

Civil Service
LEADER

**100 MORE
STATE TROOPER
JOBS**

*How The Sanitation
Coordination Test
Is Graded*

—See Page 3

NEW U. S. TESTS

**for Teachers, Lab Mechanics,
Cooks, Laundry Workers**

—Requirements Begin on Page 17.

Where Hospital Attendants Will Work

—Page 4

TELEPHONE OPERATOR

and 4 other

ELIGIBLE LISTS

—Page 8

Want To Enter The Foreign Service?

An Excellent Opportunity for College Graduates

See Page 7

Subway Men Investigation Slows Down

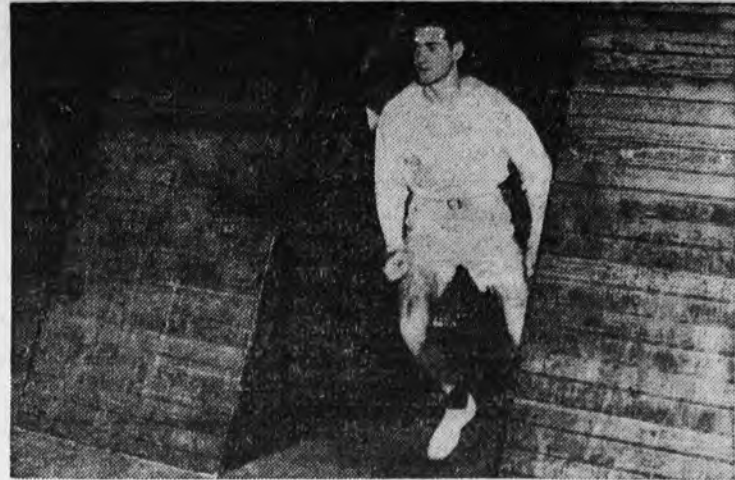
A slow-down in the task of investigating, fingerprinting, and re-classifying subway workers on the IRT and BMT occurred last week as the Municipal Civil Service Commission reported that nearly 13,000 cases have already been investigated in the field. With 10,750 BMT and 2,650 IRT workers already interviewed by field parties, the Commission reported that many of the remaining employees are scattered among a number of departments and locations. The field parties, therefore, must spend much of their time in traveling and in long waits between interviews.

Meantime, in the Commission's offices a total of 3,248 employee records have been thoroughly checked and 2,610 cases have been completed. Between 10 and 15 percent of the cases so far studied have been reported to the Commission as requiring further investigation. Most of these cases show records of arrest, lack of citizenship, or work and personal records which the examiners believe require further study.

Hearing Postponed

The first group of those who were to be given hearings before the three members of the Commission were scheduled to appear last week; but these hearings were postponed, and no definite date has been set.

While the Civil Service Commission originally announced that it would finish the transit re-classification job in short order, possibly within six months, indica-



CAUGHT AT STATEN ISLAND

Sanitation candidates snapped going through their paces. On the left, a bright-looking young fellow passes between the pyramids in the agility test. He's facing the tough 8-foot wall, next on the list. At the right, a candidate is shown just beginning the agility run. Watching him are Paul Kern, President of the Municipal Civil Service Commission; Frank Wall, who designed the physical test; and Paul Brennan, who heads the Commission's Physical-Medical Bureau.

Maintainer's Helpers Call Exam "Fair"

BUT SOME SAY "TOO THEORETICAL"

The first of four Maintainer Helper tests was taken last Thursday by 4,000 candidates, and it didn't floor anybody. There were some objections, such as "too theoretical," and "no answer to question 96," but no one said it was "the toughest exam I ever took."

The test was held for Group A, which required electrical knowledge. Groups B, C and D will be held July 18, 25 and 30 respectively.

Most of the persons interviewed by The Leader believed the Group A examination tested the candi-

dates for the duties of the job. Many felt, however, that some of the questions were vague, especially two or three pertaining to diagrams.

"It was a fair test," said Stanley Falconett of 6324 Tenth Avenue, Brooklyn. "The city will get good men for the subway."

"Too theoretical," exclaimed Enrico Forlano of 2378 - 35th Street. "Unless they weed out a lot of men in the practical exam, the city won't get good men."

Jack Zucker of 1230 Spofford Avenue believed there was no answer to question 96, and several bystanders agreed.

The question was: A generator develops 100 volts at a speed of 1800 R.P.M. If the voltage is proportional to the speed and the generator develops 150 volts, the speed is one of the following: a) 1,000 R.P.M., b) 1,200 R.P.M., c) 2,000 R.P.M., d) 2,400 R.P.M. Zucker contended the answer was 2,700 R.P.M.

John Straub of 381 East 152nd Street called the exam "very easy."

Oscar Gold, 2343 Morris Avenue, Bronx, said the proportion of electrical and mathematical questions was correct, that the exam was fair.

Most of the questions in the exam dealt with electricity, a few with mathematics and algebra. None required previous knowledge of the city subway system.

The Group A exam will be used to fill approximately 200 vacancies which will occur in 1940 in the New York City Transit System. The same test was given as a promotion exam to 16 candidates. The promotion list will be used for appointments before the open competitive list.

This was the first exam ever given by the city for Maintainer's Helper. Men who are appointed to the job will have many promotional opportunities, the Municipal Civil Service Commission announced.

Eligibles Get Temporary DPUI Jobs

Certification of pending eligibles by the State Civil Service Commission will oust the remaining 100 provisional employees of the Division of Placement and Unemployment Insurance, says personnel administrator J. H. Mason. More than 90 per cent of the 4,000 workers in the DPUI now have permanent Civil Service status.

Other temporary employees have been taken from Civil Service lists to do work that is of a purely temporary nature: once the work is completed, it will not have to be done again this year. They are hired for one to three months under this Civil Service procedure. A list of eligibles is supplied by the Commission, then canvassed, and those willing to accept temporary jobs are hired in the order of their standing on the list.

Asphalt Workers Get Improved Conditions

KERN RIBS ROSSI AT HEARING

The strange spectacle of Paul J. Kern, president of the Municipal Civil Service Commission, together with Henry Feinstein, president of the Federation of Municipal Employees, agreeing in principle with Leopold V. Rossi, of the Civil Service Forum, occurred one day last week. The agreement came over the Commission's proposed reclassification of Asphalt Workers from the Labor to the Competitive class.

Rossi, who for several years has had the thankless job of representing the Civil Service Forum at hearings before a hostile Commission, for once did not oppose one of its actions. However, this approval of the Asphalt Workers' reclassification did not prevent a verbal clash between Kern and Rossi. Chiding the latter for the Forum's fight against the reclassification of Sanitation Men last fall, Kern said: "This is exactly opposite to the position taken by the Forum on the reclassification of Sanitation Man, which you strongly opposed, although the principle is the same. Now you come forward and favor it, with only eight months between. It seems very strange that you take

one position at one time and another position the next time, and best serves your needs."

Henry Feinstein, of the Federation of Municipal Employees, praised the Commission's action in reclassifying Asphalt Workers jobs. He said that it showed the Commission's wholehearted interest in city employees.

What Asphalt Men Gain
The resolution, which is expected to be adopted by the Commission, must also be approved by the Mayor and the State Civil Service before becoming effective. No changes in the rate of pay for Asphalt Workers is included in the resolution; their salaries will continue to be paid at prevailing rates. Among the advantages gained by the reclassification for Asphalt Workers are: 1) paid vacations; 2) sick leave; 3) seniority and tenure; 4) better promotion chances; and 5) removal only on written charges.

European Civil Service Expert Over WNYC

Dr. Joseph Vecsekloy, secretary of the City Council of Budapest, will be the guest speaker on the Civil Service program over WNYC at 5:30 p.m., Tuesday, July 16. Dr. Vecsekloy has been studying the functions of the New York City Civil Service Commission. He is here under the auspices of the American Hungarian Exchange and the Institute of International Education.

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FIREMAN-PATROLMAN

The present list for Fireman expires Dec. 15, 1941, and all of the eligibles on the present Patrolman list should be appointed before Jan. 1941. Consequently the Fireman examination should be held in the Spring 1941 and that for Patrolman shortly thereafter.

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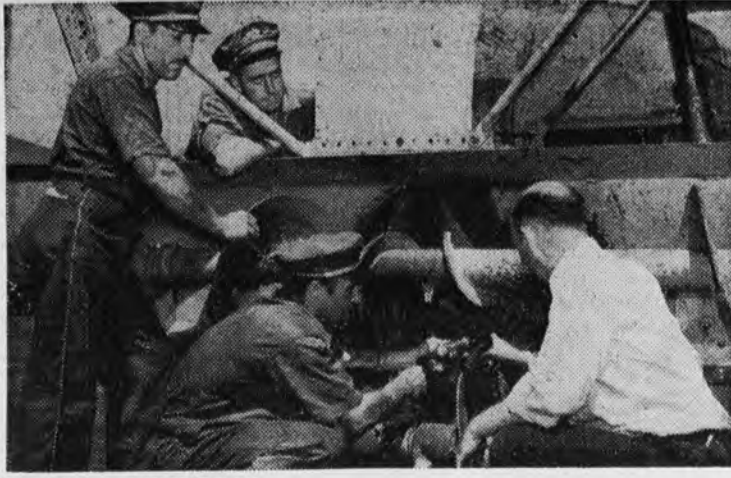
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SANITATION MEN LEARN THE ROPES

at the Department's training school. Meanwhile the Civil Service Commission keeps welding out hopefuls in the various parts of the Sanitation Man exam. Men who make the grade as a result of the present exam will receive thorough training before starting on the Sanitation job

Jobs Go Begging

At last week's end no one had applied for nine of the examinations now open by the Municipal Civil Service Commission. Seven of these are promotion exams for which only city employees are eligible. Those tests for which no applications have yet been filed are: Assistant Counsel, Grade 4; Foreman of Mechanics (Men); Head Dietitian; Junior Counsel, Grade 3; Senior Dietitian; Station Supervisor; Tailor (Men); Assistant to the Commissioner; and Senior Administrative Assistant.

For other city exams, the following number of applicants have filed: Airport Assistant, 47; Section Stockman, 35; Dietitian, 17; Towerman, 2; Junior Administrative Assistant, 1; Motorman-Conductor, 60; Assistant Station Supervisor, 47; Towerman, 9; Train Dispatcher, 9; Motorman-Instructor, 7; Inspector of Elevators, Grade 3, 2; and Seamstress (Women), 1. The last eight tests listed are promotion exams.

The deadline for filing for these jobs is July 23. Full official requirements and other information about these tests appears in this issue of THE LEADER.

Practical Tests For Appliance Operators

Practical tests for Office Appliance Operator (Remington Rand Bookkeeping Machine) are being held this week in room 100, Municipal Building.

Subscribers are requested to inform The Leader of any change of address at least one week in advance.

Doomed Transit Workers Still Doomed; Pinkslip Deadline Nears

None of the 70 "doomed" employees of the Transit Commission have as yet been placed in other city or State departments as a result of Commissioner William G. Fullen's appeal of last week. Secretary Mack Nomburg reported that several departments have expressed interest, but nothing more, while others pleaded poverty.

A complete list of the employees, together with title, salary, and years of service, appeared in THE LEADER last week. This list went to every department head.

August 1 was set as the pink-slip deadline for these 70 employees after the Board of Estimate granted the Commission an extra \$21,000. The Commission is attempting to stretch this money up to the very last day. Nomburg stated; but he wasn't very enthusiastic.

Those who eventually go will be placed on preferred lists in the State service, and have first call on jobs in their titles. The Commission lost about half its annual budget on July 1, when its functions were transferred from the State to the city's jurisdiction.



"ALL ABOARD"

says the Conductor on this train, now operated by the city. A new open test for the job will be open in September

How the Coordination Test For Sanitation Men Is Graded

When this issue of The Leader hits the news-stands on Tuesday, Sanitation candidates will be taking the coordination exam—last part of the long series of tests they've undergone in the hope of getting the \$1,860 job of keeping New York clean.

The purpose of the coordination test is to find how quickly a man can act—hand-eye speed and hand-foot speed. The method used is this: the candidate sits in a cab (it's a regular Sanitation Department cab) and in response to signals he turns the steering wheel to left or right, shifts his legs, works the hand brake. A clock above the signal box measures his time, and gives him his grade.

The signals which the candidate must follow read: LEFT TURN, RIGHT TURN, LEFT FOOT, RIGHT FOOT, HAND BRAKE. (For full details, see July 1 issue).

Rating Scale

The LEADER has been able to obtain for publication the rating scale for the coordination test. If a man is able to complete the job in two seconds or better, he gets 100%. The complete scale follows, in tenths of a second:

Less than 2 second	100%
2.1	99
2.2	98
2.3	97
2.4	96
2.5	95
2.6	94
2.7	93
2.8	92
2.9	91
3.0	90
3.1	89
3.2	88
3.3	87
3.4	86
3.5	85
3.6	84
3.7	83
3.8	82
3.9	81
4.0	80
4.1	79
4.2	78
4.3	77
4.4	76
4.5	75
4.6	74
4.7	73
4.8	72
4.9	71
5.0	70
5.5	65
6.0	60
7.0	50

Over 7 seconds fails. Because of the unfamiliarity of the men with a test of this kind, it has been decided to give each candidate three tries at the test. First comes a practice try, to give him the "feel" of the test. No mark is recorded on this try. Then come two additional trials, and the higher of the two marks is the one that counts. All who have had anything to do with the test so far agree that this is a fair method.

Test Is Competitive

The coordination test is competitive, not qualifying. This means that the grade a man makes is figured in with the grades on the other parts of the

physical test, and his final mark is a combination of the various sections of the exam. Thus, it is quite possible that some of the men who have made 100% on the physical exam may have their mark lowered after taking the coordination test.

Those who are now being called to take the physical exam at Tompkinsville, Staten Island, will take the coordination test at the same time. Those who have al-

ready taken the physical exam will have to wait until all other candidates have completed the competition before they are summoned for the coordination. It is expected this will be some time in September.

The Leader will keep Sanitation candidates thoroughly informed of all news concerning their exam. Sanitation candidates who have questions are invited to make use of The Leader's free information service.

Six Supermen

THEY MADE 100% IN SANITATION EXAM

"Perfect men" are beginning to come faster in the Sanitation physical exam at Cromwell Center, Tompkinsville, S. I. There are now six of them. Bronx lost its lead last week as the borough of strong men. The supermen come from all over town. Here they are:

John N. Peters, 23, of 39-71—45th Street, Long Island City;

August L. Balvin, 21, of 21-26 Newtown Avenue, Astoria;

John Gamrat Jr., 23, of 111-34 133rd Street, Ozone Park;

Walter Burban, 20, of 185 East 3rd Street, Manhattan.

William J. McCabe, 19, of 437 E. 147th Street, Bronx;

Arthur J. McQueen, 25, of 2174 Herman Avenue, Bronx.

A resume of the medical and physical exams show, that up to now 31,130 have been called to take the medical test. About half of this number passed; the remainder either failed, were absent, or will get another try.

Of the 12,900 summoned for the physical tests, 9,775 have passed.

A passing mark in the tests, however, should not be misunderstood to mean certainty of appointment. The passing mark indicates that a candidate is qualified to make the list. 7,500 will

eventually be eligible for appointment, and those who score lower than the 7,500th man will be eliminated.

The Leader estimates, unofficially, that a grade of 86 or above should get a man on the eligible list.

Oral Test for Property Appraisers

The oral test for Personal Property Appraiser will be held in Room 703, 299 Broadway, on July 19, according to an announcement last week by the Municipal Civil Service Commission.

Practical Tests For Upholsterers

Practical tests for Carriage Upholsterer will be given by the Municipal Civil Service Commission, beginning July 22. They will continue through July 24. They are scheduled for the 10th floor of the Central Motor Garage, 16th St. and Ave. C.

Subway Conductor Exam

An open competitive examination for Conductor will be opened for application during September, according to an announcement last week by the Municipal Civil Service Commission. In addition to vacancies which will be filled in the Eighth Ave. lines, the new list will be used for others in the newly-acquired BMT and IRT lines. Also, the list will be used for jobs on the Sixth Ave. Subway when it is completed.

The salary for Conductors varies from 65 to 75 cents an hour.

Requirements

When the last competitive exam for this post was announced, the Commission set age limits of 23 to 44. The minimum height requirement was five feet, five inches. Other requirements were: two years of experience as conductor, trainman, guard, brakeman, locomotive engineer, locomotive fireman, motorman, motor switchman, switchman, hostler, switch tender, yard conductor, yard brakeman, or driller.

Duties

The duties were outlined as follows: To be responsible for the safety, regulation, and proper care of trains, in accordance with the rules, regulations and special instructions governing the employees in operation; to take charge of trains under assignment; when assigned to rear section of trains to assist conductor in charge in the performance of his duties; when assigned to stations to handle passengers, assist in the

safe dispatch of trains, watch exit gates, patrol stations and perform special duties for the protection of passengers; turn in lost property; make detailed reports of unusual occurrences, relieve station agents on occasion.

Full official requirements, filing dates and other important information about this exam will be published in The Leader as soon as announced by the Civil Service Commission.

Exam Cancelled For Painter Foreman

A promotion exam for Foreman of House Painters, Department of Public Works, was cancelled by the Municipal Civil Service Commission last week. The exam previously had been ordered, but no application date was set.

Licensed Fireman List O.K. For Housing Jobs

The Licensed Fireman list will remain void for appointments as Licensed Fireman, the Municipal Civil Service Commission ruled last week. However, the list in the future will be used to fill jobs in the Housing Authority in connection with oil burning equipment.

Institutions in Which Attendants Will Work

- DISTRICT I—Counties of New York and Bronx**
 Mental Hygiene—Psychiatric Institute and Hospital, New York City
 " " Manhattan State Hospital, Ward's Island
- DISTRICT II—Counties of Kings, Nassau, Queens, Richmond and Suffolk**
 Mental Hygiene—Brooklyn State Hospital, Brooklyn
 " " Central Islip State Hospital, Central Islip
 " " Creedmoor State Hospital, Queens Village
 " " Kings Park State Hospital, Kings Park
 " " Pilgrim State Hospital, Brentwood.
- DISTRICT III—Counties of Albany, Columbia, Greene, Rensselaer, Schoharie, Sullivan and Ulster**
 Social Welfare—New York State Training School for Girls, Hudson
- DISTRICT IV—Counties of Clinton, Essex, Franklin, Fulton, Hamilton, Montgomery, St. Lawrence, Saratoga, Schenectady, Warren and Washington**
 Correction—Dannemora State Hospital, Dannemora
 Health—Hospital for Treatment of Incipient Pulmonary Tuberculosis, Raybrook
 Mental Hygiene—St. Lawrence State Hospital, Ogdensburg
- DISTRICT V—Counties of Herkimer, Jefferson, Lewis, Oneida, Onondaga and Oswego**
 Mental Hygiene—Utica State Hospital
 " " Syracuse Psychopathic Hospital
 " " Syracuse State Hospital for Mental Defectives
 " " Rome State School
 " " Marcy State Hospital
- DISTRICT VI—Counties of Broome, Chemung, Chenango, Cortland, Delaware, Madison, Otsego, Schuyler, Tioga and Tompkins**
 Health—Homer Folks T. B. Hospital, Oneonta
 " Herman Biggs Memorial Hospital, Ithaca
 Mental Hygiene—Binghamton State Hospital
 Social Welfare—New York State Women's Relief Corps Home, Oxford
- DISTRICT VII—Counties of Cayuga, Livingston, Monroe, Ontario, Seneca, Steuben, Wayne and Yates**
 Health—Mt. Morris T. B. Hospital
 Mental Hygiene—Newark State School
 " " Craig Colony, Sonyea
 " " Rochester State Hospital
 " " Willard State Hospital
 Social Welfare—State Agricultural and Industrial School
- DISTRICT VIII—Counties of Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans and Wyoming**
 Correction—Attica Prison
 " Albion State Training School
 Mental Hygiene—Buffalo State Hospital
 " " Gowanda State Hospital, Helmuth
 Social Welfare—Thomas Indian School, Iroquois
 Education—New York State School for the Blind, Batavia
- DISTRICT IX—Counties of Dutchess, Orange, Putnam, Rockland and Westchester**
 Correction—Westfield State Farms, Bedford Hills
 " Matteawan State Hospital, Beacon
 Mental Hygiene—Rockland State Hospital, Orangeburg
 " " Wassaic State Schol, Wassaic
 " " Harlem Valley State Hospital, Wingdale
 " " Hudson River State Hospital, Poughkeepsie
 " " Letchworth Village, Thiells
 " " Middletown State Hospital
 Health—New York State Reconstruction Home, West Haverstraw
 Social Welfare—New York State School for Boys, Warwick

Hospital Dept. Cuts Down On Food to Employees

Placing the blame squarely on its 1940-41 budget, the Department of Hospitals this week ended its policy of serving meals free of charge to its employees paid on a non-maintenance basis. Curtailling these meals will save the department approximately \$175,000-\$200,000 a year, estimate department officials.

In announcing the change, the department pointed out that neither the number nor the quality of the meals served to other employees is to be affected. Hos-

the same minimum salaries and increments as employees in other departments. He explained:

"These employees are simply being asked to accept conditions of



SCMWA HEAD MCGORKEY
 pital Helpers receive one free meal daily, Hospital Nurses and Attendants get two a day, and resident Student Nurses, visiting physicians, chaplains, and others receive meals while on duty.

Commissioner S. S. Goldwater's announcement stated that the non-maintenance workers receive



Commissioner GOLDWATER
 employment identical with those applicable to city employees in other departments."

The SCMWA (Luciel McGorkey, president) challenges Goldwater's contention; union heads say that many Hospitals Department employees are working under conditions below usual city standards.

Here's How the Hospital Attendant Test Stands

Although the State Civil Service Commission has not yet started on the job of marking 18,000 Hospital Attendant papers, plans are going speedily ahead to smooth establishment of the list by January 1, 1941.

A committee made up of officials of the Departments of Civil Service and Mental Hygiene was formed this week, to study the matter of zones in which the Hospital Attendants will work. Its report is to be submitted in September, to the next meeting of the 12-man commission studying extension of the competitive class.

According to plans, the State is to be divided into a number of zones; nine is the maximum, as machines of the State Civil Service Commission are unable to handle more. Eligibles in a zone will be certified for employment only to institutions within the zone. The list is to be established both State-wide and for individual zones. When a zone list is exhausted, the State-wide list will be canvassed.

New Test Possible

A new test will have to be given when it appears that eligibles cannot be found to take jobs in institutions in any one zone.

Three major reasons are given for the zone system: appointments must frequently be made with considerable speed; salaries are not high enough to expect eligibles to move any great distance from their homes; community relations are important to the successful functioning of the institution.

On the left appears a list of State institutions, in the Mental Hygiene, Correction, Health, and Social Welfare departments, set up by judicial districts. The committee studying establishment of the zones will undoubtedly base its work on this list.

Meanwhile, pressure of establishing other lists expected with-

in the next few weeks (such as Investigator, Alcoholic Beverage Control Board, and Senior Assistant Mechanical Stores Clerk) is keeping Commission officials busy. Marking the Hospital Attendant papers will take up to months at the most, Machine grade the papers at the rate of 750 a day. However, those papers which show discrepancies of any kind are examined by hand, thus slowing up the job.

The LEADER will regularly publish information of interest to those who took the recent Hospital Attendant test. Address all inquiries to Civil Service Leader, 97 Duane Street, New York City. For latest news about those now working in State institutions, see "Mental Hygiene Notes," on p. 13.

The list will be published as soon as it is established.

2,000 Nurses, 700 Attendants May Get Competitive Status

2,000 Nurse jobs in Mental Hygiene institutions throughout the State, and 700 Attendant posts in Dannemora and Matteawan State Hospitals, will be the next to come from the non-competitive to the competitive class of the State service, if plans discussed in Albany last Wednesday come through. If they do, exams for these jobs can be expected early in 1941.

The matter was discussed for two hours in the State Capitol office of Lieutenant Governor Charles Poletti; participating were members of the 12-man commission appointed last fall by Governor Lehman to extend the competitive class. First activity of this commission has been the transfer of the 10,000 Attendants in the State institutions, effective January 1, 1941.

The objection that an insufficient number of Nurses are generally found in the State to compete for nursing jobs was voiced at the meeting. The State Commission has on occasion been forced to open tests to residents of other States, it was pointed out. It is therefore possible that the Nurses may not be switched. However, opinion was strong on the question of switching the Attendants. The matter will be further dis-

cussed at the next meeting of the commission, in September.

Under section 61 of the Mental Hygiene Law, Nurses in the institutions are paid \$66-\$74 a month, plus maintenance. A registered nurse in the ward service receives four dollars more than an unregistered nurse in the same position.

Houses Convicts

Dannemora State Hospital, situated in Dannemora, Clinton County, houses male convicts declared insane while serving a sentence for a felony. Matteawan State Hospital is in Beacon, Dutchess County; its population are the insane committed by order of criminal courts, male persons convicted of petty crimes and misdemeanors—not felonies—who become insane while undergoing sentence, and patients in other State hospitals previously convicted or confined in Matteawan and still

showing criminal tendencies.

Dannemora has 475 Attendants; Matteawan 225. They serve in the Department of Correction.

While no preliminary training was asked of eligibles for the recent Hospital Attendant test, this will not be the case for the Attendant jobs in these two institutions. Not only are the jobs much more wearing, but the salaries are considerably higher. Hospital Attendants receive \$54-\$66 a month plus maintenance; those in Dannemora and Matteawan get \$800-\$1,140 a year. Advancement is open to Chief Attendant, \$1,140-\$1,260; Supervisor, \$1,260-\$1,380; Chief Supervisor, \$1,380-\$1,440.

As with the Hospital Attendant job, incumbents will undoubtedly be moved into the competitive class without further to-do, while the lists will be used to fill future vacancies.

100 More Trooper Appointments Expected in Fall; New Exam Soon

A new exam for State Trooper will probably be given even before next spring, as was exclusively reported last week in The Leader. Information has just been received that 100 more Troopers are to be added to the force in the early fall, bringing the total personnel to an all-time high of approximately 1,000 men.

To make 100 appointments on July 1, the Division of State Police went down to number 207 on the 295-name list; a number of eligibles declined because of other employment. The current list will be completely exhausted to make the new appointments, and some provisional employees will probably have to be taken on as well.

It is learned that the Division of State Police asked originally for an additional 200 men, to combat alleged "subversive activities" in the State. The first 100 appointments were ordered for July 1, with a promise that 100 more would be appointed a few months later.

The money needed for expansion of the service will be appropriated by the 1941 Legislature, under an agreement reached by legislative leaders of both parties.

State Trooper Requirements

Men are eligible for the State Trooper exam if they are high school graduates between 21 and 40, stand 5 foot 10, have never been convicted of a crime, and hold a New York State driver's license.

Meanwhile, recent appointees are going through a rigid three-week training period in the barracks, learning court-room procedure, telephone and teletype communication, radio transmission, first aid, fingerprinting, traffic control, photography, etc. They are to follow this with six-month assignments about the barracks, when they accompany veteran troopers on their duties.

The new men will eventually be assigned routine duties, while the veterans are added to the Bureau of Criminal Investigation, the State counterpart of the "G-men."

The LEADER will carry full information concerning progress on the State Trooper exam.

Pathologists Needed

An examination for Pathologist, Orange County and the City of New York, was ordered last week by the Municipal Civil Service Commission. The test is being held to fill a vacancy at \$1,800 at Otisville Sanatorium. No application date has been decided upon yet.

Grievance Machinery

Two bills to set up uniform grievance and hearings machinery in city departments will be in the hopper when the City Council convenes.

Author of the bills is Councilman Walter R. Hart, Brooklyn Democrat, sponsor is the State County and Municipal Workers of America.

The grievance bill would establish a uniform policy in the city; it provides machinery to settle differences, maintaining that it is the duty of every agency to "exercise all reasonable efforts to maintain rules and working conditions satisfactory to its employees."

Under the hearings bill, employees must be notified in writing of any charges against them, and allowed five days in which to answer. In addition, employees are entitled to hearings and representation by persons of their own choosing.

ON THE U.S. CIVIL SERVICE FRONT

U. S. Commission to Hire 2,000 White Collar, Clerical Employees

By Charles Sullivan

It isn't supposed to be known, but The Civil Service Leader has learned exclusively that \$2,000,000 has been allocated to the U. S. Civil Service Commission by President Roosevelt. This money will be used to recruit thousands of additional employees for national defense agencies.

The Commission is hiring hundreds of additional workers, expanding its staffs chiefly in the investigations, certification, and examining divisions.

In all, more than 2,000 new employees are being added. This number will build up the Commission's staff to its greatest proportions and will put the Commission in a spot to render a real public service. For the first time in its long history complaints aren't being made of lack of funds to do this or that at the Commission.

Here's how the Commission's staff has and will increase: A year ago there were something like 1,500 employees. A couple of hundred were added and when the limited emergency was declared last September with Hitler's invasion of Poland the staff was increased to 2,000.

Master Job File Set Up

Of particular interest to all Federal employees is the fact that the Commission is setting up a master qualification file on all employees. More than 700 new employees have or will be hired for this project alone. Employees are working 24 hours a day on the file, three eight-hour shifts.

Each Federal employee is being required to fill out a card which will show at a glance all of that employee's training and qualifications to hold down other positions than that which he is holding. The Federal government has more than a million employees now and it is the belief of many officials that hundreds of persons in minor jobs could be vastly more helpful to Uncle Sam in other positions.

National defense agencies, for example, are crying now for specialized types of architects and en-

gineers among others and some of the very people they want sometimes have been found in low-paying clerical jobs in other Government agencies.

Information on each employee will be set up on punch cards and in the future when a rush call comes in for chemical engineers, for example, all the chemical engineers in the Government service in other jobs can be found by simply punching the master machine.

The setting up of the master qualification file should prove a boon to Federal employees outside of Washington, D. C. It's not too hard to find people in Washington but people in the field rarely get a chance to transfer to a better job elsewhere simply because their qualifications aren't generally known.

The Commission also is adding heavily to its investigating staff. All employees certified to national defense positions now are being subjected to a searching character inquiry notwithstanding the fact that some of the employees have worked in other Federal agencies.

FCC Hiring 200 Engineers

Another agency that received a windfall from the President's \$200,000,000 fund is the Federal Communications Commission. It was reported here last week that FCC would be hiring 200 additional engineers. We were wrong, 500 additional employees will be added, with more than 400 engineers in the lot. All these employees will work outside of Washington. The FCC received \$1,600,000 for the job of tracing down unauthorized and illegal radio messages. The jobs are all under Civil Service.

What's What on the General Investigator Exam?

THE LEADER has asked its Washington correspondent to secure the answers to a variety of questions being asked by those who took the general investigator exam. The questions, and the dispatch in reply, follow:

1. Has a Customs Inspector Register list been set up?

No, the Customs Inspector register hasn't been set up and won't be for several weeks yet. All the registers from the general test will be set up at the same time.

2. On what basis are people being selected for the Border Patrol jobs?

People are being selected for the Border Patrol jobs because they passed the general investigator test under the Border Patrol option. About 750 are being given jobs now, though that number won't actually be selected before August 1. In other words, participants in the test still have a chance to be called. Also bear in mind that the Border Patrol register hasn't been established, and it will be along with the one for Customs Inspector.

3. Who gets the Border Patrol jobs?

There is simply no way for anyone to tell which participants

will get the Border Patrol jobs. You must remember the register hasn't even been set up yet, despite the fact that hundreds are being given jobs on the basis of having passed the test.

4. What does the job of a Border Patrolman consist of?

A Border Patrolman checks on all persons crossing the border into Canada and Mexico or into the United States from those countries.

5. Is a new exam in the wind for Patrolmen to patrol the Canadian border?

No additional exam is contemplated at this time.

6. Have all the papers in the General Investigator test been graded?

The Commission has graded all 240,000 papers in the General Investigator test. It is now setting up the different registers, and this is expected to take several weeks.

7. Will those who get wires from the U. S. Commission asking whether they will accept Patrol jobs actually get those jobs?

The receipt of a telegram from the Commission asking whether the candidate will accept a job does not necessarily mean that he will get the job. The probabilities are in his favor, however.

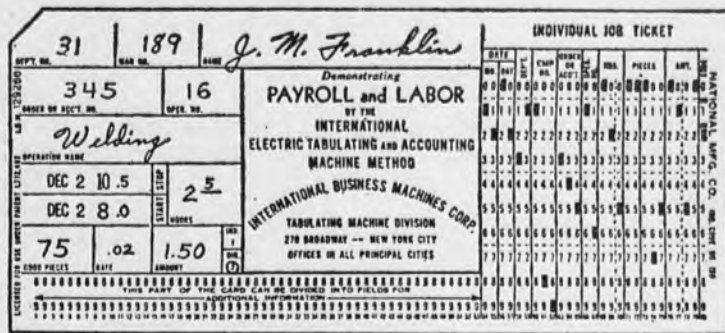
Instructions for Those Taking U. S. Exam

The operation of Numeric and Alphabetic card (key) punch machines is a comparatively simple task, once you get the hang of it. After that it's just practice, practice, practice.

First of all you should know the purpose of card punch machines. These machines cross-index information by a mechanical process, thereby saving a tremendous amount of hand labor. For instance, take a large company's payroll. This company wants to make out the payroll by department, by employee number, or by any one of numerous other classifications. In each classification every person and his salary must be listed and then totaled. Formerly this was done by hand—the card or data for each employee sorted and then resorted for each classification. Then all totals had to be compiled individually.

Under the punch card method of accounting, this is all done automatically. One master card is made out for each employee. Instead of writing in the information, the data is punched into the card. Then the cards of

How to Operate A Card-Punch Machine



This is a payroll card punched by a card punch machine. Note that 80 columns are available for various classifications. The black squares indicate punches.

all employees are run through a sorting machine. This sorting machine separates the cards by department and by employee number, or by any of the other classifications. The number of classifications of any one kind is practically unlimited.

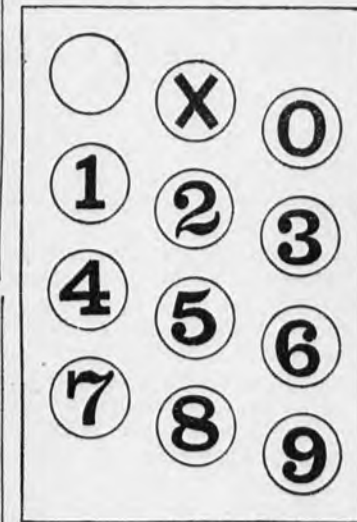
There are two principal machines which will record this and similar data—the Alphabetic Key Punch machine and the Numeric Key Punch machine. The former will record letters as well as num-

bers, so that salary checks or other accounting documents requiring names of persons, products, etc. can be printed when the cards are run off on another machine—the accounting machine. The Numeric punch, which is a faster machine, is employed for jobs requiring only the use of numbers. Many businesses now put much of their data in code, so that no letters are necessary. The Census Bureau, in Washington, where many of the Civil Service jobs will be located, uses far more of the Numeric machines in cross-indexing census data.

Operation of the Alphabet Card Key-Punch Machine

To operate the Alphabetic machine manufactured by International Business Machines Corporation, you must know the standard typewriter keyboard. The card punch machine keyboard, however, contains no punctuation marks, no capitals, no shift key. It has only the letter, numbers, an eject key, a tab key and a dummy key. A key for the figure one is provided.

When beginning actual operation you first set the "stops" on the machine, just as you would on a typewriter. These stops are set for each classification or



This is the keyboard for the Numeric machine. See article for the proper fingers to use in punching the keys.



CARD-PUNCH MACHINES

Note the position and posture of the operators of the of the Numeric Card Key-Punch (top) and the Alphabetic Card Key-Punch (below). Both machines are easy to operate, once you learn the key-boards. The accompanying article describes details of operation.

"fields", which we discussed above. Then you place the cards you want to punch in the feed on the right of the machine. Turn on the electricity, press the eject key, and a card is automatically placed in position ready for punching. You then punch the data on the card just as you would use a typewriter.

Whenever a card field contains more columns than are necessary, skip the excess columns or punch zeros in them.

When the card is finished, press the eject key. The card is automatically ejected, and the next card comes into position for punching.

(Continued on Page 18)

Civil Service LEADER

401

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MEMBER, AUDIT BUREAU OF CIRCULATIONS



Tuesday, July 16, 1940

A Frank Letter To Americans

LAST Monday, the City of New York witnessed a remarkable event. 5,000 citizens waited before the offices of the Board of Education. All week long the lines continued. Such a line-up in New York City usually means that men and women are clamoring for jobs.

Not this time.

These persons stood sweltering in the summer's sun because a few days before an official of the Board of Education had stated that facilities were now available where people could learn a trade: where they could become radio technicians, sheet metal workers, foundry workers, electric welders, auto mechanics, tool-makers. The great crowds in Livingston Street, Brooklyn, weren't there because jobs were promised in the offing; the crowds were present because an opportunity had suddenly become available to learn a trade. The American people, awakening out of a ten-year torpor, were suddenly realizing that the greatest natural resource—the skills of its people—must be preserved.

How necessary are these skills? Month after month, the U.S. Civil Service Commission had been clamoring for trained men to come into the Civil Service of the nation. But those men couldn't be found. They aren't available. Curiously, in a time of vast unemployment, with government pleading for workers, there just aren't enough! But the will-to-learn and the will-to-work are surely present.

50,000 persons were to be trained. This indeed was an opportunity for the nation and its people.

Then happened one of those strokes of ineptitude which leave plain men completely bewildered.

Limitations were set up. The opportunity was to be restricted only to those who already had some industrial training or whose names were on public employment lists. By the end of the week, out of the thousands who had stood in line, only a few hundred could begin their schooling. Then too, it was revealed that a great shortage of teachers exists, and new ways would have to be inaugurated to obtain a proper teaching staff.

And meanwhile, the U.S. Civil Service Commission clamors for men. Meanwhile, men clamor to get into the government service. Meanwhile, inefficiency gums up the works—government and men can't get together. Meanwhile, much of the nation's work which government and men together could do—remains undone. Meanwhile the skills of America remain undeveloped.

THE LEADER feels that of talk and mumble and excuse there has been enough. THE LEADER feels that of half-hearted plans we have had plenty. Our needs are known. Let the people resolve that a vast training program must be undertaken—a program to build the skills of men at peace. Let that program be voluntary; the response at the Board of Education shows how keenly the people wish to learn. Let there be an end to red-tape. If a young fellow has a knack with machines he belongs in the nation's vocational training program, no questions asked.

It is the job of all who are interested in Civil Service to insist that the vocational training program goes ahead in streamlined democratic fashion.

Next Week!

Special Material
For Those Planning
To Apply for the
Coming State
Prison Guard Test.

Merit Men

Charles Gordon



THE politicians and patronage grabbers say you can't pick a lawyer by Civil Service examination.

Charles Gordon insists they're wrong—"There is no valid objection to filling legal positions by competitive examination."

Apparently Mr. Gordon knows what he's talking about. He himself is a living example of his theory. He holds down a Federal job because he scored 95 per cent on an attorney exam. And just recently he successfully represented the New York Lawyers Guild in the widely publicized Cowen vs. Reavy case, involving requirements facing lawyers in the State Civil Service examination for Unemployment Insurance Referee.

This dual role illustrates something about this man Charles Gordon. He didn't get a cent out of the Guild case—which extended over a 15-month period. And he isn't looking for a job. He has one in the Department of Justice.

Civil Service Is Democratic

Gordon's Guild activities predate his Civil Service connections by several years, but today the two interests are one. He has convinced the Guild that Civil Service is an important field for lawyers, and he personally has led the fight to widen the field for men in his profession.

"The competitive Civil Service theory," he says, "is essentially the most democratic way of filling government positions. We preach equality of opportunity, and it seems to me a sound method of

extending this principle so as to apply it to government service, especially when it produces the highest type of government personnel."

That goes for legal personnel, too. Gordon clashes with the theory that you have to handpick men to assist District Attorneys and the Attorney General in New York State. Back in 1936-37, he conducted surveys in the D. A. offices of Kings and New York Counties and found that practically all members of the legal staffs were active in the Democratic party. The surveys attracted attention at the time, but so far the District Attorneys still pick their own men.

Before he went into Civil Service, Gordon practiced law in New York City for 12 years. He studied law at N.Y.U., took his undergraduate work at City College.

Opportunity

He's a staunch believer in Civil Service as a field for young lawyers. If you say the opportunities are limited in government service, he counters quickly: "The opportunities are limited in the legal profession. That's why thousands of lawyers are turning to government employment."

"You have security, you have advancement, and you have an honorable career."

If you press Mr. Gordon a little further, though, you'll find he cherishes another ambition, this one outside Civil Service. He wants to be a judge.

This column is offered to readers who have legitimate complaints to make about their jobs, salaries, working conditions, etc. Only initials are used with letters.



complaint corner

THE PROBLEM OF DISCRIMINATION AGAINST WOMEN

Sirs: I would like to enlist your help and your paper's in establishing equality for men and women in distributing the positions that are offered from established civil service lists.

I am referring in particular to the Post Office Clerk List. I have been on the women's list for the last three and a half years. The prospect of ever being appointed appears to be very small. The men's lists have been used to percentages of 88% to 85%, while no appointments have been made from our list after 96% had been reached. Ten to 25 names are being taken off the men's lists every month. This is so despite the fact that the women's list is by far the smallest and therefore the easiest to keep level with the others.

I believe you will agree with me that it is the only fair thing to do to give men and women an equal chance at a job for which identical examinations have been made the criterion as qualification for that job. Particularly at this time when the Post Office Department will have the additional duty of registering the aliens there will be a need for more workers. I would like to insure the fact that at least half of those workers are women.

Do you believe that anything can be accomplished by organizing a women's auxiliary to the

Post Office Eligibles Association? If so, would you help me organize one by announcing such a proposal in your paper.

R.L.

Editor's Note: THE LEADER is heartily in accord with the principle that no discriminations should be made against women in Civil Service jobs. However, the department heads do have the right, under the law, to specify the sex of the persons they wish to appoint. Unfortunately for women on the Postal list the duties of the position in most cases are such that men are requested by the department heads. In the original announcement for the postal exam, the following statement was made on every application form: "The Post Office Department has the legal right to specify the sex desired in requesting certification of eligibles."

The registration of aliens is being done by the Post Office's regular staff and no additional help is to be taken on for this specific task.

THE LEADER is sympathetic to this appeal, however, and suggests that federal officials, if it is at all possible, use the woman's postal list for appropriate jobs. These eligibles, who have already been proven competent through examinations, should be utilized in the national defense program.

Don't Repeat This!



IN CASE of war, many federal offices will be moved from exposed Washington to a mid-western metropolis . . . Tom Dewey is slated to be Attorney General in the Willkie Cabinet, if and when . . . Emil Ellis used to stand in for heartthrob John Gilbert in the silent movie days . . . Counsel Joe Schechter will be an unofficial observer for the State Commission at the Kern hearings . . . Watch for a rush of "Fifth Column" pulp magazines. A high government official is said to be the inspiration . . . 500 of the 18,000 who took the Hospital Attendant test have changed their address since they filed applications. . . .

WANTED

Wanted: A change in Civil Service rules to allow continuation of *The Subway Sun* . . . Earl Brown, member of the commission extending the competitive class of the State service, is no longer managing editor of *The Amsterdam News*. Insiders say it's because he penned an uncomplimentary piece on *Joe Louis for Look Magazine* . . .

CITY HALL

Collier's is planning a piece on *LaGuardia*, telling about his private life. Stanley Howe will have a hand in it, though his name won't appear, and it won't be all puff . . . How come the recent changes in the City Commission's public relations staff? . . . In time of war, the mortality rate among law-enforcement officers who stay at home greatly increases. . . .

SPOILS

National Lawyers Guild attorneys are bitter at the so-called "Frankfurter spoils system." They told the Supreme Court Justice about it at a recent meeting of the President's Committee to Extend the Merit System . . . The U. S. Civil Service Commission once went all the way to Norway to find someone who could pass a test for measurer of the ocean's depth . . . The last remaining bits of the Board of Education have moved to Brooklyn . . . Over-travelled, overworked Howard Jones is battling the flu in a Massachusetts retreat. . . .

—letters

POSTAL ELIGIBLES ASK HELP

Sirs: I would like to point out to the eligibles on the various Post Office registers that their respective chances for appointment depend upon the amount of cooperation and active help they give the chairman and officers of the Post Office Eligibles Association.

The organization would like to inform the eligibles, both members and non-members, that many appointments have been made recently, the number of our active committee members has become depleted. We therefore need new active eligibles to take their place.

The committee is now conducting a campaign to obtain more appointments and also appropriate positions in the national defense program. We shall be glad to give any postal eligibles the latest standing on the list if they will enclose a stamped, self-addressed envelope. Address Post Office Eligibles Association, 265 Henry St., New York City.

ALFRED AVALLONE

President
Post Office Eligibles Association.

So You'd Like to Enter The Foreign Service!

By DONALD MacDOUGAL



Each passing headline tells a story of a world sunk in turmoil. Each radio broadcast outlines new international borders, imposed in a week on a map that took thousands of years to make. Americans interested in building their own defenses show an interest in overseas affairs today greater than ever before. Behind each headline that tells of American participation in world affairs are a corps of 700 officers of the Foreign Service, whose busy lives become even busier during each international crisis.

are in excellent health and physical condition. No educational requirements are called for. However, the overwhelming majority of the men in the service are college graduates. And the amount of knowledge one must have for the job is extensive. Legally, both men and women are eligible, but in recent practice only men are chosen.

First step is the application of designation, available at the Division of Foreign Service Personnel, Department of State, in Washington. When it is returned to the Secretary of State, it must include recommendations from five responsible persons; three of the five are to be former teachers or employers.

Hurdles

The hurdle of the recommendations overcome, the prospective candidate next faces a written test that boasts a usual mortality rate of 95 per cent. For four days, he is taken over the coals on general mentality, arithmetic, and in a dozen specific subjects: English composition, elements of international, maritime, and commercial law; economics, political and commercial geography, American history and government since the American Revolution, the history of Europe, Latin America, and the Far East since 1776, and one or more foreign languages (French, German, Spanish).

The five per cent who make a grade of 70 or better are next invited to come to Washington—at their own expense. An oral exam that lasts from half an hour to an hour is next on the agenda.

These oral tests will be held during the last two weeks of January, 1941; the exact dates have not yet been announced.

The Board of Examiners is made up of three Assistant Secretaries of State, the Chief of the Division of Foreign Service Personnel, and the Chief Examiner of the U. S. Civil Service Commission. Here such intangibles as character, judgment, business acumen, and culture are probed. The oral and written exams are



rated the same, and the candidate must score a combined 80 per cent to pass.

The candidate learns immediately whether he has passed or failed—in an indirect, painless manner. Those who are told to take the rigid physical exam, given by surgeons of the U. S. Navy or of the U. S. Public Health Service, know that they have passed. When the candidate is told he need not take the physical test, failure is indicated.

If, before going home, the candidate wants to discuss reasons for his failure, a member of the Board of Examiners is on hand.

The average yearly turnover in the Foreign Service is 20-30, brought about by retirements, deaths, or separations.

Training

The neophyte gets a varied training: about six months as vice consul, during which time he performs his duties under supervision; two or three months at the Foreign Service Training School at Washington, where he learns about codes, immigration laws, passport procedure, etc. On the basis of the record he makes at the school he is assigned as vice consul or third secretary of a legation. The final step in his preliminary career may be postponed while he takes postgraduate work at a university. During all this time, the embryo official is receiving full salary.

The starting salary is \$2,500; promotion may bring this to as high as \$9,000. Ten promotions are ahead, then the officer is eligible for recommendation to the job of Minister. Promotion is based on merit, appraised every two years; the ablest officer takes the 10 steps in 22 years, the average officer in 25-30.

Added to regular salary is a stipend for living expenses. Some officers receive as much as \$2,000, should they be married and at a post where expenses are high. Social burdens are great, however, and officials rarely find that the sums they receive from the government allow for much saving.

Officers at Work

Once appointed, the young officer continues his training. The U. S. Government wants its foreign representatives to learn the goings-on in many parts of the world. He is constantly being shifted, rarely staying in one post

for more than three years at a stretch. He usually starts his career at a nearby post—Canada, Cuba, South America—then moves further afield as experience and training grow.

The work of the Foreign Service is roughly divided into consular and diplomatic work, with much overlapping. Consular officials take care of matters involving commerce, citizenship, and immigration, while their fellow-workers in the diplomatic service are busy with political matters.

The Service itself gives the best outline of its own duties:

"The Foreign Service officer represents abroad the United States, its ideals and its policies; he interprets for the information and guidance of his Government the official acts and the public opinion of the country in which he is stationed; he endeavors constantly to promote good will and common understanding and to eliminate causes of friction.

To enter this service is admittedly a tough proposition. The jobs are few, the requirements stiff, the competition keen. But the work affords an interesting career that challenges the most capable. Today, consular offices are being closed, others take on new work. The officers must be ready to shift with the times.

It's all part of the job; as one member of the Foreign Service has characterized this job, it is "Adventurousness with a purpose."

For college graduates who like to use their brains, the Foreign Service is a great field.

WELFARE DEPARTMENT NEWS

Vets Finally Lose

ELIGIBLES IN LINE FOR 201 JOBS

With all legal avenues closed to them, 201 provisional Social Investigators in the Welfare Department's veterans bureau face ousting within the coming weeks. The death blow was delivered Friday by Justice Edward R. Finch when he denied them a stay and the right to appeal to the Court of Appeals next fall.

Involved was the case of Sherman v. Hodson, in which the eligibles sued for the jobs. They previously won in the Supreme Court and the Appellate Division.

The certification of Social Investigator eligibles is now awaiting action by the Welfare Department. The Civil Service Commission certified the list up to number 160 on June 28, and the certification was renewed by telephone on July 8. Certifications expire after 10 days unless used; deadline for the current certification, therefore, is Thursday, July 18.

50 At a Time
Deputy Welfare Commissioner McAvoy told a group of eligibles recently that only 50 veterans will be replaced each two weeks. Civil Service Commission officials were undecided late yesterday if they would allow this.

Further appointments from the Social Investigator list to Welfare Department posts elsewhere than the veterans bureau are not expected for several weeks. Department officials continue in conference with representatives of the Budget Director on the matter.

Last week, 15 names were certified to the Department of Hospitals, for five investigator jobs at \$1,500. 263 was the last number on this list.

and now with the State Department of Social Welfare, has received her certificate from the New York School of Social Work. . . . Henry W. Pope, administrator of D.O. 26, has already started to train little Henry W. Pope, III.

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Addenda
Miss Margaret Barnard, former administrator in D.O.'s 72 and 58 and later appointed Binghamton area director for the State Department of Social Welfare, has been transferred to the Albany area in the same capacity. . . . Miss Ann McGuire, former administrator of D.O. 10,

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Question, Please?

by H. ELIOT KAPLAN
CONTRIBUTING EDITOR

Troubles of Temporary U. S. Employees — No Race Discrimination on Sanitation Jobs Few Appointments from Special P. D. List

NO RACE DISCRIMINATION

W.A.C. — The chances are rather favorable that those receiving a final average of over 86 per cent in the Sanitation Man examination will land a place on the eligible list. Whoever told you that the number of appointees of any particular race will be restricted, or that the certifications will be "controlled" for any such purpose did so maliciously. Don't believe it. Appointments from the Sanitation Man list will be made in strict numerical order as is required under an executive order of the Mayor, just as is done in the case of other city lists. Indeed, any public officer practicing any discrimination for religious or racial reasons

would be guilty of a misdemeanor and punishable therefor.

P. D. SPECIAL LIST

J.L.H.—While there is much in the point you make that the Police Department special list could be used for filling clerical and other civilian positions in the Police Department, the facts are that no appointments have been made from the list; that there is little likelihood that there will be more than a few made to the P.D. No doubt the Civil Service Commission meant well enough, but the new plan was not altogether "sold" to those whose responsibility it would be to put it into actual effect. It is possible that the list may be used for other appropriate positions in other de-

partments, but even this is doubtful.

BIRTH DATE

J.P.—There is no need for your undue anxiety over the fact that none of the city departments are able to furnish you with official documentary evidence of your date of birth. The Civil Service Commission will permit you to offer any substantial evidence as to your age, such as baptismal record, entry in your church records, school certificate, etc. They may ask you to furnish them with affidavits from members of your family or others to corroborate the unofficial records you submit as evidence of your birth date.

This department of information is conducted as a free LEADER service for Civil Service employees, for eligibles, for all who desire to enter the Service. Address your questions to Question, Please? The Civil Service Leader, 97 Duane St., New York City. If space does not allow printing your answer, you will receive a reply by mail. Therefore, state your name and address. Questions for this column receive thorough analysis by a well-known Civil Service authority.

TEMPORARY U. S. EMPLOYEES

M.F.—Appointments of Clerks in the Census Bureau at Washington are in the classified service. Those who are appointed for other than temporary service or for a definite period of time may be entitled to permanent status after they fill the probationary period of service of one year. Promotions in the federal Civil Service are generally not made on a competitive examination basis as is the case in the New York services, although the federal Commission is gradually invoking competitive promotion tests in the departmental service. Not all salary increases are promotions. It is only when the increase carries over the maximum of the grade of the position that it is technically a promotion. Temporary employees may be given increases in salary. They are not eligible for promotion.

CAN'T STOP RAISES

O.P.T.—Annual salary increments under the McCarthy Law are provided as a matter of right and not merely as a privilege, to be granted or withheld at the pleasure of the department. Nor may any salary increment be denied to an employee because of alleged disapproval of the employee's efficiency or service rating by the Civil Service commission. The Commission has nothing to do with the matter.

G-MEN NOT CIVIL SERVICE

O.G.—Positions in the Federal Bureau of Investigation are not in the classified service. They are filled without regard to the Civil Service rules. Positions in the Secret Service of the Treasury Department are filled after competitive tests; so are the Investigators and other G-men in the narcotic division.

Telephone Operator Grade 1 (Male)

FIVE OTHER NEW ELIGIBLE LISTS

- Roger J. O'Mara, 92.55
- James F. Grogan, 91.56
- Louis T. Gullino, 91.05
- Edmund W. Conwell, 90.75
- Emanuel Mindes, 90.00
- Jack Weiser, 89.75
- Jack Wax, 89.50
- Samuel Rabinowitz, 89.20
- Jack Miller, 89.20
- Benjamin Bernstein, 88.65
- Thomas J. Mullany, 88.60
- Bertram M. Collier, 88.35
- Hollis Higgs, 88.25
- Reginald A. Davis, 88.15
- Nelson Plutzer, 88.05
- Joseph J. Yorlo, 88.05
- Alfred A. Mantel, 88.00
- William C. O'Gorman, 88.00
- Herbert S. Good, 87.95
- James V. Maguire, 87.90
- Milton Kirstein, 87.80
- John Athanasos, 87.70
- Morris M. Schwartz, 87.50
- Frank J. D'Amico, 87.50
- Sam Glazer, 87.50
- Gilbert E. Miller, 87.50
- Oscar L. Kaufman, 87.15
- Frank J. Schuler, 87.15
- John L. O'Connor, 87.10
- Herbert L. Lipkin, 87.00
- Robert R. Dean, 87.00
- Victor Capodacqua, 87.00
- Sidney R. Steinberg, 86.95
- John J. Quinlan, 86.80
- Samuel L. Greenberg, 86.75
- James W. Storn, 86.75
- Saul Kantor, 86.75
- Thomas G. Hayden, 86.65
- Edwin C. Corbett, 86.65
- Joseph G. Tully, 86.55
- Sidney Frankel, 86.55
- LeRoy V. Jones, 86.50
- John F. Sexton, 86.40
- Irving H. Levine, 86.40
- Raymond W. Yoniblood, 86.30
- Ely M. Slotkin, 86.20
- Raymond Gehlbach, 86.20
- Leonard Lipshitz, 86.20
- Simon Finkelhaus, 86.20
- Charles W. Reithman, 86.15
- Harold F. Callaghan, 86.10
- Stanley Albert, 86.05
- Herman Siperstein, 86.00
- Robert C. Herman, 86.00
- Toivo E. Hill, 85.95
- Victor J. Benarr, 85.95
- George J. Holtzer, 85.95
- Sidney Wolen, 85.95
- William H. Mosher, 85.75
- James J. Leonard, 85.75
- Julius H. Debowy, 85.70
- Ambrose A. Boylan, 85.60
- Stephen J. Green, 85.55
- Frank J. Bendik, 85.50
- Irving Barr, 85.40
- Daniel Gold, 85.30
- William A. de Palo, 85.30
- Gerard H. Moizan, 85.20
- Christopher A. Healy, 85.10
- Alfred B. Centner, 85.10
- Anthony R. Ferrigno, 85.05
- Milton Epstein, 85.05
- Franklin L. Hanwright, 85.00
- Isaac Heimberg, 84.95
- John J. Pearson, 84.90
- Frank Risch, 84.95
- James E. Donovan, 84.85
- Anthony V. Zuckor, 84.70
- John Kappstetter, 84.70
- Harold J. Fields, 84.55
- Anthony Torla, 84.65
- Jacques Ornstein, 84.45
- Seymour Friend, 84.45
- John P. Fidgeon, 84.45
- Jack Schlossman, 84.40
- Francis J. Walsh, 84.40
- Max W. Friedman, 84.30
- Robert L. Buchsbaum, 84.20
- William F. O'Donnell, 84.15
- Robert P. Roselle, 84.10
- Frank T. Blaswitz, 84.00
- Robert R. Goodwin, 83.95
- Jerome J. Snee, 83.95
- William J. Brower, 83.90
- William R. Whiteside, 83.85
- John J. Stephenson, 83.85
- Herman Werblowsky, 83.80
- Abe Pockell, 83.80
- James K. Nixon, 83.60
- Robert La Russo, 83.75
- Dominiack Ferrisi, 83.75
- Raymond A. McDermott, 83.70
- Alphonse J. De Rosa, 83.65
- R. Edward Washington, 83.55
- Edward Jacobs, 83.55
- Ralph Nelson, 83.55
- Thomas J. McKenna, 83.55
- William E. McPhee, 83.50

- Harry C. Whelpley, 83.45
- Daniel J. Ackerman, 83.45
- John P. Gevlin, 83.40
- Frank A. Levine, 83.40
- Bernard Kaplan, 83.40
- Arthur S. Edrick, 83.40
- Walter N. Jensen, 83.35
- Edward J. Murphy, 83.25
- Leonard J. Wertheimer, 83.25
- Joseph R. Lewis, 83.25
- Gervase M. Grosvenor, 83.15
- Leon Ulman, 83.10
- Jerome A. Bedinger, 83.10
- Eugene I. Manes, 83.00
- Adolphe Bond, 83.00
- John C. Carr Jr., 83.00
- George F. Thompson, 82.95
- James P. Maher, 82.90
- James B. Lyons, 82.90
- William J. Carroll, 82.85
- Harold Bloom, 82.85
- George A. Hill, 82.80
- John J. Breen, 82.80
- Max Shapiro, 82.80
- Peter R. Farrell, 82.75
- Richard Brandton, 82.75
- Edwin O. Schoener, 82.75
- Louis F. Samuels, 82.70
- Robert J. Caneghan, 82.60
- Herman J. Poll, 82.55
- Frank I. Nobraga, 82.55
- Nathan Mandel, 82.50
- Albert F. Muller, 82.50
- Thomas J. Doyle, 82.50
- William A. Roche, 82.45
- Harold B. Saffier, 82.40
- Irwin Gritzhandler, 82.40
- Louis F. Auletta, 82.40
- Arthur M. Reiling, 82.40
- Alfred J. McMuller, 82.35
- John V. Bower, 82.30
- Robert J. Kennedy, 82.25
- Edward E. Grigg, 82.25
- John J. Egan, 82.20
- Faustino Angerame, 82.20
- William G. Williams, 82.20
- James W. Huwer, 82.15
- Albert Perrault, 82.15
- Ernest J. Geering, 82.10
- Henry Zwerling, 82.10
- Albert Pado, 82.05
- Louis Davidson, 82.05
- Ralph L. Rosenblum, 82.05
- Woodrow Fuller, 82.05
- George R. Freedland, 82.05
- Samuel Levine, 82.05
- Dominic J. Maggio, 82.00
- James R. Coen, 81.95
- Roy Walsh, 81.95
- Samuel Lehrer, 81.90
- James J. O'Donnell, 81.90
- Harold J. Tucker, 81.90
- George Heinrich, 81.90
- Bernard Visalli, 81.90
- Leonard James, 81.80
- Frank A. Wittingham, 81.75
- Sol Fuchs, 81.75
- Joseph C. Coty, 81.70
- William H. McPartland, 81.70
- Lester Spellman, 81.70
- Edward C. Hoek, 81.70
- Frank D. Manna, 81.65
- Nelson Denziger, 81.60
- Charles E. Hillock, 81.55
- James F. Manton, 81.55
- Henry P. Wolfe, 81.55
- Joseph J. Eiseemann, Jr., 81.50
- John W. Mooney, 81.50
- Samuel S. Syken, 81.45
- Hyland E. Wilson, 81.45
- John M. Slater, 81.40
- John D. Warden, 81.40
- Edward Shell, 81.35
- Frank W. Eder, 81.35
- Jerome N. Radice, 81.30
- James P. French, 81.25
- John E. Hughes, 81.25
- Gerard J. Parr, 81.20
- Richard J. Leary Jr., 81.20
- George H. Young, 81.15
- Edward Bady, 81.10
- Norman R. Shapiro, 81.05
- Marshall F. Bruce, 81.05
- Jerome E. Krieger, 81.05
- Albert A. Rosin, 81.05
- Bernard J. Dunn, 81.00
- Edwin R. Blom, 80.95
- Henry Klein, 80.95
- Jeremiah McCarthy, 80.95
- William Buyvid, 80.95
- Julius A. Holtzman, 80.90
- Frank C. Robinson, 80.80
- John V. Sheevers, Jr., 80.70
- Albert E. Gringiani, 80.70
- Harold Isaacman, 80.65
- Walter G. Popp, 80.60
- Joseph R. Deigado, 80.60
- Salvatore M. Ferro, 80.55

- Daniel Puccillo, 80.55
- Emil B. Martire, 80.55
- Frank Riina, Jr., 80.50
- Robert Murray, 80.45
- William H. Furman, 80.45
- G. T. Van Duynwyk, 80.45
- T. L. Hochmeister, 80.40
- Thomas DiDomenico, 80.40
- Frank Pepe, 80.40
- Edmund Dell Bovi, 80.35
- John J. Pesta, 80.30
- John Mosteck, 80.30
- Michael J. Keegan, 80.20
- Kenneth R. Crawford, 80.15
- Francis J. Mackin, 80.15
- Stanley R. Sandler, 80.15
- William J. Maker, 80.10
- August A. Rickert, 80.05
- Ellwood G. O'Brien, 80.05
- George J. Rappold, 80.05
- John F. Paulin, 80.05
- John J. O'Grady, 80.05
- Louis J. Bellavia, 80.05
- Francis X. McClory, 79.90
- B. B. Hochlerner, 79.90
- Walter L. Carr, 79.85
- Morris Rudick, 79.80
- Joseph Martello, 79.75
- Kenneth T. Peterson, 79.75
- Joseph W. Fitzgerald, 79.70
- Philip J. Sheridan, 79.55
- Theodore Mikuler, 79.55
- Samuel Domro, 79.55
- David J. Wilson, 79.55
- Harry Weiss, 79.50
- John R. McCormick, 79.50
- Cornelius M. Murray, 79.45
- Alexander A. Colella, 79.40
- John T. O'Hara, 79.35
- Robert E. Burns, 79.35
- David J. Feigenbaum, 79.35
- Louis J. Oppenheim, 79.30
- Thomas B. Hagan, 79.30
- John Moonan, 79.30
- Christian F. Raizer, 79.30
- Louis Draiarsh, 79.20
- Alfred Pellegrini, 79.20
- Alex Stern, 79.20
- Joseph V. Geraci, 79.15
- Alfred Petricolas, 79.10
- Joseph F. Miller, 79.05
- Cornelius J. Blekar, 79.00
- Abraham Schulman, 78.90
- Abraham Finkelstein, 78.80
- Walter F. Berka, 78.80
- George E. Russell, 78.80
- Michael Bunda Jr., 78.75
- Thomas F. Conroy, 78.75
- Harold Feld, 78.70
- James F. Seery Jr., 78.70
- John P. Godowsky, 78.65
- John A. Clifford, 78.65
- Herbert Greenberger, 78.65
- Blanchard A. Baker, 78.65
- John B. Larrimer, 78.65
- John W. Burke, 78.55
- Joseph F. Breslin, 78.50
- Irving Cort, 78.50
- Gilbert G. Meyers, 78.35
- Stanley A. Carlton, 78.10
- Charles Maggio, 78.05
- Albert M. Randall, 77.95
- William W. McCurdy, 77.95
- Irving Levanthal, 77.95
- James T. McCormack, 77.95
- Alphonso A. Michaels, 77.90
- Walter Hodas, 77.90
- Nunzio Bitett, 77.90
- William G. McKee, 77.90
- Edward Spector, 77.85
- Harry H. Amling, 77.85
- Irving Shapiro, 77.80
- Valentine Vastola, 77.80
- John J. Roach, 77.70
- George A. Guinan, 77.70
- Leonard A. Donnelly, 77.65
- William T. Dollard, 77.60
- Charles Hug, 77.45
- Max Goldstein, 77.45
- Hubert L. Choisy, 77.45
- Ben Olivenbaum, 77.35
- G. L. Koller Jr., 77.35
- Joel Youngerman, 77.20
- Joseph Fritz, 77.20
- Paul W. Norman, 77.10
- Maurice M. Kaufman, 76.95
- Andre J. Lyons, 76.95
- William J. Golden, 76.90
- George E. Case, 76.85
- Anthony A. Castaldo, 76.85
- Edwin M. Larkin, 76.80
- George J. Bowen, 76.70
- Daniel B. Strosow, 76.70
- Louis M. Quadrino, 76.70
- J. J. Napolitano, 76.65
- Wesley C. Thompson, 76.65
- Albert A. Boklan, 76.60

- Patrick Powers, 76.60
- Herman S. Wineman, 76.60
- Harry W. Brannock, 76.60
- Louis Lench, 76.55
- Frederick J. Mulcaster, 76.55
- John J. Stickevers, 76.50
- Alfred Manganelli, 76.40
- Harry Siminowitz, 76.40
- Louis R. Gonsalves, 76.35
- Richard C. Roth, 76.35
- Gilbert Shapiro, 76.25
- Harry Rubinfeld, 76.20
- Harry P. Stalter, 76.15
- Irving Ettenberg, 76.15
- Julian I. Feigus, 76.15
- Joseph Silberstein, 76.15
- William P. Lucia, 76.10
- Emile Z. Tucker, 76.05
- Elon K. Williams, 76.00
- Carlo C. Stella Jr., 75.90
- Smiley A. Williams, 75.90
- Gilbert Johnson, 75.90
- Angelo Paterno, 75.85
- Edward E. Senter, 75.85
- James J. McNamara, 75.80
- Milton Seidman, 75.80
- Max D. Lippman, 75.70
- Charles Castner, 75.70
- Charles J. Mayott, 75.70
- Maurice E. Goff, 75.70
- Frank Pearson, 75.60
- Lawrence M. Lissner, 75.55
- Jack Koffkin, 75.45
- William P. Lindlaw, 75.40
- Thomas J. Toner, 75.25
- Robert L. Johnson, 75.15
- Thomas Willis, 75.15
- Charles J. Humphry, 75.05
- Richard S. Kenney, 74.90
- Albert Bohnig, 74.90
- William Zeif, 74.55
- James A. Brooks, 74.30
- Frank V. D'Elia, 74.25
- V. A. Giovannucci, 74.20
- Gerard R. Holleran, 74.10
- Hugh J. Kelly, 73.95
- John T. McGuigan, 73.90
- Alexander Brown, 73.85
- Harry A. Bavaro, 73.80
- Robert J. Carter, 73.80
- Samuel Midwood, 73.15
- James A. Carr, 73.05
- Edward J. Burns, 72.90
- Paul J. Boitano, 72.90
- Ben Harris, 72.80
- Salvatore A. Lumia, 72.45
- Herman Siegal, 72.30
- George J. Nehley, 72.25
- John C. Wilson, 72.25
- Edward F. Roulet, 72.20
- John Shelby, 72.10
- Arthur V. Murphy, 71.85
- Albert J. Kasack, 71.75
- Edward J. Huddy, 71.75
- Roland Tate, 71.05
- Malcolm A. Davis, 70.70

- Croton Division**
- Charles W. Kinsley, 80.00
 - Gilbert Tompkins, 79.52
 - Thomas J. Morrissey, 74.75
- Lineman, Fire Department**
- Vincent G. Flander, 92.05
 - Albert W. Bessin, 89.85
 - John A. Cahill, 86.75
 - William Rickard, 86.15
 - Raymond E. Morrison, 86.15
 - George A. Armet, 86.00
 - William J. Widmayer, 86.00
 - Joseph G. O'Malley, 85.80
 - William J. Buchan, 85.60
 - Thomas J. C. ... 85.50
 - Charles W. Kirchner, 85.30
 - George L. Dieringer, 85.20
 - Anthony G. O'Brien, 84.70
 - Arthur E. Scala, 84.55
 - Gerald E. Meadows, 84.50
 - Peter Bolen, 84.45
 - Frank J. Kaderavak, 84.35
 - William A. Snyder, 84.15
 - Charles F. Graeber, 84.05
 - Elmer L. Newman, 84.05
 - Rudolph R. Roth, 84.05
 - John Birch, 83.90
 - John Jung, 83.75
 - Walter J. Veer, 83.70
 - Fred P. Scherer, 83.65
 - John J. Laurie, 83.25
 - Harold T. Schneider, 82.85
 - Thomas T. Morcier, 82.80
 - Edward J. Wall, 82.00
 - Paul G. Stanton, 81.60
 - James Mandragona, 81.45
 - Fred Hatzmann, 81.45
 - Robert J. McNece, 80.40
 - Joseph E. Laub, Jr., 79.25
 - Edward T. Hickman, 79.05
 - Charles E. Batting, Jr., 79.05
 - William H. Brentnall, 78.85
 - Walter J. Bodeman, 78.35
 - Francis X. Moran, 78.25
 - Harry G. Mulloy, 78.15
 - Samuel J. Carbone, 77.85
 - Emil G. Wagner, 77.55
 - John J. Kuberski, 77.25
 - Michael Collins, 74.75

- Francis C. Shippey, 80.60
- Charles M. Plunket, 80.40
- Sgerman C. Asplund, 80.30
- Edward Hall, 79.50
- Earl L. Connor, 79.50
- Roy I. Miller, 79.25
- Joseph Delaney, 75.55
- Berney Sweeney, 74.60
- Patrick J. Coyle, 74.10
- Daniel McPadden, 73.95
- Peter C. Stanford, 73.90

ENGINEERING INSPECTOR GRADE 4 Bd. of Water Supply. Subject to Medical.

- Paul W. Mack, 86.35
- Lewis Levine, 86.15
- William L. Hanavan, 84.70
- Hyman H. Cashdan, 83.70
- Albert Tepper, 82.20
- Leslie W. Waters, 83.10
- Abin Gerish, 82.25
- John C. Fleming, 82.20
- James T. Riordan, 81.95
- Louis Feigert, 81.80
- David Groner, 81.55
- William E. Brown, 81.55
- Max J. Goodman, 81.25
- Charles A. Ferraro, 80.90
- Roy N. Dickie, 80.90
- Milton Zanger, 80.75
- Felix Viola, 80.55
- Elihu Krystal, 80.45
- Leon Krantz, 80.45
- Harry S. Lewis, 80.25
- Henning De Bang, 80.20
- William R. Stinchum, 80.20
- Phillip E. Hagerty, 80.05
- Robert L. Taylor, 79.95
- Bernard J. DiMiceli, 79.95
- Bernard M. Emerman, 79.80
- Joseph P. Acton, 79.60
- John P. Chemidini, 79.60
- Walter C. Kennedy, 79.60
- Clinton S. Benedick, 79.45
- Paul R. Cook, 79.45
- William H. Evans, 79.30
- John A. Johnson, 79.15
- Sidney Hollander, 79.10
- Robert Becker, 79.10
- Albert A. Roth, 79.00
- Phillip Goldsmith, 78.95
- John J. Bohan, 78.90
- Constantin D. Kaminsky, 78.90
- Nathan I. Helfand, 78.85
- Anthony DeBlase, 78.80
- Joseph H. Rosenfeld, 78.80
- Barnett Silverstone, 78.70
- Justin D. Mahon, 78.50
- Frederick Glenz Jr., 78.45
- Saul Grand, 78.40
- A. William Douglas, 78.25
- Thomas A. Gheran, 78.15
- Richard D. Sheehan, 78.10
- Peter T. Gavaris, 78.00
- Samuel Pinski, 77.95
- Edwin V. Bishop, 77.80
- Donald G. Hepburn, 77.75
- John J. Keegan, 77.75
- Gordon G. Skau, 77.75
- Jasper R. Burke, 77.65
- Christopher J. Murphy, 77.45
- Alfred H. Seekamp, 77.40
- Robert D. Browne, 77.20
- Henry A. Druding, 77.10
- Ferrer B. Picchi, 77.05
- Louis E. Noferi, 77.05
- William V. Kilfoil, 77.05
- Solomon Frisch, 76.90
- David Lawson, 76.65
- Meyer F. Wiles, 76.60
- Israel P. Tolins, 76.60
- Fred Buhler, 76.55
- Alex Derechin, 76.55
- Martin W. Scotchmann, 76.35
- Joseph Mechanik, 76.35
- George J. Murphy, 76.25
- Guy L. Montgomery, 76.10
- Abraham A. Mandel, 76.10
- Paul L. Watkins, 76.10
- Sidney Philip, 76.05
- Walter A. Wetterholm, 75.95
- Joseph F. Mistretta, 75.80
- James J. Kelly, 75.75
- Maxim H. White, 75.45
- Felix W. Lustgarten, 75.40
- Alan L. Slaton, 75.40
- Charles F. Finkenstadt, 75.25
- William A. Weeks, 74.95
- Thomas F. O'Dowd, 74.90
- Arthur A. Stein, 74.90
- Nathan Jochnowitz, 74.60
- Sidney Gottfried, 74.50
- Alfred Z. Knee, 72.80

Promotion Engineering Inspector, Grade 4 Board of Water Supply (Subject to Investigation) Engineering Bureau, Eastern Division

- Vincent Curry, 80.86
- Phillip E. Hagerty, 78.67
- William G. Belli, 78.32
- Richard G. Walke, 77.76
- Donald Small, 76.32
- Martin Rivetz, 76.32
- Peter A. Steinhorn, 76.24
- Charles Cichetti, 75.69
- Edward P. Leopold, 74.29
- Joseph Brodsky, 73.42
- Michael A. Kitzin, 72.63

Northern Division Watershed Division

- Roland H. Green, 73.49
- Harry Zimel, 75.07

Promotion—Watershed Inspector, Grade 2 Department of Water Supply, Gas and Electricity Subject to Qualifying Swimming Test—Catskill Division

- Burr K. Elmendorff, 82.65
- Gustave Ribstein, 81.87
- John Nodine, 78.65

Promotion to Lineman, Fire Department

- George J. Yelk, 80.00
- Martin J. Raftery, 76.84
- Fred P. Scherb, 76.77

Promotion to Pipe Caulker, Dept of Water Supply, Gas and Electricity, New York City

- William Fair, 85.37
- Frank Galatro, 85.32
- Louis Zeigler, 83.57
- Antonio Teta, 82.35
- Charles L. Bross, 82.35
- James J. Nyland, 81.77
- Joseph L. D'Amboise, 81.72
- Thomas A. Dean, 81.37
- Christian A. Borndran, 81.32
- Francis P. Clark,

Vacationing Under Civil Service

Holidays for State and City Employees

By H. ELIOT KAPLAN

UP to a few years ago, State departments fixed vacation schedules as each department saw fit. Some were quite generous, others were rather "stingy." Of course, conditions in many departments differ widely and many departments which would have liked to be more generous found it impractical to do so. The situation became so unsatisfactory because of lack of uniformity, and so much unfairness seemed to exist, not to mention the jealousies engendered among the employees of the many departments, that Governor Lehman finally called all his department heads together and urged upon them consideration of a uniform policy of annual vacation leaves for the state service. A committee of "cabinet officers" including the budget director was

a day. If Saturdays were to be counted as full days for computation purposes it really amounts to 24 actual days exclusive of Sundays and holidays.

Inasmuch as vacation leave is granted as a "reward for actual working service," an employee who is absent (with or without pay) will suffer a reduction in vacation time after eight days of absence throughout the year as follows:

8½ - 16 days absence...½ day
 16½ - 24 days absence...1 day
 2 months2½ days
 3 months4 days
 and two days deduction for each additional month.

New employees (serving less than a year) are granted a vacation of one day each for the first two months and two days for each succeeding month up to August 1. (The vacation time period covered for computing is from August 1 to July 31 of the following year.) Vacations for new employees may not be taken until after they have completed the probationary period.

Provisional employees are allowed vacation on the same basis as permanent employees if and when the reappointments have become permanent. Provisional employees who fail to become permanent employees are treated in the same manner as temporary employees.

Temporary employees are granted vacation time on the basis of one day a month when the period of employment is six months or longer. If temporary employees are later given permanent appointments their vacation period is calculated in the same manner as for new employees except that the probationary period is waived.

Vacation Credit

Where employees are transferred from one state department to

another, credit for time served in the state service is generally given in calculating vacation time.

The division or bureau heads of the state departments generally determine the time employees in their respective bureaus shall take their vacation leave. For the most part such leaves are granted during the months of June, July and August, although many departments extend them into September. Occasionally employees are permitted to take vacation leave any time in the year. Quite often employees use only two or three weeks of their allotted four weeks vacation, leaving a portion of their vacation leave for use during the year as occasion arises. This may be done only with the approval of the department in each case. Just what vacation period each employee may take will depend on the conditions of the division or bureau and needs of the department. In most departments vacation schedules within the bureau or division or unit, as the case may be, are made up on the basis of the seniority of employees.

Such uniformity, however, does not generally exist in the New York City service, as pointed out in last week's article. There we showed the difference in some departments, particularly the police department and some of the smaller agencies. Here are some of the vacation policies of some of the city departments:

Vacations in the Fire Dep't

Firemen get three calendar weeks (Saturday and Sundays included) after six months' service. The vacation time must be used up within one year. The vacation year runs from January 1 to December 31—all year.

Lieutenants and captains get 25 consecutive days. Fire chiefs get a whole calendar month.

Civilian employees of the F. D.

who have served a year or more get 25 working days (that is, you do not count Sundays and holidays). Employees who have served six months but less than a year get two days for each month of service. Vacation time is not cumulative, that is, you can't take extra time next year for what you did not use this year.

Welfare Department

There are no leaves for vacation until after probationary period is over (six months now). After probationary period is completed an employee is allowed 2 days vacation for each month of service, up to one year. Permanent



employees who have served a year or more receive twenty-five days vacation—working days—not including Sundays and Holidays.

Hospitals Department

Employees who have served a year get four calendar weeks or 24 working days if they are in the professional or clerical groups. Those serving in other groups, such as hospital helpers, cooks, etc., get three calendar weeks. Heads of divisions get 27 days (not including Sundays and holidays). No leaves for vacation are granted until after four months of service to any one. Those employed over four months and less than a year get two days for each month of service up to one year's service. The year is counted from May 1 to April 30.

Sanitation Department

The clerical and supervisory employees who have served a year or more get vacations of 25 work days. Those with less than a

year's service get two days for each month of service, even if they have served only a month.

Sanitation men serving a year or more get 23 working days. Those serving less than a year get two days for each month of service, the same as clerical employees. Assistant foremen get 28 days; foremen get 30 days and superintendents get 31 days.

Civil Service Commission

Employees serving a year or more immediately prior to the proposed vacation period receive 25 days vacation. Per diem employees receive 18 days vacation after six months of continuous service. Employees serving less than a year receive two days for each month of service, while per diem employees receive 1½ days for each month of service. Employees transferred to the Commission from other city departments are given credit for their time of service prior to the period served with the Commission. Vacations are made up after each division head submits a schedule of vacation periods allotted to each employee of the division and which must be submitted to the Secretary before February 1. Vacations are permitted to be taken between June 1 and September 30. The minimum vacation period allowed is five days. The Commission allows cumulative vacation periods up to three months, but such cumulative vacation periods must be approved by the Commission. The vacation year runs from October 1 to September 30 of the following year. Sundays and holidays are not counted as within the vacation time.

What's my own vacation? Well, now, let's see. I was away for a couple of weeks in er—1926!

Vacation procedures in other departments will be treated next week.



assigned the task of drawing up the plan. It is now in effect, and is rather liberal.

Illustrated

The general policy with regard to vacations for the state service is well illustrated by the vacation schedules of the State Department of Taxation and Finance.

Annual leaves in this Department are granted all permanent employees "as a reward for actual working service." All employees serving more than a year are permitted 22 days vacation. Sundays and holidays are not included, and Saturdays are figured as only half

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Could Save City \$25,000,000

"Spending Money To Save Money," a brochure describing the results of the in-service training program for New York City employees, has just been published by the Bureau of Training of the Municipal Civil Service Commission. The brochure was prepared by Dr. John J. Furia, director of the bureau, and Harold A. Winson.

Savings of millions of dollars a year could be effected in New York City, if proper training facilities were available to all departments, the publication points out.

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You and I

by May Andres Healy

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

The so-called dual-job law MUST go—

The Board of Education finds its hands tied by the provisions of the Goldberg-Coudert dual-job law.

An emergency has arisen and wholesale exemptions must be made.

Teachers are timid about accepting an additional assignment for fear of losing their regular job. The provisions of the Goldberg-Coudert dual-job law are drastic and complex. It would take the oft referred to "Philadelphia lawyer" to interpret them. Changes in the interpretations have been many since this law became operative July 1, 1939.

In order to permit the schools to operate efficiently, scores, and at times hundreds, of exemptions have been made at each meeting of the Board of Education.

The new defense program of our government calls for the training of thousands of young men in the various vocational subjects. Every available vocational teacher can be used—but because of the Goldberg-Coudert law the experienced teacher is not eligible. Therefore the exemptions.

When this bill was before the State legislature the Joint Committee of Teachers' Organizations opposed it—

The Board of Superintendents opposed it—for as practical educators they knew that successful schools could not be conducted wholly by inexperienced substitutes.

Labor opposed it—because it meant curtailment of vocational training for apprentices—because Labor was well aware that even the vocational Day Schools suffered because of the dearth of vocational teachers.

However, a ballyhoo was raised by the proponents of the bill and it was passed by the legislature. Immediately the exemptions started:

- (1) In July, 1939, Summer Playground teachers and supervisors had to be exempted for there were insufficient unem-ployed substitutes.
- (2) In September Notaries needed to audit school papers were exempted.
- (3) Hundreds of Elementary and High School teachers were exempted at a later September meeting of the Board of Education.
- (4) When it was found that there were but forty-nine out of two hundred and eleven Night Trade School teachers eligible under the law, one sixty-two exemptions were granted to permit these schools to open October 17, 1939.
- (5) In October, School Administrators were needed to give essential courses in pedagogy. They were exempted at the urgent request of the City Colleges.
- (6) The Board of Examiners needed department heads to

supervise teaching tests—they had to be, and were, exempted.

Something Wrong

Obviously something must be radically wrong with a law resulting in justifiable demands for wholesale exemptions.

At the last session of the State legislature the Joint Committee of Teachers' Organizations asked for the repeal of the Goldberg-Coudert law. Curiously enough, the Board of Education opposed this repeal bill, even though it knew then that something was wrong with the provisions of the dual-job law.

If this repeal bill had passed much more power would have been granted to the Board of Education. The Board of Education could have set up its own provisions to regulate dual job-holding necessary to the maintenance of the schools.

Passage of the repeal would not restore tenure to those who had lost it by the passage of the Goldberg-Coudert law, nor would it mandate dual job-holding. It did not pass, and now we face wholesale exemptions again, with possible law suits—or a crippled defense program.

Misnomer

A word about the misnomer given this law. It does not actually prevent dual job-holding. Business men, professional workers, artisans, mechanics and all now hold positions in the extra activities of the Board of Education, while regularly employed in their own fields. The law merely bars dual job-holding to those actually needed in the Evening Schools—regular teachers.

It is hardly believable, but unfortunately true, that trained teachers are barred from teaching while those trained for other fields and actually working by day in these other professions are permitted by law to teach in our educational system.

Teachers must step aside and students must abide with the inexperienced teachers or people untrained in the art of teaching.

Let us hope that all will see the light before it is too late—

REPEAL THE GOLDBERG-COUDERT LAW!

For News and Information
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Teachers Newsweekly
Every Week

Teachers

Pages 10 and 11

THE CIVIL SERVICE LEADER'S

Background Of The Week's News

Brind In?

Popular Charles A. Brind, Jr., who heads the Law Division of the State Education Department, may soon lose his job. He's quite happy about it though, for he's most prominent among the candidates for the \$10,000 post as Deputy Commissioner of the State Education Department.

The job became vacant a few weeks ago when Dr. Ernest E. Cole was raised from the Deputy Commissioner's post to that of Commissioner, following the retirement of Dr. Frank P. Graves. Dr. Cole is 69 years old, and will himself retire in another year. The Board of Regents is said to be already on the hunt to find Cole's successor.

Brind, who heads the 33,000 members of the Association of State Civil Service Employees, joined the Department of Education as an associate in 1922; training at Union College and Albany Law School preceded. He became director of the Law Division in 1933, and has seen its work increased seven-fold since that time. He advises the Commissioner of Education on the constitutionality of his acts.

Also reported in the running is Frank C. Moore, executive secretary of the New York State Association of Towns. He and Brind serve together on the Fite Commission to extend the Civil Service.

How will the classes be decreased? Where's the money to come from to pay the hundreds of new teachers required?

Some beautiful court actions are in prospect. The Board of Ed could bring an action to prevent the reduction on the ground that it hasn't the money, and that therefore it is utterly impossible, much as the Board likes the idea, to reduce the classes. The Board could argue that it hasn't the power to reduce the classes, fire hazard or no fire hazard. The State Commissioner of Education might say that the City hasn't the right to interfere in his preserve.

It might be decided that the only way in which classes could be reduced would be to throw teachers' salaries out of gear, cut them down to help pay for the new teachers.

Some might come out boldly and argue for more taxes to pay the costs. The anti-higher-tax forces seem to be in the ascendancy at the moment, and with the prospect of vast new federal taxes in the offing, it doesn't seem as if this proposal will get very far. A pretty kettle of fish, indeed!

Teacher Probe

National politics may intimately affect a state probe by removing its leader.

Republicans plan to run Bruce Barton against James M. Mead



TOOT-TOOT TO EDUCATION

The French horn is one of the more bizarre subjects taught at the High School of Music and Art.

Kettle of Fish

Here's a pretty kettle of fish. In the hands of New York's incisive Mayor is the Hart Bill to limit the size of classrooms. This is a laudable objective with which everyone agrees.

In order for the Council to pass that bill, over-large classes had to be considered "fire hazards." This subterfuge became necessary because the City exercises very little jurisdiction over the City's schools. The State is top-dog, and what the State says goes. The State could pass a law limiting the size of classes, but the City has no such power. The City may, however, deal with fire hazards, and take necessary action to minimize those hazards. It was this ingenious thought that actuated the Federation of Teachers Unions when it got Councilman Hart to introduce the bill.

Now suppose the Mayor signs the Hart bill.

for Senator. And in Mead's district, Frederic R. Coudert is being boosted to supplant Barton in the House of Representatives.

Now Coudert is chairman of the Committee to Investigate State Aid. Important in the investigation is the sub-committee to investigate subversive activities, aimed directly at the Board of Higher Education. Teachers have long worried about the plans, the activities, and the publicity of Coudert's committee.

With the headman gone, what happens to the committee's work? Coudert, only Republican from New York City, won't be around to report.

McNaboe might have been named in his place, but McNaboe has been ditched. The investigation, at this point, shows a possibility of dribbling away into nothing unless a strong leader is found to conduct it.

Recent Eligibles

DAY SECONDARY SCHOOLS OTHER THAN JUNIOR HIGH SCHOOLS MEN

Aviation Mechanics	Kraengel, William D.	79.60
Radio Mechanics	Freedman, Monroe M.	73.98
	Ruben, Allyn S.	69.96
	Yager, H. Barton	67.44
Sign & Show Card Making	Biegeleisen, Jacob	68.68
Trade Drafting	*Gersoni, Henry B.	70.6
	WOMEN	
Economics & Eco. Geo.	**Wainerdi, Edna M.	66.62
English	Joyner, Sarah T.	76.9
	***Siegal, Vivian W.	75.02

*Subject to meeting preparation requirements in full within 3 years of date of issuance of license.
**Subject to meeting preparation requirements in full by September 1, 1940.
***On maternity leave since February 1939.

Teachers Blamed

Lashing out in a direct manner that took teachers aback, a leader of the "Social Frontier" group gave an audience of teachers some hard-as-rock words, the like of which they hadn't often heard. Educators, barked Dr. Jesse H. Newlon at Teacher's College, have been guilty of breaking down the morale of youth by inculcating pacifism. Democracy cannot be defended by passive acceptance, by ostrich-oblivion of the fact that the world is a unified thing and fissures in its freedom anywhere can tear it throughout.

Hurling vitriol at the anti-propagandists ("I believe we've been bringing up a group of people who don't believe in anything"), the Columbia professor outlined a positive program for defending democracy—a social as well as a military program.

In answer to a query from the audience, Dr. Newlon reluctantly admitted that the social program may perhaps need to be subsidiary ("There comes a time when we have to give up important things temporarily.")

Last week, too, the Teachers Union published results of poll on America's position in the war. Results: Isolationists ahead by a fair majority.

License No. 1 Eligibles Change Meeting Day

The License No. 1 Eligibles Association has changed its meeting date to Tuesdays; hitherto Friday has been the day. The group meets tonight at 8 o'clock at the 23rd St. branch of C.C.N.Y., corner Lexington Ave.

Education Board Meets Wednesday

A meeting of the Board of Education will be held at the Hall of the Board, 110 Livingston St., Brooklyn, on Wednesday, July 17, at 4 p. m.

An executive meeting will proceed, at 2:30 p. m.

Geographers Meet

The seventh annual convention of the New York State Geographical Association will be held October 12 in Rochester. Robert Simpson, of the University of Rochester, will be chairman.

Pensions for Teachers

Old-age pensions for 207,000 teachers in the country is the aim of a joint committee recently formed by the National Education Association. Louis Taylor, secretary of the New York City Retirement Board, is chairman.

Profile



IRA A. HIRSCHMANN

THE office of I. A. Hirschmann, on the fifth floor of Bloomingdale's, is unlike the office of any other business executive in New York. The walls are done in a simple striped design. A few small photographs adorn the room: one a scowling, neurotic Beethoven; another of Hirschmann flanked to the left by mercurial Fiorello LaGuardia, to the right by mercurial Arturo Toscanini, both of them looking as tiny as they are next to the young man between them; a third of Hirschmann's mother. Nothing very conspicuous about these pictures, but they give you an index to one facet of this man's personality. There are many others.

As you approach Hirschmann, he smiles warmly. You sit down at his desk. It's like no other desk in the city: A massive thing made of costly woods, equipped with a variety of built-in gadgets—secret panels, clock, radio, thermometer, barometer. This is a desk constructed functionally—to serve the purpose of aiding a department store executive put over one of the most spectacular promotion campaigns that New York has ever seen.

To I. A. Hirschmann, spectacular doesn't mean flamboyant. It means simple, direct, forceful. That goes whether he's working on an advertising campaign or considering the complexities of world affairs. Many a time he horrifies the old fogies by his aggressive insistence on telling things to people in a way that they will understand.

"Educate Them"

And he carries this a step further by his insistence that human beings are far superior as a breed than they are considered to be by those who supply us with information. "The more people know, the happier they'll be. And they'll take the best every time, if they're given the choice."

Thus, to I. A. Hirschmann, the basis for everything that we are lies in education. But education has been too standardized, it has tried to "level out" people, it has not taught them to take mental risks. Asked how his ideas would work out on the Board of Higher Education, of which he is the newest member, Hirschmann replied in staccato: "I have no preconceptions. I'm going to learn. But I shall ask why? I shall take nothing for granted."

Hirschmann's appointment to the group that rules New York's colleges doesn't mean that the Board is acquiring a man without

experience. Our department store executive has for years lectured at NYU in advertising. He's on the Board of Trustees of the University in Exile. So while he brings to his new job an iconoclastic approach, he brings also a hard-headed background.

Experiment

He's tested some of his views in unconventional ways. He can't stand the principle, common to many in cultural fields, of "talking down" to people. He feels that pomposity is the death of any art. One day he brought together a bunch of raggedy East Side kids, and played the piano for them. He gave them all kinds of music, from jazz to a Beethoven sonata. Then he asked the youngsters: "Which did you like best?"

"Beethoven," they chorused in unison.

Now it was time to try the theory out on a large scale. He argued with the radio powers that people would take and like the best, most serious music if it were given them over the air. The big mullahs laughed at the effrontery of this idealistic young man. They knew what people liked and didn't like. But finally young Hirschmann persuaded WOR to put the New York Philharmonic on the air. He went along as first commentator.

The response was so terrific that symphonic music has become regular radio fare for the American people.

Then he organized the Friends of Music, of which he is president. This is a Chamber Music organization which has packed Town Hall whenever it has performed during the past five years.

Hirschmann is convinced that his approach to music points to conclusions which are applicable to every field of education.

Tradition

Getting down to the bases of his philosophy of men and events, Hirschmann calls himself a "traditionalist." He uses the word in the special sense that he reveres and thinks all men would revere, if they were given the opportunity, the good things which have given to man his true dignity in the world: things like the paintings of Michelangelo.

It is this tradition of which he considers America a part. Our nation is the last harbinger of the great tradition of mankind. And it is at this point that Hirschmann makes his jointure between culture and his nation's place in the whorling scheme of present-day international affairs. Because he

regards that tradition as so precious, he thinks it would be a mortal cataclysm if the United States were dragged into war. "War would kill our culture, would probably remove our republican form of government—and what would we have in return?" Let's make America strong, he argues,—and he urges with facts and statistics as well as with words—and keep out of war. An extrovert, a man of great organizing capacity, Hirschmann belongs to the Keep America Out of War Committee: if he believes something, he tries to effectuate his beliefs in some practical way. "But let's stop worrying about ourselves," he says.

In conversation, much of this advertising man's views are presented in the form of epigrams.

"Cynicism is sophisticated pessimism."

"Those that have the least deserve the best."

"There are no uninteresting people."

"I am more concerned with eternalism than with journalism."

Vital Statistics: Age 38, looks younger. Married to Hortense Monath, concert pianist. Education: John Hopkins, major in economics; piano at Peabody Institute, Baltimore. Started in retailing 1921, Bambergers, Newark. Rose from office boy to publicity director; Later with Lord and Taylor's, Saks Fifth Avenue, Bloomingdale's. Devised the curling "B" which is a prominent feature of all Bloomingdale ads.

Questions & Answers

Address letters to School Editor, The Leader, 97 Duane St., New York City. State your name and address.

NEXT ENGLISH EXAM

O.R.—When will the next teacher-in-training exam in English be given? Ans.—A test probably will be given in the fall. The Leader will carry details.

ATTENDANCE OFFICER REQUIREMENTS

H.C.—What are the requirements and salary of the Attendance Officer exam? Ans.—Requirements call for B.A. degree (or equivalent), with 24 hours in appropriate courses, including four hours in each of the following: a) Child development and/or child psychology; b) behavior problems of children, causal factors and treatment of juvenile delinquency, and/or mental hygiene; c) social case work; d) laws relating to welfare of children and compulsory education. Experience as an assistant Attendance Officer may be substituted for part of these requirements. The salary is \$1,800-\$3,000. Age limits, 21-35. To be an Assistant Attendance Officer, you need only two years of college, with 18 hours in appropriate courses, including two hours in each of the above named fields. Salary is \$1,560-\$1,820. Age limits, 21-35.

CHEMISTRY REQUIREMENTS

A.K.—What are the requirements of the State Department of Education for teaching Chemistry in New York secondary schools? How do these differ from other states? When will such an exam be given? Ans.—The requirements in day secondary schools other than junior highs are the same as for the New York City

Board of Education. They include a B.A. degree with 18 hours in appropriate courses in Chemistry. Pay is \$4.50 per day. Age limits, 18 to 30. No exam is contemplated this fall. Also take notice that the Board is discussing changes in the requirements. New York requirements generally are more stringent than those of other states.

SUB TEACHERS FOR DEAF

Curious—How many applied for the Substitute Teacher of the Deaf examination? Ans.—Forty-four.

JR. SCHOOL CLERK LIST

Interested—How many will be appointed this fall from the Junior School Clerk list, promulgated last May? Ans.—Thirty-six have been assigned to fill vacancies for the fall term.

EXAM COMING FOR TEACHER OF RETARDED CHILDREN

A.H.N.—When will the next examination for Children with Retarded Mental Development be given? I have 160 days teaching experience. Will I be given time during the fall to obtain additional days to complete experience requirements? I have four years experience teaching WPA classes under the supervision of the Board of Education. Will this be classed as qualifying experience? Ans.—An exam probably will be held next fall. Persons will have until Feb. 1, 1941, to obtain days of teaching experience. Your WPA experience probably will not be acceptable. Experience for Board of Education exams must be comparable to the type of work which you would be doing if appointed.

Musts For Every Library

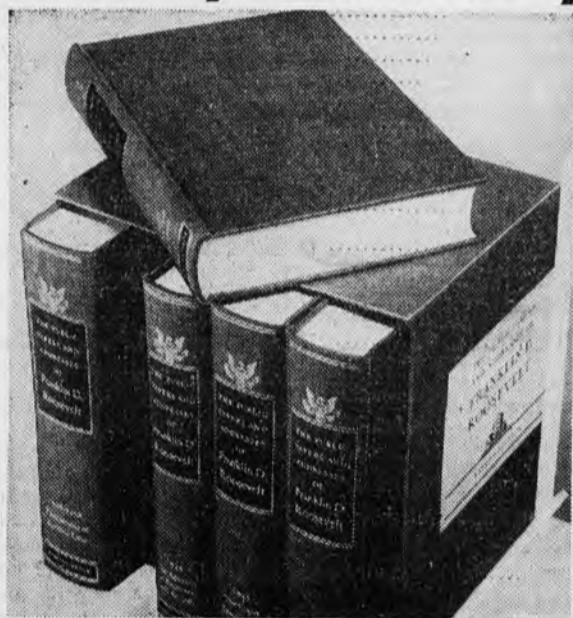
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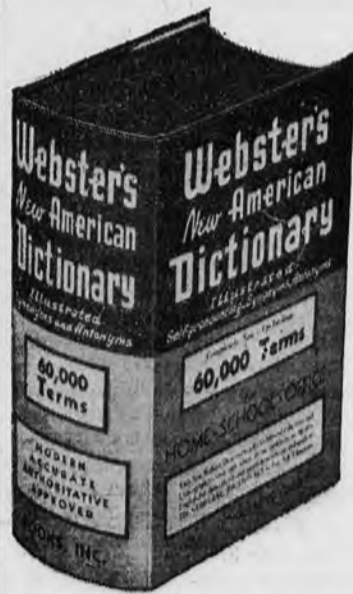
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Index TO EXAMS

CITY

Open Competitive *Page*

Administrative Assistant, Senior. 12
 Administrative Assistant, Junior. 12
 Airport Assistant 12
 Assistant to the Commissioner .. 12
 Dietitian 12
 Section Stockman, (Welfare)..... 12
 Towerman 12

Promotion

Counsel, Assistant, Grade 4..... 12
 Counsel, Junior, Grade 3..... 12
 Dietitian, Head 12
 Dietitian, Senior 13
 Foreman of Mechanics (Men).... 12
 Inspector of Elevators, Grade 3.. 12
 Motorman-Conductor 12
 Motorman-Instructor 13
 Seamstress (Women) 13
 Station Supervisor 13
 Station Supervisor, Assistant 12
 Tailor (Men) 13
 Towerman 13
 Train Dispatcher 13
 Train Dispatcher, Assistant 12

FEDERAL

Aeronautical Engineer 14
 Aeronautical Inspector 14
 Air Carrier Maintenance Inspector 15
 Aircraft Inspector 15
 Alphabetic Card Punch Operator. 14
 Apprentice Artistic Lithographer.. 16
 Apprentice Copper Plate Map Engraver 16
 Apprentice Engraver, Advanced... 14
 Artistic Lithographer 16
 Attendant, Neuro-Psychiatric Hospital 15
 Billingual Stenographer 15
 Caulker, Wood 17
 Construction Inspection Co-ordinator 15
 Cook, Senior 17
 Copper Plate Map Engraver 16
 Cotton Technologist 17
 Crane Operator (Electrical Travel Bridge) 16
 Crane Operator (Steam Locomotive) 16
 Director of Libraries (Librarian). 14
 Diver 17
 Engineer 16
 Engineer, Junior 14
 Engineering Aid, Senior (Topographic) 15
 Engineering Draftsman (Aeronautical) 16
 Engineering Draftsman (Ordnance) 15
 Farmer, Junior 15
 Forger, Drop 17
 Forger, Heavy 17
 Forger, Light 17
 Helper Blacksmith 16
 Helper Boilermaker 16
 Helper Coppersmith 16
 Helper Flangeturner 16
 Helper Forger, Heavy 16
 Helper Molder 16
 Helper Rigger 16
 Helper Sheet Metal Worker..... 16
 Helper Shipfitter 16
 Inspector, Boat Construction (Wood Hulls) 16
 Inspector, Engineering Materials (Aeronautical) 15
 Inspector, Engineering Materials, Mechanical (Optical Instruments) 17
 Inspector of Miscellaneous Supplies 17
 Inspector, Ordnance Material 14
 Inspector, Welding 15
 Instructor, Air Corps Technical School 14
 Instrument Maker 17
 Interior Decorator 15
 Laboratory Glass Blower, Senior.. 17
 Laundry Assistant 19
 Linoleum Layer (Wood and Metal Surfaces) 17
 Machinist 15
 Machinist, Ordnance Service 15
 Marine Surveyor 15
 Mechanical Engineer (Industrial Production) 14
 Motor Transport Service, Manager 15
 Navy Yard Jobs (Brooklyn) 15
 Negative Cutter 16
 Nurse, Graduate 15
 Nurse, Junior Graduate..... 15
 Psychophysicist 16
 Refrigerating Engineer 14
 Rigger 17
 Rural Sociologist 14
 Shipwright, Norfolk 15
 Sound Recording Technician 16
 Tool and Gauge Designer 15
 Toolmaker, Ordnance Service 15
 Under Card Punch Operator 14
 Upholsterer 17
 Visual Information Specialist..... 15

Maintainer Answers Next Week

Unofficial Key answers for the Maintainer's Helper, Group A exam, which was held Thursday, July 11, are still in preparation and will be published in The Leader next week. At that time The Leader hopes also to publish the answers for the Group B exam, to be held July 18.

Examination Requirements

CITY TESTS

Airport Assistant

Salary: \$1,200. Also appropriate for Junior Airport Assistant at \$960. 10 vacancies at \$1,200; 21 vacancies at \$960. Age limit: 18-29 when appointed. Fee \$1. File by July 23.

Duties: Assist in repair, maintenance and operation of runways, buildings and grounds; assist in tying down planes, parking planes and cars, directing traffic, collecting fees and conducting tours through airport, and do related work.

Requirements: Graduation from a four-year day aviation or aeronautical trade school or other recognized vocational or technical high school; or graduation from an academic or commercial high school, plus 6 months experience in performing airport duties; or an engineering school degree; or graduation from an elementary school plus 4 years experience; or a satisfactory equivalent.

Weights: Written, 70; physical, 30.

Assistant to the Commissioner

(Director of Bureau of Finance and Statistics)

Salary: Now paid \$6,000. One vacancy. Fee \$5. File by July 23.

Duties: To administer the Bureau of Finance and Statistics, Department of Welfare.

Requirements: Must have a B. A. degree, 6 years administrative statistical or social research experience or equivalent. Educational substitutions granted. Specialized experience required.

Weights: Written, 30; training and experience, 70.

Dietitian

Salary: To but not including \$1,140 with maintenance, or \$1,500 without maintenance. 16 vacancies. Fee \$1. File by July 23.

Duties: To requisition and inspect all foods in city hospitals and institutions; to plan menus both general and special; to supervise the preparation and serving of all dietaries; do related work.

Requirements: Must be high school graduate and have had 2 years training or experience along lines described under duties; or equivalent.

Weights: Written, 50; training, experience and personal qualifications, 50.

Junior Administrative Assistant

(Director of Division of Commodities Distribution)

Salary: \$3,000 entrance. One vacancy. Fee \$3. File by July 23. (Exam may be cancelled if the Commodities Distribution Division in the Dept. of Welfare ceases. In this event, fees will be returned).

Duties: Administration and control of the operation of the Commodities Distribution Division.

Requirements: Must have a B.A. degree or equivalent training. Also 4 years experience in a large public or private organization of a nature required under duties; or equivalent combination of education and experience.

Weights: Written, 30; training, experience and personal qualifications, 70.

Section Stockman (Welfare)

Salary: \$1,800-\$2,400. 13 vacancies in Welfare Dept. Fee \$1. File by July 23. Separate lists will be established for Clothing and for Foods. Candidates may select either or both. (Exam may be cancelled if Commodities Distribution Division in the Dept. of Welfare ceases. In this event, fees will be returned).

Duties: Take charge of distribution of food and clothing to

relief clients; control shipments of commodities; direct processing, packaging, and storing of food and clothing; and do related work.

Requirements: Must have 4 years experience in distribution or storing of large quantities of food or clothing, 2 years of which was in a managerial capacity. Must have at least two years experience in specialty selected. Education in fields such as food, clothing or business administration may be substituted for experience up to 2 years.

Weights: Written, 60; training, experience and personal qualifications, 40.

Senior Administrative Assistant

(Asso. Director of Bureau of Public Assistance—Director of Division of Methods, Procedures and Office Management)

Salary: \$4,000. List may be appropriate for lower grade positions. Fee \$4. File by July 23.

Duties: To plan and supervise specific systems, methods and procedures for every phase of the operations of the divisions of the Bureau of Public Assistance.

Requirements: Must have a B.A. degree or equivalent training; 5 years administrative experience or equivalent. Education substitutions granted. Specialized experience required.

Weights: Written, 30; training, experience and personal qualifications, 70.

Towerman

(New York City Transit System)

Salary: 80 cents per hour, at present, on Independent Division of NYC Transit System. 3 vacancies at present, 15 expected during year. Age limit 45 on date of appointment. Fee \$2. File by July 23. Position requires extraordinary physical effort. Promotion exam under this title also to be held at the same time, and promotion list will be used first to fill vacancies.

Duties: To operate electric or electro-pneumatic interlocking machines; be responsible for the safe passage of trains over tracks and switches in assigned territory; make reports; perform other duties.

Requirements: Must have 3 years general railroad experience as motorman, conductor, towerman or signal maintainer, one year of which was in the operation of mechanical, electric or electro-pneumatic interlocking machines or in testing or maintenance of interlocking equipment; or its equivalent. Applicants must have no disease, injury or abnormality that tends to impair health or usefulness. Must be at least 5' 4".

Weights: Written, 40; training, experience and personal qualifications, 30; practical, 30.

Promotion to Assistant Counsel, Grade 4

Open to employees of the Board of Transportation.

Salary: \$3,000. Vacancies occur from time to time. Fee \$2. File by July 24. Test will be held Sept. 21.

Duties: To write opinions, draft contracts, prepare memoranda of law and do related legal work.

Requirements: Must have been a permanent employee of Board of Transportation for one year prior to the date of the written test as a Law Clerk, Grade 2 or 3. Must have a license to practice law at time of certification.

Weights: Record and seniority, 50; written, 40; training, experience and personal qualifications, 10.

How to Apply for a Test

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

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

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

For Federal Jobs: Obtain applications from U. S. Civil Service Commission, 641 Washington Street, New York City, (9 a.m. to 4:30 p.m.), in person or by mail. Also available from first and second class post offices, Second District.

U. S. citizens only may file for exams and only during period when applications are being received.

Fees are charged for city and State exams, not for federal. Applicants for most city jobs must have been a resident of New York City for three years immediately preceding appointment. Applicants for State jobs must have been New York State residents for one year.

Promotion to Assistant Station Supervisor

Open only to employees of Independent Division of NYC Transit System.

Salary: \$1,800-\$2,400. 10 vacancies at present. Fee \$2. File by July 24. Test to be held Dec. 4.

Duties: To assist Station Supervisor in work of the station section.

Requirements: Must have been a Collecting Agent or Station Agent at least one year on date of written test.

Weights: Record and seniority, 50; written, 30; practical-oral, 20 (practical-oral to include experience, technical competence and judgment).

Promotion to Assistant Train Dispatcher

Open only to employees of Independent Division of NYC Transit System.

Salary: 75 cents per hour at present. 4 vacancies at present, 20 expected during year. Fee \$1. File by July 24. Test to be held Nov. 13.

Duties: To check time of arrival and departure of all trains and keep certain records.

Requirements: Must have been a Collecting Agent or Station Agent at least one year on date of written test.

Weights: Record and seniority, 50; written, 50.

Promotion to Foreman of Mechanics (Men)

Open only to employees of Dept. of Hospitals.

Salary: \$1,800. One vacancy at Otisville. Fee \$1. File by July 24. Test to be held Oct. 15.

Duties: To maintain and inspect buildings and grounds, and supervise 50 laborers at Otisville; maintain laws, roads, walks and do related work.

Requirements: Must have served 3 years in the labor and/or non-competitive classes or one year in the competitive class on date of written test and be otherwise eligible. Must have at least 1 year experience of a character to qualify for duties of position.

Weights: Record and seniority, 50; written, 40; training, experience and personal qualifications, 10.

Promotion to Head Dietitian

Open only to employees of Dept. of Hospitals.

Salary: \$1,440-\$2,040 with maintenance, or \$1,800-\$2,400 without maintenance. Fee \$1. File by July 24. Test to be held Oct. 10.

Duties: To be in charge of a dietary division in the Dept. of Hospitals.

Requirements: Must have been a Senior Dietitian for at least 6 months on date of the

written exam and be otherwise eligible.

Weights: Record and seniority, 50; written, 35; training, experience and personal qualifications, 15.

Promotion to Inspector of Elevators, Grade 3

Open only to employees of the Dept. of Housing & Buildings.

Salary: \$2,400-\$3,000. 6 vacancies. Fee \$2. File by July 24. Test to be held Oct. 24.

Duties: To inspect and test the construction, condition and safety of elevators.

Requirements: Must have served at least one year as Inspector of Elevators, Grade 2, and be otherwise eligible.

Weights: Record and seniority, 50; written, 50.

Promotion to Junior Counsel, Grade 3

Open only to employees of the NYC Housing Authority and the Division of Franchises in the Board of Estimate.

Salary: \$2,400-\$3,000. Fee \$2. File by July 24. Test to be held Oct. 19.

Duties: To perform such duties as are required of a junior counsel in a large law office or of an attorney in a city department with intra-departmental legal work to perform.

Requirements: Must have served at least one year on date of written exam in the NYC Housing Authority or the Division of Franchises in the Board of Estimate under the following titles: Law Clerk, Grade 2 and 3; Law Assistant, Grade 2 and 3; Title Examiner, Grade 2 and 3; Examiner, Law Dept., Grade 2 and 3; and must be otherwise eligible. Must also possess license to practice law in New York at time of certification.

Weights: Record and seniority, 50; written, 40; training, experience and personal qualifications, 10.

Promotion to Motorman-Conductor

Open only to employees of Independent Division of NYC Transit System.

Salary: 80 to 95 cents per hour at present. 47 vacancies at present; more than 100 expected during year. Fee \$2. File by July 24. Test to be held Sept. 25 and 26.

Duties: To be responsible for the protection of passengers and the safety, regularity, proper care and operation of cars and trains, in accordance with the rules, regulations, and Special Instructions Governing Employees Engaged in Operation, in the performance of the following work depending on assignment:

- 1) Operate trains in revenue service and between yards and terminals.
- 2) In yard or terminal service

(Continued on Page 13)

City Tests

(Continued from Page 12)

switch cars, prepare trains for road service, and operate trains between yards and terminals.

3) When acting as conductors to be responsible for all the duties prescribed for.

4) Perform such other duties as the Board of Transportation is authorized by law to prescribe in its regulations.

Requirements: Open to all permanent employees serving in the title of conductor who have served continuously at least one year in the title on the date of the written test, and who are otherwise eligible. Candidates seeking credit for courses of study completed since November 15, 1939 will be required to file a school study form with the promotion application.

Weights: Record and seniority, 50; written, 25; practical, 25. In the practical test, candidates must demonstrate their ability to operate a train.

Promotion to Motorman-Instructor

Open only to employees of Independent Division of NYC Transit System.

Salary: \$2,401-\$3,000. Vacancies expected at \$2,900. 4 vacancies at present. Fee \$2. File by July 24. Test to be held Oct. 16.

Duties: To instruct, examine, and qualify Motormen, Motorman-Conductors, and Conductors in the use of equipment and in the operation of trains; check regular operating performance of train crews; assist and supervise train crews when necessary; make reports and recommendations; perform such other duties as the Board of Transportation is authorized by law to prescribe in its regulations.

Requirements: Open to all permanent employees serving in the titles of Motorman and Motorman-Conductor who have served continuously at least one year in the title or titles, on the date of the written test, and who are otherwise eligible. All candidates must have had at least one year of road revenue service in the capacity of Motorman with the Independent Division. Candidates seeking credit for courses of study completed since November 15, 1939 will be required to file a school study form with the promotion application.

Weights: Record and seniority, 50; written, 30; practical-oral, 20. The practical-oral test will include the following factors: experience, technical competence and judgment.

Promotion to Seamstress (Women)

Open only to employees of Dept. of Hospitals.

Salary: \$840, subject to budget. 3 vacancies. Fee 50 cents. File by July 24. Test to be held Sept. 21.

Duties: Under supervision, to operate electric or foot power machines and be familiar with their parts and attachments and their proper maintenance; cut, fit, and assemble any new article required in a hospital, such as binders, doctors' uniforms, restraining jackets; mend, alter and repair all hospital linens and wearing apparel; do related work.

Requirements: Open to all permanent employees of the Department of Hospitals who have served continuously for a period of not less than 3 years in the labor and/or non-competitive class or who have served for a period of not less than 1 year in the competitive class on the date of the written examination, and who are otherwise eligible. Candidates seeking credit for

YOUNG MEN, AMBITIOUS, GO-GETTERS; sell finest auto polish on market; big profits. Lifetime opportunity. Be own boss; have following selling direct to public, Nu-Life Corporation, 1476 Fulton St., Brooklyn.

Jobs Available!

MALE - FEMALE WHILE WAITING FOR APPOINTMENT SECURE A POSITION IN A HOSPITAL HOTEL INSTITUTION REST, Etc. Call to see our Daily Listings Apex Employment Agency 233 W. 42 ST. NEW YORK CITY

courses of study completed since November 15, 1939 will be required to file a school study form with the promotion application.

Weights: Record and seniority, 50; written, 20; practical, 30.

Promotion to Senior Dietitian

Open only to employees of Dept. of Hospitals.

Salary: \$1,140-\$1,440 with maintenance, or \$1,500-\$1,800 without maintenance. Fee \$1. File by July 24. Test to be held Oct. 10.

Duties: To make requisitions and inspect all food supplies for patients and personnel; plan menus; do related work.

Requirements: Must have served as a Dietitian in the Dept. of Hospitals at least 6 months on the date of the exam and be otherwise eligible.

Weights: Record and seniority, 50; written, 35; training, experience and personal qualifications, 15

Promotion to Station Supervisor

Open only to employees of Independent Division of NYC Transit System.

Salary: \$3,001-\$3,599. 3 vacancies. Fee \$3. File by July 24. Test to be held Dec. 4.

Duties: To supervise the work of the station section employees.

Requirements: Must have been an Assistant Station Supervisor at least one year on the date of the written exam and be otherwise eligible.

Weights: Record and seniority, 50; written, 30; practical-oral, 20

Promotion to Tailor (Men)

Open only to employees of Dept. of Hospitals.

Salary: Subject to budget. One vacancy. Fee \$1. File by July 24.

Duties: To make patterns for garments and other hospital equipment in accordance with standard samples and specifications; to supervise the making, cutting, sewing of all materials and garments; to examine finished products; to adjust and repair sewing machines, do related work.

Requirements: Must have served at least 3 years in the labor and/or non-competitive class or one year in the competitive class on the date of the written exam and be otherwise eligible.

Weights: Record and seniority, 50; written, 20; practical, 30.

Promotion to Towerman

Open only to employees of Independent Division of NYC Transit System.

Salary: 80 cents per hour at present. 3 vacancies at present. 15 expected during year. Fee \$2. File by July 24. Test to be held Nov. 20.

Duties: To operate electric or electro-pneumatic interlocking machines; be responsible for the safe passage of trains over tracks and switches; do related work.

Requirements: Must have served one year as Conductor on date of written exam and be otherwise eligible.

Weights: Record and seniority, 50; written, 25; practical, 25. In the practical test, candidates must operate an interlocking machine.

Promotion to Train Dispatcher

Open only to employees of Independent Division of NYC Transit System.

Salary: \$2,401-\$3,000. 3 vacancies at present. 10 expected during year. Fee \$2. Test to be held Oct. 30.

Duties: To direct the dispatch and movement of all trains; have supervision of transportation of department employees; do related work.

Requirements: Must have served as Assistant Train Dispatcher, Motorman, Motorman-Conductor or Towerman at least one year on the date of the written test and be otherwise eligible.

Weights: Record and seniority, 50; written, 30; practical-oral, 20. Practical-oral will include experience, technical competence and judgment.

Federal Test Requirements For Large Variety of Jobs

Junior Farmer

Salary: \$2,000. File by July 22. Optional branches: 1) dairying; 2) truck gardening. Age limits: 25 to 45. Bureau of Prisons, Department of Justice.

Duties

Junior Farmer (Dairying): under direct supervision of the farm manager, to be responsible for the operation and maintenance of the dairy herd; to assist in the organization of this unit to meet the needs of the institution and to provide practical training in this work for inmates.

Junior Farmer (truck gardening): Under direct supervision of the farm manager, to be responsible for all the activities connected with the growing of truck crops to meet the requirements of the institution; to assist in the organization of this unit so that it will become a practical training project for inmates.

Requirements

Applicants must have had certain experience in the management of a large dairy herd or large truck farm. Certain appropriate education may be substituted for part of the experience.

Weights

General test, 50; practical questions, 50.

Graduate Nurse

Optional Branches: 1) General staff duty; 2) psychiatry. File by July 22. For appointment in Panama Canal service only. Entrance salary: \$168.75 a month, less \$40 a month for maintenance.

Duties

To perform general nursing

duty in the wards of hospitals.

Requirements

Applicants must have completed certain high-school education (unless they pass a general qualifying written test), and must have completed certain nursing training. The physical requirements are rigid.

Weights

Competitors will be rated on the subject of practical questions on a scale of 100.

Machinist

Ordnance Service, War Department, Watervliet Arsenal, Watervliet, N. Y. (\$6.48-\$8.08 a day). Filing open. Age limits: 18-50. File with Secretary, Board of U.S. Civil Service Examiners, Watervliet Arsenal.

Chief Tool and Gauge Designer (\$2,600)

Principal Tool and Gauge Designer (\$2,300)

Senior Tool and Gauge Designer (\$2,000)

Tool and Gauge Designer (\$1,800)

Place of employment: Watervliet, N. Y. Open to any resident of New York State. No closing date has been set for filing. Age limit: 18 to 55.

Toolmaker

Ordnance Service, War Department, Watervliet Arsenal, Watervliet, N.Y. (\$7.52-\$8.88 a day). Filing open. Age limits, 18-50. File with Secretary, Board of U.S. Civil Service Examiners, Watervliet Arsenal.

Junior Graduate Nurse

Open (\$1,620); not over 35 years old; filing open. U. S. Public Health Service, Federal Security Agency and Veterans' Administration.

Shipwright

Salary: \$7,488; \$7,968; and \$8,448 per day. Place of employment: Norfolk Navy Yard, Portsmouth, Virginia. Age limit: 20 to 55. Applications will be received until further notice.

NAVY YARD JOBS

Open Twenty-eight jobs are open for filing at the Brooklyn Navy Yard. Applications may be secured from the Navy Yard, from the Federal Building or from any first class Post Office. No examination will be given, but experience is required. The jobs are:

Anglesmith, Heavy Fires; Anglesmith, Other Fires; Blacksmith, Heavy Fires; Blacksmith, Other Fires; Boatbuilder; Boilermaker; Chipper and Caulker, Iron; Coppersmith; Die Sinker; Driller, Pneumatic; Flange Turner; Frame Bender; Gas Cutter or Burner; Holder-On; Loftsmen; Molder; Pipecoverer and Insulator; Puncher and Shearer; Riveter; Rivet Heater; Sailmaker; Saw Filer; Sheet Metal Worker; Shipfitter; Shipwright; Toolmaker; Welder, Electric (Specially Skilled); and Welder, Gas.

(Continued on Page 14)

STATE BRIEFS AND LISTS

Future State Tests

The State law says that titles of open competitive lists requested by departments and institutions must be publicly announced for 15 days before the State Commission takes action. The following lists are now being advertised (the date denotes when the 15 days are up):

- July 18—Correction—Marshall, Westfield.
- July 18—Correction—Institutional Teacher (Mechanical and Architectural Drafting), Wallkill.
- July 18—Correction—Painter Guard, Sing Sing.
- July 18—Correction—Instructor (Electrical and Oxy-Acetylene), Elmira.
- July 18—Correction—Instructor (Mechanical Shop Practice), Elmira.
- July 21—Rockland State School—Pharmacist.

State Promotions

State promotions now open, with filing deadlines: No. 1151, Senior Account Clerk, Bureau of Administration, Department of Public Works, District No. 9 (Binghamton) (July 17); No. 1152, Assistant Stenographer, State Labor Relations Board (July 17); No. 1155, Calculating Machine Operator, Employees' Retirement System, Department of Audit and Control (July 20) . . . For the following county promotions: Case Supervisor, Board of Child Welfare, Suffolk County (July 17); No. 1154, Sergeant, Department of Police, Village of Babylon, Suffolk County (July 23); No. 1156, Principal Clerk, Department of Social Welfare, Erie County (July 25).

New State Lists

HEAD TUBERCULOSIS HOSPITAL NURSE Type B (Operating Room Supervisor), Division of Tuberculosis, Department of Health. Open competitive No. 46. (\$1,400 plus maintenance). Exam held May

4, 1940; list established July 3, 1940.

- 1. Martha Ellen Miller (prov) 86.60 (Otsego); 2. Lottie Guildford, 86.20 (New York); 3. Mary J. Richtmyer, 76.80 (Greene).

ACCOUNTANT

Department of Mental Hygiene. Promotion No. 1177. (\$100-\$166 a month plus maintenance). Exam held October 7, 1939; list established July 3, 1940.

- 1. Jack Poretsky (prov) 86.50 (New York); 2. Al Weinreb, 86.07 (Erie); 3. Marjorie Finsterbach, 86.06 (Erie); 4. Benjamin B. Robin, 85.91 (New York); 5. William E. Whalen, 85.52 (New York); 6. John F. McCauley, 85.46 (Suffolk); 7. Celia Luria, 84.99 (Kings); 8. Dorothy W. Hemino, 84.72 (Rockland); 9. Anna T. Scriven, 84.71 (Rockland); 10. Edward J. Sommer, 84.70 (Suffolk); 11. Angeline C. Wallace, 84.69 (Oneida); 12. John M. Kearse, 84.65 (Bronx); 13. Alvah W. Squires (prov) 84.53 (Monroe); 14. Chester F.

- Balcerak, 83.91 (Erie); 15. James A. Williams, 83.63 (Broome); 16. Rita Lookstein, 83.60 (Kings); 17. Alice P. Knapp, 83.59 (Rockland); 18. Lawrence J. Maxwell, 82.98 (Oneida); 19. Sam Schiffman, 82.87 (Suffolk); 20. Robert M. Patchen, 82.86 (Orange); 21. James Q. Vreeland, 82.76 (Broome); 22. Elizabeth E. Groff, 82.52 (Oneida); 23. William Storey, 82.38 (Livingston); 24. Dorothy P. McGuire, 81.51 (Oneida); 25. Walter C. Fischer Jr., 81.40 (Dutchess); 26. Harold C. Lytle, 81.30 (Wayne); 27. M. Genevieve Eisert, 81.08 (Erie); 28. Ada B. Baisley, 80.84 (Rockland); 29. Ruth A. Graves, 80.33 (Broome); 30. John R. Hanson, 80.32 (Oneida); 31. Michael Korenkiwski, 80.12 (Erie); 32. Oswald Gref (prov) 80.01 (Rockland); 33. William D. Killen (prov) 79.79 (Monroe); 34. Nellie D. Wojnas, 79.55 (St. Lawrence).

Passed—34; Failed—43; Absent—5; Rejected—14; Total—96; Provs—6. By MO. HARMON.

Job Xchange

If you wish to exchange your present job for another in the Civil Service, send your requests to Xchange Positions Editor, Civil Service Leader, 97 Duane St., New York City. Include all necessary details. Service is free.

Your free ad will be run a minimum of four weeks.

When answering an ad, send letters to appropriate box number, c/o The Leader. They will be forwarded to the proper party.

Exchanging jobs is permissible under Civil Service rules if the department heads of the transferees give their approval.

ASSISTANT GARDENER, \$6.50 per day, McCarron Park, Greenpoint, Brooklyn. Transfer wanted to Manhattan. Box 181.

CLERK, \$1,440. Dept. of Commerce, Customs House, New York City (Federal). Transfer wanted to position inside or outside New York City. Box 180.

CLERK, Grade 1, \$960. Dept. of Public Works, Bureau of Architecture, Muni-

cipal Bldg. Transfer wanted to Corporation Counsel at \$960 or \$840. Box 182.

CLERK, Grade 1, \$960. Dept. of Hospitals, Harlem. Transfer wanted to Police Dept. or Dept. of Hospitals in Bronx or Manhattan. Box 183.

CLERK, Grade 2, \$1,320. Dept. of Welfare, D.O. 32, Manhattan. Transfer wanted to night work in Manhattan or Bronx. Box 184.

CLERK, Grade 2, \$1,200. Police Dept., 240 Centre St., New York City. Transfer wanted. Box 185.

CLERK, Grade 2, \$1,200. Police Dept. Transfer wanted to Dept. of Finance or Purchase. Box 186.

CLERK, Grade 2, \$1,320. NYC Housing Authority, Brooklyn. Transfer wanted to Manhattan or Bronx. Box 187.

STENOGRAPHER-TYPIST, \$1,440. Dept. of Health. Transfer wanted. Box 188.

TYPEWRITER-COPYIST, \$1,080. Dept. of Welfare. Transfer wanted to other city department. Box 189.

UNBIASED complete, accurate Civil Service Leader



Photos Courtesy Knickerbocker News, Albany.

CARE WITH YOUR PAPER

is one of the prime requisites for success in a Civil Service exam. Here is Mary Clancy, who said she was virtually certain of a Hospital Attendant job after completing the State test in Albany.

(Continued from Page 13)

Sr. Inspector, Ordnance Material (\$2,600)**Inspector, Ordnance Material (\$2,300)****Asso. Inspector, Ordnance Material (\$2,000)****Asst. Inspector, Ordnance Material (1,800)****Junior Inspector, Ordnance Material (\$1,620)**

Junior and assistant grades, 20-48 years; other grades, 21-55 years. Filing open. Ordnance Dept., War Dept.

Refrigerating Engineer

Salary: \$1,530, less \$330 for quarters and subsistence. File by July 17. Place of employment: Army Transport Service, War Department, Brooklyn; for duty on transports plying between Brooklyn, Panama, Puerto Rico, San Francisco and Hawaii.

Duties and requirements for this exam appeared in the June 25 issue of The Leader.

Precision Lens, Prism and Test Plate Maker

Salary: \$7,872; \$8,352; \$8,832 per day. Place of employment: U.S. Navy Yard, Washington, D. C. Age limits: 20 to 48. Filing open until further notice.

Duties

To manufacture prisms, mirrors, and lenses of the type used in military optical instruments; to grind and polish lenses to the Newton ring test; to correct and polish prisms, including roof edge prisms; to correct and polish optical plane parallel mirrors; and to perform related work.

Requirements

Completion of a four-year apprenticeship as precision lens, prism and test plate maker.

Weights

Applicants will be rated on the basis of their experience and fitness on a scale of 100. No written test will be given.

Director of Libraries (Principal Librarian), \$5,600**Assistant Director of Libraries (Librarian)**

Department of Agriculture, Washington, D. C. File by July 16. Age limit: 53.

Duties and requirements for this exam appeared in the June 25 issue of The Leader.

Advanced Apprentice Engraver

Salary: \$3.85 a day; five-day week. Bureau of Engraving and Printing, Treasury Department, Washington, D. C. Age limit: 17 to 20. File by July 16.

Duties

Under immediate supervision and expert guidance and instruction, to receive training in the progressively skilled phases of the engraving art, on steel plates engraved for the printing

of currency, securities, postage stamps, etc.

Requirements

Applicants must have requirements in 1), 2) or 3).

1. They must have completed a full 4-year high-school course or 14 units of high-school study acceptable for college entrance; provided, that persons who do not meet the high-school requirement but who are otherwise qualified will be given a written general test.

2) Completion of at least 1 year of training in a resident art school.

3) Completion of at least 1 year of training or experience in engraving on steel plates for intaglio printing purposes.

Weights

Drawing specimens, 50; experience, 50.

Junior Engineer (\$2,000)

Optional Branches: 1. Aeronautical; 2. Naval Architecture and Marine Engineering.

Filing is open until sufficient eligibles are obtained. Applications will be rated as received and certification made for appointment as needs of service require. Age limit 40.

Duties

To perform such professional work as the testing and inspecting of engineering materials, drawing up plans for projects, assisting in the preparation of specifications for engineering material or apparatus, assisting in the conduct of experimental research, compiling reports, handling technical correspondence, and making estimates of weight and strength.

Requirements

Optional Branch 1, Aeronautical.—Applicants must show either (a), (b), or (c):

(a) A bachelor's degree with major study in aeronautical engineering.

(b) A bachelor's engineering degree, including or supplemented by 10 semester hours' credit in strictly aeronautical engineering subjects of either undergraduate or graduate level.

(c) A bachelor's engineering degree plus 1 year of professional experience in aeronautical engineering.

Optional Branch 2, Naval Architecture and Marine Engineering.—Applicants must show either (a), (b), or (c):

(a) A bachelor's degree with major study in naval architecture and marine engineering.

(b) A bachelor's engineering degree, including or supplemented by 10 semester hours' credit in strictly naval architecture or marine engineering subjects of either undergraduate or graduate level.

(c) A bachelor's engineering degree plus 1 year of professional experience in naval architecture or marine engineering.

Weights

Competitors will not be required to report for examination at any place, but will be rated on their education, experience and fitness, on a scale of 100.

Senior Rural Sociologist, \$4,600**Rural Sociologist, \$3,800****Associate Rural Sociologist, \$3,200****Assistant Rural Sociologist, \$2,600**

Bureau of Agricultural Economics, Division of Farm Population and Rural Welfare, Department of Agriculture. File by July 22. Age limit: 53.

Duties

To plan and conduct research in rural sociology and to be responsible for the preparation of research reports in this field. Such reports will deal with a variety of aspects of rural life such as systems of farming, farm practices, standards of living, community organization, recreation, welfare, education, population trends, rural-urban migration, and rural institutions.

Requirements

Applicants must have completed a four-year course with 20 semester hours' study in sociology, and, in addition, except for certain substitutions, must have had research experience in rural sociology, or graduate study in sociology.

Alphabetic Card-Punch Operator, \$1,260**Under Card-Punch Operator, \$1,260**

Age limits: 18 to 53. File by July 24.

Duties

Alphabetic Card-Punch Operator: To operate an alphabetic card-punch machine. This is a machine used to record alphabetic and numerical information by punching holes in cards in such a manner that complete words and names, together with numerical data, can subsequently be printed by the alphabetic tabulating or accounting machine. The alphabetic keyboard is arranged to correspond with that of a typewriter.

Under Card-Punch Operator: To operate a numerical card-punch machine. This is a hand or electric driven device provided with perforators controlled by means of keys and used for perforating numerical data on small cards that can be subsequently tabulated on numerical tabulating machines.

Requirements

Applicants must have had two months' full-time experience, or three weeks' intensive and systematic training, in the operation of card-punch machines.

Weights

Alphabetic Card-Punch Operator: clerical tests, 50; alphabetic keyboard test, 50.

Under Card-Punch Operator: clerical tests, 100.

Mechanical Engineer (Industrial Production) \$3,800**Associate Mechanical Engineer (Industrial Production) \$3,200****Assistant Mechanical Engineer (Industrial Production), 2,600**

War or Navy Departments. File by June 30, 1941. Age limit: 60.

Duties

To perform, or supervise the performance of professional mechanical engineering work in connection with production studies, surveys of industrial plants, and the preparation of plans for the conversion of such plants to the manufacture of munitions and other material and equipment as may be required. The difficulty of the work and the responsibility varies with the grade.

Requirements

Applicants must be graduates of an engineering school, and in addition, except for certain substitutions, have had professional engineering experience ranging from two to five years, according to the grade of position.

Weights

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

Mechanical Engineer (Industrial Production) \$3,800**Associate Mechanical Engineer (Industrial Production) \$3,200****Assistant Mechanical Engineer (Industrial Production), \$2,600**

War or Navy Departments. File by June 30, 1941. Age limit: 60.

Duties

To perform, or supervise the performance of, professional mechanical engineering work in

aircraft engines; 3) aircraft hydraulic systems; 4) aircraft instruments; 5) aircraft mechanics; 6) aircraft propellers; 7) aircraft fabric work; 8) aircraft sheet metal work; 9) aircraft welding; 10) heat treating; 11) parachutes; 12) air corps fundamentals. Positions will be filled in the U. S. Army Air Corps, War Department, Chanute Field, Rantoul, Ill.; Scott Field, Belleville, Ill.; and Lowry Field, Denver, Col.

File by August 15. Age limit: 21 to 53.

Duties

With varying degrees of supervision and responsibility, to instruct, or supervise the in-

**A PAIR OF JOB-SEEKERS**

as they appeared several weeks ago up in Albany, where they took the State exam for Hospital Attendant. Constance DeMers is at the left, and Harley King at the right.

Instructor, Air Corps Technical School, \$3,800**Associate Instructor, Air Corps Technical School, \$3,200****Assistant Instructor, Air Corps Technical School, \$2,600****Junior Instructor, Air Corps Technical School, \$2,000**

Optional branches: 1) Aircraft carburetion systems; 2) instruction of, officers and enlisted men of the Army Air Corps, National Guard, or Reserves, in subjects, in the several optional branches.

Requirements

Applicants must be high-school graduates, and except for certain substitutions, have had four years of experience as instructor in shop subjects or as shop supervisor, which must have included six months experience in the optional branch.

Weights

Applicants will be rated on the basis of their education, experience and general fitness on a scale of 100.

Associate Aeronautical Inspector, \$3,500**Assistant Aeronautical Inspector, \$3,200**

Civil Aeronautics Authority, Department of Commerce. Applications will be received until further notice. Age limits: 24 to 40 (for Associate); 24 to 35 (for Assistant).

Duties and requirements for this exam appeared in the June 25 issue of The Leader.

Aeronautical Engineer, \$3,800**Associate Aeronautical Engineer, \$3,200****Assistant Aeronautical Engineer, \$2,600**

Optional branches: 1) aerodynamics and performance; 2) design; 3) electrical installations; 4) engines; 5) equipment; 6) general; 7) power plant installations; 8) propellers; 9) specifications and weight control; 10) structures; 11) vibration and flutter; 12) any other specialized branch of aeronautical engineering.

Applications will be received until June 30, 1941. Age limit: 23.

Duties and requirements for this exam appeared in the June 25 issue of The Leader.

(Continued on Page 15)

Big State Lists Delayed

Pressure of other work, along with vacations taken by its employees, is causing the State Civil Service Commission to fall behind in its projected schedule of establishing important lists.

First on the agenda is the list for Investigator, Alcoholic Beverage Control Board, which is to contain 1,900 names. Promised for August 1, its establishment may now be delayed beyond that date.

Ratings of the papers for Senior and Assistant Mechanical Stores Clerk have been completed, but establishment of the lists will have to wait for the ABC list.

Another list expected within the coming weeks is that of Construction Payroll Auditor. Ratings and interviews are completed, but investigations are still to be concluded.

These and all other State lists will appear in The Leader as soon as they are established.

GRAINSKY ADDED TO ELLIS STAFF

Paul Grainsky, attorney of 270 Madison Ave., has just been added to the staff of City Council investigator Emil Ellis. He'll serve as an assistant counsel.

Federal Tests Open

(Continued from Page 14)

Construction Inspection Coordinator, \$3,800

Optional branches: 1) hull; 2) electrical; 3) machinery. United States Maritime Commission. File by July 23. Age limit: 60. Duties and requirements for this exam appeared in the June 23 issue of The Leader.

Senior Interior Decorator, \$4,600

Interior Decorator, \$3,800

Associate Interior Decorator, \$3,200

United States Maritime Commission. File by July 22. Age limit: 53. Duties and requirements for this exam appeared in the June 23 issue of The Leader.

Motor Transport Service Manager

Office of the Quartermaster General, War Department, Washington, D. C. File by July 22. Salary: \$2,600. Age limit: 25 to 53. Duties and requirements for this exam appeared in the June 23 issue of The Leader.

Visual Information Specialist, \$3,800

Associate Visual Information Specialist, \$3,200

Assistant Visual Information Specialist, \$2,600

File by July 30. Age limit: 53. Duties With responsibility varying according to the grade of the position, to conceive, develop,

Salary: \$2,000. U. S. Geological Survey, Dept. of Interior. Age limit: 53. File by December 31, 1940.

Duties
Under professional guidance, to act as chief of a sub-party on plane table work performing topographic mapping, executing topographic surveys, adjusting instruments, inking field sheets, making computations, and assisting in the preparation of maps for publication.

Requirements
High school graduation, plus four years of civil engineering experience, two years of it on topographic field surveys. Certain substitutions for these educational and experience requirements will be allowed.

Weights
Applicants will be rated on the basis of their education and experience on a scale of 100.

Marine Surveyor

Salary: \$3,200. United States Maritime Commission. Age limit: 55. File by July 29.

Duties
Under general supervision, to conduct complete independent surveys of ocean-going merchant vessels, including the inspection of hulls, appurtenances, engines, boilers, machinery and equipment, and the preparation of detailed reports covering all defects and requirements as to repair and maintenance, including cost estimates.

Requirements
Applicants must hold a United States license issued by the Dept. of Commerce, either as Chief Engineer or as Master, of ocean vessels of any gross tonnage, and must have had certain appropriate experience.

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

Requirements
Applicants must be high school graduates, and must have had from two to six years, according to the grade of position, in drafting experience, one year of which must have been in elementary drafting training or experience, and the rest in ordnance drafting.

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

Inspector, Welding, \$2,600

File by July 29. Age limit: 55.
Duties
To inspect the fabrication of miscellaneous welded structures of massive size and great weight; to observe the welding of such structures with a view to insuring the best weld for the particular problem at hand.

Requirements
Applicants, except for certain substitutions, must have had six years experience in the inspection of welding operations on heavy structures or assemblies.

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

Associate Aircraft Inspector (Factory)

Associate Air Carrier Maintenance Inspector

Salary for both positions: \$2,900. No filing deadline has been set. Age limit: 24 to 53. Civil Aeronautics Authority.

Duties
Under the supervision of an inspector of higher grade, to make inspections of civil aircraft for original airworthiness certificates and for the renewal of such certificates; to make inspections on aircraft, engines, propellers, components and accessories for expert; to make inspections of aircraft after overhaul and repair; and to perform related duties.

Requirements
An aircraft mechanic's certificate of competency. In addition: either 1) two years of broad experience in a supervisory capacity in the mechanical field of modern civil aircraft manufacture or repair; or 2) three years of broad experience in the mechanical field of modern civil aircraft manufacture or repair, which must have included components, sub-assemblies, instruments, and accessories, or must have been in final assembly inspection.

Weights
General test, 40; experience and fitness, 60.

Bilingual Stenographer, \$1,800

Optional language groups: 1) Spanish and French; 2) Spanish and Portuguese; 3) English and Portuguese. File by July 29. Age limits: 18 to 53.

Duties
To take and to transcribe dictation in 1) Spanish and French; 2) Spanish and Portuguese; or 3) English and Portuguese. The dictation covers a wide range of subject matter, involving scientific and technical words and expressions.

Weights
General tests, 30; foreign language typing test, 30; shorthand and transcription (foreign language and English), 40. Subject 2 will consist of a typing test in the optional languages. Subject 3 will consist of a shorthand writing from printed matter in each of the languages in the optional groups and the transcription of the shorthand notes into the original language of the printed matter. No dictation will be given. Any system of making notes, including the use of shorthand writing machines, will be acceptable, provided that the notes are given to the examiner after being transcribed.

Senior Inspector, Engineering Materials (Aeronautical), \$2,600

Inspector, Engineering Materials (Aeronautical), \$2,000

Junior Inspector, Engineering Materials (Aeronautical), \$1,800

Navy department. File until further notice. Age limit: 53.

Duties
To inspect and test, for determination of compliance with specifications, a wide variety of aeronautical engineering materials; to interpret specifications and make computations necessary to insure compliance; to make inspection reports and conduct correspondence.

Requirements
Applicants must have had from two to six years experience, according to the grade of the position, in the inspection and testing of aeronautical engineering materials, including parts, subassemblies, assemblies, instruments, etc., to determine compliance with specifications or standards of manufacture; or in the inspection and testing of aircraft engines and their accessories. From part of this experience requirement, certain substitutions are allowed.

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

Attendant, Neuro-Psychiatric Hospital

Salary: \$1,020. File until further notice. Place of employment: Veterans' Administration Facilities, Canadagua and Northport, New York. Age limits: 21 to 48.

Duties
To perform duties in immediate contact with patients such

as to feed, escort, convey or administer prescribed treatments; to assist in their recreation and exercise; to change clothing, bed linens, sputum cups, and assist in making beds; to perform related duties.

Requirements
Applicants must have had either: 1) completion of six months of a resident training course in nursing in a hospital giving thorough practical and theoretical training; or 2) at least six months of active service in the hospital corps of one of the enlisted services of the United States, performing actual duty in the care of the sick or wounded; or 3) at least three months of experience as Attendant performing ward duty in the care of patients in a hospital or institution for the treatment of mental or nervous diseases, or for the treatment or confinement of drug addicts; or 4) any satisfactory equivalent combination of training and experience.

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

Machinist
Appointments will be made at salaries ranging from \$6.92 to \$8.82 a day. Positions will be filled in Dover, Metuchen, N. J. and Brooklyn, N. Y. Age limits: 18 to 55.

Duties
To operate machines and tools of all types in a large first class machine shop fitted for (Continued on Page 16)

Mental Hygiene Notes

By JOHN F. MONTGOMERY

Nurses have been granted an additional year in which to secure a license as a requisite for the practice of nursing in the State. Institutions are, of course, included. The law originally calling for this requirement set July 1, 1940, as the date.

However, only a small percentage have been able to register and legislative action has deferred the dead line until July 1, 1941.

Harry E. Blake was re-elected president of the Brooklyn State Hospital Employees Association last week. Others chosen to serve for another year are Calvin Murphy, vice-president; Miss Katherine I. Collins, secretary; Herman Kraus, treasurer. John Livingston, vice-president of the Association of Mental Hygiene Employees, addressed the annual meeting. J. Walla is chairman of a forthcoming clam bake and boat ride.

New appointments at Brooklyn State are Maurice E. Garbus, launderer; Nicholas Hober, attendant . . . Reinstated: Harold V. Callahan, attendant; Robert B. Kelly, student nurse . . . Resigned: Herman Drexler, attendant; Bernice W. Cailey, registered nurse.

Rome State School has asked the State Civil Service Commission to establish a Pharmacist list. If an employee at the institution feels that a field for promotion exists, he has until July 21 to apprise the Commission of his claim. If three or more are upheld, a promotion test will be given.

Lottie Guibord, of Manhattan State Hospital, is second on the list for Head Tuberculosis Hospital Nurse, Type B (Operating Room Supervisor), just established by the State Commission. The promotion list for Accountant, Department of Mental Hygiene, has also just come out. Topping the 31 names is Jack Poretzky, who works at Pilgrim State. New State lists, including these, appear in "State Civil Service Briefs and Lists," on page 13.

At the recent annual banquet of the Marcy Credit League, officers for 1940-41 were elected. Charles D. Methe is president, Sylvia Tanner vice-president, and Ann Lucas secretary-treasurer. In charge of the banquet were Miss Lucas, Marian Freymuller, Mary Socha,

Wanda Dodeske, and Jean Harvey.

"The Voice of the State Hospital Employee" is the name of a new monthly mimeographed publication, just out. SCMWA members in Rockland, Creedmoor, Brooklyn, Pilgrim, and Manhattan State Hospitals are the authors.

Mrs. Margaret Hutchings has switched libraries. Long on duty at Harlem Valley, she has gone to Pilgrim State, at Brentwood, to open a new library. In the evenings, Mrs. Hutchings plans to take college courses in nearby New York City.

Wednesday, July 17, is the last day for filing reservations for the World's Fair bus ride of the Hudson River State Hospital Employees Association of July 21. A week from Wednesday is the deadline for the July 28th function. Applications are being filed with Edward Weaver, in Ryon Hall. Cut-price transportation and entrance tickets are available . . . The yardage on the golf course has been extended from 2,300 to 3,010.

Field day results at Hudson River: 100-yard dash for men employees, won by Peluse; Special event for student nurses, won by Scoma; 50-yard dash for women employees, won by Oksia; 100-yard dash for men patients, won by Brown; Stilt walk for men employees, won by Ridu; 120-yard hurdles for men employees, won by White; 120-yard hurdles for men employees, won by Peluse; 50-yard barrel race for women patients, won by Dekio; obstacle race for men patients, won by Delesia; sack race for men patients, won by Loria; obstacle race for women patients, won by Delesia; sack for men patients, won by Losie; potato race for women patients, won by Delesia; and 220-yard relay, which was won by the patients team made up of Huzze, Leurs, Brown and Nyak.



"WHAT'S THE ANSWER?"

say these Civil Service hopefuls at the recent Hospital Attendant test. They're Edward Wallingford and Teresa Secovnia, and they

and direct a comprehensive program of visual information using all types of visual materials for the presentation and interpretation of facts and ideas.

Requirements
Applicants must have completed a four-year course in a college or university. Substitutions for additional experience will be allowed. In addition, applicants must have had from two to four years experience, according to the grade, in the presentation and interpretation of facts by means of visual materials, such as exhibits, charts, photographs, etc.

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

Senior Engineering Aide (Topographic)

Chief Engineering Draftsman (Ordnance), \$2,600

Principal Engineering Draftsman (Ordnance), \$2,300

Senior Engineering Draftsman (Ordnance), \$2,000

Engineering Draftsman (Ordnance), \$1,800

Assistant Engineering Draftsman (Ordnance), \$1,620

Navy and War Departments. Filing open one year, until June 30, 1941. Age limit: 53.

Duties
Under professional guidance, to perform ordnance drafting of varying degrees of responsibility according to the grade of position.

Record Number of U.S. Exams Open For Helpers, Inspectors, Engineers

(Continued from Page 15)

handling all sizes of work; to do all classes and kinds of work; to fit up in connection with building and repairing machine tools, main engines (both reciprocating and turbines), automobiles, pumps, blowers, locomotives, etc.

Requirements

Completion of a four-year apprenticeship, or four years of practical experience in the trade.

Weights

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

Sound Recording Technician

Salary: \$2,600. Signal Service at Large, War Dept. File by July 22. Age limit: 53.

Duties and requirements for this exam appeared in the June 25 issue of The Leader.

Chief Engineering Draftsman (Aeronautical), \$2,600

Principal Engineering Draftsman (Aeronautical), \$2,300

Senior Engineering Draftsman (Aeronautical), \$2,000

Engineering Draftsman (Aeronautical), \$1,800

Assistant Engineering Draftsman (Aeronautical), \$1,620

File by August 5. Age limits: 53.

Duties

Under professional guidance, to perform subprofessional work in aeronautical drafting, varying in degree of difficulty and responsibility according to the grade of the position.

Requirements

Applicants must have had from two to six years of drafting experience, the amount varying according to the grade of position. In each case, one year must have been in elementary drafting training or experience, the rest in aeronautical draftings. Certain substitutions for college education are allowed for part of this experience requirement.

Weights

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

Senior Engineer, \$4,600

Engineer, \$3,800

Associate Engineer, \$3,200

Assistant Engineer, \$2,600

Optional branches. 1) electrical; 2) heating and ventilating; 3) materials; 4) mechanical; 5) mining; 6) radio; 7) structural; 8) telegraph; 9) telephone; 10) welding.

File by August 5. Age limit: 53.

Duties

To perform, or supervise the performance of professional engineering work in design, construction, testing, research, investigation, or production in one of the optional branches of engineering listed. The difficulty of the work performed, the degree of supervision to which the employee is subject or which he exercises, and the responsibility assumed, will vary with the grade of the position.

Requirements

Applicants must have had from two to six years of broad and professional engineering experience in one of the optional branches. The amount of experience required varies with the grade of the position. In addition, except for certain substitutions, applicants must have completed a four-year college course in engineering.

Weights

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

Senior Inspector, Boat Construction (Wood Hulls), \$2,600

Inspector, Boat Construction (Wood Hulls), \$2,000

Navy Dept. File by August 5. Age limit: 53.

Duties

To inspect and make necessary tests of wood hull construction work in order to determine satisfactory workmanship and acceptability under the specifications, on boats or other floating craft built of wood for the Navy under contract in private yards.

Requirements

Senior Inspector, at least 6 years; and Inspector, at least four years; of experience in the inspection or testing of wood hull construction work to determine proper workmanship and compliance with specifications. This experience must have included the reading of drawings

and interpretation of technical specifications and the making of necessary computations to determine compliance therewith. Certain substitutions for this experience will be allowed for completed college courses.

Weights

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

Apprentice Copper Plate Map Engraver, \$1,260

Apprentice Artistic Lithographer, \$1,260

File by August 5. Age limit: 16 to 21.

Duties

Apprentice Copper Plate Map Engraver: under immediate supervision, and following specific instructions as to methods and working details, to perform simple routine engraving work.

Apprentice Artistic Lithographer: Under immediate supervision, and following specific instructions as to methods and working details, to perform simple routine lithographic work.

Requirements

Apprentice Copper Plate Map Engraver: six months experience, which may include apprenticeship, in the engraving art.

Apprentice Artistic Lithographer: six months experience, which may include apprenticeship, in the artistic phases of lithographic reproduction work.

Weights

General test, 50; map copying and lettering, 50.

Psychophysicologist

Principal, \$5,600; Senior, \$4,600; Psychophysicologist, \$3,800; Associate, \$3,200; and Assistant, \$2,600. File by August 5. Age limits: 53.

Duties

To plan and conduct research in the public health phases of problems in the fields of general experimental psychophysiology, psychophysiological acoustics and psychophysiological optics by the application of principles and techniques of experimental psychology to human beings and animals.

Requirements

Applicants must have had from two to seven years of paid research experience, graduate study or teaching experience.

Weights

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

Senior Artistic Lithographer, \$2,000

Artistic Lithographer, \$1,800

Negative Cutter, \$1,800

Assistant Artistic Lithographer, \$1,620

Junior Copper Plate Map Engraver, \$1,440

Junior Artistic Lithographer, \$1,440

File by August 5. Age limits: 20 to 53.

Duties

Senior Artistic Lithographer, Artistic Lithographer, and Assistant Artistic Lithographer.—To execute under general supervision, exacting work of journeyman grade in one or more of the highly skilled phases of lithographic map reproduction work, including work on metal printing plates and lithographic stone. The duties of the three positions are similar, varying in the degree of difficulty, exactitude, or intricacy of work to be performed.

Negative Cutter.—To execute exacting work on photographic negatives, such as painting out and inserting new work; to cut or engrave topographic and hydrographic features, lettering,

etc., on glass negatives and/or zinc plates.

Junior Copper Plate Map Engraver.—To perform under immediate supervision elementary and less responsible and intricate operations of the engraver's art.

Junior Artistic Lithographer.—To perform under immediate supervision elementary and less responsible and intricate operations of lithographic reproduction processes.

Requirements

Senior Artistic Lithographer, Artistic Lithographer, and Assistant Artistic Lithographer: Five, four and three years experience, respectively, in the progressively skilled phases of lithographic reproduction work and the practice of the highly skilled phases of the lithographic art, preferably on lithographic reproduction of maps or charts. Additional credit will be given for evidence of experience in map or chart construction and experience with the chemicals used in lithography.

Negative Cutter: four years experience in negative cutting in lithographic reproduction work, including lettering, painting out, or inserting or "cutting in" new work of intricate design and minute detail preferably on maps and charts.

Junior Copper Plate Map Engraver: one year of skilled experience in the practice of the engraver's art.

Junior Artistic Lithographer: one year of progressively skilled experience in the artistic phases of lithographic reproduction work.

Weights

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

Helper Blacksmith, Other Fires (\$4.89 to \$5.85 per day)

Helper Boilermaker (\$4.89 to \$5.85 per day)

Helper Coppersmith (\$4.89 to \$5.85 per day)

Helper Flangeturner (\$5.18 to \$6.14 per day)

Helper Forger, Heavy (\$5.18 to \$6.14 per day)

Helper Molder (\$5.08 to \$6.04 per day)

Helper Rigger (\$4.89 to \$5.85 per day)

Helper Sheet Metal Worker (\$4.89 to \$5.85 per day)

Helper Shipfitter (\$4.89 to \$5.85 per day)

File until further notice. Place of employment: Brooklyn Navy Yard. Age limits: 20 to 48.

Duties

Helper Blacksmith, Other Fires: To assist the blacksmiths on the lighter class of work, and to care for the oil, gas, and coke fires; to operate steam hammers, presses, etc., and do the miscellaneous odd jobs not requiring special skill and experience of a mechanic.

Helper Boilermaker: To assist boilermakers in miscellaneous operations required in new construction and repair work in the shop and on board ship; to hold on rivets, scale boilers, prepare putty and paint for preservation, heat rivets, handle materials, load and unload trucks, and to do various odd jobs in the trade not requiring special skill or experience.

Helper Coppersmith: To assist coppersmiths in miscellaneous operations required in new construction and repair work in the shop and on board ship; to mix and prepare borax and solder and other materials and do various odd jobs.

Helper Flangeturner: To include the duties listed for

Helper Boilermaker and in addition, accuracy and experience in swinging heavy sledges or mallets; to handle the heating of material and care of fires necessary to assist flangeturners during the heating up of work.

Helper Forger, Heavy: To assist on the heaviest class of forgings; prepare and care for oil furnaces; handle heavy materials and manipulate the larger fittings for the heavy forgers; operate heavy presses, steam presses, and hammers.

Helper Molder: To be generally useful in assisting molders in the miscellaneous operations pertaining to that trade in preparing sand and materials used in filling flasks; to carry metal and help the molder pour his work; and to do miscellaneous work.

Helper Rigger: To assist riggers in the handling of weights and all other riggers' work; to tie knots, attach hooks, assist in all kinds of splicing; to do various odd jobs.

Helper Sheet Metal Worker: To assist sheet metal workers in all work pertaining to the trade; operate simple machine tools; handle small machine and hand tools; prepare shear and punch material; and to do other miscellaneous odd jobs.

Helper Shipfitter: To assist shipfitters in the miscellaneous operations required in new construction and repair work in the shop and on board ship; to handle materials, assist in making templates; to collect, assemble and erect parts; to bolt up finished work for the riveters; to work with laborers in handling materials in the shop, etc.

Requirements

Shipfitter: One of the following: 1) six months experience as Helper Shipfitter, or in one of the allied trades; 2) completion of a one-year mechanical course in the trade applied for, or an allied trade; 3) completion of a course in one of the trades in a resident trade school.

For the Other Positions: One of the following 1) six months experience in the trade applied for, which has required the use of tools, machines, or processes common to such trade or occupation; or, a like amount of experience (which may include a training period of specialist mechanical school) in the Army, Navy, Marine Corps, or Coast Guard, in a position comparable to the trade applied for; or 2) completion of one scholastic year of a mechanical course in the trade applied for, in a vocational school of at least secondary grade which is part of a public, state, county or municipal school system; or 3) completion of a course in the trade or occupation applied for, of at least one year's duration in day class attendance, or of 18 months duration in evening class attendance, in a resident trade school, as distinguished from a correspondence school.

Weights

No written test will be given. Applicants will be rated on their experience and fitness on a scale of 100.

Crane Operator (Electrical Traveling Bridge) (\$6.24 to \$7.20 per day)

Crane Operator (Steam Locomotive) (\$7.87 to \$8.83 per day)

Applications will be received until further notice. Place of employment: Brooklyn Navy Yard. Age limit: 20 to 48.

Duties

Crane Operator (Electrical Traveling Bridge) for Crane-man, Electric: To operate traveling bridge cranes and auxiliary hoists and to perform related work.

Crane Operator (Steam Locomotive) for Engineman, Hoisting and Portable: To operate steam locomotive crane and to

(Continued on Page 17)

You don't have to listen if you don't want to, but



The Leader will carry all the latest news of the defense program this summer—news about new jobs, promotions, new rulings that may affect your whole career.

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(Continued from Page 16) make minor repairs and adjustments to the mechanism.

Requirements

Crane Operator (Electric Traveling Bridge) for Crane-man, Electric: Six months experience in the operation of electric traveling bridge cranes.

Crane Operator (Steam Locomotive) for Engineman, Hoisting and Portable: Six months experience in the operation of a steam locomotive crane, steam shovel, or other portable steam hoist machinery.

Weights

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

Caulker, Wood

(\$7.58 to \$8.54 per day)

Diver

(\$17.28 to \$18.24 per day)

Forger, Drop

(\$7.77 to \$8.73 per day)

Forger, Heavy

(\$12.09 to \$13.95 per day)

Forger, Light

(\$9.50 to \$10.46 per day)

Instrument Maker

(\$8.16 to \$9.12 per day)

Rigger

(\$7.87 to \$8.83 per day)

File until further notice. Place of employment: Brooklyn Navy Yard. Age limits: 20 to 55.

Duties

Caulker, Wood: To caulk and pave the seams of wood decks, planking, sheathing, etc.

Diver: To work from floats under air pressure and do all kinds of diver's work around entrances to dry docks, under ships, and around wharves, in connection with launching ways.

Forger, Drop: To make drop forgings of steel, bronze and other materials by use of dies for all kinds of fittings; to operate steam and drop board hammers, trimming presses, and oil and gas furnaces; the skillful use of dies, their fit, draft requirements, adjustments, etc.

Forger, Heavy: To work 10" billets and larger; control the operation of hydraulic presses of 3,500 tons and lighter, steam presses, steam hammers, etc.; to make crank shafts, connecting rods, shaft couplings, davits, etc.

Forger, Light: To produce forgings of various carbon and alloy steels and forgeable non-ferrous metals from bars or billets 6" square or round or above, weighing 100 to 500 pounds utilizing steam hammers, forging presses or other power forging equipment to best advantage; to lay off and cut templates, devise and make simple tools and fixtures, such as forming blocks, special cutters, sewages, etc.; to operate oil or gas fired forges and small furnaces for heating; to determine by weight or volume material necessary for a given forging and proper allowance for finish; and to direct the activities of hammer-runners, cranemen and helpers assisting in the work.

Instrument Maker: To manufacture, repair and install all types of electrical, radio, optical and navigational instruments, including watches, clocks, etc., and to build electrical and mechanical appliances of unusually intricate and delicate types.

Rigger: To install various kinds of tackle and do the fitting of wire and manila cable used on board ship; to manufacture and install all kinds of standing or running rigging, the various fittings, such as mats, fenders, ladders, etc., which are made in a rigging loft for use in the construction or repair of vessels.

Requirements

Forger, Light; Forger, Heavy; and Rigger: Completion of a four-year apprenticeship in the trade, or four years of practical experience.

Caulker (Wood): One year of experience in the use of caulking materials in making underwater surface and seams of vessels watertight.

Diver: Six months of experience.

Forger, Drop: Two years experience.

Instrument Maker: Completion of a four years apprenticeship as instrument maker in a first class instrument shop or high-grade physical laboratory shop, or four years experience.

Weights

No written test will be given. Applicants will be rated on their experience and fitness on a scale of 100.

Linoleum Layer

(Wood and Metal Surfaces) (\$7.04 to \$8.00 per day)

File by July 11. Place of employment: Brooklyn Navy Yard. Age limit: 48.

Duties

To perform all necessary operations in the laying of linoleum and base materials on both metal and wood floors; to lay out, cut and fit borders and feature strips.

Requirements

Two years experience in laying linoleum, including six months experience in laying linoleum on metal surfaces.

Weights

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

Inspector of Miscellaneous Supplies

Salary: \$2,200. Optional branches: 1) Leather Gloves; 2) Bedding (Mattresses and Feather Pillows). File by July 23. Age limits: 21 to 53.

Duties

To inspect materials indicated by the title of the optional branch to determine quality of materials and acceptability under specifications at manufacturing plants to make tests and measurements to determine compliance; to inspect finished products at the depot of delivery; to prepare inspection reports and correspondence and maintain necessary records; to assist in the preparation of specifications. Bedding inspectors are required to inspect mattresses and feather pillows.

Requirements

Except for certain substitutions, applicants must have had four years experience in the inspection or testing of materials in one of the optional branches, to determine compliance with specifications, acceptability under the terms of purchase contract, or compliance with production standards at the place of manufacture.

Weights

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

Senior Inspector, Engineering Materials, Mechanical (Optical Instruments), \$2,600

Inspector, Engineering Materials, Mechanical (Optical Instruments), \$2,000

File by August 2. Place of employment: Navy Dept., Rochester. Age limits: 21 to 53.

Duties

The duties, varying in degree of responsibility, are as follows: To inspect and test, for determining compliance with specifications, a variety of instruments, including optical instruments, sextants, binoculars, fire control and related instruments for naval use; to make inspector reports, to conduct correspondence.

Requirements

Except for certain substitutions, applicants must have had from four to six years experience, according to the grade, in the inspection and testing of optical instruments and other instruments equipped with lenses and prisms to determine proper workmanship and compliance with specifications.

Schwartz-Caddell Changes Name

The name of the Schwartz-Caddell School, 101 E. 13th St., has been changed to Columbia Institute. Recently Eugene Schwartz, who was a co-owner of the school, sold out his interests. Walter Caddell and James P. Casey are the new directors of the Columbia Institute.

New U. S. Tests Include Cook, Laboratory Mechanic and Teacher

Senior Cook

Salary: \$2,000. Prison Service, Dept. of Justice. File by August 5. Age limits: 25 to 48. Appointees will be given a preliminary training course for an 8-weeks period. Those who show special aptitude may be detailed to higher positions in the culinary department.

Duties

Upon completion of the training period outlined above, appointees will be assigned to either: 1) a small institution or camp with an average capacity of from 100 to 300 inmates to be in complete charge of the culinary department; or 2) a larger institutional unit to act as assistant to junior or principal steward.

In either case, employees will be required to prepare daily menus; make estimates of food requirements for daily and quarterly consumption in accordance with standard rations; to be responsible for the actual preparation and serving of meals for inmates and officers; to be responsible for one of the branches of the culinary department such as the bakery, refrigeration, or butcher shop; and to be responsible for the training of any inmates to perform the duties of cook, baker, waiter, etc.

Requirements

1) applicants must be qualified both as general cook and bread baker.

2) they must have two years experience as chef, head cook, or steward in a hotel, club, hospital, resident school, or other institutions, or in a comparable capacity in which it was necessary to provide food for at least 600 meals daily.

Weights

General test, 50; practical questions on duties of the position, 50.

Teacher in Indian Community and Board Schools

Optional branches and entrance salaries: 1) agriculture, \$1,800 and \$2,000; 2) Elementary grades (1 to 6), \$1,620 and \$1,800; 3) Home Economics, \$1,620 and \$1,800; 4) Remedial Reading, \$1,800; 5) Rural Merchandising, \$1,800; 6) Science, \$1,800; 7) Special or Opportunity Classes, \$1,620.

Indian Field Service (Including Alaska), Department of Interior. File by August 12. Age limit: 48.

Duties

Under general supervision to serve as teacher in an Indian community or boarding school. Most of these schools are located in isolated rural areas with meager resources where the land has been seriously depleted by overgrazing, recurring droughts, and improper farm practices. They are often at some distance from the nearest white community, and in some sections where the Indians themselves do not live in villages the schools are somewhat remote from human habitation. In the northern reservations and in Alaska, some schools are cut off for months at a time from travel communication. Ability, therefore, to adjust to association with a limited number of people in such isolated situations is essential to success in one of these positions.

The primary objectives of Indian schools are: To give students an understanding and appreciation of their own tribal lore, art, music, and community organization; to teach students through their own participation in school and community government to become constructive citizens of their communities; to aid students in analyzing the economic resources of their reservation and in planning more effective ways of utilizing these resources for the improvement of standards of living; to teach, through actual demonstration, intelligent conservation of natural resources; to give students first-hand experience in livestock management, use of native materials in housing and

clothing, in subsistence gardening, cooperative marketing, farm mechanics, and whatever other vocational skills are needed to earn a livelihood in the region; to develop better health habits, improved sanitation, and higher standards of diet with a view to prevention of trachoma, tuberculosis, and infant diseases; to give students an understanding of the social and economic world immediately about them and to aid them in achieving some mastery over their environment; and to serve as a community center in meeting the social and economic needs of the community.

Teachers in Indian schools associate constantly with Indians, and it is necessary that they have a full appreciation of the Indian viewpoint and Indian culture, including native arts and crafts, music, and religious ceremonials. Indian Service teachers are expected to be not only teachers in the usual sense, but to be active participants in the community in which they work and exercise educational leadership. They must be conversant with problems of rural economy and eager to elevate and dignify rural life.

Indian schools do not follow prescribed courses of study. Teachers are expected to find within the environment much of the material for their educational program. Emphasis is placed upon free and spontaneous use of English, upon group discussions, and other informal processes.

Requirements

Education.—Option 1, agriculture.—Applicants must have completed a 4-year course leading to a bachelor's degree in an agricultural college, which must have included 9 semester credits in the teaching of agriculture and 4 semester credits in farm mechanics.

Option 2, elementary grades 1-6.—Applicants must either have completed a 4-year course leading to a bachelor's degree or have been graduated with a diploma from a recognized 3-year teacher-training institution. In either course applicants must have completed 20 semester credits in education, including one course in elementary education.

Option 3, home economics.—Applicants must have completed a full 4-year course leading to a bachelor's degree, including 20 semester credits in home economics.

Option 4, remedial reading.—Applicants must have completed a 4-year course leading to a bachelor's degree, which included 8 semester credits in methods and techniques of remedial reading.

Option 5, rural merchandising.—Applicants must have completed a 4-year course leading to a bachelor's degree.

Option 6, science.—Applicants must have completed a 4-year course leading to a bachelor's degree, which included 20 semester credits in science.

Option 7, special or opportunity classes.—Applicants must either have completed a full 4-year course leading to a bachelor's degree or have been graduated with a diploma from a recognized 3-year teacher-training institution. In either course applicants must have completed 20 semester credits in education.

Experience.—Applicants must have had within the last 7 years a minimum of 2 years of paid teaching experience in schools below college level in which they developed an educational program based upon needs, activities, or customs prevailing in the local area, as outlined under each of the options.

Option 1, agriculture.—Applicants must have taught practical agriculture, livestock farming, and farm mechanics. In addition, applicants for this option must have had at least 2 years of practical farming experience.

Option 2, elementary grades 1-6.—Applicants must have

taught in schools which have served as centers of community life and must show active participation in a program which integrated school and community life. This experience must have been secured in one or more of the first six grades.

Option 3, home economics.—Applicants must have taught home economics in a community where resources are meager and must have related their teaching to the problem of improving living standards within the limitations of these resources.

Option 4, remedial reading.—Applicants must have given special instruction in remedial reading in special classes for students with reading handicaps, or in a specially organized program of individual instruction in remedial reading.

Option 5, rural merchandising.—Applicants must have taught commercial subjects and, in addition, must have had an aggregate of at least 1 year of experience in rural merchandising secured subsequent to high-school graduation. During the period of the required experience, they must have had experience in some phase of community leadership.

Option 6, science.—Applicants must have taught science in its application to matters of everyday concern such as winds, droughts, pollution of water supply, disappearance of grass, geology of local environment, genetics, practical biology, sanitary practices, etc.

Option 7, special or opportunity classes.—Applicants must have taught special or opportunity classes of children in an educational program based upon the interests, capacities, and everyday experiences of the children.

Weights

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

Senior Laboratory Mechanic (Glassblower)

Salary: \$2,000. File by August 12. Age limits: 18 to 50.

Duties

To perform duties connected with the development, repair, maintenance and construction of experimental apparatus in a laboratory, involving glass-blowing, machining of metals, and wiring of electrical circuits from wiring diagrams.

Requirements

Five years of paid experience in a scientific or experimental laboratory or laboratory shop involving the development, construction, maintenance, and repair of instruments and apparatus used in laboratory experiments, and including electrical work and the operation of machine shop tools. In addition they must have had at least two years of experience as a glassblower in the manufacture of laboratory glassware.

Weights

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

Senior Cotton Technologist \$4,600

Cotton Technologist, \$3,800

Associate Cotton Technologist \$3,200

Assistant Cotton Technologist \$2,600

Optional branches: 1) yarn and fabric manufacturing; 2) textile chemistry, dyeing and finishing; 3) fiber technology.

Bureau of Agricultural Chemistry and Engineering and Bureau of Home Economics, Department of Agriculture. File by August 12.

Duties

To plan, direct, conduct, or assist in the planning, direction, or conducting of experimental and scientific research in the

City Commission's Calendar

Disabled City Workers

The Municipal Civil Service Commission was faced this week with the problem of what to do with city laborers who are physically disabled but are still able to do less strenuous work. What the Commission must decide is whether such persons should be permitted to do out-of-title clerical work or be placed on a disability pension. The specific case before the Commission involves five employees in the Office of the Borough President of Manhattan. A committee of Clerk eligibles is complaining that the men work out-of-title. A decision may be rendered at next week's meeting of the Commission.

Other items on the Commission's Calendar follow:

Exams Cancelled

3298. Three exams were cancelled. They are Deputy Medical Superintendent (open competitive); Change of Salary exam for Asphalt Worker (Borough President of Manhattan); and Promotion to Foreman of House Painters (Dept. of Public Works).

City Hospital Complaint

3328. The Commission found no merit in the complaint that appointments have been made at the City Hospital in violation of Civil Service rules.

Board of Higher Education

3311. The Commission approved a resolution of the Board of Higher Education bringing into Civil Service the administrative staffs of the Evening, Afternoon, Extension and Summer Sessions. A classification survey for all the positions will now be conducted.

Porter, Licensed Fireman

3299. The lists for Porter and Licensed Fireman will be canvassed for men with experience in oil burning equipment. The men will fill Boiler Attendant positions. The exam for Boiler Attendant was cancelled.

Court Ruling on Supervisor

3332. It was noted by the Commission that the Supreme Court has granted a stay in the appeal of Morris Borodkin, who opposed the method of rating papers for the Supervisor of Park Operations exam. The eligible list established from the exam will not be used until the case is decided. The Commission will carry its appeal of the Court's decision to the Appellate Division.

Oil Burner Attendant, Cleaner

3333. Because of a change of duties for the position, the title of Oil Burner Attendant in the Dept. of Docks will be changed to Cleaner.

Comptroller Transfers

3337. A technical transfer involving no changes of duties was effected for 40 provisional employees in the Bureau of Welfare Payments, Office of the Comptroller. These persons formerly were paid on payrolls certified by the Dept. of Welfare. Now they will go to the Comptroller's office.

Holding Two City Jobs

3342. Because he is employed by the city in two jobs, Fred Wackennut will lose one of them. He will be dropped from the panel of Architects for Surveys of unsafe buildings and retain his position with the BMT subway, recently acquired by the city.

Social Investigators

3343. The Commission refused to grant the request of three Social Investigators that their services be continued. The Investigators claimed they had been granted a stay, but the Commission held otherwise. The men are not war veterans provisionals.

Transit Commission Transfers

3345, 3346. One transfer of a Transit Commission employee was approved and decision reserved on another. Genevieve O'Donnell, an assistant stenographer, was transferred to the position of Stenographer and Typewriter in the Borough President of Queens office. The request of Helen Walsh, an Assistant Typist, to be transferred to a clerical position in the Queens office was held for study. The Commission will grant transfers if the two positions are comparable and if no appropriate promotion or preferred lists exist.

Master Plumber

3368. The final key for License for Master Plumber was approved.

Junior Assessor

3371. An exam to fill two vacancies as Junior Assessor (Engineering Valuation) at \$2,400 per year was ordered. At the same time the certification of two appropriate lists—Junior Engineer (Mechanical), Grade 3, and Junior Engineer (Electrical), Grade 3—were withdrawn. The Tax Dept., which will employ the Assessors, stated that the appropriate lists were not satisfactory.

Research Assistant

3372. Commissioner Morton will consider appeals from the tentative key answers in the examination for Research Assistant (City Planning).

Operating a Card-Punch Machine

(Continued from Page 5)

In order to eliminate the necessity of punching the same information on many cards, a "duplicator" is provided on the IBM machine. If you are doing payroll cards, you will have the same date, department, and other

such data for each card. To eliminate duplication of labor you punch out a master card of this information and insert it in the duplicator rack at the top of the machine. Thus, the date and department is then duplicated automatically on each new card as soon as it is inserted. Then you need to punch out only the variable information which pertains to that individual.

In order to qualify for the Civil Service exam, you must train on a card punch machine itself, but in your spare time practice on your typewriter at home. That is the secret of speed on the Alphabetic Key Punch.

Remember another thing. The

top (numeric) row of keys is vitally important on the Alphabetic machine. Learn it as well as the other three rows.

Operation of the Numeric Card Key-Punch Machine

The Numeric Punch machine is even simpler than the Alphabetic machine, and it is not necessary to know the typewriter keyboard to be an operator. It has only 12 keys—four keys in each of three vertical rows. On the Electric card punch machine, keys in the first row (R, 1, 4, 7) are struck with the index finger; the second row (X, 2, 5, 8) with the middle finger; the third row (O, 3, 6, 9) with the third finger.

For the manual type of numeric machine, the keys are harder to punch and the touch system cannot be used.

On the numeric machines which are automatic, the cards are inserted and ejected just like those for the alphabetic machines. The same general rules of operation apply to both machines.

You should first get a rapid, accurate, rhythmic touch; and second, get a general knowledge of the operating principles of the machine.

After about two weeks of intensive training, you should be able to punch close to 350 cards an hour. Another week's practice, and you should be ready for the exam.

All-Time High In U. S. Workers

The number of employees in the federal government hit an all-time high during the month of May, a summary by the U. S. Civil Service Commission revealed last week. Since the latest official survey, the figures for May undoubtedly have been increased with the speeding up of the defense program.

According to the Commission there were 977,990 federal employees in May; their total payroll was \$136,408,999 per month. Of the total number of workers, 122,792 were in the District of Columbia; the other 780,320 were outside the Nation's Capitol. The largest single group of employees—299,593—were in Postal Service.

Attendants Start Work in Yonkers

YONKERS.—36 attendants will go to work August 1 in the local school and park playfields. They will augment a staff already comprised of 32 attendants. The jobs pay \$3 a day. The attendants are all on a Civil Service list established after a non-competitive test.

Subscribers are requested to inform The Leader of any change of address at least one week in advance.

Great Demand for Card-Punchers

(Exclusive to The Leader) WASHINGTON—The demand for card-punch operators by the Civil Service Commission is "terrific." For the time being, however, only women are being appointed. It is expected that card-punch operators will soon begin working nights, just as soon as new employees can be appointed.

DDC to BPA

The Division of Dependent Children is under the jurisdiction of the Bureau of Public Assistance by executive order of Commissioner Hodson. Previously, the Division was in the Bureau of Personnel and Special Services.

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Real Estate News for Civil Service Readers

by FRED H. ASHLEY

The formal opening of Arrowbrook Hills at Main St. and World's Fair Blvd., in Flushing was observed last weekend. The development consists of smart one-family houses in price ranges under \$6,000. The homes include heated garages, oil burners, finished recreation rooms, stall shower, and mirrored walls in colored tile bathrooms.

Forest Hills South, Long Island's largest suburban apartment colony, has just completed the Meadowbrook, one of seven units. Apartments range from two to five rooms; rentals are from \$50. The property is surrounded by 1,400 acres of park and the grounds of the development are beautifully landscaped. There is 24-hour doorman service and garage accommodations at The Meadowbrook. The apartments are near the 8th Ave. subway and are only 18 minutes from Manhattan.

All but one of the homes in the popular Flushing Crestwood development have been sold, according to Howard Stanley, sales manager of Flushing Crestwood Homes. The community is at World's Fair Blvd. and 148th St., Flushing, L. I.

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Is Your Exam Here?

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

COMPETITIVE

Accompanist: Objections to tentative key now being received.

Architectural Assistant, Grade 2: Rating of Part 2 of the written test almost completed.

Administrative Assistant (Welfare): Rating of the written test now in progress.

Automobile Engineman: The final key has been approved. Rating now in progress.

Assistant Engineer, Grade 4: Rating of the written test almost completed.

Baker: This examination will be held July 16th.

Carpenter: The competitive physical will probably be given this month.

Clerk, Grade 2 (Board of Higher Education): Objections to tentative key answers are being considered.

Cook: This examination will be held July 16.

Court Stenographer: Objections to tentative key answers are being considered.

Engineering Assistant (Electrical), Grade 2: Rating of Part 2 of the written test will begin in a few days.

Elevator Mechanic: Rating of the written examination completed. The practicals began July 8th, and end July 17th.

Engineering Inspector, Grade 4 (Board of Water Supply): All parts of this test completed.

House Painter: Rating of the written test completed. The practicals started July 15.

Junior Administrative Assistant (Welfare): Rating of the written test now in progress.

Junior Administrative Assistant (Housing): (Same as above).

Junior Architect, Grade 3: Rating completed.

Junior Engineer (Civil) (Housing Construction), Grade 3: Rating of Part 2 of the written test now in progress.

Junior Statistician: All parts of this test completed.

Maintainer's Helper, Group A: The written test was held last week. The Group B written will be held July 18th; Group C, July 25th; and Group D, July 30th.

Management Assistant (Housing), Grade 3: Rating of the written test is in progress.

Management Assistant (Housing), Grade 4: (Same as above).

Marine Stoker (Fire Dept.): Rating of written test nearing completion.

Office Appliance Operator: The qualifying practical tests continue.

Playground Director (Male): Qualifying practical tests being given as needs require.

Playground Director (Female): About 50% of the written test rated.

Research Assistant (City Planning): The final report on the tentative key has been submitted to the Commission.

Sanitation Man, Class A: Rating of the written examination completed.

Stenographer (Law), Grade 2: Objections to tentative key answers being considered.

Structure Maintainer: Objections to tentative key being received.

Telephone Operator, Grade 1 (Male): The list will be published soon.

Title Examiner, Grade 2: Rating of the written test completed.

Trackman: Physical tests will be held July 16th.

Typewriting Copyist, Grade 1: More than 50% of the written examination has been rated.

PROMOTION

Assistant Engineer, Grade 4 (City-Wide): Rating of the written test almost completed.

Assistant Supervisor, Grade 2 (Social Service) (City-Wide): This examination is being held in abeyance pending the outcome of litigation.

Clerk, Grade 3: Rating of the written test now in progress.

Clerk, Grade 4: (same as above).

Lieutenant (Fire Dept.): Part 1 entirely rated.

Lieutenant (Police): Written test nearing completion.

Park Foreman (Grade 2) (Men): All parts of this test completed.

Stenographer-Typewriter, Grade 2 (City-Wide): Rating of the dictation test now in progress.

Supervisor, Grade 3 (Social Service) (City-Wide): This examination is being held in abeyance pending the outcome of litigation.

LABOR CLASS

Climber & Pruner: The practical tests continue as the needs require.

LICENSING TESTS

Master or Special Electrician: All parts of this test completed.

Motion Picture Operator: Objections to tentative key being received.

Oil Burner Installer: Rating of the written test completed. The technical orals began yesterday.

Housepainters Paint for C. S.

The Municipal Civil Service Commission is giving practical tests for Housepainter all this week. The tests will continue through Friday. They are being given at the Murray Hill Vocational School, 237 East 37th St. Ten candidates are scheduled to appear at each morning and afternoon session.

Federal Tests

(Continued from Page 17)

field of the optional subject chosen, and when necessary, to act as consultant in that field. The difficulty and importance of the work involved, will vary with the grade of the position.

Requirements

Applicants must have had from two to six years of experience in cotton technology, the amount varying with the grade of the position. Such experience must have included experience in the optional branch selected.

Weights

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

Laundry Assistant

Salary: for Quartermaster Service: \$1,020 to \$1,380; Veterans Administration: \$1,080 to \$1,380; Naval Hospital: \$68 a month; Public Health Service: \$1,080 to \$1,200, less \$450 for maintenance. Age limits: 18 to 50. File by July 17.

Duties

To receive, mark, check, sort, distribute, bundle or ship laundry, or to perform any necessary combination of these duties, and to perform related laundry work as required, which may include operative duties.

Requirements

Six months experience in a modernly equipped power laundry; at least three months of which must have included one or more of the following: marker, sorter, receiver, distributor, checker, bundler, or shipper.

Weights

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

Anything you want to know about Civil Service? Come in and inquire of the Civil Service Leader's FREE Information Bureau It's at 97 Duane Street, just off Broadway, New York City.

Your Chances for Appointment

Eligible lists certified to city agencies during the week ended July 9, 1940:

Title	Last Number Certified
Able Bodied Seaman	227
Accountant, Grade 2 (for indefinite appointment)....	125*
Architectural Draftsman, Grade 4	17*
Assistant Gardener (for permanent appointment)....	335*
Assistant Supervisor, Grade 2	617*
Attendant-Messenger, Grade 1 (for temporary appointment)	4,860
Bookkeeper, Grade 1 (for temporary appointment) ..	1,413
Butcher (for temporary appointment)	35,509
Cement Mason	3*
Clerk, Grade 2 (for permanent appointment at \$840)..	3,879
Clerk, Grade 2 (for permanent appointment at \$600)..	4,167
Climber and Pruner	126
Court Attendant	78*
Deputy Medical Superintendent, Grade 4 (for appointment at \$2,700)	12
Elevator Operator	153*
Fireman, Fire Department (for appropriate temporary appointment)	3,864
Gardener	102*
Handyman (for appropriate appointment at \$1,500) ..	35,363
Inspector of Foods, Grade 2	75*
Inspector of Masonry and Carpentry, Grade 3	27*
Inspector of Masonry and Carpentry, Grade 3 (for appropriate appointment)	45*
Inspector of Motor Vehicle Equipment, Grade 3 (for appropriate appointment)	6
Inspector of Plumbing, Grade 3.....	8*
Inspector of Plumbing, Grade 3 (for appropriate appointment)	41*
Laboratory Assistant (Bacteriology)	37*
Laboratory Helper (Women) (for temporary appointment at \$780)	433
Law Clerk, Grade 2—Law Examiner, Grade 2	33*
Life Guard	225
Marine Oiler	28
Office Appliance Operator, Grade 2 (Accounting Machine)	472
Pathologist (for temporary appointment)	21
Pharmacist	27*
Policewoman	23*
Policewoman (for other appointments at \$1,769)	75
Policewoman (for appropriate appointment at \$1,200) ..	105
Porter (for appointment at \$1,020)	733
Printer	4*
Probation Officer, Domestic Relations Court	65*
Public Health Nurse, Grade 1	177*
Psychologist (for temporary appointment)	17
Sergeant-on-Aqueduct, Board of Water Supply (Promotion)	26
Social Investigator	263
Special Patrolman (for appointment at \$1,200)	221
Station Agent	847*
Stenographer and Typewriter, Grade 2	986
Stock Assistant, Department of Hospitals (Promotion) ..	20
Supervisor, Grade 3	51*
Supervisor of Markets, Weights and Measures	42*
Swimming Pool Operator	34
Telephone Operator (for temporary appointment at \$1,200)	365
Temporary Title Examiner, Grade 2	117*
Typewriting Copyist, Grade 2 (for appointment at \$960)	2,334
Watchman-Attendant, Grade 1 (for appointment at \$600)	600

*Last eligible permanently appointed.

The Lowdown on "Stormy" PBA Meeting

By BURNETT MURPHEY

Here's the real lowdown on the reported "stormy" session of the PBA delegates on Tuesday, July 9. Several newspapers ran stories to the effect that the meeting ended in a row. Actually the meeting was well-handled and the discussion over a proposal to offer a reward for the persons who planted a bomb at the British Pavilion at the Fair on July 2 did not get

out of hand.

One delegate made a motion that the organization offer a \$5,000 reward for information leading to the arrest and conviction of the bombers. The motion was seconded and a general discussion followed. Some of the delegates pointed out that no reward was posted last year for the slayers of Patrolman Moreno of the 87th Precinct. The Association's policy at that time was that the slaying of one of its members was a sufficient incentive for the members of the force to track down the killers. Another delegate expressed the opinion that the PBA should not offer a reward because: 1) the City should post the reward since the men were on duty at the time they were killed; 2) the World's Fair Corporation also should offer a reward; and 3) the British Pavilion should offer a reward because the action of the detectives prevented serious loss of life and property.

After a general discussion on these points, the motion to post a \$5,000 reward was defeated.

Other Police Notes

The legislative committee is busy formulating plans for the coming year. It is expected that the legislative program of the Association will be completed in September. Among the proposals already included are: full pay after three years; 11 squad chart; and hour for hour compensation for lost time.

Thirteen members of the Police Department received awards last week from the Humane Society of New York for rescuing animals in distress. Those to whom awards were made are: Sergeant Philip Parker, 47th Precinct; Patrolman Solomon Goldberg, Traffic K; Detective Albert Kinserer, formerly of Mounted Squadron 1; Sergeant James J. Sullivan, Emergency Division; and Patrolmen Robert E. Burden, George Hetzler, Hammond Rothe, Alfred Millee, Frederick Pulsifer, Harold Osborn, Andrew P. Englehart, Ernest Peters, Joseph Flanagan.

At its meeting on July 9, the Patrolmen's Benevolent Association presented Rev. Daniel Gleason with a lifetime membership in the Association. Rev. Gleason was formerly a member of the Police Department, assigned to traffic duty in the Bronx. In the future, any member of the PBA who leaves the department to enter any religious order will be made an honorary life member of the organization.

The State Police Conference will open on the night of August 13, at the Commodore Hotel, with a banquet at which Governor Lehman is expected to be the principal speaker. Final arrangements for the conference are now being completed.

Subscribers are requested to inform The Leader of any change of address at least one week in advance.

Leaves Cancelled for Naturalization Workers

No vacations for the men and women working in the U.S. Naturalization Service at 641 Washington Street, New York City! That's the order as it comes straight from assistant District Director Charles B. Muller. Even if the vacations have been approved, they can't be taken. Reason: Unprecedented load of work. The new alien laws have caused the foreign-born living in the United States to rush for their first citizenship papers.

Some 60,000 applications which have piled up in the past few months, haven't even been answered so great is the pressure of work.

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Employees Accused of "Political Activity" Can't Appeal to Courts

HATCH BILL STRAITJACKETS 200,000 IN NEW YORK

President Roosevelt will sign the new Hatch "clean politics" bill in a few days and it will become the law of the land. Passage of the bill by both houses of Congress last week outlawed all political activities of State employees paid wholly or in part by federal funds. Such an extension of the original Hatch Act hits State workers in many public agencies, including those who work in State Child Welfare, Social Security, Public Health, Vocational Rehabilitation, and similar departments. Employees of the Division of Placement and Unemployment Insurance, State Highway Department and land grant colleges also are affected, as are teachers working on projects financed in part by federal funds.

Originally, the new Hatch Act was slated to become effective on October 1; but this was amended so that it becomes operative as soon as it is signed by the President.

State and city employees who are affected by the law will be dismissed if they engage in any one of many political activities; in addition they will be liable to a fine and imprisonment.

200,000 Affected

It is not known how many State employees would be affected by the new Hatch bill, but the number is believed to be in excess of 200,000.

Among the amendments made in the House and agreed to by the Senate after a brief conference are the following:

- 1) Eliminated from the original bill is the provision giving an employee charged with political activity the right to appeal to the courts.
- 2) Inserted a provision limiting campaign contributions by any individual, corporation, association or other group to \$5,000. The total expenditures of any political party in any one year may not exceed \$3,000,000.
- 3) Fund-raising ventures such as contributions from corporations through the means of paid advertising in campaign handbooks souvenir programs of political or-

ganizations, etc., are outlawed.

4) The U. S. Civil Service Commission which is given the job of enforcing the law is given the right to subpoena witnesses to determine whether the law has been violated by any public official or employee.

Under the terms of the bill any employee of a state or local agency supported in whole or in part through federal grants who participates in any political activity loses his job if found guilty by the Commission after investigation and hearing.

The passage of the bill last week culminates a six-months' fight which threatened to split the Democratic bloc in both houses of Congress. In the Senate the bill was adopted by a two to one vote, with all Republicans supporting the bill. In the House, 89 Democrats, 152 Republicans and two Progressives voted for the bill, while 120 Democrats, one American Laborite and one Republican voted against it.

Final Trackman Exam Begins

Two hundred and eleven candidates out of an original field of 914 will take the physical examinations for the position of Trackman beginning Tuesday, July 16. This is the final part of a series of stiff examinations which eliminated 703 applicants. There are 13 vacancies at present in the Board of Transportation. The jobs pay 69 to 75 cents an hour.

Heating Inspector Test Called Off

An examination for Inspector of Heating and Ventilating, which had been ordered by the Municipal Civil Service Commission, was cancelled last week.

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Big State Job Open to Few

A promotion exam for Assistant Industrial Commissioner, Department of Labor, open to top-ranking officials in various branches of the Labor Department including the DPUL, will be held in October by the State Civil Service Commission, The LEADER learns. The salary is \$5,200-\$6,450, with annual increments of \$250. Requirements have not yet been set up.

The exam will fill the vacant post at Binghamton, scene of a recent retirement.

Assistant Industrial Commissioners, of which there are five in the State, take charge of local offices of the Labor Department in Albany, Binghamton, Buffalo, Rochester, and Syracuse. The Albany and Binghamton posts are under Civil Service, the others exempt jobs. Another recent resignation, in Rochester, has been permanently filled, while a provisional employee is now in the Binghamton position.

Howard E. Silberstein, who also holds the title of Assistant Industrial Commissioner, is in charge of the Informational Service of the Division of Placement and Unemployment Insurance, and located in the Albany office.

Announcement of the exam climaxes a long series of discussions between Labor Department and Civil Service Commission officials. Some wanted the job to be switched to the exempt class, others wanted it to be filled by an open competitive exam, still others favored the promotion. The last mentioned won out.

Odds 'n' Ends

Nassau County's Civil Service Commission is seriously considering the fingerprinting of applicants for all municipal jobs. . . . Over many protests, the Erie County Board of Supervisors has placed the job of Second Deputy Commissioner of Charities and Corrections at Wende Penitentiary in the exempt class. . . . Ardsley's Police Chief Thomas Eaton has retired at 71. After a physical exam a year ago, the State Civil Service Commission allowed him to continue in office another year. . . . After two years of battling in the courts, Michael W. Wipfler has been reinstated as Chief Engineer in Elmira. But the Appellate Division's ruling may still go to the Court of Appeals.

Erie County Vets Seek Preference

Erie County veterans will be pushing for further advantages for their membership in Civil Service exams at the 1941 Legislature. Number 11 of the recommendations passed at the recent annual convention reads:

"Recommended passage of State legislation allowing disabled World War veterans an additional five per cent credit rating in all New York Civil Service examinations (they are now allowed five per cent) and allowing five per cent to all veterans."

Pipe Inspector List Ready

The eligible list for Inspector of Pipes and Castings, Grade 3, was promulgated last week by the Municipal Civil Service Commission.

Convict Impersonates City Job Seeker

BUT FOOL-PROOF FINGERPRINT SYSTEM TRAPS HIM

Fingerprint records uncovered an attempt by a paroled convict to impersonate a candidate in the medical part of the Sanitation Man examinations. The parolee, Timothy Gannon, who gave his address as 4 West 101st Street, had been convicted for intoxication, 3rd degree robbery, 3rd degree assault and violation of parole, according to Police Department records.

Gannon appeared to take a Sanitation Man medical test for Joseph McNulty, 26, of 29 West 97th Street. After his fingerprints were taken by an employee of the Commission, comparison revealed they were not similar to those taken from McNulty at the time he took the written test for the job.

Questioned, Gannon insisted he was McNulty and that he was the man who took the written test. He was not permitted to take the medical test but was told he would be called later.

McNulty was then summoned and fingerprinted again. He admitted that he had asked "a friend" to take his place at the medical test, but refused to divulge the friend's name. He gave his occupation as "platform man" and said he filed an application for Sanitation Man and that he was rejected for varicose veins, defective teeth and vision. He said he later received a notice to re-appear for a re-examination and that instead of appearing in person he had "a friend" show up for him.

The matter has been referred to the office of District Attorney Thomas E. Dewey.

Doing his best to do away with the old "tradition" of impersonation at examinations, Paul J.

Kern, President of the Municipal Civil Service Commission, has developed a fool-proof system which leads to the immediate detection of all frauds of this sort. Until recently such cases never arose more than three or four times a year, but more than that number have already been exposed within the past few weeks.

All candidates are now fingerprinted or entering the exam rooms; under John Ferrone, this system has been developed to such an extent that the smooth progress of an exam is unhampered while fingerprints are speedily checked.

If any evidence of fraud is uncovered the case is referred directly to Commissioner Kern. Formerly, such deceptions resulted only in a permanent disqualification for all city positions, but now suspects are placed under arrest and referred to District Attorney Dewey's office. Under the present regime, all cases so handled have resulted in pleas of guilty.

The original applicants are subpoenaed by detectives of the Bureau of Investigation under the direction of Joseph O'Neill.

Jail sentences have been meted out to several of the defendants while others are still being held to await further action.

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