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Full Page of Sample Questions See Page 7

SANITATION MAN FILING OPENS



DR. FRANK A. SCHAEFER
 "...if I were a red agent..."

Merit Men By SEWARD BRISBANE

PIOUS, scholarly, Frank A. Schaefer, Ph.D., one day last fortnight found himself a little left of center in an explosive front-page story. A week before, as Secretary of the Municipal Civil Service Commission, he signed a letter to heads of city departments. In it he advised them that the commission would give extra credits toward promotion to employees who helped expose corruption.

This policy had been more or less in effect for 25 years. The letter simply formalized it. (The Leader uncovered the story 10 days before any other paper.)

Moses Attack

But hardly had publicity-wise Park Commissioner Robert Moses had 10 days to consider Schaefer's letter than he sent around to all the metropolitan papers a hotly worded, extremely quotable reply condemning the commission's plan as an attempt to set up a Civil Service spy system. Moses' reply, addressed personally to Frank Schaefer, wound up with the fortnight's punch-line: "Send this communication to the OGPU in Russia, whose representative you seem to be."

Moses' remarks generally were interpreted as a blast, not at Schaefer, but at Paul J. Kern, President of the commission.

At any rate, Schaefer, as well as the Civil Service Commissioners, sat tight and let the story blow cold.

(Continued on Page 4)

16 New Subway Tests

The Municipal Civil Service Commission will announce tests for 16 different types of positions on the Independent City-Owned Subway system next month. Thousands of jobs will be filled. For a list of the positions, filing dates and other information see page 3.

Mayor Approves Clerk Waiver

After a long delay, Mayor LaGuardia signed the Clerk, Grade 2, waiver last Friday. Promotion opportunities of thousands of city employees are affected by the new ruling which now goes to the State Civil Service Dept. for approval. Story on Page 3.

Raises for State Workers

As a result of statements from reliable authorities in Albany last week, it seems certain that salary increments will be restored to thousands of state employees next year. Story on Page 2.

Climber-Pruner Questions

The date for the written test for 1,400 Climber and Pruner applicants has been changed to January 27, instead of December 15, according to an announcement yesterday. Sample questions for this exam are published on page 15.

U. S. ANNOUNCES NEW TESTS FOR EIGHT POPULAR JOBS

Eight new competitive exams were announced yesterday by the U. S. Civil Service Commission. These tests are nation-wide and residents from New York State are eligible to apply for them. Included in the new series are exams for five grades of Engineering Draftsman, two grades of Medical Officer, and for Principal Engineering Draftsman (Patents). Filing for these positions will be open until Jan. 2. Applicants should apply at the Federal Building, Manhattan.

With the addition of the new series, the number of U. S. tests open at one time reaches a record high.

Among the more popular exams which are now open are: Editorial Clerk, Junior Officer (Mechanic), Storekeeper, Instructor (Air Corps Technical School), Corps Area Service Manager, Special Agent, Senior Accountant, Junior Officer (Mechanic), and many others.

Applications are also being received for 26 skilled trade exams for positions at the Brooklyn Navy Yard.

(Full official requirements and other information for these tests are published on page 9. Complete details of other exams begin on page 8.)

The filing period for Sanitation Man, Class A, opens this morning and will extend until Dec. 26. Full official requirements for this test and five others in the Municipal Civil Service Commission's new series are published in The Leader today.

Tentative details for the Sanitation exam and a description of the competitive physical tests which will be given were published exclusively in The Leader on Nov. 21 and 28.

Applicants can file for the Sanitation positions at the commission's headquarters, 96 Duane St., from 9 a. m. to 7 p. m. on weekdays and from 9 a. m. to 1 p. m. on Saturdays. Application blanks will be issued until 4 p. m. weekdays and until noon on Saturdays. Men who expect to take this test must apply in person.

Other tests in the city series include open competitive exams for Inspector of Pipes and Castings, Grade 3; and Superintendent of Landfills (Dept. of Sanitation). Promotion tests include Junior Statistician; Sanitation Man, Class A; and Stationary Engineer.

The exam for Sanitation Man is the first competitive one ever given by the Civil Service Commission. The new title, Sanitation Man, replaces the old labor class title of Dump Laborer. The sanitation jobs were placed in the competitive class last September.

Nearly 2,500 jobs will be filled from new eligible lists established by the exam. Approximately 600 vacancies a year are expected. The positions will pay \$1,860 a year.

Candidates have been advised by the commission that there is no rush to file for this test, since the order in which applications are made will not have any effect on the final rating.

(Sanitation Man requirements on Page 8. Sample questions on Page 7.)

PAY RAISES CERTAIN FOR STATE WORKERS

(Special to The Leader)

ALBANY, Dec. 4.—There seems to be no doubt that the suspended Feld-Hamilton salary raises will be restored to thousands of State employees next year, reliable sources said here today.

Restoration of the pay raises, which will amount to more than \$1,000,000 distributed among 20,000 State workers, goes into effect automatically, unless the Legislature specifically suspends them for another 12 months.

The possibility of hostile legislative action appears remote, it was said, since both Republican and Democratic leaders have expressed approval of the salary adjustments, and have further stated that they believe the State's income will be sufficiently improved next year to provide the payments.

The Feld-Hamilton law was sponsored two years ago by the Association of State Civil Service Employees. It was passed by the Legislature and approved by the Governor.

The law provided for a thoroughgoing classification of all competitive Civil Service employees and fixed the salary range for all positions. Employees were entitled to annual increases until they reached the maximum amount of their grade and title.

Last year the Legislature, faced with a budget crisis and in the midst of an economy drive, first failed to appropriate funds to take care of the salary increases, and later adopted a measure suspending the Feld-Hamilton provisions for a year.

The Budget Director is now winding up hearings with heads of State departments and legislative representatives. As soon as all requests for next year's appropriations are in, the Budget Director will present them to Governor Lehman for inclusion in his message to the Legislature. Though no official word has come from these hearings, reliable sources seem certain that the Governor will request funds to permit the payments of Feld-Hamilton increments in his annual message.

Civil Service Dismissals To Be Discussed Sat.

A conference on dismissals and transfers in the city service, sponsored by a number of Civil Service organizations, will be held Saturday afternoon at 2:30 o'clock in room D, ballroom floor, Hotel Commodore, 42d St. and Lexington Ave.

Among the groups cooperating are the Citizens Union, the Brooklyn Citizens League, the Civil Service Reform Assn., and the Civil Service Technical Guild.

Densler to Lecture At Training Courses

(Special to The Leader)

ALBANY, Dec. 4.—Aimed at acquainting State employees with problems pertinent to the operation of the State Civil Service Law, the State Dept. of Civil Service is continuing its service training course to capacity audiences each Monday night at the State Office Building.

Frank H. Densler, executive officer of the department, continues the series next Monday night with a lecture entitled "Examining for the Job—Its Problems and Techniques."

Employees of the department as well as personnel officers of other branches of the State government are invited to the series. Topics are discussed in the chronological order used in filling positions.

Following the current course, which ends Jan. 22, lecturers outside the public service who have

ASCSE COMMITTEE TO SET PLAN FOR 1940 LEGISLATION

(Special to The Leader)

ALBANY, Dec. 4.—Charles A. Brind, president of the Association of State Civil Service Employees, will call a special meeting of the organization's legislative committee within two weeks to make final plans for the program which the association will sponsor next year, it was announced here today.

The major aim of the association at the forthcoming session of the legislature will be the restoration of the salary increases provided for in the Feld-Hamilton law, which were suspended last year.

The association will also attempt to have the eight-hour day extended to thousands of employees in the State service who are now working 12-hour shifts.

Other key parts of the legislative program will include requests for further improvements in the State Retirement System; extension of the Civil Service status to thousands of non-competitive and exempt employees of the State; and sick leave benefits for employees of State institutions who are not at present receiving them. Efforts will also be made to facilitate commutation payments to institution employees, many of whom are entitled to these payments, but have not received them because of lack of funds.

Engineering Inspector List Used For New Job

The eligible list for Engineering Inspector (Architectural), Grade 4 was ordered certified to the New York City Housing Authority last week by the Municipal Civil Service Commission to fill a \$3,120 vacancy.

had contact with government problems will be invited. Such speakers as university professors and heads of citizens groups are expected to provide "an objective approach" to the problems.

The remaining lectures in the present series are "The Eligible List and the Problems of Certification," Dec. 18; "Promotions, Salary Adjustments, Layoffs, etc.," Jan. 8; "Auditing a Payroll," Jan. 15, and "The Courts and the People," Jan. 22.

Probe Future of 'El' Men

Comptroller Joseph D. McGoldrick is expected to explain what will happen to 2,800 employees of the Second and Ninth Ave. elevated lines if proposed condemnation goes through, at a public hearing Thursday morning at 10:30 o'clock before the Transit Commission at its offices, 270 Madison Ave.

McGoldrick was subpoenaed at the request of the Transport Workers Union (CIO), who oppose demolition until provision is made for the employees and substitute lines are offered to the public.

A similar situation occurred last year, when the Sixth Ave. lines went under the boards. Of the 600 workers affected by that action, it is estimated that all but a few have been absorbed elsewhere in the service of the Interborough Rapid Transit Company.

Position on preferred lists for future jobs is a demand of the union, who point out that some of the 2,800 employees have served as long as 35 years.

TITLE EXAMINER LIST USED FOR NEW JOBS

The promotion list for Title Examiner, Grade 4, in the Law Dept., will be declared appropriate for vacancies in Grade 3 when such vacancies occur, the Municipal Civil Service Commission ruled this week following a request of the State, County and Municipal Workers of America (CIO).

'Leader' Wasn't At Fault

The Civil Service Leader did not carry the "misinformation in a Civil Service newspaper" mentioned in yesterday's newspapers as contributing to the gathering of thousands of Sanitation Man applicants at the offices of the Civil Service Commission yesterday morning, it was explained last night by Jerry Finkelstein, publisher.

In last Tuesday's issue, Finkelstein pointed out, The Leader clearly stated: "It is expected that the filing period will open Monday, but a day later in the week may be selected, since the Commission is now working out final details."

Finkelstein said that he found men waiting on line as early as Sunday night. When he could not dissuade them from their vigil on the ground that the position is no longer in the labor class and hence jobs are not given out in order of application, he phoned Commissioner Wallace S. Sayre at his Forest Hills home. Sayre joined Finkelstein but was likewise unable to get all the men in the line to leave.

Special Patrolmen Won't Lose Chances

Ending perplexities that have been felt since publication of the Special Patrolman list two months ago, the Municipal Civil Service Commission ruled last week that eligibles may accept appointment without jeopardizing their chances for certification at higher-salaried positions.

DROUGHT CAUSES CITY TO ADD 66 WATER DEPT. JOBS

Proving again that it's an ill wind that blows no good, the current water drought in the city resulted this week in employment that will last at least six months for 66 in the Dept. of Water Supply, Gas and Electricity.

Included are 36 Stationary Engineers at \$9 a day; 22 Licensed Firemen at \$7 a day, and eight Oilers at \$7 a day.

With the city's water supply reserve at an alarmingly low level because of the scarcity of rain, the department this week started use of nine pumping stations that have been idle. They are adjacent to Sunrise Highway in communities between Ridgewood and Massapequa.

Employment is guaranteed for six months, and the Director of the Budget is now investigating the necessity of keeping the men beyond that period.

According to the ruling, five grades have been established from \$1,200-\$1,800, at intervals of \$120. With each new certification, an eligible previously appointed to a lower grade whose place on the list entitled him to certification to a higher grade will be certified for the higher-paying position.

According to the Commission, this procedure will allow eligibles who accept immediate appointment because of economic necessity to secure a higher paying position to which their competitive standing entitles them, when openings occur.

Ten men on the Special Patrolman list, numbers 10-19, were certified last week for Toll Collector (\$1,800) in the New York City Parkway Authority.

They were Sanford Delson, William J. McKernan, Albert N. Henna, Colden Brown, Joseph E. Moreland, Frank J. Ryan, Samuel Kalish, Milton B. Lukofsky, William F. Finn, and Richard Newhall.

Queens Borough Hall Contracts Awarded

Contracts for foundation work on the new Queens Borough Hall, at Queens Boulevard and Grand Central Parkway, will be given out some time next month. The site was approved Wednesday by the City Planning Commission.

In addition to the staff of the Borough President's Office, Civil Service employees attached to borough offices of the Tax, Water Supply, Gas and Electricity, and Housing and Buildings departments, and Traffic Court will be located in the new structure.

Fire Group to Nominate

Nomination of officers of the Fire Dept. Endowment Assn. of Greater New York will be held Wednesday morning, Dec. 20, at 10:30 o'clock in Room 611, Pulitzer Building, 63 Park Row, Man.

THE DELEHANTY INSTITUTE EDUCATIONAL ADVISORY BOARD

Courses offered by this Institute are now presented under the supervision of a Board of Educational Advisers composed of experts in the field of higher education.

The Honorable Charles P. Barry, a member of the Board of Higher Education of the City of New York and formerly a college administrator in New York University for over 14 years, is chairman. The members of the committee are from leading universities and colleges in the east.

PATROLMAN FIREMAN SANITATION MAN

- POST OFFICE CLERK-CARRIER • RAILWAY POSTAL CLERK • COLLEGE CLERK • CLERK, GR. 1
- CARPENTER • STEAMFITTER • ELECTRICAL INSP. • AUTO ENGINEMAN
- PARK FOREMAN • ASSISTANT SUPERVISOR • STENOGRAPHER AND TYPEWRITER
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THE PROOF WE OFFER Proof of the value of the preparation that has been and is being offered by this Institute is evidenced by the fact that over 80% of the present personnel of the Police and Fire Departments, including most of the ranking officers and a large percentage of the attaches of the courts, prisons, inspection, clerical and attendance branches of the service, are graduates of this Institute.

THE DELEHANTY INSTITUTE
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16 EXAMS, SET FOR JANUARY, TO FILL 2,000 SUBWAY JOBS

Competitive and promotion exams for a wide variety of jobs in the Independent City-Owned Subway system will be announced next month by the Municipal Civil Service Commission.

Tests will be held for 16 different positions, and the new lists will be used to fill scores of immediate vacancies and others which occur in the IRT and BMT subway systems when transit unification is effected.

Nearly 2,000 appointments, in all, will be made during the life of the new eligible lists, according to a prediction by the Civil Service Commission, which points out that the Independent Subway system offers excellent career opportunities for qualified men.

Competitive Tests

In the new subway series open competitive tests will be held for Car Maintainer, Group B (Machine and Bench Work), 80 cents an hour—a number of vacancies; Car Maintainer, Group G (Sheet Metal and Forge Work), 80 cents an hour—several vacancies; Mechanical Maintainer, Group B (Elevator and Escalators), 85 cents an hour—several vacancies; Signal Maintainer, Group B (Line Maintenance of Signals), 80 cents an hour—many vacancies.

Promotion exams, open only to men in the service, include: Car Maintainer, Group B, 80 cents an hour; Car Maintainer, Group G, 80 cents an hour; Foreman (Cars & Shops), \$2,700 a year; Foreman (Drainage & Ventilation), \$2,700; Foreman (Track), \$2,500; Light Maintainer, 80 cents an hour; Signal Maintainer (Group B), 80 cents an hour; and Yardmaster, \$2,900.

Labor Jobs

The series also will include four labor class exams: Maintainer's Helper, Group A (Electrical), 65 cents an hour; Maintainer's Helper, Group B (Mechanical), 62½ cents an hour; Maintainer's Helper, Group C (Power), 70 cents an hour; and Maintainer's Helper, Group D (Structural), 65 cents an hour.

Full official requirements for these popular tests will appear in *The Leader* as soon as they are announced.

FIRE LIEUTENANT RULING EXPECTED

Action on the proposal to reduce eligibility requirements for the Fire Lieutenant test is expected within the next few days. Under the proposed change, which is being considered by Fire Commissioner John J. McElligott and Vincent J. Kane, president of the Uniformed Firemen's Assn., men who have served two years at the time of application will be able to take the test for promotion to Lieutenant. They must, however, have served four years before actual appointment.

This ruling, if adopted, will permit an additional 500 firemen to take the promotion exam which is slated for January 6.

The Municipal Civil Service Commission submitted the ruling to Com. McElligott and Kane two weeks ago. Paul J. Kern, president of the Commission, declared yesterday that adoption of the new requirements "would end many inequalities in the present system."

At present Firemen must serve three years before trying for promotion. Because of this provision, some men who miss the minimum service period by a few weeks, have had to wait as long as seven years for the chance to take a promotion exam.

Playground Men to Meet

Members of the Playground Directors Eligible Assn. will launch a campaign for an increase in recreation personnel for 1940-41 at a meeting next Friday at No. 3 Beekman St., Manhattan.

STATE COMMISSION MEETS



Members of the State Civil Service Department met last week in Manhattan. Shown here (left to right) are: George R. Hitchcock, secretary; Miss Grace A. Reavy, president; and Commissioner Howard G. E. Smith. Commissioner Howard Jones was absent from the two-day session because of illness.

IRT Group Tries to Keep El Lines In Operation

In their effort to keep the Ninth Ave. and Second Ave. Elevated lines in operation until the city's unification plan goes into effect, newly-elected officers of the Benevolent Committee of the IRT Supervisory and Administrative Employees are consulting with the State Transit Commission to work out a satisfactory settlement.

The committee is also seeking a "preferred" Civil Service status for the men who will lose their jobs if the shutdown occurs before unification.

The officials appeared before the commission last Wednesday, and a second meeting is scheduled for Dec. 13.

The new officers, who were re-elected at a special meeting two weeks ago, are: Henry J. Ferguson, president; William J. Kennedy, vice-president; Raymond J. Burke, treasurer; Vincent J. Bogert, financial secretary, and Charles F. Shannon, secretary.

Other officers include E. S. Holcombe, second vice-president; E. J. Gariepy, third vice-president; George Meyer, correspond-



H. J. Ferguson W. J. Kennedy

ing secretary; Miss S. Kimball, assistant corresponding secretary; Walter Travers, assistant recording secretary; H. Selzer, assistant financial secretary; V. Orlando, sergeant-at-arms; and Thomas J. McConnell, George Kent and Raymond Burke, legislative representatives.

The Benevolent Committee was largely responsible for the passage of the Wicks bill, which paved the way for unification last spring. Aiding in the support for the bill was H. Eliot Kaplan, executive secretary of the Civil Service Reform League.

Kings Employees to Meet

The regular monthly meeting of the Kings County Civil Service Employees Association will be held Friday at 4.15 p.m. in the Surrogate's Court Room, Hall of Records, according to president Jesse Krauss.

Mayor Okays New Clerk, 2 Waiver

In a surprise move last Friday, Mayor Fiorello H. LaGuardia signed the Clerk, Grade 2 waiver, which has been on his desk for more than a month. The waiver, in the form of a resolution from the Municipal Civil Service Commission, now goes to the State Civil Service Dept. for final action.

By its provisions, requirements for the promotion exam to Clerk, Grade 2 are reduced, and hundreds of additional city employees become eligible.

The resolution, submitted and signed by the Mayor three times before, only to be rejected by the State Commission, was pending when the Clerk, Grade 2 exam was given on Nov. 18.

Nearly 2,000 low-paid employees in the city service were conditionally admitted to the exam at that time, in anticipation of approval by the Mayor and the State Commission.

As originally submitted the waiver entirely abolished a requirement that clerks must serve one year before taking a promotion test. The amended resolution provides that clerks must serve, instead of one year, a probationary period of six months. Additionally, the waiver abolishes a provision that Storekeepers' Helpers, Messengers, Receptionists, Typists, Stenographers and others in the competitive class must serve one year in the clerical service before promotion.

Since these employees are not classified in the clerical service, the experience requirement prevented them from promotion. The new waiver permits any employee in the competitive class who makes less than \$1,800 to take the Clerk, Grade 2 exam.

The new ruling on clerical promotions, if adopted, will eventually affect 20,000 city employees. The State Commission has announced that it will reconsider the amended resolution.

P. D. Organization Meeting Tonight

Signed by the three top men, invitations were sent this week to the 1,427 on the Patrolman, P. D. list to attend an organization meeting tonight at 8:15 o'clock at Washington Irving H. S., 16th St. and Irving Pl., Man.

The cards were sent in the name of a temporary executive committee, made up of Peter Schneider, No. 1 on the list; J. Gallati, No. 2, and Richard F. Sullivan, No. 3.

Principal Speaker at the meeting will be Joseph J. Burkard, president of the Patrolmen's Benevolent Assn.

Lame Duck Council May Delay Pension Settlement a Month

At least one month—until the present "lame duck" City Council leaves office—is expected to lapse before an amendment to the city code is passed embracing the police and fire pension settlement.

First word from the committee Mayor LaGuardia has selected to draft legislation may be forthcoming next week. The proposed amendment will then go to committee, where changes will undoubtedly take several more weeks.

The settlement, overwhelmingly approved by the members of the two departments, calls for contributions of 5 and 6 percent, depending on whether the applicant retires after 25 or 20 years.

Keen concern in the pension matter is expected tonight at the first organization meeting of the eligibles on the Patrolman, P. D. list. Not only is final settlement of the pension matter holding up appointment, but men on the list are concerned over the provisions in the settlement for entering members of the two departments.

The terms call for future Patrolman and Fireman joining an actuarial sound pension system. While estimates have placed the contributions at about 7 percent, this has not been guaranteed in any way.

Meanwhile, Mayor LaGuardia has on several occasions during the past week termed the pension settlement a major accomplishment of his administration. Citizens' groups, blasted by the Mayor in his announcement of the settlement, have launched a campaign at the same time calling many of the features of the plan "costly and objectionable."

REPLACE VETERANS

Their court stays exhausted, 175 veterans who have been serving as provisional Cleaners in the Department of Welfare were replaced Friday by appointees taken from numbers 238-501 on the regular list.

The court action resulted from the cases of Cox v. Kern and Rudden v. Kern.

TO HONOR CAVIGIA

The old Columbia Hall Community Center, for many years occupied by the Children's Aid Society, will be dedicated Dec. 9, at 2:30 p.m. in memory of Patrolman Dominick Cavigia, Shield 9216, 20th precinct, who died in performance of duty on July 28, 1936.

PAROLE MEN MEET

Advisability of using the State Parole Officers list for appropriate positions will be discussed tonight at 8 o'clock at a meeting of the eligibles at 84 Livingston St., Brooklyn, according to an announcement by Matthew V. Richard, chairman.

A committee was appointed last week to obtain information on the matter, and discussion will center about its report.

Jacobs To Be Honored Saturday

Meyer Jacobs, Clerk of the Supreme Court, First Judicial District, who has been a Civil Service employee for 30 years, will be tendered a testimonial supper and dance Saturday night at the Barbizon-Plaza Hotel by the Interfaith Movement, of which he is founder and chairman.

Scheduled to speak are Supreme Court Justices Peter Schmuck and Felix Benvenga, President Justice Pelham St. George Bissell, of the Municipal Court; former Justice William Harmon Black, and H. Eliot Kaplan, executive secretary of the Civil Service Reform League.

Jacobs served as principal of Eastern Parkway Community Centre in the evenings, is vice-president of the Supreme Court Clerks' Assn., director of the Assn. of State Civil Service Employees, director of the Civil Service Assn., and president of the Civic Centre Synagogue.

A graduate of C.C.N.Y. and Brooklyn Law School, Jacobs has been Director of Playgrounds, Park Dept.; Abstractor and Verifier, N. Y. County Register's Office, and Clerk in the Surrogate Court.

Sidney Z. Searles is chairman of the dinner committee. Also serving are Abraham S. Robinson, treasurer, Mrs. Doris S. Livingston, Richard Austin, Samuel Sokolsky, Dr. Irving Waldman, and Dr. Edward Wally.



MEYER JACOBS

Committee Plans Job Transfers

All but one of the members of Governor Lehman's new Reclassification Committee met Saturday in Manhattan to begin preliminary plans to extend the competitive class of State employees by some 20,000 positions.

While no official announcement was made by Miss Grace A. Reavy, chairman of the Commission, reliable sources reported yesterday that reclassification of employees in the Correction Department may be made soon after the first of the year. If such a step is taken, it will give the committee a basis for studying the practicability of later transfers of thousands of additional State employees.

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Tuesday, December 5, 1939

Thanks to the Firemen

ONE editorial can hardly be sufficient to compliment the city's uniformed men for their efforts in settling the difficult matter of pensions. This week we would like to applaud the representatives of the firemen for their contribution toward the compromise.

Vincent J. Kane, head of the Uniformed Firemen's Assn., ably served as chairman of the Joint Committee on Pensions for Firemen. Serving with him were Deputy Chief John J. T. Waldron, president of the Chief Officers Assn.; Capt. Fred Low, president of the Captains Assn.; Capt. James T. Lynch, vice-president of the Captains Assn.; Capt. Walter J. Dugan, president of the Officers Assn.; Lieut. Reuben Timmins, president of the Lieutenants Assn., and Edward J. Leonard, vice-president; Edwin S. Hoysradt, treasurer, and John F. McManus, chairman of the board of trustees of the UFA.

To the deep respect due these men must be added thanks to the rank and file in the fire houses for the unselfish manner in which they approved the proposal by a 7-1 count. Though it gives them nothing beyond their present benefits, they wisely realized that compromise at this time saves a later defeat. In their speedy acceptance of the plan, the firemen have not allowed themselves to be dragged down to the former pension level of the policemen. Instead, they have brought their fellow-workers in the police stations up to the level of the firemen.

Sanitation Jobs

THE old labor class position of Dump Laborer in the Sanitation Dept. and the higher titles of Driver and Sweeper were put into the competitive class last September by the Municipal Civil Service Commission with the approval of the State Civil Service Dept. This action paved the way for the first competitive exam ever held for Sanitation jobs.

This week the commission will receive applications for Sanitation Man, which is the title of the new \$1,860 competitive job. In the past when filing opened for Sanitation jobs, hundreds of men waited long hours in line. Labor jobs are filled by a "first come, first served" system.

Now that the jobs are competitive, such mob scenes will no longer be necessary.

The Sanitation Dept. offers young men an excellent career. Future appointees, who will have a competitive Civil Service status, stand to benefit greatly from the new classification.

For one thing they will get their jobs through merit. Once in the service they will have many promotion opportunities which will be based entirely on their ability. In fact, a young man entering the department today can rise as high as a deputy commissioner.

The new employees, as well as the old ones, also will participate in the commission's service rating program, which gives extra credits toward promotion for men with good records.

They will be protected against dismissals and layoffs, and, like other Civil Service employees, cannot be fired unless written charges are preferred.

letters Kern Raps 'Chief,' Forum

In reply to a request from The Leader for a statement on the Gargan case which was disclosed last week, Paul J. Kern, president of the Municipal Civil Service Commission, wrote the following letter yesterday:

Sir: The smoke screen of indignation behind which The Chief hides on the Gargan case is a thinly disguised sham for its own embarrassment. Two of the five men under arrest in the subway examination fraud are former officers of the Civil Service Forum, one of them a former unit president. The third, a former examiner of ours. Mr. Gargan, would have been removed here for using Civil Service Forum material as a base for his key answers if he had not been removed for fraud disclosed. No amount of shouting by The Chief and no shoddy resolutions by The Forum will wipe out the shame of these sordid conditions within the membership of their own organization.

Actually, Mr. Gargan came to this Commission as an examiner before I was a member of it. He came to assist in a critical situation caused by the transfer of thousands of subway employees to Civil Service. This situation is not yet fully liquidated, due to simultaneous problems of the ERB, etc. He was highly recommended. His record and background in railroad work qualified him as an expert for this work. He was suspended by this Commission the first day that suspicion was cast on his work, and dismissed after investigation a month before the Department of Investigation reported on the case.

During all the time that Mr. Gargan was employed as an expert, it was impossible to fill his position from an eligible list, since no budget line existed for this work. After repeated requests this budget line has finally been granted this week by the Budget Director. It will be filled, of course, from a competitive list.

The corruption in Civil Service accomplished by former officers of the Civil Service Forum in this case is a severe blow to the standing of this organization. Here we find an organization which pretends to serve city employees, with an official organ that pretends to be their mouthpiece, and instead of preserving the integrity and sanctity of the examining process, we find former officers of that association engaged in a conspiracy to defeat the honest promotion opportunities of 120,000 city servants. Not only do these shameful conditions exist in the membership of the Forum, but the Forum had the brazen effrontery to denounce this Commission as an OGPU for its efforts to bring similar conditions to light.

This whole case is truly a sad commentary on the character and caliber of the Civil Service Forum which should cause thoughtful city employees to consider seriously their affiliation with such a group.

PAUL J. KERN,
President,
Municipal Civil Service Commission.

Xmas Holidays

Sir: As a new paper, you have already made an enviable record. I, and my fellow workers, are especially grateful to you for the campaign you are making to have an extra two days of vacations for Civil Service employees during Christmas.

There should be no valid objection to these additional holidays, since very little work could be accomplished on the Saturdays before Christmas or New Year's, anyhow.

JOSEPH McINTYRE.

Hits Commission

Sir: The Columbian Welfare and Civic Club of Canarsie, at a regular meeting held Monday, Nov. 27, unanimously adopted the following resolution:

"Whereas: There has been announced by the Civic Service Commission of the City of New York an examination for the position of Sanitation Man, and

"Whereas: There have been published reports that there will be a height requirement of 5 feet 5 inches, and

"Whereas: It is the consensus of opinion of the people of our community as represented by our organization, the Columbian Welfare and Civic Club of Canarsie, that this requirement is unfair and prejudicial in respect to the duties which are required by this position which are that of sweeper, now therefore

"Be It Resolved: That the Columbian Welfare and Civic Club of Canarsie formally protest this unjust requirement and respectfully urge the Civil Service Commission withdraw this section of its requirements from the position of Sanitation Man."

We feel that this requirement is unjust to the many persons who have anxiously waited for this examination but who happened to be under the required height. After all, why does a person have to be a certain height to push a broom.

PASQUALE DE BLASI,
Executive Member,
Columbia Club of Canarsie,
Brooklyn, N. Y.

Xchange Column

Sir: The announcement of your new "Job Exchange Dept." is welcome news to many city Civil Service employees. Many have to spend as much as two hours daily traveling to and from work. I'm for any plan which will eliminate this.

—READER.

Vote in Leader's Poll

Political feeling of Civil Service employees on the pressing problem of who will be the major party standard-bearers in the 1940 elections continues to pour onto the desk of the Straw Poll Editor of The Leader. Readers are urged to vote on this important matter.

1. Do you favor a third term for President Roosevelt?.....
2. If not, which of the following will you vote for:

- | | |
|-----------------------------|----------------------------|
| Bruce Barton | Paul V. McNutt |
| Thomas E. Dewey | Lloyd C. Stark |
| James A. Farley | Robert W. Taft..... |
| John Nance Garner | Arthur H. Vandenberg |
| Cordell Hull | (Others) |
| Fiorello H. LaGuardia | |

Simply fill in this ballot and mail it to Straw Poll Editor, CIVIL SERVICE LEADER, 305 Broadway, New York, N. Y. You need not sign your name.

MERIT MEN

By Seward Brisbane

(Continued from Page 1)

Doc Schaefer had a perfect answer to Moses' hint that he was a Russian agent, but he kept it cosily to himself. Here's the payoff: Besides being a staunch American ("I have a long line of ancestors who fought for this country"), for five years he has been a reserve officer in the United States Army Intelligence Service. He has a long list of important assignments to his credit.

"If I were a red agent," said Schaefer contemptuously, "I'd probably get \$25,000 a year. Then I'd be able to ride home in a big Cadillac instead of depending on the Independent City-Owned Cannon Ball Express."

As secretary of the Civil Service Commission, a post he's had since last year, Schaefer has had many strange experiences. He's talked to all kinds of people with all sorts of complaints, grievances, ideas, requests.

On Christmas Eve last year a Patrolman, upset because he hadn't been made a Sergeant, threatened to commit suicide in Schaefer's office. He was wearing a service revolver. Schaefer, thinking fast, said: "If an injustice has been done, I'll find out about it at once. Won't you sit down?" The cop sat down and finally cooled off. A few months later he was promoted in the routine manner, and called Schaefer to tell him about it as soon as he was notified.

Once a woman wrote a dignified, earnest letter asking him when the Commission was going to give an exam for Spiritualistic Medium.

Dr. Schaefer and his wife are native New Yorkers. They live in Jamaica Estates and have three boys, 11, 10, 7, and a girl, 2. His children call him the Iron Colonel. His friends call him McIntyre, because it was his mother's maiden name.

At Fordham 16 Years

He was born in Greenpoint, Brooklyn, in 1904. He went to a parochial school, St. Anthony's, then to a Jesuit school, and finally to Fordham. He got a B.A. in 1926, a Doctorate in 1930.

"I had a hard time getting out of Fordham," he says. "I was set, it seemed, for a lifetime career there." Altogether, he spent 16 years at Fordham as a student and teacher. "I was the only man at Fordham who ever taught freshman, sophomore, junior and senior classes at the same time." He taught history, poetry, government and rhetoric, all in Latin.

Last year, when the Civil Service Commission was canvassing the colleges for a man to act as secretary, it selected Schaefer.

"We'll Show Him"

When the spy story was going the rounds last month, the most interesting reaction came from Schaefer's children. "The first night of the Moses blast I went home and said nothing. About 8:30 my oldest boy, Frank, Jr., was scanning the front page of an afternoon newspaper. He suddenly arose and read the slur upon my Americanism. Then to his brothers and sisters he said, 'No one can say that about Dad and get away with it.' The three boys knotted up their fists and shouted, 'Lead us to him, Dad; we'll show him!'"



complaint corner

Disgusted Over Delay

On Nov. 10, 1939, my temporary appointment with the Board of Transportation terminated. Before that, I paid into the pension fund. I have made application for the money. I understand now that it takes two months to get this money. Why all this delay? Two months to get a check that's due when the services are terminated?

Personally I need this money badly. I know of others in the same situation, a condition that could be easily eliminated. DISGUSTED, M. D. C.

Fire List

On November 21 I sent you a letter complaining why the Fire list was moving so slowly, and on consideration I now feel it was a little too harsh.

As I do not want the Municipal Civil Service Commission to look unfavorably upon our list, I want to retract what I said to you on November 21.

I wish to take this opportunity to thank you for consideration you have shown our list in the past. I now am a consistent reader of The Leader.

Editor's note: The Municipal Civil Service Commission is known to have a high opinion of the Fire Eligible list.



QUESTIONS & ANSWERS

by H. ELIOT KAPLAN

H. ELIOT KAPLAN, noted Civil Service authority, is the contributing editor of the Civil Service Leader. He conducts his Questions and Answers column here every Tuesday.

L. E. P.—It is not compulsory for employees of the transit lines to submit to a medical and physical examination before transfer after unification. The commission could undoubtedly disqualify a person for major defects which would incapacitate an employee. Such minor defects as false teeth or fallen arches will probably be overlooked. I am confident the commission and the Transportation Board will be generous in its treatment of employees transferred under the Wicks law.

S. T.—A conviction for a misdemeanor does not necessarily disqualify one from appointment as Patrolman. The Commission and the Police Dept. weigh the merits of each case and determine in their discretion whether the facts warrant disqualification. The Commission will give a hearing in such cases to learn all the facts and surrounding circumstances.

N. D.—The eligible list from the 1936 test for Postal Clerk-Carrier has not been cancelled. It will undoubtedly continue until a new list is established.

A. H.—Honorably discharged Army or Navy men receive a five-point extra credit added in federal tests. No such credit is given by the state or city commissions, although some credit for military experience is often given when it is of value in a particular position.

W. I. Mc.—Examinations for State Troopers are not under the control of the State Civil Service Commission. They are given by the Superintendent of State Police. The tests are competitive. Applications are received during stated periods as announced from time to time. The entrance requirements are generally similar to those required of candidates for the Police Dept. Educational and character requirements are rigid.

E. B. Z.—There are Civil Service positions requiring experience in air-conditioning and refrigeration. There are some in the Dept. of Markets and Board of Education. There are others in various branches of the Federal service. Why not write to the commissions for further information?

E. E. C.—When you decline appointment at a certain salary, say \$1,200, your name will not be certified again until an appointment at a higher salary is made. If you should decide later to accept a job at \$1,200 or less, you should notify the commission to that effect. If you decline appointment more than once, this

F. T. H.—Only competitive employees benefitted from the Denehy and Wexler cases. Laborers aren't included under the McCarthy salary increment law.

will not deprive you of further certification except for the same reason for which you previously declined. You retain the same standing on the eligible list, in any event.

R. D.—You may be transferred back to the Health Dept. from the Education Dept. with the approval of both departments and the consent of the Civil Service Commission. The positions must be in the same class.

A. K.—Your enlistment for a year in the Army Air Corps won't prevent your appointment from the police list after your enlistment is over under the terms of the Lyons Law. If your name is reached while you are in the Air Corps you may decline appointment, and the commission will defer certification of your name until your enlistment is over. You must notify the commission of your enlistment. Your name will not be removed from the list.

J. J. B.—The federal government does not reimburse any candidate for railroad fare en route to an exam, interview for appointment, or for actual appointment. (Only during the World War was this practice followed in cases where there was urgent need for special workers.)

M. J. E.—The Hilsenrad case involving the issue of "permanent" as distinguished from "temporary" appointment will probably be before the Appellate Division, Third Department, in January. The decision does not necessarily hold that all "temporary" appointments must be considered "permanent." The status will depend upon the particular facts in each case.

F. L. N.—The fact that you were fined for a violation of the Sanitary Code through failure of your employer to furnish garbage can covers will not necessarily disqualify you from employment in the Sanitation Dept. I feel sure the commission won't disqualify you if you make an explanation.

J. R. S.—If your deafness is not too pronounced you may be able to qualify for Postal-Clerk Carrier. Your physician may be able to advise you; we cannot tell you; neither can the Civil Service Commission or the Post Office Dept. tell you in advance.

W. E. H.—Though you failed to come within the 3,600 eligible group for the police lists, you will not be barred from taking the next exam

for Patrolman, if you are able to meet age and other requirements. A person who fails one exam is not prevented from trying for future ones.

G. G.—As already explained in earlier issues, appointment to a federal position in Washington without intent to give up residence in New York City will not render one ineligible for appointment from an eligible list here.

R. B.—The fact that you have had 20 years business experience as a Stenographer together with two years high school education should enable you, it seems to me, to meet the requirement of "equivalent education" required for Stenographer-Typewriter. Undoubtedly you ought to be able to show that you have had an additional two years of such education in your business experience. Send the commission proof of additional self-education, business experience, etc.

W. K.—The last police appointments were made in April. The old list expired in July. Appointments from the new list should be made soon. There is no court order preventing them at present.

J. R.—If you have changed your address you should notify the commission without delay. The commission sends notices to you only at the last address known to the commission. It cannot assure its delivery to your changed address.

L. B. L.—The federal commission requires photographs of candidates solely for identification. The U. S. Civil Service Act prohibits discrimination on account of race or color. The photographs aren't before the examiners when papers are rated, as you seem to infer. The photographs are attached to the qualification blanks, never to the exam papers.

J. M. M.—In event the Patrolman, P.D. list runs out, the other two lists expire simultaneously. In other words, the life of the Special Patrolman and Patrolman, P.D. Special lists is dependent on the life of the main list.



CCOURT action to contest the validity of the 5 feet 5 inch Sanitation Man requirement is being discussed, and very seriously... Most eligible man in the city: Morris Schneider, secretary of the new P. D. Special Eligibles Assn... Morrie has headed eligibles on Attendant-Messenger and Court Attendant among other lists, and promises to be active with the new main P. D. group that forms tonight...

New York's finest are none too overjoyed at the day off given them in return for extra duty in recent months... One day as payment for six or seven doesn't strike them as even-Stephen... The pension victory has cemented relations between the city's cops and detectives, bringing them to a new high... Detectives' Endowment head Dinny Mahoney is now campaigning to persuade recalcitrant members to pay back dues to the parent PBA...

Paul J. Kern has a funnybone, too. Friday he sent us a letter, which said: "While we enjoy laughing at others, we also enjoy laughing at ourselves. The enclosed clever parody on the Clerk, Grade 3 examination was widely circulated after that examination, and probably deserves even wider circulation. If you wish to print any part of it, please be advised that it is not copyrighted by the Civil Service Commission." The New York Times on Saturday took the liberty of giving the burlesque exam pretty wide circulation.

"Crackpot" and "gibberish" were only two of the epithets hurled by "The Chief" two weeks ago at a query on a recent Clerk exam... F. J. P. will be surprised to learn that the question stemmed from the latest book of Dr. Leonard White, former U. S. Civil Service Commissioner and currently teaching public administration at the U. of Chicago.

A certain lawyer who is definitely persona non grata at the Corporation Counsel's office is making expensive overtures to the Patrolman eligibles, telling them he knows all about pensions... The kernel of his remarks turn out to be that, for a sizable fee, he'll be delighted to proceed with an alleged case of theirs... He'd be surprised to know that a number of the smart lawyers at the top of the list not only see through him, but, in the bargain, know plenty more about pensions than he does.

Poetic justice: "Lame duck" Councilman Charlie Belous recently interceded in the case of a Negro alleged to have been declared n.g. for the P. D. list because of flat feet... The city commission long ago ruled that flat feet, particularly among Negroes, are not necessarily unsound feet, and hence do not disqualify... Joe Burkard is planning a conference made up of all the little PBAs—about 40 of them—in the metropolitan area... Saratoga Springs' Commission has just asked for copies of the recent Police exam... throwing commissioners here into a quandary... They want to oblige but fear that identical questions will be given, causing a fuss like that kicked up in Detroit under similar circumstances several years ago...

Do you have anything that shouldn't be repeated? ... Send it along to Box 100, Civil Service Leader, 99 Duane Street, N. Y. C.

City Lends Forbes

Commissioner of Purchase Russell Forbes was granted permission last week by Mayor La Guardia to serve as adviser to the city of Newark in establishing a purchasing system.

Transfer Traffic Director

The State Tax Commission has requested the State Civil Service Department to transfer the position of Director of the Traffic Bureau from the exempt to the competitive class.

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SCHOOL NEWS

Steno Group Get Licenses

Thirty-seven licenses were granted this week by the Board of Examiners for teachers-in-training in Pitman Stenography and Typewriting in high schools.

Although only three men are on the list, one of their number ranked three points ahead of the nearest competitor. He is 21-year-old Goodwin W. Gittleson, 209 Ave. I, Brooklyn, C.C.N.Y. graduate and baseball statistician by trade. His rating was 83.04.

Heading the list of 34 women was Sophia Stein, 1226 College Ave., Bronx, who scored 80.58.

The list follows:

Men

Gittleson, Goodwin W., 83.94; Foner, Henry J., 69.2; Bruckner, David, 69.01.

Women

Stein, Sophie, 80.58; Danielson, Hilda B., 80.1; Conrad, Bernadette V., 79.21; Bettinger, Henrietta S., 73.8; Hastilovich, Marie, 75.6; Hagopian, Victoria, 75.37; Ryan, Anne P., 74.42; Cohen, Birdie, 74.17; Rauch, Sophia, 73.98; Behrin, Judith, 73.93; Batashoff, Mary, 73.66; Fine, Beatrice, 72.67; Steinberg, Sylvia S., 72.35; Connelly, Catherine V., 72.03; Minchenberg, Eleanor, 71.77; Teitelbaum, Shirley S., 71.51; Siegfried, Rose M., 71.46.

Jorrich, Viola, 70.76; Isaacs, Selma, 70.36; Hurwitz, Rebecca B., 70.06; Gildwarg, Esta, 69.85; Epstein, Tessie, 69.5; Grossman, Ruth L., 69.46; Piznak, Anna T., 68.66; Donaggio, Theresa, 66.64; Shapiro, Bernice, 66.03; Edelstein, Ethel R., 66.; Lossner, Sylvia, 65.89; Berkowitz, Meta, 65.6; Deutsch, Clara, 65.27; Huerstel, Marie C., 65.11; Freedman, Barbara, 64.49; Friedberg, Lorraine, 63.79; Spelrein, Norma, 61.57.



GOODWIN W. GITTLESON
Heads Steno List

Prepare for End Of School Term

First step in preparation for graduations and transfers at the end of this term will be taken today, when one-half of the applications for transfers to higher schools are due in the principals' offices.

Wednesday, Jan. 31, 1940, was designated last week by Superintendent of Schools Harold G. Campbell as the end of the current term. Closing exercises are to be held within five days of that date unless otherwise authorized.

The lower half of the applications for transfers, containing a statement by the principal of the lower school, is due at vocational high schools by Dec. 15, and high schools by Jan. 10.

Registration in higher schools opens Dec. 21, when applicants for transfer to vocational schools are to report. Rejections will be returned by Jan. 5, allowing the candidates sufficient time to register elsewhere.

Record cards of pupils transferring to junior or senior high schools are to be sent to the principals on Jan. 24. Elementary school pupils report at the senior highs the following day, while those transferring from junior highs do so on Jan. 26. On Jan. 31, elementary pupils transferring to junior highs are to report.

Exam Ends Today For Substitute

Filing closes today for an exam for substitute teacher in sight conservation classes, to be held during the week of Dec. 18. Salary will be \$7 a day.

Candidates between 18-41 may apply for the test. Requirements are a bachelor's degree or its equivalent, including courses in education, practice teaching, and other preparatory subjects.

Information may be secured at the office of the Committee on Licenses to Teach Physically Handicapped Children, 500 Park Ave.

Oppose New Salary Cuts

Little or no money can be saved by the Board of Education in the field of salaries and expenses for administration and supervision of the school system, the Joint Committee of Teachers Organizations maintains in the latest issue of its publication, "The Bulletin," out this week.

The article denies that a financial crisis in the city forced the \$3,000,000 reduction, pointing as evidence to the increases in budgets of other city departments amounting to \$14,000,000.

Total costs of administering and supervising the school system are \$4,400,000, it continues, with approximately half a million going for supplies and equipment.

Of the \$4,000,000 that remains for salaries, the article asserts, \$1,200,000 pays salaries of attendance officers and clerks, whose efforts bring the city State aid amounting to 46 cents a day for each high school pupil and 29 cents for each elementary school pupil.

Clerks, inspectors, telephone operators, and stenographers in other school bureaus cost \$1,700,000, and \$1,000,000 goes in salaries to higher administrative and supervisory officials.

Urge School, Home Harmony

"Home and school must work more closely together in order to keep the child out of a sea of bewilderment and insecurity," warned Mrs. Ada E. Whitney, vice president of the United Parents Associations, Friday in the weekly broadcast of the UPA over WNYC.

Some measure of consistency in the quality of discipline to which the child is subjected by parents and in the classroom was urged by Mrs. Whitney.

"It is obvious," she pointed out, "that the influence of the school on the child does not abruptly cease at 3 p.m., no more than does the influence of the home end when the child enters the class at 8:40."

Mayor to Officiate

Mayor LaGuardia is expected to officiate at dedication exercises tomorrow at noon of the new Hunter College building at 68th Street and Park Avenue. The ceremonies will take place indoors. Others invited are members of the Board of Higher Education and Acting President George N. Schuster.

The building will be ready for its 5,000 occupants in September, 1940.

Visit The Leader store for everything in Civil Service—99 Duane St., N. Y. C.



By CHARLES SULLIVAN

WASHINGTON, December 4.—Representative Kent Keller (Dem., Ill.) has a plan which you need not take too seriously.

It's a proposed law which would bring to Washington each year some 25,000 high school graduates from all over the country, give them five-year jobs in the government and allow them, at the same time, to complete college courses. At its conclusion they could either take exams for the permanent Civil Service or return home—with a college degree and a first-class knowledge of the federal government's workings under their belts.

Keller thinks he ought to send the proposed legislation to every high school in the country, with the idea that principals, teachers, students and parents would deluge their Congressmen to pass the bill. The pressure group thus created would put to shame any other such group ever dreamed about, he believes. What's more, he's probably right in that belief.

Don't hold your breath till it happens, however. The proposal is as hopeless as an acorn above timberline.

High-Pressure Group

Speaking of patronage, an official of the U. S. Civil Service Commission, who is a proficient amateur photographer, has two of his masterpieces on his office wall.

One is a lovely pastoral scene, with trees, flowers and grass framing a stately flight of marble steps. He calls it "The Career System". The other is a head-on view of a hippopotamus opening wide its gaping mouth. You guessed it. He calls it "The Spoils System."

Two Comptroller General opinions last week dampened some fine hopes.

In the first he ruled that federal employees who are Reserve Officers and who are called to active duty as a result of the limited emergency cannot get military leave with pay. Such leave with pay is granted only for the Reserve Officers' annual 15-day training period, he ruled.

In the second decision he declared that temporary federal workers on a per diem, 5-day, 40-hour-week basis, cannot be paid for holidays that happen to fall on one of the days when they ordinarily would have been working.

Census Politics

The Census political machine is meshing nicely in high gear. Senators and Congressmen have already "got theirs" and the local political organizations are next in line for the patronage handouts.

To the Senators have gone the plum positions. Democratic Congressmen had the privilege of naming the men for the jobs of district supervisor and assistant. The districts usually coincide with Congressional election districts.

In cases where the national Congressman of a certain district was

Commissioner's Photo

One is a lovely pastoral scene, with trees, flowers and grass framing a stately flight of marble steps. He calls it "The Career System". The other is a head-on view of a hippopotamus opening wide its gaping mouth. You guessed it. He calls it "The Spoils System."

Those certified were Seymour Propp, David Millet, Stanley Mayer, Richard F. Sullivan, Isidor Fink, Denis A. O'Donnell, Peter Schneider, Casimir J. Kaweck, Julius Brown, David S. Cohen, Edward J. Stokien, Jules I. Malakoff, Harry Lipschitz, and Charles Selin.

14 Certified From P. D. Special List

The first 14 men on the Patrolmen, P.D. Special list were certified Tuesday for Investigator in the Dept. of Public Works, where two vacancies exist at \$1,500. The list was declared appropriate for the position by the Municipal Civil Service Commission on Nov. 17.

Those certified were Seymour Propp, David Millet, Stanley Mayer, Richard F. Sullivan, Isidor Fink, Denis A. O'Donnell, Peter Schneider, Casimir J. Kaweck, Julius Brown, David S. Cohen, Edward J. Stokien, Jules I. Malakoff, Harry Lipschitz, and Charles Selin.

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Telephone Men To Meet

Legislative proposals will be taken up by the State Telephone Operators Eligible Assn. Monday night, Dec. 18, at 8:30 o'clock, when the group meets at the Olympia Restaurant, 109 W. 43d St.

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Sanitation Man Sample Questions

Part I

Below you will find five passages describing the activities of the Sanitation Department under the new City Charter. They are in bold face type. Read them over carefully. After you feel that you understand each passage, answer the questions listed right below it.

A. The head of the department is the Commissioner of Sanitation. He may appoint two deputies. The department maintains an office in each of the boroughs. The Commissioner may adopt a seal to authenticate the orders and proceedings of the department.

1. What is the title of the head of the Sanitation Department?
2. How many deputies are there in the department?
3. How are they chosen?
4. How many borough offices are there in the city?
5. For what purpose may a seal be adopted?

B. The Commissioner has charge and control of the cleaning of the streets, except streets in the boroughs of Queens and Richmond not having permanent pavements; the removal and disposal of ashes, street sweepings, garbage, refuse, rubbish and dead animals, night soil, and offal; the removal of ice and snow from the streets; the operation, maintenance, and use of incinerators and other plants or equipment for the destruction or disposal of waste matter.

1. In a brief sentence, give the main duties of the Sanitation Department?
2. In what boroughs that you know of are some streets without pavement?
3. Name five different objects which the Sanitation Department is supposed to remove from the streets.
4. Name one machine used in the removal of waste.
5. When does the Sanitation Department have more work, in the Winter or in the Summer? Explain.

C. The department's former functions of constructing incinerators and of constructing and maintaining intercepting sewers and sewage disposal plants, presenting problems of engineering and construction,

are transferred to the Department of Public Works. The department's former power of making regulations requiring the discharge of sewage and waste matter into the sewers and regulating the use of sewers is likewise transferred to the Department of Public Works. Under the old charter, removal of night soil and offal was among the powers and duties of the Department of Health. These are now added to the functions of the Department of Sanitation. The principal task of the Sanitation Department is "the cleaning of streets and the removal of snow and garbage, and the incidental management of incinerators."

1. What group of laws has changed some of the functions of the Sanitation Department?
2. What other city department has taken over some of the functions of the Sanitation Department?
3. Which functions?
4. Name some of the problems involved in these functions.
5. From what other city department has the Sanitation Department taken over some functions?
6. Which functions?
7. What remains as the principal task of the Sanitation Department?

D. The Commissioner may adopt regulations controlling the ashes and other matter to be collected by the city and the collection thereof, and prescribing civil penalties for violations. Every such regulation is filed with the City Clerk and published in the City Record, and does not take effect until so filed and published. It is enforced by the Commissioner's order addressed to the owner or occupant of the premises affected, either by name or by description of the premises, and served either on a person in charge of the premises or by posting upon the premises, and

Physical Test

The physical tests for Sanitation jobs will be competitive and will count 100% in the final rating. Other parts, such as the written and medical tests, will be simply qualifying.

The physical events will be given in the Spring, as soon as weather permits. Men will be called up in groups of 100 or 150.

Though the Civil Service Commission has not completed all the details of the physical tests, it has announced that they will be patterned closely on those given to police candidates last Spring. More stress, however, will be laid on strength tests.

The physical tests will be divided into three main parts:

In the strength event, candidates will have to lift an 80-pound weight in one hand, then a 75-pound weight in the other to score 100%. The minimum passing weight, for both hands, will be 45 pounds. In another part they will have to lift a 50-pound weight, held behind the head, from a position lying flat on their backs. The minimum passing weight will be 20 pounds.

To prove endurance they will have to compete in a mile run, or a run over a shorter distance carrying a weight.

The agility test will consist of an event in which the men will run 10 yards, jump nine feet, run another 10 yards, jump a hurdle three feet high, run 10 yards more, scale a seven and a half-foot perpendicular fence, go five yards hanging by the hands from a horizontal ladder without missing a rung; descend a vertical ladder; run five yards; vault over an obstacle four feet high; and run five yards across a finish line.

in case of failure to comply, by prosecution by the Commissioner.

1. What regulations may the Commissioner adopt?
2. What type penalties may be prescribed?
3. With whom are such regulations to be filed?
4. Where are they to be published?
5. When do they take effect?
6. How is the order enforced?
7. Upon whom is the order served?
8. What happens when the regulation is not obeyed?

E. The Commissioner may adopt regulations controlling the use of sidewalks and gutters by abutting owners and occupants for the disposition of sweepings or other waste matter, and providing for punishment of violations by a civil penalty, fine, or imprisonment. Such regulations shall be submitted to the City Council, and when approved by it, shall be punished and enforced in like manner as local laws.

1. How may the Commissioner control the use of sidewalks and gutters?
2. What punishment may be used on violators?
3. Where must such regulations be submitted?
4. How are they to be enforced?

Part II

When you have finished answering as many of these questions as you can, re-read the five passages in bold face type. Each of the following statements is based on these passages. Some of the statements are true while others are false. Place a "T" alongside those statements you believe to be true, and an "F" alongside those you think are false.

1. Orders of the Sanitation Department must be served in person upon the owner of a building.
2. Removal of ice is a function of the Sanitation Department.
3. The Mayor is the head of the Sanitation Department.
4. Deputy commissioners are elected by popular vote.
5. Regulations of the department must be published in the Civil Service Leader.
6. The new City Charter did not change the duties of the Sanitation Department.
7. The District Attorney prosecutes all violations of Sanitation Department regulations.
8. No streets have permanent pavements in Queens.
9. Constructing incinerators is now a task of the Department of Public Works.
10. The City Council controls the use of sidewalks.
11. Incinerators help remove waste from the city.
12. Orders of the department are verified by a seal.
13. The Sanitation Department must remove all horses from the streets.
14. Borough offices are maintained in Richmond and Queens.
15. "Cleaning the streets" is a main task of the Sanitation Department.
16. Criminal penalties for violations of Sanitation Department regulations may be prescribed by the Commissioner.
17. The City Record publishes all regulations.
18. Two deputy commissioners serve in the Sanitation Department.

Another Full Page
SANITATION MAN
Questions
will appear next week
in
THE LEADER

College Clerk Job Duties Sought

While presidents of the city's four colleges were being canvassed for a survey of duties which clerks in their respective institutions perform, the Municipal Civil Service Commission continued preparations this week to advertise the exam for College Clerk in its January series.

The four colleges are City College, Hunter, Brooklyn, and Queens, whose clerical posts came under the jurisdiction of the Commission in September.

A college degree will be the lone requisite for the exam. The list will serve to fill vacancies in the 600 jobs at \$1,200-\$1,800 involved, probably at the rate of 30 a year. Qualifying tests are expected in the various subjects as many of the clerks serve as secretaries to individual departments.

Fire Eligibles OK Pensions

The next general meeting of the Fire Eligibles Assn. will be held in P. S. 27, 42nd Street, near Third Avenue, Manhattan, on Dec. 15, at 8:15 p.m. All eligibles on the list were urged by president Edward J. Quinn to attend the session.

The results of the recent balloting by Fire Eligibles on the compromise pension plan for the Fire and Police departments was announced yesterday by Quinn and will be the subject of discussion at the next meeting.

According to Quinn a total of 3,341 ballots were cast; 2927 favoring the proposal and 159 disapproved. The rest were void or returned undelivered.

PLAYGROUND DIRECTOR

Male and Female
MON. and WED., 8:30 P.M.

HOUSING

New Course Meets
MON. and WED., 6:30 P.M.

Medical Social Worker

Grade 3—Promotion Sessions
MON., WED. and THURS.
6:30 P.M.

College Clerk

Salary: \$1200 to \$1800
Open to Male and Female
Class Meets
WEDNESDAYS, 6:30 P.M.

Postal Clerk and Carrier

Salary: \$1700 to \$2100
Open to Male and Female
TUESDAY, 6:30 P.M.

Civil Service Division
RAND SCHOOL 7 E. 15th St.
AL. 4-3094

Mixes, Beats, Whips

You can do many odd jobs of mixing and stirring with this handy Eskimo Kitchen Mechanic. Unique and highly efficient square glass mixing bowl. Chrome-plated, air-cooled motor with walnut handle. Tip-proof white enameled base. Attached cord. Guaranteed.



Dry Your Hair

QUICKLY with a powerful blast of hot or cold air from this handy Eskimo Hair Dryer. Chrome-plated with genuine walnut handle. Convenient switch. Attached cord. Guaranteed.



JUST TWO OF THE BARGAINS WE ARE OFFERING
Special Discount to Civil Service Employees

If you can't come in, Mail Coupon or Phone

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SANITATION MAN

A home study course specially devised for SANITATION MAN for both physical and mental examination. Also includes exams, sanitation laws and regulations. How to fill out reports, methods for preparing for the Physical. Questions & Answers based on duties and selected study aid material complete for only.....\$1.00

AUTO ENGINEMAN

(Exam December 28th)
(The Book with the Orange Cover)
The most complete home study course. Has everything to help you pass the exam on December 28.....Price \$1.00

PLAYGROUND DIRECTOR

Over 100 pages of essential study material, covering everything.....\$1.00
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CLIMBER & PRUNER.....\$1.00
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Add 5c for Mail Orders, C.O.D.'s.....\$1.15

Civil Service Aid Publishers
305 Fifth Ave. (42nd) N. Y. C. MU. 2-0326



SANITATION MAN - - 25c

(MAIL—30c)

Includes: Literacy Tests; Ability to follow directions; Dept. of Sanitation Outline; Physical and Medical Information.

PLAYGROUND DIRECTOR

(EXAMS DEC. 30th)
1.00—Mailed 1.10

On sale at R. H. Macy; The Leader, 99 Duane St. (opposite application room); 299 Broadway (Lobby, Municipal Civil Service Comm. Bldg.); Barnes & Noble, 18 St. and Fifth Ave.; Municipal Bldg. Lobby; and

CORD 147 Fourth Ave.
Publishers N. Y. C.



Examination Requirements



FILING FOR SANITATION MAN TO BE OPEN UNTIL DEC. 26

Men who file for the Sanitation jobs will have to pass a simple written exam and compete in physical tests later. (Sample questions for the Sanitation written test are published on page 7. A full page will appear again next week.)

Complete official requirements follow:

(OPEN)

SANITATION MAN, CLASS A

(\$1,860, or \$5.94 a day); not over 35 years; file Dec. 5-26; fee, \$1. Occasional vacancies in Dept. of Sanitation.

Duties

Load and unload trucks; handle heavy equipment; grade and level off land fills; assist skilled workers in operating incinerators, tractors, cranes, graders, trucks, and other equipment used in dumps and incinerators.

Requirements

Five feet five inches (bare feet); vision 20/20 in each eye (eyeglasses permitted); normal weight, hearing, teeth; free from hernia, heart and lung diseases, and varicose veins; normal hands, feet, arms, and legs; no other disease, injury, or abnormality impairing health or usefulness. Detailed standards to be announced prior to medical test.

Weights

Practical and physical, 10. Prior to physical, candidates must pass a qualifying, non-competitive written exam to test literacy and ability to follow directions.

Note

Applications will be issued and received, in person only, from 9 a.m. to 7 p.m. weekdays, and from 9 a.m. to 1 p.m. Saturdays.

INSPECTOR OF PIPES AND CASTINGS, GRADE 3

(\$2,400 to but not including \$3,000); file Dec. 7-27; fee, \$2. Vacancy in Board of Water Supply at \$2,400.

Duties

Under supervision, visit foundries and supervise inspection or inspect manufacture, cleaning, testing, and marking of steel or cast iron water pipes, fittings, valves, and special castings to insure compliance with contracts, plans, specifications, and good workmanship; supervise inspection or inspect materials used in water pipes, fittings, valves, and other castings; follow up orders for such materials and keep records of and make reports on shipments; related work.

Requirements

Four years' practical experience in foundry or machine shop in casting and fabrication of cast iron and steel, one year of which was as foreman or inspector; or equivalent. Full-time technical training or education may be substituted, year for year, up to three years.

Weights

Written, 5; training, experience, and personal qualifications, 5.

SUPERINTENDENT OF LANDFILLS

(Dept. of Sanitation)

(Vacancy at \$3,500, and at \$4,000, subject to Budget); file Dec. 6-19; fee, \$3.

Duties

Under general direction of Deputy Commissioner in charge

of Division of Street Cleaning and Waste Disposal, supervise handling city refuse after delivery to fills, including supervision of 75 men, 11 Monihan dragline scrapers, bulldozers, tractors, trucks, pumps, sprayers, and other earth-moving equipment; so direct land-filling operations that they be left as useful, without odor, insect, or other nuisance. Under general direction of Assistant to the Commissioner in charge of Street Cleaning, recommend and prepare plans for utilization of new sites for fills; related work.

Requirements

Eight years' experience in supervising men and machinery used in large refuse or earth-moving projects, including two in responsible charge. Included must be one year's work with dragline scrapers and one on swamp, marsh, or other sites of low-bearing value; or equivalent. Knowledge of landfill techniques, procedures, and machinery. Civil Engineering degree may be substituted for four years' experience.

Weights

Written, 4; training, experience, and personal qualifications, 6.

(PROMOTION) SANITATION MAN, CLASS A

(Dept. of Sanitation)

(\$1,860, or \$5.94 a day); not over 35 years; file Dec. 6-26; fee, \$1. Occasional vacancies.

Eligibility Requirements

Open to employees serving six months in competitive class or three years in labor class by April 6, 1940. All on preferred lists in department in above class are eligible.

Requirements

Five feet five inches (bare feet); vision 20/20 in each eye (eyeglasses permitted); normal weight, hearing, teeth; free from hernia, heart and lung diseases, and varicose veins; normal hands, feet, arms, and legs; no other disease, injury, or abnormality impairing health or usefulness. Detailed standards to be announced prior to medical test.

Weights

Record and seniority, 5; practical and physical, 5. Prior to physical, candidates must pass a qualifying, non-competitive written to test literacy and ability to follow directions.

JUNIOR STATISTICIAN (City-Wide)

(This is a re-advertisement; those who filed between Aug. 2-22, 1939, need not refile.)

(To \$2,400); file Dec. 6-12; fee, \$1. Twelve vacancies at \$1,200. Written will be held Jan. 13, 1940.

Scope of Exam

Duties of position: assemble and analyze data, compute rates and prepare tables and charts with information of a statistical nature; related work.

Eligibility Requirements

All in competitive class receiving less than \$2,400. Either a)

six months' service on exam day; or b) college degree plus completion of basic course, graduate or undergraduate, in statistical methods, or high school graduation and two years' experience in application of knowledge of statistical theory and methods; or equivalent. Accounting, book-keeping, or tabulating work does not meet this.

Weights

Written, 5; record and seniority, 5.

STATIONARY ENGINEER (City-Wide)

(This is a re-advertisement; those who filed between Nov. 8-28, 1939, need not refile.)

(\$9 a day); file Dec. 6-12; fee, \$2. Three vacancies in Dept. of Sanitation, five in Dept. of Hospitals, one in Police Dept. Written will be held Jan. 19, 1940.

Eligibility Requirements

Open to Licensed Firemen, Oilers, Water Tenders, Asphalt Steam Roller Engineers, Locomotive Engineers, Crane Engineers (Steam), Pile Driving Engineers, Marine Engineers, Chief Marine Engineers, Marine Oilers, Marine Stokers, Marine Stokers (Oil burning), Marine Firemen, Inspectors of Boilers, Boilermakers, Foremen Boilermakers, Steamfitters, Foreman Steamfitters, Junior Mechanical Draftsmen (all sub-titles and all grades), Mechanical Draftsmen (all sub-titles and all grades), Assistant Mechanical Engineers (all sub-titles and all grades), Mechanical Engineers (all sub-titles and all grades), Electricians, Electricians (Powerhouse), Airport Electricians, Inspectors of Light and Power (all grades), Electrical Inspectors (all grades), Dynamo Engineers, Crane Enginemen (Electric), Junior Electrical Engineers (all sub-titles and all grades), Assistant Electrical Engineers (all sub-titles and all grades), Mechanical Draftsmen (Electric) (all sub-titles and all grades), Electrical Draftsmen (all sub-titles and all grades), Power Maintainers, Power Operators, Assistant Supervisors of Power, Foremen (Power), Power Dispatchers, Relay Maintainers who have had either a) five years' satisfactory experience in the operation of high pressure steam or high tension electric power plants; b) two years' such experience and an engineering degree; or c) two years' such experience and three years' satisfactory experience as a journeyman machinist, boilermaker, steamfitter or electrician; or equivalent.

Employees with titles other than those listed above who have been

Sanitation Promotions Ruled OK Without Exam

Sanitation Men A may be promoted to the B class without examination, it was ruled last week by the Municipal Civil Service Commission.

Advancement from Sweeper to Auto Truck Driver, class C, however, is subject to a qualifying test. Candidates must have a chauffeur's license and meet physical and medical requirements for Auto Truck Driver.

The Dept. of Sanitation has just concluded a census of its staff. It reported to the Commission last week that, according to the 1939 budget, approximately 4,000 Drivers, 6,000 Sweepers and 400 Dump Laborers are included.

How to Apply for Tests

U. S. citizens may apply to take exams during the period when applications are being received.

Promotions tests are open only to those already in service.

For further information and application blanks, write or apply in person to the following offices:

City jobs—96 Duane St., West of Broadway.

State jobs—Room 576, 80 Centre St., corner Worth St.

Federal jobs—641 Washington St., corner Christopher St.

Fees are charged for City and State exams, but not for Federal exams.

Applicants for City jobs must have been residents of the City for three years at time of appointment. This does not apply to jobs in the Board of Higher Education, Board of Transportation, Board of Water Supply, Education Dept., Municipal Civil Service Commission, N. Y. C. Housing Authority, N. Y. C. Parkway Authority, N. Y. C. Tunnel Authority, and Triborough Bridge Authority. U. S. citizens may apply for positions in these departments, but must become residents of the State before receiving appointment.

performing work of a character to qualify them for the position may within 10 days apply for this exam subject to the above experience requirement. Some certifications from the eligible list will require a valid New York City Stationary Engineer's License. Employees in the competitive class must have had six months in the department and one year in the title immediately preceding the exam. Employees in the labor class must have had three years' city service immediately preceding the exam. All persons on the preferred list for titles included under eligibility requirements are likewise eligible.

Scope of Exam

Duties of position: Operate, maintain and adjust steam or electric power plant equipment including boilers, engines, heat-

ing, ventilating, lighting and refrigeration equipment, pumps, ventilating, lighting and refrigeration equipment, pumps, sewage, screens, blowers, compressors, sewage ejectors, elevators, with auxiliary equipment as switchboards, transformers, rotary converters, meters, circuit breakers, feed water heaters, condensers, super-heaters, oil burners, etc.; oil, clean and make minor repairs to this equipment; make periodic inspections and examinations; take readings of meters, gauges and recording devices; keep a station log and other necessary records and charts; make daily reports; related work.

Weights

Record and seniority, 5; technical written, 3; practical, 2; education, training, and experience, 1.

(Exams Continued on Page 9)

Engineer Key Final

No changes having been found valid, the tentative key for part one of the recent written exam for Assistant Engineer, Grade 4 (with knowledge of accounting) was declared the final key, at Thursday's meeting of the Municipal Civil Service Commission.

Pharmacy Meeting

The pharmacy Eligibles Assn. will meet Thursday night, M. Schulman, representative of the group, announced yesterday. Those interested are asked to call Mr. Schulman at Kingsbridge 6-2547.

Show Munitions Film

Munitions will be described on the silver screen Friday night when the educational committee of Local 1, State, County and Municipal Workers of America (CIO) presents a free showing of the movie "Dealers in Death" at union headquarters, 3 Beekman St., Man. The show starts at 7:30 o'clock.

Wardens Elect

A new slate of officers will be chosen by the Captains and Deputy Wardens Assn. of the Dept. of Correction, to be held Friday night at 8:15 o'clock in room 218, City Court House, 52 Chambers St., Man.

Keys for Clerk Tests

Candidates who took the recent promotion tests to Clerk, Grades 2, 3, 4 and Stenographer and Typewriter, Grade 2, have until Dec. 18 to file objections to the tentative keys. Objections must include reasons for the protest.

The tentative keys follow:

Clerk, Grade 2; Stenographer and Typewriter, Grade 2

- (1) C, (2) B, (3) A, (4) B, (5) B, (6) C, (7) C, (8) D, (9) E, (10) B, (11) B, (12) E, (13) A, (14) B, (15) D, (16) D, (17) B, (18) D, (19) D, (20) C, (21) D, (22) A, (23) D, (24) C, (25) E, (26) B, (27) B, (28) A, (29) C, (30) D, (31) E, (32) D, (33) B, (34) A, (35) D, (36) C, (37) A, (38) B, (39) E, (40) C, (41) A, (42) B, (43) A, (44) D, (45) A, (46) E, (47) A, (48) D, (49) A, (50) B, (51) B, (52) D, (53) B, (54) B, (55) B, (56) A, (57) B, (58) D, (59) E, (60) C, (61) C, (62) E, (63) A, (64) C, (65) A, (66) B, (67) B, (68) D, (69) E, (70) D, (71) D, (72) A, (73) C or E, (74) D, (75) B, (76) D, (77) A, (78) D, (79) C, (80) D, (81) B, (82) A, (83) A, (84) E, (85) C, (86) E, (87) C, (88) B, (89) D, (90) B, (91) E, (92) D, (93) B, (94) C, (95) A, (96) D, (97) B, (98) D, (99) A, (100) C.

Clerk, Grade 3; Clerk, Grade 4

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

CANDIDATES FOR

SANITATION MAN

Free Notary Service with a Six-Month Subscription to The Civil Service Leader for \$1.00

Apply at 99 Duane St.

(Just across the street from the Commission)

U. S. Lists Engineer Draftsman Tests



Competition for positions started (*) involves no written exam. Competitors will be rated on the extent of their education, the extent and quality of experience relevant to the duties, and fitness, on a scale of 100, based on sworn statements in application and corroborative evidence.

PRINCIPAL ENGINEERING DRAFTSMAN (\$2,300)

SENIOR ENGINEERING DRAFTSMAN (\$2,000)

ENGINEERING DRAFTSMAN (\$1,800)

ASSISTANT ENGINEERING DRAFTSMAN (\$1,620)

JUNIOR ENGINEERING DRAFTSMAN (\$1,440)

For the first four positions there are six optional branches—Architectural, Civil, Electrical, Mechanical (Machine Design), Structural and Radio. Applicants must file by Jan. 2. Age limits: for the first four exams, 53; for Junior Engineering Draftsman, 40.

Duties
Under supervision, to perform sub-professional work in one of the optional branches of drafting. Duties and responsibilities vary in accordance with the grade of the position.

Requirements
Candidates must be citizens of the U. S.; in good health, and have completed a full four-year high school course or 14 units of high-school study acceptable for college entrance. In the absence of this education, six months of full-time paid drafting experience may be substituted. In addition, for the various grades, candidates must have the following experience: Junior, 1 year in elementary drafting experience or training. Assistant—one year of elementary training or experience and one year in an optional branch. Engineering Draftsman—one year of elemental and two years of optional experience. Senior Draftsman—one year of elemental and three years of optional experience. Principal—one year of elemental and four years of optional experience.

For this experience requirement, successfully completed courses in college study in a branch of engineering or architecture may be substituted. Such substitution ranges from one year of elementary experience for one year of study, to one year of elementary experience and three years of optional experience for a full four-year college course.

Weights
For the four higher grades, applicants will be rated on the subject of drawing and lettering in the optional branch on a scale of 100. In the principal and senior grades, questions in drafting may be asked on the exam. Competitors in the Junior grade will be rated on the subject of drawing and lettering.

PRINCIPAL ENGINEERING DRAFTSMAN (PATENTS)

(Bureau of Aeronautics, Navy Dept.)

\$2,300. File by Jan. 2. Age limit: 53. Applicants must be in good health.

Duties
Under professional guidance, but with the responsibility for carrying out the details involved in prescribed methods, to perform difficult sub-professional work in patent drafting as follows: to produce workable designs from descriptive information, blueprints, sketches, photographs, models, etc., for patent applications covering aircraft, aircraft engines, accessories, instruments, catapults, propellers, armament, landing and arresting gear, ignition systems, etc., and from these designs prepare adequate patent drawings; to prepare sketches and drawings from blueprints, photographs, etc., for illustrating the assembly, details and operation of aeronautical devices, for use in

the defense of suits against the Government.

Requirements
Applicants must have both: a) completion of a full four-year high-school course, or 14 hours of study acceptable for college entrance in lieu of each year of this, substitution of six months of general drafting experience may be made; and b) either one year of practical elementary drafting-room experience, or completion of a course of drafting requiring at least 400 hours of actual drafting-room practice in a specialized school of drafting, or completion of one year of an engineering or architectural course, including courses in drafting.

Weights
Ratings will be made on the subject of drawing, lettering and questions on a scale of 100.

JUNIOR MEDICAL OFFICER (Rotating Internship)

JUNIOR MEDICAL OFFICER (Psychiatric Resident)

Salary for both positions: \$2,000. File by Jan. 2. Age limit: 40. Candidates must be in sound physical health.

Duties
Junior Medical Officer (Rotating Internship). The internship consists of a rotating service of four months of surgery, four months of acute medical service, four months of chronic medical service, two months of obstetrics (affiliation), two months of pediatrics (affiliation), three months of general laboratory work and six months of psychiatry.

Junior Medical Officer (Psychiatric Resident). A postgraduate internship of one year in psychiatry is offered to medical graduates which have already served an accredited internship.

Requirements
Junior Medical Officer (Rotating Internship). Applicants must be fourth-year students in a Class A medical school. Before appointment they must have completed the course.

Junior Medical Officer (Psychiatric Resident). Applicants must have completed four years of study in a Class A medical school before Dec. 31, 1936, and must have an M.D. or B.M. Additionally, they must have served a one-year internship, provided that applications will be accepted from persons now serving an accredited rotating internship. However, this internship must be completed before appointment.

Weights
General test, 6; education, experience and fitness, 4.

PROJECTIONIST

(\$1,620); not over 45 years; file by Jan. 2; The National Archives.

Duties
Under immediate supervision, perform routine duties in connection with operation, maintenance, and repair of sound motion-picture projection, inspection, and repair equipment; inspect, repair, store, and exhibit motion-picture film; other duties related to storage, preservation, and use of motion pictures and sound recordings.

Requirements
Completion of high school course or 14 high school units; six months' experience may be substituted for each year or 3½ units of high school study. Three years' practical paid experience in projection of commercial sound motion pictures and care of equipment using 35-mm. film. Experience with amateur equipment will not qualify.

Weights
Questions and simple problems in sound, light, and electricity, 7.

*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. File by May 22. Ordnance Dept., War Dept.

Duties
Inspect and test, at contract or plants, varied raw metallic materials, mechanical parts, castings, assemblies, and components for ordnance materials, to determine compliance with an acceptability under specifications; prepare inspection reports; related work. Duties for the varying grades differ in degree of responsibility. In Inspector and Senior Inspector grade, duties involve planning, organizing, and supervising work of subordinate inspectors.

Requirements
High school graduation or completion of 14 units of high school work. Experience (Junior Inspector, 1 year; Assistant Inspector, 2 years; Associate Inspector, 3 years; Inspector, 4 years; Senior Inspector, 6 years) in inspecting and testing, to determine compliance with specifications, of ordnance materials as armament, armor-plate, demolition bomb-bodies, etc., or of raw materials including metal shapes formed with dies, sheets, and bars, and machined parts, including castings of either steel, or non-ferrous materials. Experience must have included use of test-

New Test for Machinists

Machinists between the ages of 20 and 55 with four years of apprenticeship or practical experience were invited yesterday by the U. S. Civil Service Commission to apply for employment as Machinist at the Naval Torpedo Station, Newport, R. I. The positions pay \$8.26, \$7.78 and \$7.30 a day. No written test is required.

Trial duty assignments are on not less than two machine tools, working from blue prints. Final duties will include work on any machine tool, working from blue prints and job order instructions with jigs, fixtures, and other manufacturing aids, or to parts, fitting and mechanism assembly.

ing equipment for the determination of physical properties as tensile strength, yield point, cold bend, hardness, etc., and determination of agreement of finished components with specifications through checking dimensional requirements by the use of such standard equipment as micrometers, verniers, calipers, and gauges.

Applicants for Inspector and Senior Inspector must show specific knowledge of machine tool processes, acquired either in actual mechanical shop practice, in school shop courses, in process inspection on machine components, in tool, gauge, and fixture designing, or related capacity through which the requisite knowledge of shop processes could be acquired; and experience in planning, organizing, or supervising the work of subordinate inspectors. For Senior Inspector, this experience must have included supervision of other inspectors.

For the grades of Associate Inspector, and Senior Inspector only, college courses in engineering or metallurgy may be substituted, one year for six months' experience, up to two years.

*TECHNICAL ASSIST. TO THE CHIEF OF PROBATION AND PAROLE

(\$3,800); not over 45 years; file

Hurry, Postmaster!

Applicants for an exam for the \$4,000 post of Postmaster of New Rochelle must be on file at the U. S. Civil Service Commission, Washington, D. C., by the close of business a week from today.

Men and woman between 25-63 are eligible for competition, which will be judged on the following scale: education, 2; business or professional experience, qualifications, and suitability, 8.

Extensive experience is required in lines comparable to the duties of the position sought.

by Jan. 2. Bureau of Prisons, Dept. of Justice.

Duties
Assist the Director of the Bureau of Prisons and the Chief of Probation and Parole in administration of the Federal Juvenile Delinquency Act; formulate standards for case reports of juveniles prior to disposition by Federal courts; determine standards of agencies and institutions considered for the detention and care of juveniles under Federal jurisdiction; review the progress of all juveniles committed to the custody of the Attorney-General; prepare case reports for the U. S. Board of Parole relative to the eligibility for parole of juveniles and review applications for parole of boys committed to the National Training School for Boys from the Juvenile Court of the District of Columbia.

Requirements
Bachelor's degree and one year graduate study in school of social work; two years' case work experience may be substituted for latter. Four years' full-time paid experience in case work in one or more of following fields, two years of which have involved major administrative responsibility: probation department of a court, organized program of parole or



vision, organize and conduct research on problems relating to parasitic protozoa and diseases produced by these organisms in domestic animals and poultry, with special reference to mode of transmission, development, in the host, immunological phenomena, and control measures.

Requirements
Bachelor's degree with major in zoology. Five years' responsible, successful research experience on protozoan parasites, with demonstrated ability to plan, organize, and supervise important research in field of parasitic protozoology. Postgraduate study may be substituted, year for year, for experience, up to three years.

*ASSO. PROTOZOOLOGIST

(\$3,200); not over 45 years; file by Jan. 2. Bureau of Animal Industry, Dept. of Agriculture.

Duties
Under administrative supervision, conduct research on problems relating to protozoan parasites of domesticated animals and poultry.

Requirements
Bachelor's degree with major in zoology. Three years' responsible, successful research experience on protozoan parasites, with demonstrated ability to handle independently, or with others, important research assignments in the field of parasitic protozoology. Post-graduate study may be substituted, year for year, for experience, up to two years.

*ASSISTANT PROTOZOOLOGIST

(\$2,600); not over 40 years; file by Jan. 2. Bureau of Animal Industry, Dept. of Agriculture.

Duties
Under supervision, assist in research on problems relating to parasitic protozoa and diseases produced by these organisms in domestic animals and poultry.

Requirements
Bachelor's degree with major in zoology. Two years' successful research experience on protozoan parasites. Post-graduate study may be substituted for one year of experience.

STOREKEEPER (STEWARDS DEPART.)

(\$1,392); not over 50 years; file by Dec. 21. Army Transport Service, War Dept., Brooklyn.

Duties
Receive, preserve, issue, and account for all steward's supplies and all foodstuffs used in the messes aboard a transport.

Requirements
Either a) six months' experience as storekeeper in steward's department of an ocean-going vessel; b) one year's experience handling subsistence supplies in storehouses or warehouses such as those maintained by the Government or by railroads or other companies distributing large quantities of supplies, and six months' employment within the past seven years in some capacity aboard an ocean-going vessel; or c) one year as cook, mess sergeant, or commissary steward in an enlisted service of U. S., and six months' employment within the past seven years in some capacity aboard an ocean-going vessel. Extra credit for ability to speak and understand Spanish.

Weights
Written (general, and referring to duties), 10.

ASSISTANT INSPECTOR OF SHIP CONSTRUCTION (Mechanical)

(\$2,600); file by Dec. 11. Age: 25 to 53. For positions in the U. S. Maritime Commission.

Duties
To inspect the construction and erection on shipboard, of mechanical installations including engines or turbines, boilers, condensers, pumps, valves, refrigeration machinery, etc., to determine

(Continued on Page 10)

Editorial Clerk Posts Have Monday Deadline

(Continued from Page 9)

workmanlike completion of all mechanical installations in accordance with drawings and specifications; to make reports.

Requirements

Four years' experience in the inspection of marine machinery, including steam-power units and their accessories installed on shipboard, to determine acceptability of erection and installation workmanship in accordance with drawings and specifications. Applicants may substitute for each six months of the inspection experience, one completed year of the education or experience under (a), (b), or (c), but in no case may more than three years of such experience be substituted: a) experience, up to four years, in the machinists' trade in the erection or installation of marine steam-power machinery and equipment on shipboard; b) study leading towards a degree in mechanical or marine engineering in a college or university of recognized standing; c) equivalent experience or education.

Principal Editorial Clerk (\$2,300)

Editorial Clerk (\$1,800)

File by Dec. 11. Age: 18 to 50. Vacancies will be filled from this exam in Washington, D. C., and in the field. These eligible lists will also be used for Senior Editorial Clerk (\$2,000) and Assistant Editorial Clerk (\$1,620).

Requirements

Applicants must have two years of full-time paid experience in editing material for publication. Substitutions for this experience will be allowed as follows: not more than one and one-half years for successfully completed study, which must have included courses in English, in a college or university. Thirty semester hours of college credit will be considered equivalent to one year of experience. For the required editing experience, applicants may substitute proofreading experience for one-third of the two years required. For positions in the Dept. of State, applicants must show a reading knowledge of foreign languages as follows: for Principal and Senior Editorial Clerk positions, any two, and for Editor Clerk and Assistant Editorial Clerk, any one, of the following: French, Spanish, German.

Weights

For Principal Editorial Clerk, ratings will be: editing, 3; proofreading (practical tests), 2; proofreading and manuscript preparation (practical questions), 2; abstracting (revising and condensing manuscript), 1; indexing (practical tests), 2. For Editorial Clerk ratings will be: editing, 5; proofreading, 5.

INSTRUCTOR (\$3,800)

ASSOCIATE INSTRUCTOR (\$3,200)

ASSISTANT INSTRUCTOR (\$2,600)

JUNIOR INSTRUCTOR (\$2,000)

(Air Corps Technical School)

Filing closes Dec. 11. Positions will be filled in the U. S. Army Air Corps, War Dept., Chanute Field, Rantoul, Ill.; Scott Field, Belleville, Ill., and Lowry Field, Denver, Col. Age limit: 21 to 53.

Optional Branches

Teletype; radio operating; clerical; aircraft armament; aircraft electrical systems; aircraft engines; aircraft fabric work; aircraft hydraulic systems; aircraft instruments; aircraft mechanics; aircraft propellers; aircraft sheet metal work; aircraft welding; air corps fundamentals; electricity; heat-treating; machine shop; mechanical drafting; parachutes; photography; shop mathematics.

Duties

With varying degrees of supervision for the several grades, to instruct, or supervise the instruction of officers and enlisted men of the Army Air Corps,

National Guard, or Reserves, in the subject indicated by the titles of the optional branches, in accordance with a definite instructional program of prescribed course of study; to prepare test material for class instruction.

Requirements

All grades, Option 1, Teletype: a) completion of a four-year electrical or mechanical engineering course, or teacher-training course with major in electrical or mechanical subjects, leading to a bachelor's degree; in addition, six months of experience in maintenance and servicing of teletype equipment; b) four years of experience in the maintenance and servicing of teletype equipment. Additional Requirements: for Junior Instructor, none; for the Associate grade at least two years, and for the Instructor grade at least three years, of experience in the maintenance and servicing of teletype machines, including, for the Assistant and Associate grades at least one year, and for the Instructor grade at least two years, of supervisory experience in the maintenance and servicing of teletype equipment. Applicants may substitute a six months' course of instruction in the installation, maintenance, and servicing of teletype equipment for six months of non-supervisory experience or for one year of the college education; or they may substitute six months of experience as instructor of classes of service and operating personnel on teletype machines for each year of the education or non-supervisory experience.



All Grades, Option 2, Radio Operating: a) successful completion of a full-four-year electrical or radio engineering course, or teacher-training course with major in electrical or radio subjects, leading to a bachelor's degree; in addition, six months paid experience in the operation of radio telegraph or the possession of at least an amateur's license as radiotelegraph operator; b) four years of paid experience in the operation of radiotelegraph. Additional Requirements: none for Junior Instructor; for the Assistant grade at least one year, for the Associate grade at least two years, and for the Instructor grade at least three years, of paid experience in the operation of radiotelegraph. For the Associate grade at least one year, and for the Instructor grade at least two years, of this experience must have been in a supervisory capacity. Substitution: applicants may substitute a six months' course of instruction in radiotelegraph operation for six months of non-supervisory experience or for one year of the college education specified; or they may substitute six months of experience as instructor of classes of service and operating personnel on radiotelegraph for each year of the education or non-supervisory experience specified.

All Grades, Option 3, Clerical. Applicants must have a) successful completion of a full four year course leading to a bachelor's degree with major in commercial

Howard Smith To Talk To Training Classes

(Special to The Leader)

GENEVA, Dec. 4.—Lectures on Civil Service practice will be offered tomorrow afternoon and evening at the Hotel Seneca for Civil Service commissioners and secretaries from Auburn, Geneva, Canandaigua, Fulton, Oswego, Rochester, and Hornell.

State Commissioner Howard G. E. Smith speaks on "The Relation of State Civil Service Commission to Local Commissions" at 7 p. m.

This is one in a series of courses sponsored by the Municipal Training Institute of New York State.



subjects. This education must have included or must have been supplemented by courses in stenography, typing and bookkeeping or accounting; b) successful completion of a four-year course with a major in commercial subjects including stenography, typing and bookkeeping or accounting.

Additional requirements: for Junior Instructor none; for the Assistant grade at least one year, for the Associate grade at least two years, and for the Instructor grade at least three years, of experience in teaching stenography, typing, and bookkeeping or accounting, including for the Instructor grade at least two years of experience in a supervisory capacity over instructors of stenography, typing, and bookkeeping or accounting.

Substitution: for each year of the college or teacher-training course, there may be substituted any one or more of the following, provided that in the absence of college or teacher-training education as specified, not less than one year of experience in teaching these subjects must be shown; and provided further, that any substituted experience must have demonstrated knowledge of, and ability to use, bookkeeping machines: a) one year of experience in teaching stenography, typing, and bookkeeping or accounting; b) one year of experience as stenographer, typist, and bookkeeper; c) one year of study of these subjects, with diploma in stenography, typing, and bookkeeping.

For all grades, Option 4 to Option 22: graduation from a standard four-year high school or the completion of 14 units of high school study acceptable for college entrance, and at least four years of paid experience as shop foreman or as instructor of organized classes, at least one year of which must have been in the optional branch for which application is made.

Substitution: applicants may substitute, year for year, each completed year of a course leading to a bachelor's degree in engineering or vocational education in a college or university of recognized standing, except that applicants for the Junior Instructor grade may not substitute education for the one year of experience required in the optional branch for which application is made.

Additional requirements: none for Junior Instructor. Applicants for the higher grades must show the following paid experience as shop foreman in the optional branch for which application is made, or as instructor of organized classes: Assistant Instructor—two years of experience, of which one year must have been in the optional branch for which application is made; Associate Instructor—three years of experience, including at least one year in a supervisory capacity over instructors in the optional branch for which application is made; Instructor—five years of experience, including at least four years in a supervisory capacity over instructors for which application is made.

Except for Teletype, Radio Operating, Clerical, Electricity, Heat-Treating, Machine Shop, Mechanical Drafting, Photography, and Shop Mathematics, the required supervisory experience must have had direct application to the branch of aircraft operations indicated by the optional branch for which application is made.

*ASSOCIATE TEXTILE ENGINEER

(Experimental Apparatus Development, Cotton Fibres and Textiles)

(\$3,200); not over 45 years old; file by Dec. 11; Agricultural Marketing Service, Dept. of Agriculture.

Duties

Under general supervision, plan, design, develop and improve apparatus and instruments of mechanical or electrical nature for use in experimental cotton spinning and weaving, in testing cotton fibres, yarns, cords and fa-

CADETS FILE BY DEC. 21

Nationwide open competitive exams for Deck Cadet and Engineering Cadet have been announced by the U. S. Maritime Commission. They are open to young men who are not less than 18 nor more than 25 years of age. Filing will be open until December 21.

The Maritime Commission stressed the fact that these exams do not come under the jurisdiction of the U. S. Civil Service Commission and that the positions are not in the military service.

The eligible lists resulting from the exams will be used for appointment as Cadet D, or Cadet E, in merchant vessels.

After a four-year training course and after examination by the Bureau of Marine Inspection and Navigation, men who are appointed to the Cadet positions may become licensed officers.

Requirements for the tests and other information for applicants follow:

Requirements

(a) Not less than 18 nor more than 25 years of age on July 1, 1940; (b) unmarried American citizens who can produce evidence of good moral character. Applicants must have received the following 8 units from accredited schools: English (3), algebra (1), plane geometry (1), general science or chemistry (1), physics (1), and a foreign language (1), except that applicants for cadet (E) appointment may substitute one unit in a mechanic arts subject in lieu of a foreign language. In addition, applicants must possess 8 elective units.

3. Applicants must be of normal size, sound condition, and free from physical defects, especially those of sight, color perception (ISHIHARA TEST), speech, and hearing.

4. In addition, applicants must meet the following:

Mental Test

Designated candidates will be assembled for a written examination in (1) algebra, (2) plane geometry, and (3) physics. Double weight will be given to physics in rating the examination.

Time Required

One day will be required for mental test.

Physical Examination

Successful candidates who are placed on the eligible list will be examined as to physical condition by a medical officer of the U. S. Public Health Service before beginning service as cadet. Any one of the physical conditions listed in application may cause rejection. There will be no waivers for defects in vision, color perception, and hearing. Prospective candidates must be thoroughly examined at home before submitting application in order to assist in saving them from useless expense and disappointment caused by any failure to pass at a distant Public

Health station or at a distant seaport.

Aptitude Test

Successful candidates assigned to shore receiving stations or to vessels as vacancies occur will be required to pass aptitude tests and later obtain approval of Master before beginning service as cadet.

Minimum Pay

The minimum pay for cadets after acceptance by steamship company employer and Master is at the rate of \$50 per month. In addition, cadets receive food and quarters. Wages and allowances are paid by steamship company employers. Cadets are berthed in officers' quarters aboard ship and mess with unlicensed officers. No pay is received at receiving stations, subsistence and quarters are furnished by the United States Maritime Commission.

Courses of Study

Study assignments are furnished to cadets on beginning service. Cadets must purchase necessary textbooks. Vessels do not carry instructors for textbook work. Cadets must prove to District Cadet Training Instructors, who visit their vessels in United States ports, that they have been applying themselves diligently.

Uniforms

Cadets must purchase prescribed uniform equipment.

Additional Information and Application Forms

A pamphlet, "General Information for Applicants and Regulations Governing Appointments," and application and school-record forms will be forwarded after the following-worded request is received by the Supervisor of Cadet Training, United States Maritime Commission, Washington, D. C.: "I have carefully read the announcement of examination for appointment to cadetship in the Merchant Marine of the United States, and believe I can fully meet the requirements. I possess scholastic units, including the 8 required units. (See paragraph in 'General Qualifications for Admission to Examination.') Please forward the necessary forms to the address given below." Full name of applicant, home, and mailing address (street or R.F.D., city and state) must be clearly stated in request. This request must be transmitted promptly.

Closing Date

Applications, properly executed, supporting papers, and transcript of school record, must be mailed to the Supervisor of Cadet Training, United States Maritime Commission, Washington, D. C., and postmarked no later than midnight, December 21, 1939.

brics, in measurement of color and related grade elements, and in determining other cotton fiber properties; prepare reports for departmental use and publication; related work.

Requirements

Bachelor's engineering degree. Three years' progressive professional engineering experience, including two in moderately difficult and important work in design, development, or improvement of apparatus or instruments used in testing or experimental processing of textile fibers, yarns, cords or fabrics.

ASSISTANT TEXTILE ENGINEER

(Experimental Apparatus Development, Cotton Fibres and Textiles)

(\$2,600); not over 40 years old; file by Dec. 11; Agricultural Marketing Service, Dept. of Agriculture.

Duties

Under general supervision, perform simpler types of work described under duties for Associate Textile Engineer, and generally assist Associate Textile Engineer in development of apparatus for testing and experimental processing of cotton fibres and cotton products.

Requirements

Two years' professional engineering experience with one in design, development or improvement of apparatus or instruments

used in testing or experimental processing of textile fibres, yarns, cords or fabrics. Furnish concise description of each instrument or piece of apparatus. One year of postgraduate study in engineering may be substituted and postgraduate study in textile engineering may be substituted for two years, provided the work was comparable to experience required.

*DRILLER (PNEUMATIC)

(84, 78, 72 cents an hour); 20-55 years old; filing open at U. S. Navy Yard, Phila., Pa., or U. S. Civil Service District, Phila., Pa.

Duties

To drill, ream and countersink holes in steel plates, bars, angle and channel iron; to lay out sizes of holes for drilling; to make set-ups and adjustments of drill parts, buckets, clamps, etc., and to perform related work as required.

Requirements

Six months of experience in setting up and operating pneumatic drills on plates, shapes and structural steel members.

JUNIOR GRADUATE NURSE

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

Duties

Under immediate supervision, do general nursing work in hospital wards, infirmaries, or sanatoria; related duties.

(Continued on Page 11)

Junior Engineering Test Stays Open 6 More Days

(Continued from Page 10)

Requirements
Completion of a four-year high school course; completion of a course in a recognized nursing school with a residence of two years in a hospital with a daily average of 50 bed patients; registration as a graduate nurse. Those in the final year in nursing school will be accepted if they furnish proof of fulfilling requirements during life of register.

JUNIOR ENGINEER (All Branches)

(\$2,000); not over 35 years old; file by Dec. 11.

Duties
Under immediate supervision, test and inspect engineering materials, draw up plans for minor projects, prepare specifications for engineering material or apparatus, do field work, make computations, prepare maps, assist in conducting experimental research, compile reports, handle technical correspondence.

Requirements
Bachelor's degree in engineering, with details of courses taken and degree granted.

Weights
General test, 3; professional questions, 7. Rating of 70 required.

ORTHOPEDIC MECHANIC (BRACEMAKER)

(\$2,000); 25-50 years old; file by Dec. 11; U. S. Veterans Administration.

Duties
Construct, alter, fit and repair orthopedic appliances, such as braces, arch supports, belts and elastic goods, make and repair leather, canvas and felt parts of orthopedic appliances; anneal, forge, weld, shape, grind and polish iron, steel and other metals used in orthopedic appliances; do nickel plating; do plaster work.

Requirements
Five years' experience.

Weights
General test, 3; experience and fitness, 7. A rating of 70 must be attained in both parts.

ORTHOPEDIC MECHANIC (SHOEMAKER AND LEATHERWORKER)

(\$2,000); 25-50 years old; file by Dec. 11; U. S. Veterans Administration.

Duties
Design and construct orthopedic shoes; modify shoes; fit and adjust orthopedic shoes; make all parts for complete shoes; make plaster casts of feet; carve complete lasts; design and mold leather; do leather work pertaining to orthopedic appliances.

Requirements
Five years' experience.

Weights
General test, 3; experience and fitness, 7. A rating of 70 must be attained in both parts.

ORTHOPEDIC MECHANIC (LIMBMAKER)

(\$2,000); 25-50 years old; file by Dec. 11; U. S. Veterans Administration.

Duties
Design, construct and fit artificial limbs; repair artificial limbs; do wood, metal and leather work pertaining to artificial limbs, including turning, shaping, grinding, polishing and nickel plating.

Requirements
Five years' experience.

Weights
General test, 3; experience and fitness, 7. A rating of 70 must be attained in both parts.

ASSISTANT INSPECTOR OF HULLS

(\$3,200); 25-48 years old; file by Dec. 27; Bureau of Marine Inspection and Navigation, Dept. of Commerce. Experience requirements on vessels.

ASSISTANT INSPECTOR OF BOILERS

(\$3,200); 25-48 years old; file by Dec. 27; Bureau of Marine Inspection and Navigation, Dept. of Commerce. Experience requirements on vessels.

tion and Navigation, Dept. of Commerce. Experience requirements on vessels.

Also open are 26 federal exams for skilled jobs at the Brooklyn Navy Yard. Filing is due to close Dec. 28. The age limit for the following eight was extended last week to 55:

Blacksmith (Heavy Fires), Blacksmith (Other Fires), Boat-builder, Coppersmith, Loftsmen, Pipecoverer and Insulator, Ship-fitter, and Shipwright.

The 48-year limit is retained for the other 18 tests:

Anglesmith, Heavy Fires; Anglesmith, Other Fires; Boilermaker, Chipper and Caulker, Iron; Die Sinker, Driller, Flange Turner, Frame Bender, and Gas Cutter or Burner.

Holder-On, Molder, Puncher and Shearer, Rivet Heater, Riveter, Sailmaker, Saw Filer, Sheet Metal Worker, Toolmaker, Welder, Electric (specially skilled), and Welder, Gas.

CITY BASKETBALL Scores and Schedule

TUESDAY, NOV. 21		WATER-G.-E. (11)	
B. P. MAN. (40)		G.F.P.	
Friedman	0 0 0	Minogue	2 0 4
Slevin	5 0 10	Sarns	2 0 4
Jurgrau	4 0 8	DiIanni	1 1 3
Clvin	1 0 2	Falk	0 0 0
Ferber	5 2 12	Frieberger	0 0 0
Bernstein	0 0 0	Belson	0 0 0
Harwood	1 0 2		
Salbano	3 0 6		
Totals	19 2 40	Totals	5 1 11

TUESDAY, NOV. 28		EDUCATION (31)	
PARKS (52)		G.F.P.	
Selgelbaum	2 1 5	Sherlock	2 1 3
Kreln	4 2 10	Bizzano	0 0 0
Munitz	2 0 4	Clinkhouse	6 0 12
Ryan	2 3 7	O'Neill	0 0 0
Beckman	2 0 4	Schoenfeld	5 2 12
Shaughnessy	3 0 6	Wagner	0 0 0
Turk	1 0 2	Cullen	0 2 2
Malkin	2 0 4	Kelley	0 0 0
Golden	4 0 8		
Bader	1 0 2		
Bechetto	0 0 0		
Totals	23 6 52	Totals	13 5 31

THURSDAY, NOV. 30		FINANCE (18)	
FIRE (48)		G.F.P.	
Marchese	4 0 8	Levine	2 0 4
Kenny	5 0 10	Redmond	0 0 0
Blecka	3 0 6	Hunt	0 0 0
Kerwick	3 1 7	Lynch	5 2 12
McGorry	2 0 4	Krause	0 0 0
Ryan	1 0 2	Broderick	1 0 2
Rup	1 1 3		
Scrill	2 0 4		
Carey	2 0 4		
Totals	23 2 48	Totals	8 2 18

SATURDAY, DEC. 2		LAW (17)	
CHILD WELF. (29)		G.F.P.	
Stockfeder	1 0 2	Weinberg	1 0 2
Finn	0 1 1	O'Brien	2 1 5
Conroy	2 0 4	Stein	1 0 2
Kaplan	1 0 2	Bernstein	1 2 4
Cooperman	1 0 2	Kavale	2 2 6
Friedlander	0 0 0	Salmon	0 0 0
Brown	0 0 0	Chafetz	0 0 0
Horgan	0 0 0	Christofaro	3 1 7
Murphy	0 0 0	Burke	2 2 6
Fisher	0 0 0	Resnick	0 0 0
Totals	8 1 17	Totals	12 8 32

SATURDAY, DEC. 2		PUB. WORKS (23)	
B.P. QUEENS (19)		G.F.P.	
Blazer	2 0 4	Joyce	0 0 0
Ehrlich	2 1 5	Fink	1 0 2
Yenofsky	0 0 0	Powers	2 1 5
Colman	4 0 8	Masterson	1 0 2
Peheil	0 0 0	Dorsey	0 0 0
Kaufman	1 1 3	McCormick	1 0 2
Eichenbaum	1 1 3	Barkey	0 0 0
		Horak	4 0 8
		Mullaney	0 0 0
		Kilkummings	0 0 0
Totals	10 3 23	Totals	9 1 19

State-City Test Declared Okay

Declaring that Title Examiners are only temporary employees, Supreme Court Justice Aaron J. Levy gave the Municipal Civil Service Commission Saturday the go-ahead signal for its exam in that classification this Saturday morning.

More than 1,000 attorneys have filed for the test, the first to be given jointly with the State Civil Service Commission in an experiment expected to save time and effort for both Commissions.

Education Talks To Continue

Mark A. McCloskey, director of recreation and community activities of the Board of Education, continues the weekly series of WNYC broadcasts on "You and Your Schools" next Monday at 10 a.m., when he discusses "Recreation and Community Activities."

These lectures are presented under the auspices of the Teachers' Guild Associates, of which Clara A. Goldwater is president.

Harold Fields, acting Assistant Director of Evening Schools, speaks on "Adult Education" on Dec. 18, while taxes and the budget will be taken up next month.

Visit The Leader store for everything in Civil Service—99 Duane St., N. Y. C.

Job Xchange

Seven responses in one week is ample proof that The Leader offer to run an "exchange jobs" department is a welcome feature. The Civil Service employees who want to exchange positions is listed below.

The Leader repeats its offer this week to all Civil Service employees who, for one reason or another, are in the market for a change, to address the Exchange Positions Editor, Civil Service Leader, 99 Duane St., New York City.

Please include all necessary details, such as title of job, salary, location, and desired transfer.

These will be published in The Leader for a reasonable number of weeks, until we are certain that no one seems willing to take up your offer to change places.

Under Civil Service regulations an employee may transfer to a similar position in another department if approval is secured from the heads of the two departments involved and from the commission.

CLEANER, \$1,200. Municipal Bldg., Man. Transfer from 5 a.m.-1 p.m. or 12 p.m.-8 a.m. to shift 6 p.m.-2 a.m. or 4 p.m.-12 p.m. Box 56.

CLERK, Grade 1, \$840. Dept. of Welfare, Division of Shelter Care in lower Manhattan. Transfer to night work beginning Feb. 1940. Box 53.

CLERK, Grade 2, \$1,200. Dept. of Welfare. Transfer to any other city department in any borough. Night work acceptable. Box 50.

CLERK, Grade 2, \$1,200. Dept. of Welfare, Division of Shelter Care in lower Manhattan. Transfer to night work. Box 51.

CLERK, Grade 2, \$1,200. Dept. of Welfare, Home Relief Division, District Office 28, 124th St. and Lenox Ave., Man. Transfers (2) to Brooklyn or lower Manhattan. Box 55.

JUNIOR STENOGRAPHER, \$1,200. State Dept. of Public Works, Division of Highways, Babylon, N. Y. Transfer to Brooklyn or Manhattan. Box 54.

STENOGRAPHER AND TYPEWRITER, Grade 2. Office of President of Borough of Brooklyn. Transfer to similar position in Manhattan. Box 52.

Dr. Powell on Leave

Dr. Norman J. Powell, examiner for the Municipal Civil Service Commission, left last week on a three months' leave of absence to accept a position in the newly created Rhode Island Civil Service Dept. Dr. Powell will assist Rhode Island officials in establishing an examining procedure.

Increment Settlement Sought in Court Action

Jubilant over the payment this week of salary raises due since July to 2,400 employees of the Home Relief Division, Dept. of Welfare, officials of the State, County and Municipal Workers of America (CIO) yesterday prepared to take legal action to force payment of increments to part-time workers under the terms of the Lewin and Schenbaum court decisions.

Appeals Legislation Urged by Carriers

The New York Letter Carriers Association is sponsoring a nation-wide campaign for a post-office workers' court of appeals. Vice-President Emanuel Kushelewitz is chairman of the drive. Letters will be sent this week to more than 3,600 branches in the national association. The objective will be to have these local branches bring pressure behind the appeals resolution passed at the Milwaukee convention last September.

The Organization will also direct a special appeal to the New York delegation in Congress stressing the need for a court of appeals for postal workers. At the present time, the postal employee has no redress from a penalty decision handed down by his superior officers.

ABRAHAM C. SHAPIRO.

Plumbing Inspector Exam Request Denied

A request of the Dept. of Public Works that a promotion exam for Plumbing Inspector, Grade 4 be held was denied this week by the Municipal Civil Service Commission. It was intimated, however, that the test will be held as soon as assurances are given the Director of the Budget that such a vacancy exists.

Hearing Thursday On Railway Clerk

A public hearing will be held Thursday by the Municipal Civil Service Commission on the proposal to substitute the title Railroad Clerk for Station Agent, by amending rules for group 1, part 42 of the competitive class, dealing with the Rapid Transit Railroad Service.

Under advisement will also be the following proposed duties: under supervision, perform clerical work in field, office, or booth; make changes at stations; related work.

According to Commission officials, the change will further its endeavors to bring uniformity into the city service and will broaden opportunities for appointment and promotion.

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Sample Climber-Pruner Examination Questions

Postponement until Jan. 27 of the qualifying written examination for nearly 1,400 applicants for Climber and Pruner was announced yesterday by the Civil Service Commission. The examination, originally set for Dec. 15, was put off because of the inability to secure enough schools in which to hold it.

The test, it is expected, will consist of questions on the names of trees, the methods of caring for them, the proper procedure for trimming, pruning and planting.

In order to help Climber and Pruner candidates prepare for this exam, The Leader is publishing the last written test for Gardener, which was given in June, 1936. It is expected that the Climber and Pruner written quiz will closely resemble this test.

1. (a) What is the best season of the year to seed the ground for a lawn? (b) What are the advantages and disadvantages of seeding a lawn, distinguished from sodding a lawn?

2. Explain the process of transplanting a five-year-old maple tree. Give a detailed account of the work until the tree is finally established in its new location. State briefly what "after care" is necessary. What season is best for transplanting trees?

3. (a) What is the best season of the year for pruning trees? (b) Name five advantages resulting from proper pruning.

4. What is meant by each of the following terms:

- (a) Heeling in.
- (b) Puddling.
- (c) Balled and burlapped.
- (d) Tamping and watering.
- (e) Combing—as applied to trees.

5. What is the season for setting the following for outdoor gardens:

- (1) Tulip bulbs.
- (2) Dahlia roots.
- (3) Tube rose bulbs.
- (4) Hyacinth bulbs.

6. In gardening work, what is meant by:

- (1) Annuals.
- (2) Biennials.
- (3) Perennials.

Give one example of each of the above.

7. Name three kinds of insects or worms injurious to plants and trees. Name two kinds that are not harmful to injurious, but are really beneficial.

8. You are to plant a circular flower bed, the diameter of which is 15 feet. You are to use pink geraniums, deep blue ageratum and white candy-tuft. Give the number of plants of each kind you would use, and give the best arrangement of color. (Plants to be put down in circular form).

9 and 10. On the ruled sheet, in the spaces numbered 1 to 20, indicate by cross or by check or by word right or wrong, what your answer is.

- The privet plant used for hedges is an annual.
- Acorns grow on maple trees.
- A weeping willow tree grows in the water.
- The linden tree is deciduous.
- The blue spruce belongs to the evergreen family.
- The lily-of-the-valley is an annual.
- Phlox is both annual and perennial.
- Gladiolus are planted in the fall.
- Magnolias grow on very low bushes.
- Cannas bloom in the early spring.
- Forsythia blooms in the late summer.
- A bamboo rake is used to even up and smooth the soil.
- A spading fork is used to pitch hay.
- A dibber or dibble is a long knife.
- Hedge shears are used to cut dead branches and limbs off trees.
- The wooden rake is used to gather up leaves.
- A scythe is a small curved blade on a handle, used to cut grass.
- Peat moss grows on high hills.
- Arsenate of lead is used as a fertilizer.
- Leaf mold and earth combined make a good covering for rose bush roots in winter.

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Amusement

★ THEATRE
★ MOVIES
★ GAY SPOTS

By D. FRANK MARCUS

Parade



LEFT TO RIGHT: Maxine Sullivan, doubling in "Swingin' the Dream" at the Center and The Cotton Club Parade... Paul Muni in "Key Largo" at the Barrymore... Mary Martin opening in "Victor Herbert" at the Paramount.

Theatre:

CUTTING THE BIG OPENINGS into little picas—Sponsored by the Playwrights Company, directed by Guthrie McClintic, the brilliance of Paul Muni's performance and his welcome return to the living theatre, after seven years in the cinema's concentration camp, are the high realizations of "KEY LARGO," which has opened at the Barrymore.

Keyed in the lofty spirit of Henley's poem, "Invictus," this new play by Maxwell Anderson takes a disillusioned, deserting American volunteer to the cause of loyalist Spain, from the scene of war to a shack in the Florida keys, occupied by the sister and blind father of one of his followers who died for the lost cause... There, the ex-soldier conquers a symbol of dictatorship in the human form of a threatening gambler. There, too, Mr. Anderson attempts to superimpose lesser melodrama against loftier intent, employing, as well, the poetic technique in dialogue he used, more effectively, in "Winterset."

Tenuously aiming to prove that one can live without being alive, or, paradoxically, die and still be alive, Mr. Anderson's purposeful play is happily saved from falling on its knees by the sure-footed Mr. Muni and his effective co-players.

Love may conquer hatred in Noel Langley's play "FARM OF THREE ECHOES," snugly set up by Arthur Hopkins at the Cort, but, what is more important, Ethel Barrymore, "Queen of the Royal Family," reigns all over the stage in the role of a ninety-seven-year-old crone—a supreme "Jeeter-ess Lester" of the African veldt. Miss Barrymore has such a grand time doing it, she almost turns an artless play into a work of art.

Throwing the body but not the soul out of the Bard's "Midsummer Night's Dream," Erik Charell and Gilbert Seldes' "SWINGIN' THE DREAM" has been brought to the Center Theatre.

No one has cause to complain when Louis Armstrong, as a topping Bottom, blows top notes on his trumpet, or a gyrating mass of trucking dancers carry on in "Shakes-peerless" fashion... Colorful costumes and eye-filling Disney-inspired settings also are alluring factors... BUT the pace is at once over and underdone—the last when the book clutters up the proceedings... Benny Goodman and his classic clarinet are relegated to the confines of an off-side pagoda, continuity is involved, and Maxine Sullivan has been given only one outstanding song—"Darn That Dream"... All of which causes

this reviewer to report—"The Dream" was fair and hotter. Sounder showmanship might have warmed up the awakening.

Gossip, slander and bickering, plus a late December romance, were the tools used by Paul Osborn in penning "MORNING'S AT SEVEN," produced by Dwight Deere Wiman at the Longacre, backgrounded by a finely-realistic backyard setting... Played for its comedy values by a cast headed by Dorothy Gish, I listened for and yearned to hear something like the satisfying swearing of Mr. Osborn's Gramps in "On Borrowed Time." The clock went on but I heard no tick.

"SHE GAVE HIM ALL SHE HAD" to the tune of free beer and pretzels, is the "meller-drammer" which has first opened the doors of Uncle Sam's Music Hall. Details next week.

Movies:

Currently you can go from the flesh of "Key Largo" to the canvas of the Music Hall and find Mr. (in deference to Warner Bros.) Paul Muni going, as it were, from Spanish Civil War soldier to English doctor of the World War era... via "WE ARE NOT ALONE," a fine and faithful screening of the James Hilton novel, Mr. Muni re-emphasizes his towering best, and Jane Bryan registers an on-to-stardom performance.

James Stewart and Marlene Dietrich are on a Western romp, riding high in "DESTROY RIDES AGAIN," current at the Rivoli.

REALIZATION—The highly anticipated "VICTOR HERBERT," with lovely Mary Martin of "Heart Belongs to Daddy"-fame, will be revealed and lifted in song on the

Paramount's screen and sound-track, starting tomorrow.

Bette Davis and Errol Flynn spell MUST at the Strand where "ELIZABETH AND ESSEX" is (are) reigning entertainment.

Kay Kyser is the star of the gay in-the-groove "THAT'S RIGHT, YOU'RE WRONG"... Another winning bet for the jitterbugs.

Gay Spots:

THIS PARADE'S MARSHAL'S BATON to the new COTTON CLUB PARADE in which "Satchmo" Armstrong and Maxine Sullivan really "go to town," and they and everyone concerned "bring home the bacon" and serve it to the customers burnt-sugar cured, red hot and delightful...

To the NITE WITS, young more-than-hopeful, who satirize the past and passing show in the spirit of tomorrow at Leon and Eddie's.

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PRE ECHO—The Whirling Top is first to sponsor what might be termed a new F.D.R. option, by way of two New Year's Eve, celebrations Sat., the 30th-Sun., the 31st.

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Jablonower Decision Expected Next Month

ALBANY, Dec. 4.—A Court of Appeals decision in the Bridgeman case, which contests the appointment of Joseph Jablonower to an \$11,000 position on the Board of Education, will not be handed down for several weeks, reliable sources said here today.

Arguments in the case were heard last week. The action is being brought by nine petitioners who failed to pass a competitive exam for the post to which Jablonower was appointed. They contend that the oral part of the exam was designed to favor Jablonower, whose political views are said to be favorable to the LaGuardia administration.

The New York City Civil Service Commission, represented by the Corporation Counsel, denies any favoritism in the conduct of the test, and states that Jablonower was the only qualified candidate.

In the Supreme Court Justice Peter A. Schmuck upheld the commission, but the Appellate Division later reversed the decision.

GARDENERS ABLE TO TAKE NEW TEST

One hundred Assistant Gardeners who were appointed to the Parks Dept. in April will be eligible to take the next exam for Park Foreman, following a ruling last week by the Municipal Civil Service Commission.

The Commission approved a request of the department that the exam be postponed until June 1, 1940, when the Assistant Gardeners will become eligible.

Latest news of City, State and Federal jobs in the Civil Service Leader.

Electrician's Helper Exam Is Ordered

Three new exams—one competitive, one promotion, and one labor class—were ordered by the Municipal Civil Service Commission at its meeting last week.

The labor test, which is expected to be extremely popular, will be for Electrician's Helper (\$7 a day). The competitive exam is for Court Stenographer and Reporting, Grade 5; and the promotion test is for Inspector Borough President's Office, Richmond. The later is departmental.

Full requirements, filing dates and other information on these exams will be published in The Leader as soon as they are announced.

MEMORIAL SERVICES HELD FOR DR. PARK

Mayor LaGuardia joined with a number of physicians and public health officers last Tuesday night at a memorial meeting for Dr. William H. Park, late director of the bacteriological laboratories of the Health Dept., at the Academy of Medicine, 104th St. and Fifth Ave.

AT CHURCH DEDICATION



The Most Rev. Francis J. Spellman, Archbishop of New York, dedicated the new edifice of St. Andrew's Church last Thursday morning at Duane St. and Cardinal Pl. Throngs of Civil Service employees attended the ceremonies, which took place on the birthplace site of the late Patrick Cardinal Hayes.

Delay Transfer of Hospital Helpers Until Next Spring

The transfer of thousands of Hospital Helpers in New York City from the non-competitive to the labor class was delayed until March by the State Civil Service Dept. at its meeting last week.

A resolution asking for the change was submitted recently by the Municipal Civil Service Commission. Hospital Helpers are selected by the department heads, subject to approval by the city commission. No competitive or other exams are necessary for appointment.

The State Commission did not express disapproval of the reclassification of Hospital Helpers, but decided to delay this action until March, when a current reclassification of many hospital jobs can be worked out.

MECHANICS TO MEET, NOMINATE OFFICERS

Nomination of officers for 1940 tops the agenda of business for the meeting of the Civil Service Mechanics Assn. which will be held Thursday night in the County Court House, 52 Chambers St., according to an announcement yesterday by Henry J. O'Sullivan, president of the group.

Among other matters which will be discussed, according to O'Sullivan, are proposals for a reduction in membership dues, and a report on the prevailing rate of wages for a number of trades.

Order Psychologist Test

A city-wide promotion exam for Senior Psychologist, which will probably be open to all Psychologists in the city service, was ordered last week by the Municipal Civil Service Commission. The salary range for the classification is \$2,600 to, but not including, \$3,000.

Outline Police—Sanitation Plan

Joseph J. Burkard, president of the Patrolmen's Benevolent Assn., will outline proposed cooperation for mutual help between members of the Police and Sanitation Depts. over WEVD next Tuesday night, Dec. 12, at 9 o'clock.

He will speak under the auspices of the Chauffeurs and Auto Truck Drivers Protective Assn., the Queens Drivers and Sweepers Protective Assn., the Manhattan, Bronx, and Richmond Sweepers Assn., and the Brooklyn Sweepers Assn.

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