. Y. and Jersey City railroad yards. \$135 per month, 48 hr. week. Fruit Growers Express Co., 60 Hudson St.
Packing girls. Saks, 5th Ave. & 50th Street.
Messengers. Finlay Straus, 25 W. 14th Street.
H.S. grads, girls. N. Y. Public Library, Room 210, 42nd St. & 5th Ave.
Airbrusher. Jordanoff Aviation Corp., 595 Madison Ave.
Aircraft cleaners, over 25 years of age, weight under 150 lbs. Amer. Export Airlines, Seaplane Base, LaGuardia Field.
Aircraft cleaners. American Airlines, 103 E. 41st St.
Men, drivers license. Work at La Guardia Field, 103 E. 41st St.
General Sales Girls. Part or full time. Namms, 452 Fulton St.

Railroad Work

United States Railroad Retirement Board Employment Service at 58 Hudson Street, or 577 Summit Ave., Jersey City, is accepting applications for various types of jobs. Apply 9-4, Saturday to 1.
Airplane Cleaners, to work at La Guardia Field. American Airlines, 103 E. 41 St.
Waitresses, soda girls, pantry workers, salad makers, sandwich makers, dishwashers, packers, salesgirls. Schrift's, 56 W. 23d St., or 6 P.M. to 9 P.M., 1496 Broadway.

Out of Town

Electric Boat Co., Groton, Conn. \$39.50, 51 hrs. while learning, apply U.S.E.S., 87 Madison St.
Laborers. Geneva, N. Y., \$50. Woodcrest Rosoff Co., 369 Lexington Ave.
Trainees. Chance Vought Aircraft, U. S. Aluminum Co., Bridgeport, Apply Sec. A., U.S.E.S., 87 Madison Ave. Stratford, Conn. Apply U.S.E.S., 87 Madison Avenue, Sec. A.
Machine Trainees, Inspectors. General Electric Co., Bridgeport, Conn. Apply Sec. A., U.S.E.S., 87 Madison Ave.
Shipyard workers. \$44. Transporta-

tion paid. Bethlehem Steel Co. Apply 9-5:30, 12th floor, 10 E. 40th St.
Girls. \$33.80, 48 hours, light machine work, nights. Waterbury, Conn. Apply U.S.E.S., 87 Madison Ave.

Clerical

Beginners. Lerner Shops, 354 4th Ave. General. I. J. Fox, 1 E. 36th St.
General. \$18, 40 hrs. 5th floor, 62 W. 47th St.
Order Clerks, \$20, L. Wohl & Co., 1333 Bway.
File Clerks, \$20, 40 hrs. Room 1645, 370 7th Ave.
H. C. Bohack, 4825 Metropolitan Ave., Bklyn.
File Clerks, \$75 per mo., 5 day week. Rm. 1202, 370 Lex. Ave.
File Clerks, \$18, 4th floor, 11 E. 35th Street. General. \$20, 40 hrs. Joseph H. Co- hen, 71 5th Ave.
NCR 3000 operators. Nights, 4 hrs. per night. 80c per hr. Write Room 1107, 277 Bway.
Typists, beginners. Rm. 326, 426 Flatbush Ave. Ext., Bklyn.
Typists, addressing. Rm. 1207 25 W. 45th St.
Typists, clerks. Spear & Co., 121 St. 3rd Ave.
Typists. Finlay Straus, 25 W. 14th Street.

Automobile Mechanics

E. R. Johnson, 529 W. 134 St.
Harper Oldsmobile, 760 Bedford Ave., Paragon Auto Sales, 57-02 Northern Bklyn.
Blvd., Woodside, L.I.
Lind Motors, 765 61st St., Bklyn.
Flood Oldsmobile Co., 1526 Atlantic Ave., Bklyn.

War Jobs

Both full-time and part-time jobs are available in Brooklyn. Here's a selection. Apply for these jobs at the United States Employment Service office, 205 Schermerhorn Street, Brooklyn.

Part-Time Jobs

Freight-handlers. No experience required. 68c an hour.

Full-Time Jobs

(Male, No Experience Required)
Trainees, machine shop and radio assembly, 55-65c an hour, at least 8 hours overtime. Good chances of advancement.
Trainees, spot welding and paint spraying. 70c an hour, 8 hours overtime.
Coal Passers: strict physical exam, \$1 an hour, 8 hours overtime.
Laborers, paint and chemical: 67½-75c an hour, 8 to 12 hours overtime.
Lumber Handlers: 85c an hour, 8 hours overtime.
Laborers, sugar refining: must be husky, 80c an hour to start.
Helpers, rubber products: must be husky, 58c an hour to start, 72c after one month.
Trainees, street car operating and bus driving: 75c an hour.
Laborers, Civil Service, warehouse: 73-80c an hour.

Full-Time Jobs

Female, No Experience Required
Trainees, precision instruments: high school graduates only, 60c an hour, 14 hours overtime.
Packers and fillers, food industry: 50c an hour, at least 8 hours overtime.
Trainees, rubber products: 50-60c an hour, 8 hours overtime.
Trains, paper boxes: 45-55c an hour, 8 to 12 hours overtime.
Trainees, streetcar operating and bus driving: 75c an hour.
Chauffeurs, passenger car, Civil Service: \$157 month including overtime.

Large Companies

The following large companies will have their representatives at the Brooklyn U. S. E. S. office this week to hire applicants for their plants; Western Electric, Kearney, N. J.; Federal Shipyards, Kearny and Port Newark, N. J.; and Koppers Coke, Kearny, N. J. (1A's acceptable, citizenship not required).
The U.S.E.S. also suggests that you bring this clipping from THE LEADER along when you apply for the jobs listed here. It will speed things up for you, as they'll know just which section to refer you to when you call.



Christmas Shopping In Civil Service Village

What to buy is going to be Christmas Shopping Problem No. 1 this year because so many things we used to give are either not available or wap out of price range.

Our tour among our neighborhood merchants in "Civil Service Village" revealed that the government worker may still get "what his or her heart desires" if he goes shopping today. Tomorrow may be too late At the Windsor Luggage Shop ladies bags, leather wallets and umbrellas can still be purchased This store in the Woolworth Building promised to try and secure a continued supply of Christmas gifts, but as we stated before we were advised to shop early

The Marlene Dress Shop, at 61 Nassau St., is featuring exclusive models that will look youthful and alluring on you. Their dresses, as well as their coats and suits, are priced so that the "Government Gals" can afford to invest in loveliness. "For those who care" Marlene's will be a spot on your Christmas Shopping Tour.

We tried shopping on the 14th Street boundary of our "Civil Service Village" and visited Bernarde Inc, at 73 5th Ave. Here are real Christmas gifts, practical lasting gifts for your son, husband or brother or thoughtful reminder for your dad You can purchase a gift certificate here which is redeemable in a fine suit, overcoat or topcoat. Bernarde Manufactures his own clothing on the sixth floor of the 73 5th Ave. address. Although we had to take an elevator to reach his place Bernarde showed us clothing which he stated seemed worth the trip in visiting his factory.

If you work in the 8th St section or even downtown, and you're shopping for furs, it will pay you to drop in at Vidal's, 31 W 9th St. They have a fine selection of furs from all parts of the world, some of them quite rare, others in the moderate price ranges. If you're buying furs, you'd better hurry because stocks are getting shorter, some time is required for shopping and adjustments, and Christmas mail shopping may take up to 4 weeks.

SAVE MONEY—Bargains in BOOKS
212 BROADWAY, cor. Fulton St.
DOWNTOWN BOOK BAZAAR

TRY-MO-HOBBYCRAFT
W.O. 2-0472 81 CHAMBERS ST. Near B'way
Bicycles—Phonograph Records
SPORTING GOODS—GAMES
MODEL BUILDERS SUPPLIES
CUSTOM JEWELRY—GIFTS—ETC.

BUY HER A USEFUL GIFT
at the
Cosmo Hosiery Shop
60 MAIDEN LANE
A Box of Beautiful Hosiery is the Gift She Will Long Remember

"A LUXURIOUS GIFT"
A Beautiful Fur Hat To Match Your Coat at
ESTELLES HAT SHOP
395 Bridge Street (Downtown Brooklyn)
"Hats Molded to Your Head"

Fur Factory Savings
Fine Fur Coats
\$49.50
and up

Buy your Furs direct from the factory at a great saving. See our fine selection of beautiful fur coats, jackets and neck pieces of all types.

Ask about our liberal trade in allowance on your old fur coat.

A SMALL DEPOSIT Reserves Your Purchase

MEYER & KLEIN
FUR FACTORY
214 WEST 29th STREET
LA. 4-6690 Room 404

PHONOGRAPHS SHEET MUSIC RECORDS

We have that hard to get record Largest Assortment

Sheet Music, Phonograph Records SPECIAL OFFER TO CIVIL SERVICE LEADER READERS: 1 FIDELITONE NEEDLE—PLAYS 5000 RECORDS—REGULAR PRICE \$1.00 Only 69c with This Ad

COYNE'S MUSIC SHOP
58 CORTLANDT ST., N. Y. C.
Cor. GREENWICH WO. 2-8215

"LOVELY WOMEN SHOP AT"

MARLENE'S
61 NASSAU ST. NEAR MAIDEN LANE
DRESSES—COATS—SUITS
"FOR THOSE WHO CARE"

BERNARDE, Inc.
73 FIFTH AVE. Cor. 15th St.
Manufacturers of Men's, Young Men's, Boy's and Student's Clothing
SUITS - TOPCOATS - OVERCOATS
Sixth Floor - Take Elevators
GRamercy 7-7220
\$22.50 & 25.00 All alterations included
\$38.50 Made to Order

Best Jewelers
427 Flatbush Ext. Brooklyn, N. Y.

JOIN OUR LAYAWAY CLUB
Reserve Your Xmas Gifts NOW!

Triangle 5-2565-6

LONDON OUTFITTERS
JEWELRY
Easy Payments
285 LIVINGSTON STREET
Near Nevins St. BROOKLYN 17, N. Y.

(Special 10% Discount to Civil Service Employees)

GIFTS of LEATHER LAST FOREVER!

WINDSOR LUGGAGE CO.
Woolworth 236 BROADWAY CO 7-Bldg. 3836
LUGGAGE — WALLET — BRIEF CASES
LADIES BAGS — UMBRELLAS

LEST YOU FORGET! OR DIDN'T KNOW!

The Tailored Girl's Shop carries exquisite lingerie, housecoats, girdles, bags, gloves, etc., in addition to smart frocks for the regular and difficult to fit figure.

TAILORED GIRL'S SHOP
ALICE W. BOGART
198 BROADWAY NEW YORK
Near Fulton St. Room 309

KORNBLUM'S
RETAIL MARKET
407 West 14th Street
In the Heart of "Civil Service Village"
U. S. Gov't Graded "Choice" Meats
At Ceiling Price or Lower!
Fifty Years as Wholesaler and Packer Assures Quality Wide Selection at Guaranteed Ceiling Prices or Lower

STRETCH THE CIVIL SERVICE DOLLAR. Watch "DAILY SPECIALS"

407 WEST 14th STREET
Near Ninth Avenue
Easy to reach by all Subway & Bus Lines

Meats & Poultry
Retail at OPA Ceiling Prices

BEEF — LAMB — VEAL
HAMS — POULTRY

STERN BROS.
425 WEST 13th STREET
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Civil Service LEADER

Independent Weekly of Civil Service and War Job News



Published every Tuesday by Civil Service Publications, Inc.
Office: 97 Duane Street (at Broadway) New York, N. Y.
Phone: COrtlandt 7-5665
Copyright, 1943, by Civil Service Publications, Inc.

Jerry Finkelstein, Publisher; Maxwell Lehman, Executive Editor;
Brigadier General John J. Bradley (Ret.), Military Editor; David
Robinson, Associate; N. H. Mager, Business Manager.

— Subscription Rates

In New York State (by mail) \$2 a Year
Elsewhere in the United States \$2 a Year
Canada and Foreign Countries \$3 a Year
Individual Copies 5 Cents

Advertising Rates on Application

MEMBER AUDIT BUREAU OF CIRCULATIONS



Tuesday November 23, 1943

LEADER Wins Campaign For Part-Time P. O. Jobs

ANOTHER LEADER campaign to help the civil service employee came to fruition last week. Municipal and State employees may now be hired for part-time Post Office jobs. Though as the LEADER discovered, there was every legal sanction to take on local employees, the P. O. just hemmed and hawed, said it didn't have the authority, and wouldn't put them on. This looked like bad business to us, in time of desperate manpower shortages. We thought that the P. O. ought to make use of the great reservoir of manpower available among employees. Particularly since the Post Offices are doing a volume of business that just about tops anything in their history.

We sized it up simply, like this.

1. The P.O. needs employees for part-time jobs.
2. Civil service employees want part-time jobs—moreover, they're a dependable lot of workers.
3. Post office and civil servants should get together.

CAME RED TAPE

Then we found ourselves bewebbed in a morass of red tape.

So we went to the United States Civil Service Commission, and procured there the official order suspending the prohibition against dual government posts for the duration. The Commission said specifically that the Post Office, "if it wishes, can use State and City employees for its part-time jobs." We quoted that order and statement to the local P.M. No dice, he wanted it from his superiors in Washington, nobody else.

All right. We contacted Clinton B. Uttley, First Assistant Postmaster. He verified it for us. Still no good, said the local officials. They wanted to see it black on white. So back we went to Mr. Uttley, and that gentleman said he would run the information in the official bulletin of the Post Office Department, "which could constitute the authority for local units of the P.O. to do the hiring." Last week Mr. Uttley came through.

SO NOW IT'S OFFICIAL

It's now official up to the hilt. If you should apply for a part-time Post Office to job in your borough or community, and you're turned down on the ground that you're a municipal or State employee—you'll know it's just plain bunk. They can't turn you down for that reason. If they do, something else is in the wind—and it's got nothing to do with the legal rights and wrongs of the case. Just quote chapter and verse at the authorities (you'll find chapter and verse on page 3).

If you're still turned down, and you feel the reason is phony, we wish you'd let us know. This is wartime. Anybody who fails to make full use of available manpower, has got some tall explaining to do, even the Post Office.

Letters

Political Claustrophobia

Sirs: I am a Postal employee, and during the recent political campaign, and on election day, I felt like a foreigner. Other Americans have the right to participate freely and completely in free elections, to work for their party and their chosen candidates.

Governmental employees, who have even more at stake in the election than the average citizen—it is our bosses who are being elected—must stand aside because of legislation and act as neutral observers in electoral matters.

I suppose the next logical step would be to take the vote away from us if we live by cashing a public paycheck twice monthly.

J. RYAN.

Grade 3 Test Harder Than Grade 4 Test?

Sirs: Why was the Clerk Grade 3 exam given on November 13 MORE difficult than the Clerk Grade 4 exam given November 6?

V. R. B.

We've been deluged with letters asking this same question. And that isn't all that's wrong with the Grade 3 test. Turn to page 1 for some enlightening information.—Editor.

Now He Understands

Sirs: One of the finest articles I have ever read concerning a labor situation was The LEADER's story this week about the struggle going on in the Railway Mail Association. It was the first time the whole sorry business was made clear for me. That's the kind of writing we postal men like to read. Keep it up, LEADER!

RAILWAY MAIL CLERK

Don't Repeat This!



Politics & Literature

The LaGuardia-Curran radio feud doesn't necessarily mean that Dewey will be denied GOP support when election time rolls around again. It does mean he'll have to go to the one man who could procure that support for him—Governor Dewey. Thus, indirectly, that radio incident builds up Dewey's power even further . . . Hickman Powell, Dewey intimate, has quietly left for Europe. Handling various troubleshooting assignments for Dewey during the year, Powell will now do a series of stories for technical publications . . . Another Govt. employee going back to the writing fold is Bill Peer, of Manhattan Borough is Peer's office. He's got a big job with McCall's Magazine . . . Now all the dailies have the story that the custodial workers in NYC schools, organized by John L. Lewis, are preparing to strike. This column broke that story weeks ago . . . Sight for sore eyes: Mayor LaGuardia's \$10,000-a-year waiter, Paul Moss, doing the serving honors when Butch entertained a group of visiting Mayors recently. One news-hawk almost got a photo of it . . .

Around the Town

Civil Service Commissioner Esther Bromley took both the grade 4 and grade 3 clerk promotion tests. She did better on the grade 4 . . . Pat Harnedy never spoke at that broadcast with Mike Quill. But Harnedy was there in the radio station at the time . . . Mayor LaGuardia recently signed an OK for an employee in his office to take out a loan . . . Lieut. Morton Yarmon, of the LEADER staff, now with AMG, is off to Yale for more study . . . Lots of NYC officials are wondering why the Mayor is keeping so many top-flight jobs in City departments unfilled for so long. Political reasons or to save money? . . . Many an OPA employee is jittery while waiting to learn what Daniel Woolley, new regional head, meant when he said he would "streamline" the place . . . One of the most lucid Governmental officials in an interview is Col. Arthur V. McDermott. He handles a mass of facts well, illustrates his points with actual cases. Reporters like that . . .

Merit Men



AT 641 WASHINGTON STREET, headquarters of the United States Civil Service Commission for this area, the order has gone out to speed up things for the ex-service men who want to work for Uncle Sam.

In charge of recruiting veterans for Federal jobs is Joseph C. Bodie. Himself a veteran of the last war, he knows the feelings of the man who has just turned in his uniform. Each working day Joe sees about 50 veterans, and has succeeded in placing a large proportion of them in a Government position.

In many cases, the ex-soldier or sailor wants to get a fresher start in life now that he is a civilian again. Often the training which he has received in service can help in starting him on his new career.

A lot of the ex-service men want a job in which they will feel that they are contributing to the war effort, and there are many such jobs waiting to be filled.

Gets Cooperation

Mr. Bodie is especially pleased with the cooperation which he has been receiving from other Government agencies. The War Shipping Administration has completed a project for which they have requested ex-service men. The men were trained to serve as inspectors, then assigned to work in shipyards, where they keep an eye on things to make certain the Government gets its money's worth.

The men who come back with physical handicaps present a special problem. While at Army hospitals the maimed men receive training to enable them to step into jobs when they are released. For instance, a soldier who has lost his right hand isn't released by the Government until he has been trained to write with his left hand. The Civil Service Commission keeps a special register of jobs which

can be filled by persons with physical limitations, and the veterans get first chance at these.

Vets Preferred

Veterans by law are entitled to preference in appointments, provided they meet the minimum requirements for the civil service job. The way it works now, is that when a number of candidates are sent out to an appointing officer, any veteran among them are given first listing over non-preferred eligibles with the same rating. But, when a disabled veteran is in the group, he must be hired for the job. If the agency doesn't take him, it has to tell why in writing, and adds Mr. Bodie, "It better be a darn good excuse."

Women, too, come to Mr. Bodie, WAVES, SPARS, and lady Marines get the same breaks as male veterans, and a small number of them have already come in for jobs.

What About Widower?

Widows of service men are entitled to the same preference as veterans. And that brings up a point of interest. Will the widower of a service woman rate the same as the widow of a veteran?

That question hasn't come up yet, but when it does it will probably land in Mr. Bodie's lap.

One of Mr. Bodie's current headaches is the fact that some discharged men expect too much of the Government. They pick out a nice, high salaried job from the list and say, "I want it." They may not have the qualifications for the job, but they say they are veterans and should get it.

Usually, after the veteran and Mr. Bodie have a little chat, they manage to arrive at an understanding, and the man takes a job he can handle.

Occasionally a veteran of the Spanish-American War comes in looking for work; and with the manpower situation being what it is, jobs can often be found for them.

The sort of thing that makes Mr. Bodie feel that his job is worth while are cases like this: A marine came into the office, still in uniform. He had left a leg on Guadalcanal and must have thought that his chances of going to work were pretty slim. In exactly two hours, he was hired by a Government agency.

In addition to handling veteran affairs, Mr. Bodie is also in charge of recruiting mechanics, laborers, manual workers of all kinds, hospital attendants, etc. He heads an office of 12 interviewers, 2 rating examiners, and a dozen clerks and stenographers. He's a very busy man trying to get enough people to fill the jobs on his desk.

V For Vetgossip

By ARTHUR LIEBERS

Reassurance

"No one at Veterans Administration has to worry about losing his job because of the shiftings around," that's straight from Mr. Reichert, manager. However, there is a pruning process going on, and undesirables are getting the bounce.

Lunch Hour

Readers writing into this column are in favor of the 45-minute lunch hour, and the fifteen minute longer working day. Now Mr. Reichert says that if one of the unions in the building will make a written request he'll take a poll of the employees and follow their wishes. WELL, which union is taking him up?

Too Bad, Boys!

But you're so outnumbered by the fair sex that some changes have to be made in the building. You're about to lose a number of your "smoking rooms" to the fair sex. Alterations are on the way now, and when the sign on the door adds a "Wo" to the

"Men," you better watch where you're going.

Orchids

To the building guards who are doing a swell job since they were reinforced. The place finally looks like a government building (in the lobby at least).

Resigned

That's the final entry on a lot of Vet's cards, and one gal who up and quit tells why:

"One thing," she says, "instead of asking a person to resign, they'll make things so miserable that he has no alternative. This is especially true in Section 7, Policy Issue, which is under Miss Agnes Guyton."

As an example of life at Vets, she gives the latest ruling: "No one may open a window without permission." The air is changed twice a day, regularly.

Another gem is the case of the certificates. An inspection of wastebaskets was made. One crumpled certificate was found. Confusion followed until the guilty party was discovered. BUT only a short time ago, thousands of certificates were thrown away after they had been made out, merely because the month had been abbreviated.

The memos, which flow like water at Vets, are another cause of ire.

"Most of them," she says, "are

an insult to our intelligence." The supervisors also come in for a bit of a compliment from this new ex-Wet.

"In all the time I was there, I was never once asked to do anything, I was always TOLD. I got tired of being yelled at in the loud, strident tones of a fish-wife."

More Complaints

Here are some complaints that might merit investigation:

1 Working out of title, in a higher grade, for a year, with the exception of day now and then, to meet the letter of the law.

2 Veteran Administration's policy of deducting day's pay as a disciplinary measure—for being a few minutes late, being ill on a holiday.

3 Policy of holding back on annual leave, so that it is easier to take sick leave than to get some of accumulated time that is due.

'Taint Nice, Gals!

Some of the girls in Preliminary Operations had a little party to celebrate the last day before they moved up to the Fifth Floor. But the super-exclusive members of the 2nd Floor Ladies Club only invited their personal cronies to the affair. They had cake, candy, gossip, etc. . . .

POLICE CALLS

Top Man

Well, we should have mentioned Sergeant Ed Fagan in last week's big story about the examination list. Fagan, P. D. Lieutenant list, scored the highest grade on the written test, equaling Kreidmacher, who was number 1, with a score of 90.4. Fagan, connected with 18th St. Pet., has been only 7½ years on the job, and was a Sergeant only two weeks when he took the examination for Lieutenant. His examination as an instructor is the highest in the Police Academy. His friends inform us that Ed is good at drafting, photography, and mathematics. He was number 19 on the Sergeant list.

Overtime Pay for Policemen?

Well, here's a constructive idea. The writer of the following letter suggests a plan that's been in the minds of many members of the Police Department—namely, overtime pay for overtime work. He thinks that lots of cops would be glad to work extra hours if they would be paid for it—it would ease their financial burden, and assure the City of better protection. Read this letter over—then let Police Calls have your own opinion.—Editor.

"I am writing in the hope that something may be done to ease the strain put upon the New York City Policeman by the present high prices, plus high taxes etc. We of the police receive a flat salary. We have had no adjustment to compensate for rising prices. Contrary to the President's statement of declining prices, I find that prices are soaring all the time. I don't believe the President or any one else can name one product that has decreased in price. Coal recently jumped 30 cents per ton. Eggs are going up weekly. Meat, if you can get it, is definitely at a high level. Fruit for the children is at a premium. Nevertheless we still must pay our taxes, buy winter clothes for them at great-

ly increased prices, and struggle to pay our rent, insurance, station house collections, (which by the way are much more numerous than is warranted) as well as buy tickets and ads for fraternal organizations which have no business being brought before the Police Department.

"It is an acknowledged fact that most precincts have as little as one foot patrolman patrolling the streets from 4 p. m. to 3 a. m. School crossings are going uncovered due to the shortness of men. Civilian employees over 60 and some 65 years of age have been hired. They have proved inefficient and unable to do the work. Why can't the powers that be permit the men of the department anxious to earn more money to work overtime and be paid straight pay for their labor?

The men could put in from 16 to 20 hours per week extra. This would enable them to earn enough to meet the rising cost of living. It would put trained, efficient men on the streets guarding the life and property of the citizens. It would be much cheaper than hiring inexperienced, elderly men as the work would be done right. School crossings being covered regularly would naturally mean a decrease in accidents and consequently less suffering for persons injured. Less accidents would in itself be a savings to the city as the hospitals now overcrowded would save money by not having to send ambulances and pay for healing those who are unable to pay. More patrolman and superiors on the streets would mean a decrease in crime. Financial worries over, the men would be better able to perform their work. The morale of the entire department, which has reached a new low, would be given a decided boost. Many men who have asked to retire would stay. There is no doubt that it would be beneficial both to the city and to the men themselves. The last examination held for Fireman and Policeman was a failure because the proper type of men refused to take the examination. Coolie

wages never were an inducement and the administration's decidedly unfriendly stand against the police and fireman has lowered the morale to the extent that the men have only one aim, namely getting 20 years in and retiring as fast as they can.

Naturally, overtime work would not be compulsory. Volunteers only would be used.

"The writer would appreciate your publishing this letter, or at least setting the ideas forth in print."

POLICEMAN.

Calling Dr. Denny

"Dear Editor: Say, I like the suggestion of "Detective" that Denny Mahoney go see the Mayor about getting us raises. Bet he could do it. How's about it, Denny?"

TRAFFIC COP

P. D. Sergeant Group Nominates Officers

At the regular November meeting of the Sergeants Benevolent Association held at the Hotel Governor Clinton, Manhattan, the following members were nominated for office for the year 1944.

- For President, ROSS MONROE, E.S.S. No. 1.
- For Vice-President (one to be elected), HENRY C. MAY, 85th Pet. and GEORGE L. KNAB, 106th Pet.
- For Recording Secretary, CHARLES W. FLOOD, 24th D. Sqd.
- For Financial Secretary, JOHN J. REGAN, 104th Pet.
- For Treasurer, JOHN J. MURPHY, J.A.B.
- For Sergeant at Arms, RICHARD GREENE, 19th E.S.S.
- For Marshall, PATRICK DUNN, Division of Licenses
- For Board of Directors, Manhattan (three to be elected), THOMAS S. KANE, Mid. Sqd. 1, JOHN J. HOPKINS, 14th Pet., GEORGE GROVES, 8th Pet., JOSEPH J. REGAN, JR., 7th Pet., FLORENCE J. SULLIVAN, 22nd Pet., Brooklyn (three to be elected), WILLIAM H. GERLAND, 64th Pet., HENRY HUNERS, 77th Pet., JACK ISAACSON, 74th Pet., JAMES F. McCADDEN, 79th Pet.
- Queens (two to be elected), JAMES SHIELDS, 111th Pet., ERNEST M. FUHR, 114th Pet.
- Bronx (two to be elected), OLIVER J. BRIGLEY, 48th Pet., JOHN J. LYNCH, 43rd Pet.
- Richmond (one to be elected), HAROLD McHENRY, 120th Pet.

Elections will be held on December 2nd, 1943, from 9 A.M. to 9 P.M., in the Chelsea Room of the Hotel Governor Clinton, 31st Street and 7th Avenue, Manhattan. All paid-up members are eligible to vote.

LEGAL NOTICE

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:
I do hereby certify that a certificate of dissolution of SIMPLEX SHEET METAL WORKS, INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with section 105 of the Stock Corporation Law, and that it is dissolved.
Given in duplicate under my hand and official seal of the Department of State at the City of Albany this 27th day of October, 1943.
THOMAS J. CURRAN,
Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:
I do hereby certify that a certificate of dissolution of MONTGOMERY HAT CO., INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with section 105 of the Stock Corporation Law, and that it is dissolved.
Given in duplicate under my hand and official seal of the Department of State at the City of Albany, this 8th day of November, 1943.
THOMAS J. CURRAN,
Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:
I do hereby certify that a certificate of dissolution of 555 WEST 42nd STREET CO., INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with section one hundred and five of the Stock Corporation Law, and that it is dissolved.
Given in duplicate under my hand and official seal of the Department of State at the City of Albany, this 3rd day of November, 1943.
THOMAS J. CURRAN,
Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:
I do hereby certify that a certificate of dissolution of R M B COTHING CO., INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with section one hundred and five of the Stock Corporation Law, and that it is dissolved.
Given in duplicate under my hand and official seal of the Department of State at the City of Albany, this 14th day of October, 1943.
THOMAS J. CURRAN,
Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:
I do hereby certify that a certificate of dissolution of REAL FRUIT ICES CORPORATION has been filed in this department this day and that it appears therefrom that such corporation has complied with section 105 of the Stock Corporation Law, and that it is dissolved.
Given in duplicate under my hand and official seal of the Department of State at the City of Albany, this 5th day of November, 1943.
THOMAS J. CURRAN,
Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:
I do hereby certify that a certificate of dissolution of J. BREITFELDER, INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with section one hundred and five of the Stock Corporation Law, and that it is dissolved.
Given in duplicate under my hand and official seal of the Department of State at the City of Albany, this 29th day of October, 1943.
THOMAS J. CURRAN,
Secretary of State.

SUPREME COURT: NEW YORK COUNTY. HELEN T. BARTLETT, individually and as Administratrix of the Estate of Francis H. Bartlett, deceased, and Sigmund Eisenstein, Plaintiffs; against EMMA W. R. KEARNEY, Defendant.
To the above-named Defendant:
YOU ARE HEREBY SUMMONED to answer the complaint in this action and to serve a copy of your answer, or, if the complaint is not served with this summons to serve a notice of appearance, on the Plaintiff's Attorney, within 20 days after the service of this summons, exclusive of the day of service; and in case of your failure to appear, judgment will be taken against you by default, for the relief demanded in the complaint. Dated, September 27th, 1943. T. Bernard Eisenstein, Attorney for Plaintiff, Office and Post Office Address, 70 Pine Street, Borough of Manhattan, City of New York.

SUPREME COURT: NEW YORK COUNTY. HELEN T. BARTLETT, individually and as Administratrix of the Estate of Francis H. Bartlett, deceased, and Sigmund Eisenstein, Plaintiffs, against EMMA W. R. KEARNEY, Defendant.
TO EMMA W. R. KEARNEY: The foregoing summons is served upon you by publication, pursuant to an order of the Hon. Bernard L. Shientag, a Justice of the Supreme Court of the State of New York, dated the 8th day of October, 1943, and filed with the complaint in the office of the Clerk of the County of New York, at the County Court House, Pearl and Center streets, Borough of Manhattan, City, County and State of New York, Dated, October 8th, 1943. T. Bernard Eisenstein, Attorney for Plaintiffs, Office & P. O. Address, 70 Pine Street, New York City.

CITATION.—THE PEOPLE OF THE State of New York, by the Grace of God Free and Independent. To the heirs at law and next of kin of CHARLES EDWIN GUEST, deceased, named as follows: LOTTIE BURGIN, CHARLOTTE HAINS GUEST HERBERT, PEARL GUEST ROGERS, IRVING BELMONT GUEST, ELMA RUTH MILLER WARD, VIRGINIA MILLER WATSON, ELMA COKEFAIR GUEST, BALISE, and FRANK HUBBARD GUEST, if living, and, if he predeceased the testatrix, then to his issue, Frank Noel Guest, Charles Robert Guest, and Emily Louise Guest Ronning; and if said Frank Hubbard Guest survived the testatrix and has since died, then to his executors, administrators, devisees, if any there be, whose names and places of residence are unknown, SEND GREETING:
WHEREAS, Luce L. Guest, who reside at 810 Prado Sur., Lomas de Chapultepec, Mexico, D.F., has lately applied to the Surrogate's Court of our County of New York to have a certain instrument in writing relating to both real and personal property, duly proved as the last will and testament of Charles Edwin Guest, deceased, who was at the time of his death a resident of 810 Prado Sur., Lomas de Chapultepec, Mexico, D.F., domiciled in the County of New York, a citizen of the United States.

THEREFORE, you and each of you are cited to show cause before the Surrogate's Court of our County of New York, at the Hall of Records in the County of New York on the 21st day of December, one thousand nine hundred and forty-three, at half-past ten o'clock in the forenoon of that day, why the said will and testament should not be admitted to probate as a

LEGAL NOTICE

will of real and personal property.
IN TESTIMONY WHEREOF, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed.
(Seal) WITNESS, Honorable JAMES A. FOLEY, Surrogate of our said County of New York, at said county, the 3rd day of November, 1943, in the year of our Lord one thousand nine hundred forty-three.
GEORGE LOESCH,
Clerk of the Surrogate's Court

KNAPPEN ENGINEERING CO.—Notice is hereby given that following is the substance of a certificate of limited partnership filed in the New York County Clerk's office on October 11, 1943: (1) Name of partnership is Knappen Engineering Co. (2) Character of business is to conduct the business of engineering. (3) The principal place of its business is 133 East 72d Street, New York City. (4) The name and residence of the general partner is Theodore T. Knappen, 133 East 72d Street, New York City. The names and residences of the limited partners are: James J. Walker, 30 East 72d Street, New York City, and Violet Halling Knappen, 133 East 72d Street New York City. (5) Term of partnership is from November 1, 1943, continuing until death of general partner or until notice of withdrawal by a limited partner. (6) Contributions of the limited partners are as follows: James J. Walker, \$2,000 in cash; Violet Halling Knappen, \$8,000 in cash. (8) Contribution of each limited partner is to be returned upon termination or six months after notice of withdrawal by limited partner. (19) The limited partners are to receive the following by reason of their contributions: James J. Walker, 25% of profits after \$7,200 and up to \$21,600, and 16 2/3% of excess; Violet Halling Knappen 75% of profits after \$7,200 and up to \$21,600, and 50% of excess. 019-TU STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:

I do hereby certify that a certificate of dissolution of UNIQUE COAT and APRON SUPPLY CO., INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with section 105 of the Stock Corporation Law, and that it is dissolved.
Given in duplicate under my hand and official seal of the Department of State at the City of Albany, this 28th day of October, 1943.
THOMAS J. CURRAN,
Secretary of State.

SCOTS-LORE KNITWEAR CO.—Certificate of Limited Partnership. We, the undersigned, desiring to form a limited partnership pursuant to the laws of the State of New York, do hereby certify: 1. The name of said partnership is SCOTS-LORE KNITWEAR CO. 2. The business of said partnership is trading, buying, manufacturing and selling sweaters, hosiery, and kindred lines. 3. The location of the principal place of business is 350 Fifth Ave., City County and State of New York. 4. The following are General Partners: Meyer Kahn, Isaac Duke, McAlpin Hotel, City of New York, 110-31 73rd Street, Forest Hills, City and State of New York. The following are limited partners: Sophie Duke, 110-31 73rd Street, Forest Hills, City and State of New York, Joseph M. Kahn, 60 West 68th Street, City of New York. 5. The term the Partnership is to exist is three (3) years. 6. Each Limited Partner has contributed two thousand (\$2,000.) Dollars to the capital of the co-partnership. 7. No additional contributions are to be made by the limited partners. 8. The time when the contribution of each limited partnership is to be returned upon the termination of or the dissolution of the partnership. 9. The share of profits which each Limited Partner shall receive is twenty (20) percent of the net profits of the business. 10. There shall be no right in any of the said limited partners to substitute an assignee as contributor in her or his place. 11. The partners shall have the right to admit additional limited partners. 12. No limited partners shall have any priority over the other limited partner as to contributions or as to compensation by way of income. 13. Upon the death, retirement or insanity of one of the general partners, the right is hereby given to the remaining General Partner to continue the business. 14. The right is not given to the limited partners to demand or receive property other than cash in return for her or his contribution. In Witness Whereof, the Parties hereunto have set their hands and seals this 12th day of November, 1943.

MEYER KAHN, General Partner
ISAAC DUKE, General Partner
SOPHIE DUKE, Limited Partner
JOSEPH M. KAHN, Limited Partner
AT A SPECIAL TERM, PART II. of the City Court of the City of New York, at 52 Chambers Street, Borough of Manhattan, City and State of New York, on the 15 day of November, 1943.
PRESENT: Hon JOHN A. BYRNES, Chief Justice.

In the matter of the application of JOSEPH EARL MAINES for leave to change his name to JOHN MAINES CRONIN.
Upon reading and filing the petition of JOSEPH EARL MAINES, duly verified the 15th day of November, 1943, and entitled as above, praying for leave of the petitioner to assume the name of JOHN MAINES CRONIN, in place and stead of his present name, and the Court being satisfied thereby that the averments contained in said petition are true and that there is no reasonable objection to the change of name proposed.

NOW, on motion of AMERICUS DELLI PAOLI the attorney for the petitioner herein, it is
ORDERED, that JOSEPH EARL MAINES, be and he hereby is authorized to assume the name of JOHN MAINES CRONIN on and after the 27th day of December, 1943, upon condition, however, that he shall comply with the further provisions of this order; and it is further
ORDERED, that this order and the aforementioned petition be filed within ten days from the date hereof, in the office of the Clerk of this Court; and that a copy of this order shall within ten days from the entry hereof be published once in the Civil Service Leader, a newspaper published in the City of New York, County of New York; and that within forty days after the making of this order, proof of such publication thereof shall be filed with the Clerk of the City Court of the City of New York in the County of New York; and it is further
ORDERED, that a certified copy of this order be served upon Selective Service Local Board No. 151, located at 44 Court Street, in the Borough of Brooklyn, County of Kings, City of New York, within twenty days of entry of this order, and that proof of service be filed within ten days thereafter, and it is further
ORDERED, that following the filing of this petition and order as hereinbefore directed and the publication of such order and the filing of proof of publication thereof as hereinbefore directed, and on and after December 27th, 1943, the petitioner shall be known by the name of JOHN MAINES CRONIN, and by no other name.
Enter J. A. B. C. J. C. C.

Navy Yard Gazette

The Gals Go Places

It's "Hats Off!" to the ladies again. This time to Miss Marie Fenimore who, on November 12, was cited as the first Leading-woman Shipfitter of the Shipfitter Shop. We are mighty happy to circulate this bit of news, but feel obliged to point out that on November 23, 1942, the Yard announced Mrs. Agnes Devin as the Shipfitter Shop's first Leading-woman Shipfitter. Evidently, there's been a slip of the pen as well as there might be when one tries to keep track of the phenomenally expanding force of female workers in the shops, aggregating 3,420 as of October 31, 1943. However we wish to assure Miss Fenimore that it is none the less honorable to have become the Shop's second Leading-woman, because it brings some more strongly than ever that women are not only capable of becoming Shipbuilders, but that they can notably compete with the "salts" of the grade. We note that Miss Fenimore is one of more than 1,500 women in her shop; further, that she is in charge of the entire training program for the Shipfitter Shop, the Yard's biggest; that she is supervisor for all female employees of the shop and women's representative on the War Production Board.

Along with this gleaming announcement comes the headline news that Mrs. Victoria Kerwin, also of the Shipfitter Shop, has been appointed principal personnel assistant for the Yard, to serve as a liaison between management and women advisors in the shops. Her post has been established in the office of Commander N. D. Hubbell, USNR, Personnel Relations Officer. Mrs. Kerwin was employed in the Shipfitter Shop on August 27, 1944, and is cited as one of the first women ever

to be employed in the Yard's shops.

Beneficial Suggestions

It is gratifying to find that suggestions advanced in this column, from time to time, get action in the Yard. For example, on October 26, 1943, we suggested broader application of the training program among white collar workers, by making special arrangements with local schools and colleges to solve the problem of additional training space. And so, last week, out comes an announcement which reads as follows:

"Shipworkers Interested in studying shipdrafting and developments in loft-work will be glad to know about classes for New York Navy Yard employees which are being organized at nearby Brooklyn Technical High School.

"Courses are tuition free, open to both men and women and

will meet three hours a night two nights a week for a total of 90 hours. Subjects will be Elementary and Advanced Shipdrafting, and Developments in Loftwork for Shipfitters and Loftsmen.

"Further information may be obtained by applying at room 1-N-1, Brooklyn Technical High School, Fort Greene Place and DeKalb Ave."

At about the same time the Yard announced a foremanship course as follows:

"Announcement is made of a series of discussions covering foremanship topics which is to be held at Pratt Institute, Room 374, Engineering Building, Brooklyn, New York, beginning November 15, 1943, from 7:30 to 9:00 P.M. This course will continue on Mondays and Thursdays until March 16, 1944. The topics to be reviewed include many worthwhile subjects which should prove to be of immeasurable value for all grades of supervision, and it is urged that a well represented group from the Navy Yard participate in these sessions. Further information can be obtained from the Registrar, Pratt Institute, at the above address."

Protest Exams

James V. King, President of the New York District of the State, County and Municipal Workers of America, and Matthew Silverman, Counsel to the SCMWA, appeared last week representing SCMWA Local 28 at a hearing before the New York State Civil Service Commission at the State Office Building in New York. The Union representatives protested the use of the open-competitive Associate Unemployment Insurance Reviewing Examiner List for Senior Unemployment Insurance Hearing Representative jobs in DPUI, in preference to the promotional Senior Unemployment Insurance Reviewing Examiner List. The Union charged that the use of the open list was illegal, and contrary to the principles of Civil Service in this State. The

SCMWA representatives asserted that the resulting appointments "covered in" former provisional referees at the expense of the Civil Service employees who, they stated, deserve the promotions because they are on a "most nearly appropriate" list. Both the Senior Hearing Rep. and the Senior Reviewing Exam. jobs are in Service 6, Grade 4, whereas the Associate position is in Grade 5, a higher grade. The Union charged that although it had been the declared intention of DPUI and the Civil Service Commission to use the referee list for the Senior Hearing Rep. jobs, the decision to change the Associate list was made after both lists were established, and the names on both lists were known. A promotional examination was asked for the Senior Payroll Examiner jobs which are now being filled on a provisional basis.

Government Openings

This is general information which you should know about United States Government employment. (1) Applicants must be citizens or owe allegiance to the United States; (2) Applicants must be physically capable of performing the duties of the position and must be free of defects which would constitute employment hazards. Handicapped persons who feel their defects would not interfere with their ability to perform the duties of the positions, are urged to apply. (3) Veterans preference is granted to honorably discharged members of the armed services. Wives and widows of honorably discharged veterans are also entitled to consideration for preference benefits; (4) Appointments are made under war service regulations, which means they will generally be for the duration of the war and in no case will extend more than six months after the war's end; (5) Persons now employed in essential occupations must receive statements of availability in order to be eligible for Federal jobs. An offer of a position will be accompanied by instructions advising what steps to take in order to secure the necessary clearance; (6) unless otherwise noted, application forms are available at the Second Regional Office, Federal Building, Christopher & Washington Streets, New York 14, New York.

Deputy Area Rent Director

Office of Price Administration
SALARY—\$5600 A Year, Plus Overtime Pay

Closing Date: Applications will be received until the needs of the Service have been met.

Duties: Under the general direction of the Area Rent Director has charge of the administration of one of the subdivision rent control offices in the metropolitan New York City rent control area, and administer the rent control provisions of the Price Control Act.

Minimum Qualifications: Applicants must have had seven years of extensive, successful, and progressively important experience in occupations in which the applicants fully demonstrated ability to organize, direct, and manage business or public affairs to an extent comparable with the duties of this position. At least four years of this experience must have been in the field of real estate management, including the direction of operation and maintenance. Applicants must have demonstrated ability to meet and deal satisfactorily with the public.

The rating given to each competitor who meets the above requirements will be based primarily upon the quality of his experience. Such factors as the closeness of the relationship of his ex-

perience to the duties of the position, the responsibility and success of the individual, etc., are considered.

Disqualifying Experience: Applications will not be considered if, during the past five years, applicants have been officials or leaders of a tenant organization known to represent tenant interests, or a Real Estate Board, or of other similar organizations.

There are no age limits for this position. No written test is required. Applicants qualifications will be judged from a review of sworn statements as to their experience, and on corroborative evidence secured by the Commission.

Industrial Specialist (Production)

War Production Board
SALARY—\$3200 A Year, Plus Overtime Pay

For Duty in Brooklyn, New York or the Buffalo District—comprising the Counties of Allegany, Cattaraugus, Chautauque, Erie, Genesee, Niagara, Orleans and Wyoming in the State of New York.

Closing Date: Applications will be received until the needs of the Service have been met.

Duties: Under immediate supervision performs technical assignments in connection with expediting, coordinating, and controlling industrial production under a major program of the WPB. For example: In connection with surveys of industrial concerns within the region investigates a restricted segment of a concern's activities such as utilization of materials, machines, manpower, or space, and makes preliminary determinations as to plant capacities or preliminary recommendations for changes in operations; visits specified industrial plants to obtain information as to requirements for maintenance and repair, or needs for particular types of essential equipment; examines inventories of supplies, parts, tools, or equipment maintained by industrial concerns and dealers in order to secure equitable distribution in relation to essential industrial requirements; prepares technical reports outlining observed conditions for review and analysis of superiors.

Minimum Qualifications: Applicants must have had at least four years of progressively responsible experience in business or industry of sufficient scope and quality to give assurance of ability to perform satisfactorily the duties shown above. At least two years of such experience must have required a technical knowledge of various phases of production and the ability to prepare adequate reports on the basis of the industrial surveys made. College education with specialization in engineering, business administration, or economics may be substituted for two years of the general experience required at the rate of two years of education for one year of experience.

Applicants must have demonstrated ability to meet and deal satisfactorily with the public.

Examples of Qualifying Experience: Experience as production manager or assistant production manager in an industrial concern; experience as industrial engineer concerned with one or more phases of production in a larger manufacturing concern, or overall problems in a smaller one; experience as a member of the staff of an industrial engineering firm; experience as superintendent or production foreman of a department in a large industrial concern; experience as sales manager or sales engineer where

the experience involved knowledge of production problems and technical processes.

Contract Specialist

Smaller War Plants Corporation
SALARY—\$3800 A Year, Plus Overtime Pay

For duty in headquarters cities for various districts in the Second Region of the smaller War Plants Corporation, which includes the entire State of New York, and the Counties of Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Passaic, Somerset, Sussex, Union, and Warren in the State of New Jersey.

Closing Date: Applications will be received until the needs of the Service have been met.

Duties: Responsible for contacting small manufacturers in the effort to determine their needs, productive capacity, open capacity, orders on hand, and their business and sales position, for the purpose of locating companies which require assistance under Public Law No. 603.

Minimum Qualifications: Applicants must have had five years of progressively responsible experience in production methods and equipment in the manufacturing field, resulting in the ability to understand drawings and specifications, to prepare operating sheets, and to evaluate the production facilities of a shop with respect to industrial classification or a specific end item.

Applicants must have demonstrated ability to meet and deal satisfactorily with the public. Sales engineering in an appropriate field is particularly desirable experience. A knowledge of the industrial plants located in the smaller War Plants Corporation district in which a vacancy occurs is highly desirable.

Citizenship, Age, and Physical Requirements: There are no age limits for this position.

No written test is required. Applicants' qualifications will be judged from a review of sworn statements as to their experience, and on corroborative evidence secured by the Commission.

Procurement Inspector

\$1971 to \$3163 a year (including overtime)

Salaries for a 48-hour week — based on salaries of \$2600, \$2300, \$2000, \$1800, and \$1620 a year, respectively, for a 40-hour week.

(The above salaries are subject to a deduction of 5% for retirement purposes.)

Optional Branches

1. Aircraft.
2. Engines.
3. Instruments.
4. Parachutes.
5. Aircraft Propellers.
6. Tools & Gages.
8. Aircraft Miscellaneous Materials.
11. Optical.
12. Magnetic Materials.

Applications will be accepted from both MEN and WOMEN. Opportunities for advancement are favorable. QUALIFIED APPLICANTS ARE URGED TO APPLY.

Closing Date: Applications will be received until the needs of the Service have been met.

Place of Employment: WAR DEPARTMENT, EASTERN PROCUREMENT DISTRICT, ARMY AIR FORCES MATERIAL COMMAND. (Headquarters at 67 Broad Street, New York 4, N.Y.) The Eastern Procurement District comprises the States of Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and the District of Columbia.

Duties: Under varying degrees of supervision, and with responsibilities increasing in the progressively higher grades, to conduct inspections in connection with the procurement of aircraft materials as indicated by the optional branch; to inspect and check materials to determine their acceptability in accordance with drawings and specifications; to note damaged or defective parts or inferior workmanship; to make reports and submit recommendations regarding necessary changes and to perform related duties as assigned.

Qualifications Required: A. Experience and/or Education. To qualify for the various grades, applicants must show that they have had in one of the optional branches, as listed below, in-sectional or mechanical experience, or any time-equivalent combinations of the two (one year of inspectional experience equivalent to two years of mechanical experience) as follows:

Grade	Inspectional Experience Required	Mechanical Experience Required
\$3163	2 1/2	5
\$2798	2	4
\$2433	1 1/2	3
\$2190	1	2
\$1971	1/2	1

Types of Qualifying Experience

Option No. 1—AIRCRAFT: Experience as a general aircraft mechanic, or in the manufacture of aircraft, aircraft assemblies, aircraft rigging, or hydraulic systems.

Option No. 2—ENGINES: Experience as an aircraft engine mechanic. Experience in factory assembly testing on test stand, or inspection of internal combustion engines. Experience as a machinist or toolmaker.

Option No. 3—INSTRUMENTS: Experience in the manufacture, assembly or repair of aeronautical instruments, or similar sensitive electrically or mechanically operated precision instruments.

Option No. 4—PARACHUTES: Experience in the production or repair of parachutes and fabricated packs.

Option No. 5—AIRCRAFT PROPELLERS: Experience in the forging, machine or assembly of aircraft propellers.

Option No. 6—AIRCRAFT MISCELLANEOUS MATERIALS: Experience in the manufacture of miscellaneous items pertaining to aircraft and related equipment, such as bomb racks, magnetos, spark-plugs, rubber fittings, and wood materials as used in aircraft.

Option No. 11—OPTICAL: Experience in the manufacture of high-grade scientific optical equipment.

Substitution of education for mechanical experience.

1. Applicants may substitute each successfully completed year of an engineering course (of the type mentioned below) in a college or university of recognized standing, for nine months of the required mechanical experience, up to a maximum of three years of mechanical experience. Applicants qualifying on education alone will be assigned eligibility as follows:

Type of Education	Options
Aeronautical Engineering	Aircraft Engines Instruments Aircraft Propellers Aircraft Miscellaneous Materials
Electrical Engineering	Instruments Magnetic Materials Engines Instruments
Mechanical Engineering	Tools and Gages Aircraft Miscellaneous Materials Optical

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- Business and Foreign Service**
LATIN AMERICAN INSTITUTE—11 W. 42d St.—All secretarial and business subjects in English, Spanish, Portuguese. Special courses in international administration and foreign service. LA. 4-2835.
- Business Preparation**
COMBINATION BUSINESS SCHOOL—Civil Service Preparation—139 W. 125th Street. University 4-3170.
- Civil Service**
DELEHANTY INSTITUTE—115 E. 15th St.—City, State and Federal Examinations. Day and Evening Classes. STuyvesant 9-6900.
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- Marine Academy**
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- Radio Television**
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- Russian Language**
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(Continued on page 12)



All that Christmas can ever mean is summed up in this Gift —

THERE IS ONE GIFT which this year expresses more than all the usual ways of saying "Merry Christmas." It is the gift of U. S. War Stamps or War Bonds.



For these bonds represent, in the most real and earnest sense, the hopes and happiness of all of us. They represent the deepest meaning of life as we know and cherish it. They stand for the freedom to work—to play—to enjoy our life on this earth—to worship—to dream, and to make our dreams come true. They express all the love and friend-

ship of the magic Christmastide for they represent our will that these things shall not cease to be.



In thousands of American families this war Christmas—with American boys flung across the whole globe—calls forth feelings on which no one would wish to intrude. And who of us does not in great measure share the burden of their hopes and prayers. So, for the men who fight, and for all children, born and

unborn—let us make this year's gifts help to insure all the other Christmases yet to come!

The way to do that is to give U. S. War Bonds and Stamps.

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Shoppers' Bulletin

Animal Food

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U. S. Exams

(Continued from page 10)

- Open Order—Stenographers & Typists, \$1440.
Duty: Washington, D. C.
- V2-1390—Cranehandlers Men (M), \$80c
per hour.
- V2-1412—First Asst. Engr. (Diesel) (M),
\$2600.
- V2-1413—Deckhand (M), \$1740-\$1800.
- V2-1435—Wharfbuilder (M), \$9.12 per
diem.
- V2-1482—Laundryman (M), \$1500.
- V2-1508—Office Appliance Rep. Helper
(M), \$1500.
- V2-1557—Wiper (M), \$1800.
- V2-1559—Attendant-Laborer (M), \$1320
plus \$300.
- V2-1564—Asst. Marker (F), 64c per hr.
- V2-1581—Platemaker (M), \$10.40 per
diem.
- V2-1582—Pressman, Webendorfer (M),
\$10.40 per diem.
- V2-1606—Classified Laborer (Iona Is.)
(M), \$5.92 per diem.
- V2-1619—Offset Platemaker (M), \$1620.
- V2-1628—Packer (M), \$6.96 per diem.
- V2-1629—Classified Laborer (Bayonne)
(M), \$6.40 per diem.
- V2-1630—Classified Laborer (Edgewater)
(M), \$5.92 per diem.
- V2-1651—Fireman (Marine Oil) (M),
\$1680 less \$372.
- V2-1659—Brakeman (M), \$8.00 per d.
- V2-1668—Oiler (M), \$6.86 per diem.
- V2-1670—Boxmaker (M), \$6.24 per diem.
- V2-1672—Boatbuilder (M), \$9.12 per d.
- V2-1673—Boilermaker (M), \$9.12 per d.
- V2-1674—Chipper & Caulker, Iron (M),
\$9.12 per diem.
- V2-1675—Coppersmith (M), \$9.00 per d.
- V2-1676—Driller (Pneumatic) (M),
\$9.12 per diem.
- V2-1677—Gas Cutter or Burner (M),
\$9.12 per diem.
- V2-1678—Shipfitter (M), \$9.12 per diem.
- V2-1679—Shipwright (M), \$9.12 per d.
- V2-1680—Brakeman (M), \$7.52 per d.
- V2-1681—Patternmaker (M), \$10.56 per
diem.
- V2-1682—Refrigeration & Air Cond.
Mech. (M), \$9.12 per diem.
- V2-1683—Rivet Heater (M), \$5.92 per
diem.
- V2-1690—Asst. Engr. (M), \$2600.
- V2-1712—Sr. Laborer (M), 72c per hr.
- V2-1715—Helper Rigger (M), \$6.16 per
diem.
- V2-1716—Helper Machinist (M), \$6.16
per diem.
- V2-1718—Oiler (M), \$1572 less \$252.
- V2-1719—Stationary Fireman (M), 85c
per hour.
- V2-1720—Elevator Oper. (M), \$1200.
- V2-1744—Boxmaker (M), \$6.72 per d.
- V2-1746—Electrician (M), \$10.08 per d.
- V2-1750—Coal Passer (M), \$1200 plus
\$300.
- V2-1751—Laborer (M), \$5.92 per diem.
- V2-1756—Auto Mechanic, General (M),
\$1.09 per hour.
- V2-1761—Power Machine Oper. (M or
F), \$1580.
- V2-1762—Jr. Power Machine Operator
(M or F), \$1440.
- V2-1783—Boiler Fireman (Ungr.) (M),
78c per hour.
- V2-1784—Attendant Orderly (Porter)
(M or F), \$1320.
- V2-1785—General Utilityman (M or F),
\$1785.
- V2-1797—Radio Mechanic (M), \$90c hr.
- V2-1821—Helper Trainee (M-F), \$6.16
per diem.
- V2-1822—Apprentice Mech. Trades (M),
\$4.64 per diem.
- V2-1826—Laborer (M), \$1320.
- V2-1834—Mason (M), \$1.15 per hr.;
Mason's Helper (M), 80c hr.
- V2-1835—Blacksmith (M), \$1.08 per hr.
- V2-1838—Laborer (M), 73c per hr.
- V2-1841—Engineman (Gas) (M), \$1800.
- V2-1843—Handyman (M), \$1440.
- V2-1870—Tinsmith (M), \$2.00 per hr.
- V2-1875—Firefighter (M), \$1680.
- V2-1887—Jr. Boiler Fireman (M), 31c
per hr.
- V2-1890—Fireman (Oil) (M), \$1800;
- Fireman (Coal) (M), \$1800.
- V2-1899—Deckhand (M), \$1740 less
\$372.
- V2-1903—Rigger (M), \$2200.
- V2-1904—Laborer (M), 73c per hr.
- V2-1906—Jr. Patrolman (M), \$1680.
- V2-1907—Auto Body Repairman (M),
\$1.05 per hr.
- V2-1927—Packer (M), \$6.96 per diem.
- V2-1931—Custom Laborer (M), \$1320
plus \$300.
- V2-1946—Utility Helper (M), \$1680.
- V2-1947—Post Office Janitor (M), \$1200
plus \$300.
- V2-1948—Diesel Oper. Engr. (overseas)
(M), \$3254.16.
- V2-1949—Electrician (overseas) (M),
\$2500.
- V2-1950—Evaporator Oper. (overseas)
(M), \$3254.16.
- V2-1954—Laundry Bundle Shipper (M),
64c per hr.
- V2-1961—Classified Laborer (M), \$1440.
- V2-1963—Firefighter (M), \$1680.
- V2-1965—Material Handler (F or M),
\$9.12 per diem.
- V2-1966—Laborer (F or M), \$5.68
per diem.
- V2-1967—Janitor (M), \$1200.
- V2-1973—Mechanic (Auto) (overseas)
(M), \$2400.
- V2-1974—Steamfitter (overseas) (M),
\$2500.
- V2-1976—Firefighter (overseas) (M),
\$2400.
- V2-1979—Plumber (overseas) (M),
\$2300.
- V2-1980—Electrician (overseas) (M),
\$2675.
- V2-1982—Office Laborer-Messenger (M),
\$1200.
- V2-1983—Storekeeper (M), \$1260.
- V2-1984—Sr. Laborer (M), \$1320.
- V2-1985—Laborer, Ungr. (M), 73c hr.
- V2-1986—Mechanic (auto) (M), \$11.6
per hr.
- V2-1987—Laborer, Warehouse (M-F),
74c per hr.
- V2-1989—Switchboard Oper. (overseas)
(M), \$2675. (Substation or
power plant.)
- V2-1990—Oil Burner Serviceman (over-
seas) (M), \$2584.80.
- V2-1991—Boiler Operating Engineer
(overseas) (M), \$2100.
- V2-1992—Electrician Helper (overseas)
(M), \$2100.
- V2-1993—Patrolman (M), \$1680.
- V2-1996—Barge Captain (M), \$1790.
- V2-2006—Washman (M), 69c per hr.
- V2-2007—Extractorman (M), 60c per hr.
- V2-2010—Painter (Sign) (overseas)
(M), \$2400.
- V2-2012—Jr. Auto Mechanic (M), 97c
per hr.
- V2-2013—Firefighter (M), \$1860.
- V2-2014—Jr. Patrolman (M), \$1680.
- V2-2015—Batteryman (M), 80c per hr.
- V2-2016—Jr. Patrolman (M), \$1680.
- V2-2015—Batteryman (M), 80c per hr.

(Continued on page 13)

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there's nothing better to keep
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job opportunities than the Civil
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Column for Car Owners

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I do hereby certify that a certificate
of dissolution of LILYAN FLETCHER
Ltd., has been filed in this department
this day and that it appears therefrom
that such corporation has complied with
section 105 of the Stock Corporation Law
and that it is dissolved.
Given in duplicate under my hand
and official seal of the Department of
(Seal) ment of State at the City of
Albany, this 16th day of Novem-
ber, 1943.
THOMAS J. CURRAN,
Secretary of State.
By FRANK S. SHARP,
Deputy Secretary of State.



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Given in duplicate under my hand and official seal of the Department of State at the City of Albany, this 16th day of November, 1943.

THOMAS J. CURRAN, Secretary of State. By FRANK S. SHARP, Deputy Secretary of State.

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U.S. Exams

Continued from page 12

- V2-2017—Railroad Brakeman (M), 94c per hr.
V2-2018—Firefighter (M), \$1860.
V2-2021—Jr. Patrolman (M), \$1680.
V2-2022—Sr. Foreman Machinist (M), \$1.31 per hr.
V2-2023—Auto Mechanic (M), 90c hr.
V2-2025—Patrolman (M), \$1680.
V2-2026—Chauffeur (M), \$1320.
V2-2028—Baggage Embalmers (M), \$2331.
V2-2030—Patrolman (M), \$1860.
V2-2032—Temp. Sub. Garageman Driver (M), 55c per hr.
V2-2033—Elevator Oper. Laborer (M), \$1200 plus \$300.
V2-2036—Porter (M), \$1200.
V2-2039—Laborer (M), 95c per hr.
V2-2042—Janitor (M), \$1320.
V2-2044—Moss Man (M), 60c per hr.
V2-2045—A r m a m e n t Repairman (Trainee) (M), \$5.92 per d.
V2-2046—Temporary Sub. Clerk (M), 65c per hr.
V2-2047—Temporary Sub. Garageman Driver (Leader) (M), 55c per hr. plus 15 per cent.
V2-2049—Temporary Sub. Garageman Driver (Driver Mechanic) (M), 65c per hr. plus 15 per cent.
V2-2051—Firefighter (M), \$1680.
V2-2055—Cleaner (M), \$3.84 per diem.
V2-2058—Messman (M), \$1182 less \$192.
V2-2059—Mangle Oper. (M-F), 57c hr.
V2-2060—Laborer (M), \$1200.
V2-2061—Unskilled Laborer (Porter) (M), 53c per hr.
V2-2068—Guard (M), \$1500.
V2-2067—Oper. Engineer (M), \$1860.
V2-2070—Jr. Patrolman (M), \$1680.
V2-2071—Laborer (M), \$1680 or \$5.35 per diem.
V2-2072—Laborer, Trade (M), 73c hr.
V2-2073—Window Cleaner (M), \$1320 plus \$300.
V2-2076—Temp. Mechanic Helper (M), \$1500 plus \$300.
V2-2078—Trainee, Shop Practice (M-F), \$1320.
V2-2079—Trainee, Maint. (M-F), \$1320.
V2-2080—Trainee, Drafting (M-F), \$1320.
V2-2081—Trainee, Comm. (M-F), \$1820.
V2-2082—Trainee, Spec. & Supply (M-F), \$1320.
V2-2083—Laundry Oper. (M), \$29.60.
V2-2088—Janitor (M), \$1320.
V2-2090—Utilityman Mechanic (M), \$1860.
V2-2093—Laborer (M), \$1200.
V2-2096—Radio Repairman (M), \$1.04 per hr.
V2-2097—Boiler Fireman (M), \$1560.
V2-2098—Laborer (M), \$6.36 per diem.
V2-2099—Engr., Derrick Barge (M), \$3000.
V2-2112—Sub. Pneumatic Tube Operator (M), 60c per hr.
V2-2113—Storekeeper (M), \$1440.
V2-2114—Laborer (M), \$1200 plus \$300.
V2-2115—Auto Mechanic (M), 81c hr.
V2-2119—Oilier (M), 87c per hr.
V2-2119—Optical Inst. Assembler (M), \$7.68 per diem.
V2-2120—Sr. Laborer (M), \$1500.
V2-2121—Fireman (M), \$1500.
V2-2123—Packer-Laborer (M), \$1500.
V2-2124—Jr. Mess Attendant (M), 59c per hr.
V3-805—Hospital Supt., Unclassified (overseas base) (M), \$3250.
V3-891—Head Adjuster (M), \$4600.
V3-892—Adjuster (M), \$3200.
V3-1253—Assoc. Inspector Engineering Materials (Elec.), Assoc. Inspector Engineering Materials (Mech.) (Schenectady, N. Y.) (M-F), \$2000.
V3-265—Asst. Technologist (Jersey City, N. J.) (M), \$2600.
V3-1554—Assoc. Marine Engineer (M), \$3200.

- V3-1556—Junior Naval Architect (M), \$2000.
V3-1461—Traffic Manager (Bayonne, N. J.) (M), \$2600.
V3-1433—Marine Surveyor (M), \$3200.
V3-1905—Clerk (Shoe Inspector) (Rockaway, N. J.) (M), \$1800.
V3-1925—Jr. Veterinarian (M), \$2000.
V3-1949—Jr. Metallurgist (M), \$2000.
V3-1821—Jr. Draftsman (Panama Canal Zone) (M-F), \$1440 plus 25 per cent.
V3-1791—Air Brush Artist (M-F), \$2000.
V3-1721—Sr. Supv. Tab. Equipment (Jersey City) (M), \$2300.
V3-2004—Sr. Rate Clerk (M-F), \$2000.
V3-1880—Asst. Animation Tech. (M), \$2000.
V3-2178—Inspector (Oil), Service and Grade (M), \$2000.
V3-2044—Asst. Insp. Chemical Products (Jersey City) (M), \$1800.
V3-2221—Railroad Rate Clerk (M-F), \$2000.
V3-2222—Examiner (M), \$2600.
V3-2223—Examiner (M), \$3200.
V3-DC-106—Bookkeeper (Washington, D. C.) (M-F), \$1620 & \$1800.
V3-DC-109—Economic Analyst (Washington, D. C.) (M), \$3800.
V3-2296—Elec. Engineer (M), \$2000.
V3-1698—Assoc. Naval Architect (M), \$3200.
V3-1694—Asst. Naval Architect (M), \$2600.
V3-1696—Jr. Naval Architect (M), \$2000.
V3-1699—Asst. Electrical Engineer (M), \$2600.
V3-DC-112—Asst. Special Representative (out of country) (M-F), \$4500 (base); Chief (Balsa Procurement) (out of country) (M-F), \$5600 (base).
V3-DC-113—Senior Business Specialist (Washington, D. C.) (M), \$4600.
V3-2269—Engineer (Mech.) (M), \$2600.

State Promotional

The following promotional examinations have been announced by the State Civil Service Commission. Employees of the departments named who meet the requirements of the announcement are eligible. Complete details may be obtained by writing to the Civil Service Commission, Albany, N. Y. Send large stamped, self addressed envelope. Refer to the number given below:

No. 7810, Senior Statistics Clerk, Upstate Area, Division of Placement and Unemployment Insurance, Department of Labor. Salary \$1,600 to \$2,100. First date for filing, November 30, 1943.

No. 7811, Office Machine operator (Tabulating—I. B. M.), Upstate Area, Division of Placement and Unemployment Insurance, Department of Labor. Salary \$1,200 to \$1,700.

T. C. HALL APPOINTED

Thomas C. Hall a member of Local 10, New York Federation of Post Office Clerks and President of the National Alliance of Postal Employees, was appointed Assistant Solicitor of the Post Office Department.

FRANCISCAN FATHERS CHURCH OF ST. FRANCIS OF ASSISI (National Shrine of St. Anthony) 135 WEST 31st STREET NEW YORK CITY MASSES SUNDAYS—2:30, 2:45, 5, 6, 7, 8, 9, 10, 11:30, 12, 12:30, 12:45 (For Members of Armed Forces Only: 3 P.M.) WEEKDAYS—5, 6, 6:30, 7, 8, 8:30, 9, 10, 11:15 (11 Tuesdays) 12:15 CONFESIONS EVERY DAY OF THE YEAR FROM 6:30 A.M. TO 10 P.M. DEVOTIONS SUNDAYS—Question Box and St. Philomena Devotions: 8 P.M. MONDAYS—Our Lady of the Miraculous Medal Devotions: 11:15 A.M., 12:15, 5:30, 6:15, 8 P.M. Sermons at 5:30 and the following. TUESDAYS—St. Anthony Devotions: 8, 9, 10, 11, 11:30 A.M., 12:15, 12:30, 3:30, 4:45, 5:30, 5:45, 6:30, 8 P.M. Sermons at 11 and each service thereafter. WEDNESDAYS—St. Joseph Devotions—11:15 A.M., 12:15, 5:30, 8 P.M. Sermons at 5:30 and 8. THURSDAYS—Holy Hours: 12 M to 1 P.M., 5:15 to 6:15, 8 to 9 P.M. FRIDAYS—Our Sorrowful Mother Devotions—10:30 A.M., 12:15, 3:30, 5:30, 6:30, 8 P.M. THIRD ORDER OF ST. FRANCIS MEETINGS AT 4 P.M. ON THE FOURTH SUNDAY OF EACH MONTH

CAPUCHIN FRANCISCAN Church of St. John 209 West 30th Street Side Entrance, West 31st Street Opposite Penn Station Noonday Mass—12:15 Daily Devotions at 12:15, 5:15 & 8 p.m. Monday: MIRACULOUS MEDAL Tuesday: SAINT ANTHONY Wednesday: ST. JUDE and ST. JOSEPH Thursday: EUCHARISTIC HOUR Friday at 5:15 and 8 p.m. ST. MAUR'S BLESSING for the sick OFFICE OF SERAPHIC MASS ASS'N.

The EVERGREENS CEMETERY (Non-Sectarian) BUSHWICK AV. & CONWAY ST. Brooklyn Glenmore 5-5300-5301 Price of Lots—Depending Upon Location—Time Payments Arranged. Single Graves for three Interments in the New Park Section with perpetual care and including the \$175 first opening. Single graves for three interments in other sections, without perpetual care but including the first opening. We will cheerfully send you a booklet with full information regarding Evergreen. JACOB FASS & SON Inc. ESTABLISHED 1905 Harry Weinstein, Lic. Manager FUNERAL DIRECTOR DIGNIFIED SERVICE, REASONABLE RATES, CHAPEL FACILITIES, IN ALL BOROUGHES, 24 AVENUE C, N. Y. C. Day and Night Phone GR amercy 7-5922

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HOUSE and HOME
CHRISTMAS IN YOUR OWN HOME
 "Spend Christmas in your own Home" is the keynote of real estate brokers who can just about manage to make the deadline these days. With apartments hard to get, rents held down only by inertia and regulations with a practical certainty of rising further as soon as restrictions are lifted, and, with some homes still available at pre-war prices, real estate men have been kept busy in recent months. Due to liquidation by the Home Owners Loan Corporation, and some movement of the population to defense areas, fully equipped homes still offer some fine opportunities.
SAVING HEAT
 We had so many comments on our item on insulation as an investment, that we're repeating the essence of it. Sooner or later the coal wage increase will raise the price of coal. That means an additional cost in heating the home. But a good insulation job will save a substantial percentage of the fuel cost. One government bulletin lists the approximate savings as follows: ½" insulation 20 to 30%; 1" insulating 30 to 40%. Weather stripping saves an additional 5%.
 Not only is there a fuel saving in winter, but a good deal of comfort is added to the home because it is kept cooler during the summer months. With government pressure to encourage insulation as a war-time fuel saver, insulation companies are doing a capacity business and only a few are able to undertake additional commitments.

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You save monthly	16.67
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Queens Sets Up Grievance Group

Joseph C. Finn, President of Queens Borough Employees Association, announces the formation of a grievance committee to represent the employees of various bureaus of the office of the President of the Borough of Queens.

This committee results from expressed desire of Borough President Burke to be in closer contact with his employees, through their representatives. Finn, who is to act as chairman of this committee, appointed Miss Gerda S. Bergstrom to represent the women of the department, William Low of the Geographical Bureau, Robert Farrell of the Highway Maintenance Bureau, Frank Amrhein of the Administration, Martin Nelson of the Engineering Bureau and Charles Zvonik of the Sewer Maintenance Bureau.

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100%—Must be seen.	
99-90%—Excellent.	
89-80%—Good.	
79-70%—Fair.	
Below 70%—Poor.	
	Rating
ASTOR—	
"Cry Havoc"	90%
B'way & 45th St.—CI. 6-4642	
CAPITOL—	
"Sahara"	90%
B'way & 51st St.—CO. 5-1250.	
CRITERION—	
"Flesh & Fantasy"	85%
B'way & 46th St.—BR. 9-7800	
GLOBE—	
"The Battle of Russia"	80%
B'way & 46th St.—CI. 6-0800.	
HOLLYWOOD—	
"Old Acquaintance"	80%
B'way & 51st St.—CI. 7-5545	
PALACE—	
"North Star"	95%
B'way and 47th St.—BR. 9-4300	
PARAMOUNT—	
"I Dood It"	80%
B'way and 43d St.—BR. 9-8738	
RADIO CITY MUSIC HALL—	
"Claudia"	90%
6th Ave. & 50th St.—CI. 6-4600	
RIALTO—	
"Son of Dracula"	70%
B'way and 42d St.—WI. 7-0206	
RIVOLI—	
"For Whom the Bell Tolls"	98%
B'way and 49th St.—CI. 7-1633	
ROXY—	
"Guadalcanal Diary"	85%
7th Ave. and 50th St.—CI. 7-6000.	
STANLEY—	
"Day After Day"	85%
"Leningrad Music Hall"	85%
STRAND—	
"Princess O'Rourke"	90%
Beg. Thurs. "Northern Pursuit"	
B'way and 47th St.—CI. 7-5900	
VICTORIA—	
"North Star"	95%
B'way and 46th St.—CI. 6-7429	
*—Not reviewed at press time.	
As films change from day to day it is advisable to call the theatre.	

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as Father Donnelly in 20th Century Fox film, "Guadalcanal Diary" now at the Roxy Theatre.

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"The Battle of Russia," produced by Lt. Col. Anatole Litvak, as the fifth in the series of United States Army "orientation" films, designed to explain to the armed forces the nature of the present war, is now being shown at the Globe Theatre... "Quadalcanal Diary," now playing at the Roxy Theatre is a stirring film on the Marines... Following the current run of "Princess O'Rourke," the Strand Theatre will present Warner's "Northern Pursuit," starring Errol Flynn. In the supporting cast are Julie Bishop, Helmut Dantine, John Ridgely, Tom Tully, Gene Lockhard and Alec Craig... Ruth Chatterton and Ralph Forbes will star in the new Ethel Borden—Jacques Thery play tentative called "A Lady Comes Home."

If you're a City, State or Federal employee, place the LEADER on your MUST list. Every issue has something you can't afford to miss.

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Monday
1st Towermen; 2nd, Shopmen; 3rd, Maintenance of Way; 4th, Conductors, Train and Platform.

Tuesday
1st, Open; 2nd, Despatchers; 3rd, Railroad Clerks; 4th, Porters.

Wednesday
1st, Board of Directors & Officers; 2nd, M/M Subway; 3rd, Board of Directors & Officers; 4th, Open.

Thursday
1st, Signal Maintainers and Helpers; 2nd, Power Distributors; 3rd, Bus and Surface Operators.

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CLERK' EXAMS Pretty Bad

(Continued from page 3)
that's one correct answer, but so are 'admittedly' and 'practically.' Even 'internally' may be a good answer. I don't see how it's possible to decide which is the best answer."

George Osterman

Appointment Clerk,
Department of Health

"On that question about the filing cards, the way I'd do it would be to make out duplicates with the possible spellings, and cross references back to the original. The idea of a separate file for illegible cards wouldn't go in any business office.

"I've been in a supervisory job for a long time, and I'm having trouble with this question about ventilating an office (question 5). If any of these suggested solutions make sense, I guess the last is about the best. A supervisor who couldn't settle a little matter like keeping windows open or closed doesn't belong in charge of others.

"On number 7 (the question about how hard it should be for a supervisor to secure new equipment) I can't agree with the official answer. First, I don't like the way the question is worded. But I figure that some restrictions on purchases of office equipment would be sensible as an economy measure."

(Question 20 reads: "The one of the following which is considered by political scientists to be a good principle of municipal government is (A) concentration of authority and responsibility (B) the long ballot. (C) low salaries and a narrow range in salaries. (D) short terms for elected city officials—Ed.)

"On this I agree with the official answer (A), but if the present policies of the City are to be considered good principles, then (C) would be correct.

"I don't like the construction of question number 29 either. When the word 'affected' is used, the sentence doesn't make too much sense; if the word 'philosophical' is used, it sounds better.

"And on number 33. I think any of the words given for 'inherently' could be accepted as a correct answer."

The LEADER showed the test to many officials. Almost all agreed that it is a poor testing instrument. Almost all were disturbed that such an examination should be employed to qualify personnel for promotion. As to specific questions, there was general agreement upon the following questions as invalid for one or another reason: 3, 5, 7, 12, 15, 17, 20, 29, 33, 55, and of course the last four.

How Can Civil Service Be Improved?

The article which follows is recommended reading for every administrator and every employee in a supervisory position. It is a continuation of an essay begun two weeks ago, delving into civil service personnel problems. Though dealing primarily with New York State, its conclusions are applicable to Federal and Municipal Government. The author: H. Eliot Kaplan, Executive Secretary, Civil Service Reform Association.

And End To Red Tape

The old creaking machine of the civil service agency itself, bogged down by tradition and meaningless precedent, clogged with bundles of futile red-tape must be rejuvenated. The horse and buggy stage is over. The age of slow machinery is gone. The Commission needs modern equipment and new devices to speed up operations and to service the departments rather than hinder and hamper them. We need to man and staff the departments today, not tomorrow, figuratively speaking. We cannot afford to brook delay upon delay. The present is too costly, too cumbersome, too ponderous, too sluggish. The Commission could well hire a top-flight methods and procedure technician to discard shopworn methods and delaying procedures, to oil and drive the Commission's machine, and to develop a stronger and speedier assembly line of operations.

The Operating Agency

So much for the organization set-up of the personnel agency itself. What about the responsibility of operating departments in the personnel program?

The responsibility for recruiting competent talent is a dual one. Initially, it is the responsibility of the personnel agency. Secondly, it is also the responsibility of the operating departments. The latter must not depend exclusively on the personnel department. It must aid in the recruiting by encouraging persons of talent to seek oppor-

tunities in the public service by competing for public places, and by interesting them in the desirability of joining their operating staff and performing a public service.

Salary Scales

It is generally recognized that salary scales for the general run of positions are reasonably comparable to those paid for similar work in private industry. In some cases, such as in the clerical group, the salary levels may be slightly higher, while in other categories it may be lower. In the category of higher administrative and executive positions, however, the salary levels are far below those paid for comparable service in private enterprise. The salaries of top-most positions are much too low to attract the best talent to the public service. In spite of the commendable desire of citizens to serve the public, the spread between salaries paid for executive direction in industry and in the State service makes too wide a gap, and demands too much sacrifice. The policy of the State in failing to recognize its responsibility of a "model employer" is indefensible. Salaries in the higher brackets must be raised considerably if we are to attract the best potential talent to the State service. It is investment the taxpayers can afford to make.

What About Incentives?

The Feld-Hamilton Law establishes annual increments or salary increases for those whose services are not unsatisfactory.

Unfortunately, no adequate means has been devised for rewarding employees of unusual competence or performance. The drone is treated salary-wise the same as the busy-bee. The extremely competent fares little better (except in formalized promotion procedures not altogether realistically geared to actual performance on the job) than the weakest "satisfactory" worker. Special salary consideration must be extended to keep the highly efficient employees in the service if they are not to be lost to private industry. Furthermore, little, if any, attention has been given to incentive payments or for rewards for inventive genius or exceptionally practical suggestions as to improvements and economies. Here is a woefully neglected field that holds out untold potentialities, as has been demonstrated by experiences of private industry. The Federal Government has started to do work in this direction, actually paying employees for ideas. The results have been remarkable. Suggestions have come from employees for saving man-hours, for reducing paper-work, for streamlining work-procedures, for saving thousands of dollars. The State may well examine what has been done in this sphere, especially by the War and Navy departments.

Recognition of work well-done ought to be extended in other ways, too. Merit medals could be provided for outstanding employee performance, carrying lump-sum payments in cash perhaps. It should not be impossible for an exceptional employee to advance faster than the slow processes of promotion examinations permit, for to keep a high-grade employee in a low-grade job is not to utilize his best skills in behalf of the people.

(To be Continued)

Did You Take That Test?

(Continued from page 3)

four questions, if the issue should reach the courts.

In another case, the correct answer was the "Board of Estimate" (Question 55). Fine, but in the booklet appeared "Board of Estimate and Apportionment." Those who really prepared for the quiz knew that the Board of Estimate and Apportionment had been abolished in 1938 and the name changed to Board of Estimate. They figured then, that an abolished body couldn't be the right an-

swer, so lost credit for that question because they answered it intelligently!

Samuel H. Galston, assistant director of examinations, seemed to feel that the test was O.K. "We're the only Commission in the country," he said, "which publishes key answers and gives candidates a chance to file objections. All the candidates have to do is submit their objections in writing, together with the authority on which they base their objections."

Competent authority, Mr. Galston indicated, would be: The City Charter, Administrative Code, Civil Service law, or the

opinion of recognized authorities." A logical answer, apparently, isn't enough; or internal proof that an answer doesn't properly flow from a question.

Some employees have said they'd like to see the whole test thrown out on the grounds that it was inept, not a test of ability needed by a clerk, grade 3. On that angle they may not have much chance. Only a few weeks ago, an upstate court ruled (in the case of a civil service promotion examination), that no matter how stupid the test is, its stupidity won't be taken as grounds for throwing it out.

Four Ways to Win a Promotion in Government

(Continued from page 1)

more responsible job will probably be the deciding factor.

In the changes taking place every day you may find that your job also changes. New tasks may be given you: old tasks may be taken away. If the new duties added to your job are of substantially greater difficulty, the job itself may have changed enough to warrant its being reclassified. The salary attached to the job after the reclassification will be, of course, the salary of the grade to which the new class belongs.

However, if your supervisor assigns you to work of a higher level, you should not expect to receive a higher salary immediately. He will wish to assure himself that you can perform the more difficult work satisfactorily. It should also be noted that class limits are generally broad enough to allow your supervisor to vary your assignments considerably without getting your position into another class.

If you have any question about the classification of your position, you should consult your supervisor. You

have the right to see a copy of your "job sheet" (the official description which forms the basis for the classification of your position). Just ask your supervisor.

You also have the right to appeal the classification of your position to higher authority if, after thoroughly discussing the situation with your supervisor and those responsible for classifying the positions in your organization, you believe that your job is incorrectly classified. Even if he disagrees with your contention, your supervisor will obtain the necessary forms and assist you in the procedure of conducting your appeal.

Through Efficient Service

An employee who has given efficient service over a period of time is automatically promoted to the next salary step in the grade to which his position is allocated. These promotions are geared to the periodic efficiency ratings given to all employees in the Federal civil service.

Efficiency ratings are made out for each employee as of March 31 of every year. The supervisor's first task is to separate all the employees in the office into the different classes represented. He considers the ratings for all the employees of the same class at one time. Your rating, then, will be made at the same time as the ratings of all persons in your office who are performing approximately the same job. Your supervisor will rate you against the requirements of your job.

After he has compared your performance with the requirements of your job he will rate you as one of the following:

Excellent: Outstanding performance in all important phases of work assignments, with no deficiencies in any phase.

Very Good: Outstanding in most of the important phases, with no deficiencies in any phase.

Good: Adequate performance in all phases with all deficiencies outweighed by outstanding performance in other phases.

Fair: Adequate performance in most phases with deficiencies not outweighed by outstanding performance in other phases.

Unsatisfactory: Inadequate performance in important phases.

After your supervisor has completed your rating he will submit it along with the others to the reviewing offi-

cial who is the highest administrator acquainted with the details of your job. The reviewing official will make his own evaluation of your services.

You will be officially notified of the rating you received. The detailed review process insures adequacy and fairness in the final rating. However, if in your opinion some injustice has been done, you should appeal to your supervisor for an interview to enable him to explain the basis of your final rating. If you are still dissatisfied, you have the right to appeal the decision higher.

In addition to rating your performance on the job, your supervisor is required to judge your general conduct. A full explanation of an unsatisfactory conduct report is written on the back of the rating sheet and becomes a part of the employee's permanent record.

With this understanding of the efficiency rating procedure we can consider automatic promotions.

The first requirement for receipt of an automatic promotion is that you must render 18 months' continual service if the salary steps in your grade have an increase of \$60 or \$100, and that you shall give 30 months' continual service if the salary steps within the grade are \$200 or \$250. During this period of work you must have received no equivalent increase in pay (except in the case of specially meritorious service).

All time in a leave-with-pay status, i.e. sick leave or annual leave, is counted toward this 18 or 30 months. All the time in a leave-without-pay status up to 30 days may also be counted. All absence without pay between 30 days and 1 year cannot count toward the service, and if you are absent for longer than 1 year you must begin an entirely efficiency rating must be Good or better. If you are being paid at the middle of the grade or above, your efficiency low the middle step for the grade your new waiting period. All time spent in the military service of the United States may be counted as time served on the job.

The second requirement is a favorable efficiency rating. If you are being compensated at one of the salary steps below the middle step for the grade your efficiency rating must be Good or better. If you are being paid at the middle of the grade or above, your efficiency rating must be better than Good. For example, a junior clerk-typist, CAF-2, who had served for 18 months at \$1,440,

of Good to get an increase in pay. A would have to have an efficiency rating CAF-2, junior clerk-typist, serving at \$1,620 for 18 months, would have to have an efficiency rating of better than Good; i.e., Very Good or Excellent.

Efficiency ratings also work in reverse from the standpoint of pay. An employee being compensated above the middle salary rate for his grade, who receives a rating of Fair, must be demoted one salary step, and an employee whose efficiency rating is unsatisfactory must be demoted a whole grade or dismissed from the service.

The final condition necessary for an automatic within-grade promotion is that the head of the department shall certify that during the waiting period your conduct has been satisfactory.

To summarize, if these three conditions are complied with:

18 to 30 months' waiting period with no equivalent increase in compensation.

Necessary quality of efficiency rating. Certification of good conduct.

You will automatically be advanced one salary step until you reach the maximum salary of your grade.

Automatic salary increases are made effective at the first of each quarter, January 1, April 1, July 1, October 1. If an employee's waiting period is concluded on the second of July, his additional pay will not begin until the first of October.

Through Meritorious Performance

We have mentioned that there was one way in which you might receive increased pay and still be eligible for an automatic promotion at the end of your 18-month waiting period. This salary advancement can come only because of especially meritorious service on the job, and not on the basis of an excellent efficiency rating, extensive overtime, increased efficiency rating, extensive overtime, increased hours of duty or additional duties which in themselves do not warrant a change in grade. The recommendation by your supervisor for the pay increase will be made only when it can be objectively demonstrated that:

In the performance of assigned duties, you have shown initiative or resourcefulness of an unusual or distinctive character over and above normal requirements, that serves as an incentive to others.

LISTS

Latest Action

Following are a list of actions taken by the Municipal Civil Service Commission on those eligibles for promotion, or new jobs with the City:

Clerk, Grade 1

This list went to the Mayor's Office to make one appointment probably permanent, with Emergency Defense Administration. Salary is \$1,200. 26 names to number 3741 were sent in.

Borough President, Queens

From the preferred list, Inspector of Sewer Construction, eight names were certified to 4 vacancies at \$2,401, probably permanent.

Typist Grade 1

The typist, grade 1, list saw little action in various departments. Board of Education making one appointment Brooklyn. Eleven names number 1578 are being considered. Department of Hospitals taking one in Brooklyn, has names to 1616. Magistrate Court has 2 vacancies and has names to 1616. All probably permanent, pay \$1,200.

No Stenographers

Magistrates Court wanted appoint two grade 2 Stenographers \$1,201. Civil Service Commission didn't have any names to send in.

Ediphone Operators

Board of Transportation wanted to make one Clerk, grade 1 appointment, to work as an ediphone operator. Salary \$1,200. Has received 45 names to number 1885.

Clerk, Grade 2

Board of Higher Education promoting one clerk to grade in Manhattan. Has 6 names number 1075. Salary is \$1,200.

Correction Officer

Department of Correction making appointments from Correction Officer list in Bronx, and outside of New York City. They have received names of 26 eligibles. Last number reached is 88. Salary is \$1,200.

Jr. Administrative Asst.

The Board of Education making two promotions to Junior Administrative Assistant from the list for promotion. Three names were submitted the \$3,000 a year jobs: Number 3, Ruth A. Stevenson; 4, Charlotte T. McGlynn; 5, Arthur Paletta.

Parks Foreman

The promotion list to General Park Foreman will be used to make three promotions to \$2,500 post. Two permanent appointments, one military vacancy will be filled. Eight names number 37 were sent in.

Sanitation Man "A"

Sanitation Man "A" list sent in to the Department of Sanitation for appointment "B" men at \$1,920. 506 names to number 7,825 were submitted, but they must have chauffeur's license to qualify, pass practical driving test.



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