

Civil Service LEADER

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Vol. 4 No. 6 ★★★ New York, October 20, 1942 Price Five Cents

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See Page 16

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See Page 7

Preview of Nov. 7 Clerk Test

FEDERAL CIVIL SERVICE NEWS

Economic Czar Won't Control U. S. Salaries

WASHINGTON.—James Byrnes, the economic czar, has decided definitely that he doesn't have any jurisdiction over the salaries of Federal employees except those in the Army arsenals and Navy yards, whose salaries are fixed by wage boards.

Many officials in the Administration had been hoping Byrnes would decide that the anti-inflation bill or the President's war powers gave him authority over all Federal salaries as he has over private salaries. It's true that the President's executive order setting up the Economic Stabilization Board says "all salaries" but Byrnes decided he couldn't change existing law and the salaries of

"white-collar" Federal workers are fixed by law; that is, by the Classification Act.

Official Washington now doesn't expect any action on the uniform overtime pay bill until after the November election. With the 5 per cent Victory Tax certain to be enacted, the fixed salaries of the white-collar Federal workers become in reality smaller and smaller.

That \$1,440 Salary
Mrs. Roosevelt recently announced that 90 per cent of the girls hired in Washington receive \$1,440 salaries. That might seem ample, but here's how it'll shrink:

- She must deduct 5 per cent for retirement—\$72;
- She must deduct 10 per cent for War Bonds—\$144;
- She will have to deduct about

By CHARLES SULLIVAN

\$165.94 for income tax. That makes a total of \$381.84 leaving her a net of \$1,056.08. According to the Bureau of Labor Statistics, the cost of living in Washington has gone up 18.6 per cent since August, 1939. And the bureau, incidentally, implies that the girl wouldn't have too much to live on even if she got \$1,440 net in Washington.

This Week's U. S. Exam Schedule

One thousand one hundred applicants for the under-inspector trainees, engineering materials test will be given their examination in Eastern District High School, Marcy Avenue and Keap Street, Brooklyn, on Saturday, October 24, at 8:30 a.m., the U. S. Civil Service Commission announced this week. A complete schedule of tests conducted this week follows:

October 20 and 21—Mechanic Learner (male), 183 candidates, 6 p.m., Room 1021, Federal Bldg., 641 Washington Street, New York.
October 21—Junior Inspector trainee ordnance materials (female), 192 candidates, at 8:30 a.m. and 192 candidates at 1 p.m., Room 102, Federal Bldg., 641 Washington Street, New York.

October 22—Mechanic Learner, (female), 205 candidates at 8:30 a.m. and 205 candidates at 1 p.m., Room 1021 Federal Bldg., 641 Washington Street, New York.

October 24—Under Inspector Trainees Engineering materials (male and female), 1,100 candidates at 8:30 a.m., Eastern District High School, Marcy Avenue and Keap Street, Brooklyn, N. Y.

October 24—Mechanic Learner (female), 600 candidates Eastern District High School, Marcy Avenue and Keap Street, Brooklyn, New York.

U. S. Employees in Field May Appeal Efficiency Ratings

WASHINGTON.—Employees in the field service of the Federal service—those employees outside of Washington—now can make written appeals if they are dissatisfied with their efficiency ratings.

Under new regulations handed down by the Civil Service Commission, an employee outside of Washington can appeal his rating in writing to the Board of Review at the headquarters of his agency in Washington.

For example, if an employee of the War Department in New York is dissatisfied with his rating he can write up his appeal and send it to the Board of Review at the War Department in Washington.

This procedure was decided upon by the Commission in an effort to save time and transportation costs.

Efficiency ratings are important this year. They are the difference, oftentimes, between an in-grade salary raise. For example, if an employee gets a "good" rating and if he is paid the average of his grade or above he can't be given an automatic in-grade salary jump as provided by the Ramspeck-Mead automatic promotion bill.

They're Important
An employee who is rated "fair" must be given a salary cut and "unsatisfactory" employees must be fired or demoted. So much favoritism has been shown in dealing with the employees that Congress gave them the opportunity to appeal their ratings sometime ago.

Postal Subs Condemn 'Dog-in-Manger' Outlook

"A manpower survey this week among post office department substitutes conducted by a Substitutes' Committee of Branch 36, National Association of Letter Carriers, proves that the subs' high manpower ratings entitle them to prompt appointments as regular or immediate furloughs enabling them to take war jobs."

This was the opinion expressed by the NALC Substitutes' Committee and the Joint Substitutes' Committee of AFL postal unions throughout Greater New York.

Said a spokesman: "The war manpower commission ratings show that the post office people rate among the highest on the list. Either the subs should be promoted to fill the many vacan-

cies left by regulars or else be permitted to accept war jobs. Subs' experience and training show they are quite capable of doing work of great value to the war effort."

The subs charged that the personnel policy of the post office department has been "hamstringing the war effort," that "the dog in manger attitude adopted by the post office department toward the manpower crisis is one thing that should be corrected immediately."

They pointed out to the confidence shown by Jesse Donaldson, Deputy First Assistant Postmaster General, in the subs' ability to make a valuable addition to the war effort, and his belief that their manpower shouldn't be wasted.

Congress to Quiz War Department Training Plan

WASHINGTON.—Congress is believed certain to investigate the practice of the War Department and other agencies of paying people \$105 a month to learn to type and take stenography as is being done in New York City.

Many members of Congress appear to believe this is an unnecessary cost because they say there are plenty of typist and stenographers around now if only the Government would use them to the fullest.

Chairman Robert Ramspeck of the House Civil Service Committee, will head the inquiring committee into Federal personnel

practices and members of Congress have urged him to look into the pay-while-learning-policy of the War Department.

Much of the fire of members of Congress has been centered on the War Department which has grown from a peace-time agency of 60,000 civilians to more than 1,100,000 employees. That's more employees than the entire civilian service had just two and a half years ago and 15 per cent more than it took to run World War I on the home front.

The work of the Civil Service Commission and its transfer policy also will undergo a stiff examination by the committee.

Tip for young people who want to get into government work: Learn a clerical job.

Allotment Branch Moves to N. Y. Area

WASHINGTON.—The War Department will move its Allowance and Allotment from Washington to Newark, N. J. More than 5,000 jobs will be involved and hundreds more will be recruited from the N. Y.-N. J. area when the transfer is complete, which is expected to be around the New Year.

The transfer of the allotment branch of the N. Y. City area was predicted exclusively in The LEADER several weeks ago.

The Civil Service regional office of New York made a survey of the clerical jobs available in this area before the transfer was ordered and that, too, was reported exclusively in The LEADER.

The branch makes payments to the families of fighting men.

BEW Wants Men With Brains

The Board of Economic Welfare wants 140 top executives for key positions, salary from \$4,500 to \$6,500, about 100 of whom will replace military personnel recalled from the Army from services in Import and Export Divisions. These civilian administrators will aid assistant directors in organizing and expediting activities. Most of the positions are in Washington. Applicants, preferably from 30 to 55 years, should be beyond immediate Selective Service call, top-notch business managers, with imagination, brains, drive, and executive ability. Qualified candidates should make their records available to Stanford Bissell, Associate Recruiting Specialist, Federal Building, 641 Washington Street, New York City.

Artists Wanted For Civilian Defense

Volunteer display artists, sign painters and showcard writers are needed for important work in the Art Division of the Brooklyn Civilian Defense Volunteer Office.

Local residents with such talents may register with the Art Division, 123 Livingston Street, Brooklyn, any evening after 7 o'clock.

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FEDERAL NEWS NOTES

WASHINGTON.—An efficiency expert at War Department's Family Allotment Unit had the large mirrors removed from the washrooms in Tempo Building X. The girls, he said, spent too much time "priming." The girls still "primp" and it now takes twice the time to do it from the small mirrors in their compact... The Fish and Wildlife Service in Chicago's Merchandise Mart has had a bathtub installed but it still can't get enough telephones to conduct Government business...

Creation of labor-management committees in the Federal service soon will be announced. The committees are doing much good work in private industry and they should prove valuable in the Federal service... Civil Service is recruiting boys and girls as young as 16 who live in Washington and vicinity to learn to operate blueprint, photostat, multilith, multigraph and mimeograph machines.

They'll be paid \$1,260 during the 4-to-6-week training period and \$1,440 after they are assigned to a regular job.

Appointments can now be made in the field service, "in cases of extreme emergency," for a 30-day period without the express prior approval of the Civil Service Commission... Civil Service is being urged to drop its rule for the duration that limits only two permanent jobs to a single family. A third temporary appointment also can be made from within a family. The rule keeps out many youngsters in Washington who would like to work for the Government. Meantime, the commission brings many youngsters from the country over to Washington and quite a few go back home within a short time.

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CIVIL SERVICE IN NEW YORK CITY

Comptroller Lauds Fighting Men

A service flag containing 79 blue stars and one gold star was formally dedicated yesterday in the Bureau of Excise-Taxes of the Comptroller's office at 350 Broadway, in the presence of Comptroller Joseph D. McGoldrick and several hundred employees. The banner was made by the women employees of the bureau and the gold star was in memoriam of Edward Kolchin who died while in active service.

Special Deputy Comptroller George Marlin acted as honorary chairman of the dedication service, which also included the presentation of an honor roll with the names of the eighty employees who left their civil service posts to join the municipal government to join the armed forces.

The Department of Finance Post No. 1119, American Legion, with its commander, Thomas J. O'Hara, and members participated in the program. The program was arranged by the bureau's war victory committee, composed of Morris M. Silverman, president, Irving Schachter, vice-president, and Marie H. Sealy, secretary.

Speakers were Comptroller McGoldrick, Frederick J. Stoiber, past State chairman, New York War Veterans in Civil Service, Commander O'Hara, Mr. Silverman, who presented the flag, and Miss Victorine Dear, who presented the honor roll. The invocation was delivered by Ronald E. Barnum, chaplain of Legion post.

Sanitation Promotions

Five foremen and 18 assistant foremen are being promoted in the Department of Sanitation this week. The office of the budget director has ordered the promotions as of October 16 payroll.

In order to make the 18 assistant foremen promotions, the Civil Service Commission certified the first 28 names on the recently established assistant foreman list. As there are both numbers 9 and 17 and 17a, the highest eligible reached on the certification was number 26.

To fill the five foremen vacancies, the names of ten eligibles up to number 64 on the list were certified to the Sanitation Department by the Commission. Assistant foremen are appointed at salaries of \$2,280 a year; foremen at \$2,460 a year.

Claim Examiners To Fill 40 Jobs

The first seventy-five names on the recently established eligible list for claim examiner (torts) grade 1, male, were certified to the Board of Transportation by the Civil Service Commission to fill forty permanent vacancies. The entrance salary for claim examiner (torts), is \$1,200 a year.

The list, promulgated by the Civil Service Commission on October 7 was published in the October 6 issue of The LEADER. The list contains a total of 564 eligibles.

Subways Get Maintainers

The names of 89 eligibles on the recently promulgated promotion list for maintainer's helper, group B, were certified by the Civil Service Commission to the Board of Transportation during the week. Vacancies as maintainer's helper, group B, which will be filled from the promotion list include both permanent and temporary military replacement jobs at hourly wage rates of 63 cents. The certification of the 89 names reached as high as number 65 on the list.

For civil service information, contact the Civil Service LEADER's branch office at Walker 5-49. Or come in person. The address is 142 Christopher Street, a block from the Federal

Await Decision in 3-A Case As Important Precedent

By MICHAEL SULLIVAN
Supreme Court Justice Benedict D. Dineen had not as yet handed down a decision in the case of the 3-A fire eligibles versus Fire Chief and Commissioner Patrick Walsh, as The LEADER went to press. No appointments will be made to the Fire Department in the rank of fireman, until a decision is handed down.

The 3-A fire eligibles who have instituted court action against Chief Walsh are those who were passed over September 15 when 146 firemen were appointed. The boys insisted that Walsh had absolutely no right to skip them because of a 3-A draft status. The city's law department contends that Walsh acted within his rights on the grounds that the public welfare would be protected by passing over men whose draft classifications might be changed to 1-A after they are appointed.

Foresee Favorable Decision
Students of civil service law are

unanimous in their opinion that Dineen's decision will favor the eligibles. Recently, H. Elliot Kaplan, executive secretary of the Civil Service Reform Association, who was one of the authorities consulted by city officials at the time the Halpern amendment, giving appointing officers of Police, Fire and Correction Departments the right to pass over men in 1-A was framed, declared that "it was made quite clear that this law was meant to apply only to eligibles in 1-A."

More Problems
A decision favoring the city would bring new, more involved problems to the fireman list. Among the questions which would have to be answered are:

"Would the 3-A men be entitled to a place on a special military preferred list?"

"Would the 3-A men be on the list at all?" (Some authorities point out that because their names would have been passed over three times they would no longer be available for the Fire Department

unless they were specifically called for by the Fire Commissioner).

Even in the event of a favorable decision for the eligibles, the problem of dismissing the men appointed and replacing them with the 147 men passed over because of their draft status would be a highly complicated one. Also, The LEADER has learned that the Fire Commissioner, with the permission of Mayor LaGuardia, may exercise the one out of three rule and deliberately pass over as many 3-A eligibles as he is legally entitled to do.

Under civil service law, appointing officers are permitted to name only one out of three persons on an eligible list, provided the consent of the Mayor is obtained. However, this law is never resorted to in actual practise. It's use by Chief Walsh with LaGuardia's approval, would set a precedent which might be followed by other departments.

Meanwhile, interest in Dineen's forthcoming decision is at fever pitch. As soon as the opinion is delivered, full details will appear in The LEADER.

Work Week Is Unequal, Says Hughes

The Civil Service League this week protested that some field workers are compelled to work a full six-day week and lose holidays whereas a number of inside workers have a much lighter schedule.

Pointing out that Mayor LaGuardia's six-day work-week order has placed the burden on outside workers and not on the clerical groups "mainly because," in the words of John J. Hughes, League president, "every department organization is headed by clerical people who aren't much interested in the others," the League climaxed an investigation with a special report at a meeting October 16 at 63 Park Row, Manhattan.

"It is hard to believe that department heads would permit abuse of the Mayor's order without some sort of silent permission," said Mr. Hughes. "We think the Mayor ought to rescind his order entirely and eliminate the confusion."

To which he added: "Inside workers, who in most cases control employee organizations, must be condemned for suddenly halting a vigorous fight against the six-day week when it was sidetracked as far as they were concerned."

Is Mayor Holding Up Action On Employee Negotiation Bill?

There is a strong possibility, The LEADER learned this week, that Majority Leader Joseph T. Sharkey is holding up action on the collective negotiations bill because Mayor LaGuardia may not like the bill.

"The Mayor doesn't like the bill," Mr. Sharkey is reported to have said behind closed doors when the measure — which provides for nothing more drastic than discussion of grievances between employees' representatives and department heads—came up for discussion the other week in the Civil Employees' Committee.

That was the day Mr. Sharkey helped to stifle action on the measure sponsored by Councilmen Louis P. Goldberg and Salvatore Ninfo and Councilwoman Gertrude Weil Klein.

That was the day, too, that Mr. Sharkey and a number of his cohorts banded together and refused to set any date for a public hearing on the bill. Indeed, they tried to rule the bill out of existence without a public hearing at all, contrary to all accepted procedures in such cases.

No Explanation Yet
Mr. Sharkey still hasn't explained why he is so anxious to prevent action on the bill. The last heard from him was his declaration on the Council floor, in reply to Mr. Goldberg's query as to when he intended to bring the bill out of committee.

Mr. Sharkey's contention then was that the bill had only "just been discussed." But, contends Mr. Goldberg, it hasn't been heard.

Mr. Sharkey has often declared himself to be a Councilman who does not act in accordance, necessarily, with the Mayor's wishes. "His statement at an executive session of the Civil Service Employees' Committee does not bear this out," The LEADER was told this week by a prominent Councilman.

Mr. Goldberg urged civil service workers to ask their employee organizations to call mass meetings in Manhattan demanding favorable action.

The bill has already received the tentative O.K. of a majority of the Council, according to a poll by The LEADER. When the test came in the Civil Employees' Committee and on the floor of Council however, few were anxious to press for it. Very few.



An \$18.75 bond will buy three bayonets. Advice to all civil service employees: The more bayonets, the less Japs and Nazis. So invest in bonds now!

Elevator Mechanic Wages in Doubt

An increase was indicated this week in the \$11.22 a day wage rate for elevator constructor.

The LEADER has learned that the matter of arriving at deductions from the total amount of the prevailing wage is doubtful at this time because of the fluctuations of that wage in private industry.

In fact, a forthcoming court decision will have to determine if there is any basis for making deductions, and, if an affirmative decision is reached, in what amount.

Proceedings this week in the prevailing wage hearings in the office of Morris Paris, Assistant Deputy Comptroller, resulted in selection of November 18 as the date for adjudication of the wage rate concerning elevator mechanics.

It Must Be the Air

The name of another LEADER reader who received a perfect physical score on the conductor test was revealed this week. The reader is Abraham Young, who finished number 164 on the list. Abraham lives at 1,309 Hoe Avenue, the Bronx, which borough seems to specialize in future conductors who are physically perfect.

gargantuan task. As soon as the list is certified, details of pending appointments will appear in The LEADER.

The request to limit the replacement of provisionals to 300 each week, was made by William Jerome Daly, secretary of the Board of Transportation. In making the request to the Civil Service Commission, Daly pointed out that the necessity to train new appointees prior to their assignment to duty prevented the replacement of a large number of provisional employees at once. He added that the medical and operating divisions of the Board could only handle 300 new men during the course of one week. The replacement of the 300 provisionals will be divided equally in the three titles each week, 100 for conductor, 100 for street car operators, and 100 for railroad clerk.

The 1,295 provisionals now employed in both permanent and temporary military replacement jobs are divided among the three titles as follows: conductor, 423; street car operator, 661; railroad clerk, 211.

City Will Replace 300 Conductors Each Week

The 1,295 provisional conductors, street car operators and railroad clerks employed in the three divisions of the New York City Transit System will be replaced at the rate of 300 a week, according to a decision of the Civil Service Commission made at its meeting last week. The replacement of the provisionals will

be made as soon as the conductor list is certified by the Civil Service Commission to the Board of Transportation.

Chief obstacle holding up the certification of the conductor list at present is the necessity to study the availability forms mailed in by the 8,240 conductor eligibles. It is expected that the Commission will have to spend much time in accomplishing this

Preview for the November 7 Clerk Exam

Below is a former test for the clerk, grade 1 title. It was given several years ago by the Municipal Civil Service Commission. Persons who are going to take the clerk test on November 7 should study this material carefully. It is, of course, impossible to say how closely the forthcoming examination will be modelled on the one presented here. Nevertheless, the material below should be considered in the sense of a study guide. Try this preview test. See how well you do on it. It may reveal certain weakness that you still have time to do something about.

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Weight General Understanding and Mental Facility, 5; Duties and Letters, 5. 75% required for each part. An example is given:

General Understanding and Mental Facility
Questions 1, 2, and 3

Directions: For each of the following questions, four answers are given. Before each answer is a space in which to make a mark. Read over the four answers and then place a cross (X) in the space before the answer which is best and most nearly correct. Do not put a cross before more than one solution in each section, or your work will not be counted. An example is given.

The most important of the following traits in a clerk in constant contact with the public is:

- Punctuality
 - Good Looks
 - Industry
 - X Courtesy.
1. If a clerk should receive from a supervisor directions which he fails to understand completely, he should
- Proceed on the chance that he is doing the right thing.
 - Postpone the work, until some later time when he can find out exactly what to do.
 - Ask to have repeated the instructions he is not sure about.
 - Ask to have the error may not be discovered.
 - Ask to be put on other work in another office.
 - Report the error at once, taking the blame.
 - Ask his fellow workers to share the responsibility.

3. If his supervisor asks a clerk to complete some work which will require about an hour overtime, the best of the following things for the clerk to do is:

- Stop at the regular time, finishing next day.
- Ask another clerk, who is staying late, to do it.
- Finish the work before leaving.
- Finish, and report an hour late the next morning.

Direction: In each of the following sections, there are three statements in the right hand column, each of which is closely associated with one of the five items in the left-hand column. Read over the five items, and place in the parentheses following each statement, the (Number) of the item which applies. Place only one number for the answer to each statement. An example is given:

1. George Washington
 2. Abraham Lincoln
 3. Ulysses S. Grant
 4. Woodrow Wilson
 5. Jefferson Davis
1. President of the United States during the World War (4).
 2. The first President of the United States (1).
 3. President of the Confederacy (5).

Section 1

1. Naturalization
2. Immigration Quotas
3. Deportation

4. Extradition
5. Probation
1. Designed to limit the number of aliens entering this country ().
2. Designed to apprehend fugitives from justice ().
3. Designed to supervise the behavior of delinquents ().

Section 2

1. Department of Licenses
2. Department of Health
3. Department of Sanitation
4. Board of Child Welfare
5. Police Department
1. Has jurisdiction over snow removal ().
2. Has jurisdiction over granting licenses to taxicab drivers ().
3. Has jurisdiction over the granting of widow's allowances ().

Section 3

1. Monarchy
2. Republic
3. Protectorate
4. Plutocracy
5. Dictatorship
1. A country where a king reigns ().
2. A country where the government is supervised by a stronger nation ().
3. A country where all governing power is concentrated in one person ().

Section 4

1. Primary
2. Election
3. Amendment
4. Referendum
5. Repeal
1. Enables members of a political party to nominate their own candidates for office ().
2. Enables a change in the present form of a law ().
3. Makes a law void and no longer enforceable ().

General Understanding and Mental Facility
Questions 4 and 5

For each of the following 40 words four meanings are given. Draw a (Line) under the words of the meaning most closely associated with the word. Do not underline more than one meaning for each word.

Example

1. congratulate
1. to reward. 2. to console. 3. to promote. 4. facilitate.
1. abbreviation.
1. Shorthand form. 2. a prayer-book. 3. a duplicate. 4. cause for grief.
2. implement
1. a false accusation. 2. a remainder. 3. a tool. 4. an increase.
3. faculty
1. board of directors. 2. teaching staff. 3. weariness. 4. emptiness.
4. double entry
1. a punishable offense. 2. a method of indexing. 3. a system of bookkeeping. 4. a stub record of checks issued.
5. career
1. to swerve to one side. 2. choice of occupation. 3. appearance. 4. character.
6. asset
1. a chemical property. 2. unlawful possession. 3. a money order. 4. valuable property.
7. legacy
1. freedom. 2. inheritance. 3. robbery at sea. 4. residence of a diplomat.
8. planet
1. a heavenly body. 2. a lead weight. 3. a timetable. 4. a range of colors.
9. bankrupt
1. a large depositor. 2. a thief. 3. a tenant. 4. a person who is unable to pay his debts.
10. routine.
1. detailed method of procedure. 2. a gambling game. 3. an article recently removed from pawn. 4. a narrow valley.
11. surname
1. a nick-name. 2. a pen-name. 3. a false name. 4. a family name.
12. endorsement
1. the name of the person to whom a check is made out. 2. the name of the person signing the bottom of the check. 3. the signature on the back before the check may be cashed. 4. the name of the bank.

13. stencil
1. an adding machine. 2. a numbering machine. 3. a prepared sheet for use in mimeographing. 4. a blurred carbon copy.
14. attorney.
1. a rival office-seeker. 2. a dangerous foe. 3. a military aide. 4. a lawyer.
15. survey
1. a location purchased for a building. 2. exact measuring of land areas. 3. a large quantity on hand. 4. a difficulty overcome.
16. total
1. a coin representing money. 2. a medal for bravery. 3. the sum of amounts on hand. 4. a contribution.
17. phrase
1. part of a sentence. 2. a translation. 3. a border. 4. the position of the moon.
18. dimension
1. a mental disorder. 2. newly discovered territory. 3. behavior. 4. indication of size.
19. function
1. imaginative work. 2. employment. 3. purpose and use. 4. an apology or excuse.
20. remit
1. to act without thought. 2. to send back. 3. to bring out a new addition. 4. to confuse.
21. tariff
1. an officer of the law. 2. a tax upon imports. 3. a method of voting. 4. a small tower.
22. filament
1. a thread-like body. 2. completion. 3. substance upon which photographs are taken. 4. semi-transparency.
23. parole
1. to cover a district. 2. to save from execution. 3. to supervise a released prisoner. 4. to run in the same direction.
24. consumer
1. one who buys and makes use of articles. 2. one who produces or makes the goods. 3. one who stirs up trouble. 4. one who refuses to pay his debts.
25. technical
1. mysterious. 2. drawn in ink. 3. scientific. 4. clumsy.
26. militia
1. a fleet of vessels. 2. a body of soldiers. 3. a vast sum. 4. spiteful act.
27. pledge
1. robbery and destruction. 2. a hard-working laborer. 3. a promise. 4. removal of mud from depths.
28. imitate
1. a hint at. 2. to ask for alms. 3. to copy. 4. to join an organization.
29. eradicate
1. to remove every trace. 2. to plant closely. 3. to explain clearly. 4. to make free from slavery.
30. addict
1. a wise saying. 2. pronouncement by authorities. 3. one who is very skillful with his hands. 4. one who craves for drugs.
31. amend
1. praise from a superior. 2. to make changes or additions. 3. to behave badly. 4. to be in the middle of.
32. fraud
1. full of. 2. excused from. 3. a selected passage from a book. 4. compulsory military duty.
33. exempt
1. an illustration. 2. excused from. 3. a selected passage from a book. 4. compulsory military duty.
34. chronological
1. according to subject. 2. according to color. 3. according to date. 4. according to weight.
35. legal
1. devoted to. 2. deadly. 3. according to law. 4. opposed to law.
36. cancel
1. part of a church. 2. a serious disease. 3. to strike out or reject. 4. to inquire in the neighborhood.
37. contract
1. an agreement. 2. to take away from. 3. to show a difference. 4. a section of land.
38. brand
1. a make or label. 2. a fresh supply. 3. stock which has deteriorated. 4. stock of poor quality.
39. estimate
1. list of probable costs. 2. a close friend. 3. a list of property belonging to a deceased person. 4. a mistake.
40. inspect
1. to look over and inquire into. 2. to be suspicious of. 3. appearance. 4. to accumulate.

General Understanding and Mental Facility
Questions 6 and 7

Section. 1. Directions: In the following section, there are 5 questions to be answered, each (Continued on Page Nineteen)

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Father Knick Has Big Batch Of Tests in 'Futures' Book

Help Wanted: Stenographers, accountants, shoemakers, steamfitter's helpers, law-school graduates, radio operators, addressograph operators, plumbers, bricklayers, carpenters, sheet metal workers, real estate men and junior epidemiologists!

Such is a partial list of the type of persons wanted by Father Knickerbocker to participate in forthcoming New York City civil service examinations. Tests for persons with these skills may be announced soon by the Municipal Civil Service Commission.

Candidates for these tests are reminded that the following exams are not yet open for filing applications. All of the tests are on the Commission's schedule for this year and should be announced in the near future. When they are announced, full details and requirements, including dates of application, will appear in The LEADER.

The tests are:

Open Competitive Tests

- Accountant
- Assistant Chemist
- Assistant Counsel, Gr. 4 (B. of T.)
- Assistant Maintainer (Office Appliance Maintainer's Group)
- Buyer (Lumber and Construction Equipment, Supplies & Materials)
- Civil Engineering Draftsman
- Dental Laboratory Technician (Orange County)
- Deputy Sheriff, Grade 1
- District Health Officer, Gr. 4
- Engineering Assistant
- General Mechanic (Dept. of Parks)
- Historian Medical Records
- Instructor of Barbering
- Instructor of Trades (Tailoring)
- Jr. Engineer (Electrical) Gr. 3
- Jr. Epidemiologist
- Laundry Bath Attendant (Men and Women)
- Maintenance Man, A (Carpentry and Painting)
- Maintenance Man, B (Brick, Stone, Tile, Concrete and Plaster Work)
- Maintenance Man, C (Plumbing, Pipe Fitting and Sheet Metal

- Work)
- Maintenance Man, D (Mechanical Equipment)
- Maintenance Man (Electrical)
- Maintenance Man (Orange County)
- Plumbing, Pipefitting and Sheet Metal Work
- Medical Consultant (Social Hygiene)
- Neuropathologist, Grade 4
- Power Maintainer, N.Y.C.T.S.
- Probation Officer
- Office Appliance Operator (Addressograph), Grade 2
- Radiation Therapist
- Radio Operator, Grade 1
- Research Assistant (Cancer)
- Seamstress
- Sr. Bacteriologist
- Sr. Bacteriologist (Medical)
- Sr. Bacteriologist (Sanitary)
- Sr. Property Manager (Bureau of Real Estate)
- Shoemaker
- Steamfitter's Helper
- Stenographer, Grade 2
- Steward
- Thermostat Repairer

Promotion Tests

- Alienist, Gr. 4 (Dept. of Hospitals)
- Assistant Foreman (Lighting) IND Division, N.Y.C.T.S.
- Assistant Foreman (Structure), all Divisions, N.Y.C.T.S.
- Assistant Landscape Architect, NYC Housing Authority
- Assistant Resident Bldg. Supt. (Housing) Gr. 2 N.Y.C.H.A.
- Bookkeeper, Gr. 1 (Board of Assessors, B. of T., N.Y.C.H.A., B.W.S., Civil Service Commission, Triboro, Bridge Authority)
- Budget Examiner (Bureau of the Budget)
- Carpenter (Fire Department)
- Chemist (Dept. of Hospitals)
- Chemist (Toxicology) Office of the Chief Examiner (L.W.), Gr. 4, Bureau of Law and Adjustment, (Comptroller's Office)
- Claim Examiner (Torts), Gr. 4, Bureau of Law and Adjustment, (Comptroller's Office)
- Clerk, Grade 3
- Clerk, Grade 4
- District Health Officer, Grade 4
- Fireman (Dept. of Hospitals)
- Foreman (Dept. of Sanitation)
- Foreman of Pavers (Boro President of Brooklyn)
- Foreman of Porters (Dept. of Public Works)
- Foreman (Structures), all Divisions, N.Y.C.T.S.
- Jr. Civil Service Examiner (C.S.C.)
- Lieutenant, Police Department
- Machinist's Helper (Dept. of Sanitation and Borough President of Manhattan)
- Pilot (Fire Department).

Police Department to Request More Patrolmen This Week

Although no definite assurance could be obtained, The LEADER learned from a reliable source that the Police Department this week will request the Civil Service Commission to certify the first group of names from the one month-old patrolman list to make 200 appointments. The appointments are expected to become effective November 1. Budget director's approval to make the appointments has already been obtained.

The certification of the patrolman list to the Police Department will be the first official step in the process of appointments. It will also be the first step taken to combat a dangerous shortage of patrolmen in the city. At the present time there are close to 1,200 patrolman jobs unfilled. As indicated in last week's issue, the Civil Service Commission has a minimum of 216 patrolman eligibles who are qualified in every respect and have been thoroughly investigated by the Commission's own investigation bureau to send over to the Police Department for the 200 appointments. The names of all these men will most likely be included in the first certification to be made to the Police Department as soon as a request is received by the Commission.

Within the First 500

The 216 qualified patrolman eligibles are within the first 500

on the list. Eligibles further down on the list who have conditional rejections are advised to have the causes of their medical deficiencies corrected and to request the Civil Service Commission for a medical re-examination if they wish to be certified and appointed when their names are

reached on the patrolman list. Also, eligibles who have not as yet obtained their automobile operator's licenses are urged to do so at once. The Commission will not certify any eligible to the Police Department unless an operator's license is produced at the time of his investigational interview.

Fire Boys Become Cops

The names of 74 eligibles on the fireman list were certified to the New York City Tunnel Authority to fill vacancies as tunnel officers in the Queens Midtown Tunnel. The certification included names of available eligibles up to number 1,934 on the list.

Fire eligibles who accept employment as tunnel officers were informed by the Civil Service Commission that their names would be removed from the fireman list for a period of one year. Tunnel officers are paid at the rate of \$1,800 a year.

At its meeting last week, the Civil Service Commission approved a request by the Tunnel Authority to appoint only those eligibles certified by the Commission who are able to meet the minimum height requirements of five feet, eight inches.

Supermen Called In as Porters

Permanent jobs as railroad porters in the Board of Transportation are being offered all the remaining eligibles on the sanitation man list as a result of a certification of the names of 286 supermen by the Civil Service Commission last week. The certification reached the eligible who stands number 7,825 on the register.

Railroad porters are paid at the rate of \$57 per hour in the Board of Transportation. Eligibles who accept these permanent positions will have their names removed from the sanitation man list for a period of one year.

If you're capable of doing hard work, and not in 1-A, 2 A, or 2-B draft classification, you can help your country by applying for work in Hawaii as a laborer. Pay is good; chances for advancement are excellent. For information, go to Room 915, Federal Building, 641 Washington Street, New York City.

Announcer to Announcer

The titles of junior announcer and announcer appearing in Part 40 of the competitive class of the rules and regulations of the Civil Service Commission have been changed to announcer, grade 1, and announcer, grade 2, respectively, according to a resolution adopted by the Civil Service Commission at its meeting Wednesday, October 14. The salaries for the positions remain the same. Grade 1 announcers are paid wages ranging from \$1,800 to \$2,399.99 a year while grade 2 announcers receive \$2,400 to \$2,999.99

Fire Lieutenant Eligibles Association

The regular October meeting of the Fire Lieutenants' Eligible Association was held at Augie's Restaurant, 257 William Street on Monday, October 19, 1942, at 11 a. m.

Playground Directors Certified to Parks

The names of four eligibles on the preferred list and 37 on the open-competitive list for playground director (female) were certified by the Civil Service Commission to the Department of Parks to fill eight temporary jobs at salaries of \$1,260 a year. The highest eligible certified on the open-competitive list was the girl who stands number 265 on the register.

Union Calls for Wage Increase

A new wage adjustment program for city, State and USES employees was adopted last week at the first fall meeting of all the chapter and local executive boards in the New York District of the SCMWA. The program calls for cost-of-living wage adjustments for the following categories: low-paid hospital workers, skilled technicians, employees in the mandatory increment group earning less than \$1,200 a year, employees in the non-mandatory group and workers in mental hygiene institutions.

In addition, the union program asks for the establishment of a \$1,200 minimum in the State service. For USES employees, the union is calling for time and a half for overtime exceeding 40 hours a week as well as for the maintenance of Feld-Hamilton increments. The question of wage adjustments for city employees in the mandatory group was referred back to the union's executive board for further consideration.

The program was outlined in a report presented to the meeting by James V. King, the union's acting secretary-treasurer, who added that the union's program was based on the wage stabilization formula applied by the War Labor Board to steel workers. This formula provides for a 15 percent wage boost for employees to meet the rise in the cost of living since January, 1941, and an extra allotment for workers with sub-standard wages.

St. George Assn. Fire Department

The St. George Association of the Fire Department has scheduled a meeting for Tuesday, October 20, 7:30 p. m. Place is the Tough Club, 243 West 14th Street, N.Y.C. The Rev. Dr. Edward C. Russell, new chaplain of the organization, will be guest of honor. In addition, there will be a report of the entertainment committee and election of the nominating committee. The association announces that it will hold memorial services on Sunday, November 1, at 8 p. m., in Grace Church, 3434 98th Street (between 34th and 35th avenues), Corona, L. I. Reuben Timmins is president of the association.

PATROLMAN

While the eligible list for this position has only been promulgated recently, it may be necessary to hold another examination in the near future, due to the fact that so many men on the present list are in the armed service, under age or of such draft status as to prevent their appointment.

Men who are in a draft-deferred status and within the age limits of 21 and 28 (see note below) if interested in this position should begin physical training at once as this phase of the examination is very difficult and only those who spend months in preparation can hope to attain a high mark.

Free Medical Examination. Anyone interested is invited to call and, without obligation, be examined by our physician. If, after being examined, he is found fit, or has some slight medical defect which can be remedied, he may enroll and start physical training immediately.

THE FEE IS REASONABLE, AND PAYABLE IN INSTALLMENTS.

NOTE: Owing to war conditions, the age limits may be increased in the coming examination. Therefore, men who are 34 years or under may enroll, with the understanding that, if they are not eligible to compete when the examination is announced, one-half of the fee they have paid will be returned.

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How Much Is Room, Board Worth to Hospital Worker?

A schedule of maintenance values for employees of State institutions has been prepared by J. Buckley Bryan, Director of the State Budget. Amounts which are planned to be deducted from wage levels established under the Feld-Hamilton law have been set for a variety of services which are at present furnished the employees by the State. Included in these services are living quarters, meals, medical care, garages, domestic service, etc.

The reason for submitting the tables, Bryan declared, is to stimulate intelligent discussion and to solicit constructive criticism to the end that inequalities may be eliminated, unique features of location properly adjusted and a

fair and equitable pattern of maintenance values established. The values established are dependent upon the quality of quarters assigned to the employee, the nature of the facilities furnished, the number of adults and children in a family group, and other items of maintenance supplied at State expense.

Bryan pointed out that after July 1, 1943, food from stores, farm products and services for domestics will no longer be furnished by the State, but will be privately contracted and paid for by the employee.

A table showing the monthly values of maintenance for State institutional employees, as devised by budget director Bryan, follows:

	First Quality		Second Quality		Third Quality	
	+20% Private	+20% Shared	Average Private	Average Shared	-20% Private	-20% Shared
Rooms:						
A—one room.....	12.00	9.00	10.00	7.50	8.00	6.00
B—two rooms.....	21.00	13.50	17.50	11.25	14.00	9.00
C—three rooms.....	27.00	16.50	22.50	13.75	18.00	11.00
Facilities:						
L—Wash Basin.....	2.40	1.20	2.00	2.00	1.00	1.60
L-WC—Wash Basin & W. C.....	4.80	2.40	4.00	2.00	3.20	1.60
Apts. & Houses, inc. bath, heat light (no maid service)						
T or H—3 rooms.....	33.00	19.50	27.50	16.25	22.00	13.00
4 rooms.....	39.00	22.50	32.50	18.75	26.00	15.00
5 rooms.....	45.00	25.50	37.50	21.25	30.00	17.00
6 rooms.....	51.00	28.50	42.50	23.75	34.00	19.00
7 rooms.....	57.00	31.50	47.50	26.50	38.00	21.00
For one or two occupants....	4.00					
Cooking and Refrigeration for Apartments and Houses:						
For one or two occupants....	4.00					
For each child.....	.50					
Employee type meals:						
Breakfast.....	6.00				Supper and/or Night Meal....	8.00
Dinner.....	10.00					
Staff type meals:						
Breakfast.....	9.00				Supper and/or Night Meal....	12.00
Dinner.....	15.00					
Meals for children under five years.....	No Charge					
Meals for children from five to twelve years.....	Half Price					
Meals for children twelve years and older.....	Full Price					
Laundry						
For occupant of apt. or house.....	3.00				For occupant of room or suite.....	2.00
Medical Care and Hospitalization Insurance:						
For single employee.....	1.00				For family including children.....	2.50
For man and wife.....	2.00					
Garages for all but State-owned motor vehicles:						
Shelter.....	1.00				Heated stall or 1-car garage.....	3.00
Unheated stall or 1-car garage.....	2.00					
For purposes of present maintenance valuation only, service to be discontinued July 1, 1943						
Food from stores:						
For adult.....	15.00				For children from 5 to 12 yrs.....	7.50
Farm and garden produce:						
For adult.....	5.00				For children from 5 to 12 yrs.....	2.50
Domestic service for apartments and houses:						
For each assigned employee.....	85.00					

Have You Taken One Of These State Tests?

OPEN COMPETITIVE
Court Attendant, First and Second Districts: 3,279 candidates, held May 10, 1941. The rating of the written examination is completed. The rating of training and experience is completed. Arrangements now have to be made for physical examinations of passed candidates.
Photographer, Mental Hygiene: 313 candidates, held July 19, 1941. The rating of part two of the written test is in progress.
Junior Personnel Technician: 1,533 candidates, held December 20, 1941. Part two of the written test is completed. Experience rating in progress on those for which part two has been rated.
Senior Hearing Stenographer: 231 candidates, held December 20, 1941. Qualifying test rating completed. Rating of 2-voice dictation which was held September 19, now in progress.
Motor Vehicle License Examiner: 8,200 candidates, held February 14, 1942. Machine scoring to be started shortly.
Field Investigator of Narcotic Control: 80 candidates, held March 28, 1942. The rating of the written examination is completed. Experience to be rated.
Park Patrolman: 355 candidates, held March 28, 1942. The rating of the written examination is completed. Training and experience has been rated. Clerical work to be done.
Steam Fireman: 146 candidates, held March 28, 1942. Sent to Administration Division for printing.
Damages Evaluator: 398 candidates, held May 23, 1942. The rating of the written examination is completed. Experience to be rated.
Senior Damages Evaluator: 326 candidates, held May 23, 1942. The rating of the written is completed. Experience to be rated.
Tax Collector: 2,326 candidates, held May 23, 1942. Rating scale is prepared. Machine scoring to be started shortly.
Telephone Operator, State Departments and Institutions: 936 candidates, held May 23, 1942. (Includes telephone operator, Westchester

County). Rating to be done by us. Machine scoring will be started shortly.
Telephone Operator, Westchester County: held May 23, 1942. Rating to be done by us. Machine scoring will be started shortly.
Assistant Office Appliance Operator (Multilith, Mimeograph, Graphotype, Addressograph): 383 candidates, held July 18, 1942. Rating scale prepared.
PROMOTION
Assistant File Clerk, Department of Taxation and Finance: 166 candidates, held March 28, 1942. The rating of the written examination is completed. Experience now being checked.
Junior Compensation Claims Investigator, State Insurance Fund: The rating of training and experience is completed. Awaiting S.R.R.
Senior Clerk, (Underwriting) The State Insurance Fund: NYO-95 candidates, held March 28, 1942. The rating of the written and experience is completed. The Examination Division is waiting for report on service record rating appeals.
Voucher and Treasurer's Clerk, Mental Hygiene: 76 candidates, held March 28, 1942. The list has been sent to the Administration Division for printing.
Assistant Comp. Examiner, State Insurance Fund: 85 candidates, held May 23, 1942. The rating of the written examination is in progress.
Special Agent, Dept. of Mental Hygiene: 30 candidates, held July 18, 1942. Sent to Administration Division for printing.

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Adjudicator Eligibles Protest Appointments

There has been some bitterness among eligibles on the recently published State Motor Vehicle Responsibility Adjudicator list, on several grounds, but mainly on the ground that three of the temporary appointees are not on the list at all. Typical is the letter printed below—but it is less vitriolic than others that have come in. It is by one of the eligibles who has asked that his name be withheld.

"I would appreciate very much if you would look into the situation that now exists relative to the eligible list of the Motor Vehicle Responsibility Adjudicator which was established on or about September 18, 1942. Following the publication of this list by the Civil Service Commission, there appeared an article in your issue of October 6, 1942, which reported the appointment of six persons as temporary employees pending the outcome of litigation to contest the legality of the adjudicator list of eligibles.

It seems that certain provisionals who were unsuccessful in passing the written, instituted court proceedings to contest the legality of this list. I do not care to comment too much upon the steps taken by these provisionals. This procedure, which seems to have become a habit, should be severely denounced for these attempts, if successful, will destroy the very foundation upon which the Civil Service rights are based.

However, in my opinion, a more serious situation has occurred. The appointment of the six temporary employees calls for a thorough investigation. Of the names as mentioned in your issue of Oc-

tober 6, 1942, I find that three of them are not even listed on the eligible list as promulgated by the Civil Service Commission. Furthermore, the appointment of a fourth Federal employee is questionable, as he appears on the list as No. 34. It is my belief that the eligibles ahead of No. 34 were not even consulted as to their desire to be named and appointed as temporary employees. The procedure adopted in this instance is, in my opinion, in violation of the Civil Service Law."

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WAR JOB NEWS

A SPECIAL SECTION OF THE CIVIL SERVICE LEADER

Here's a Real Break for Older Men Who Want to Get Into War Work

(Exclusive)
As many as 1,000 men from 40 to 60 years of age are needed immediately on foundry jobs for war work in Connecticut. The LEADER learned this week. This is the first time that men of this advanced age group are so thoroughly in demand. Applicants need have no pre-

vious experience but must be in good physical condition. Husky, in fact, was the word used by the USES. Apply on the fourth floor of the United States Employment Service office at 87 Madison Avenue, Manhattan.

The jobs pay from 79c to 84c an hour. Already more than 800 men have been sent out by the USES for work in these jobs. But the demand continues.

Housing Facilities.
Housing facilities are immedi-

ately available for single men but are limited for those who wish to bring their families with them. The location of the jobs does not make commuting from the New York area feasible.

Aliens who have been approved by the Government will be accepted.

The terrific pace at which the scrap drive throughout the nation has been producing war material for blast furnaces has made the demand for men to cast metals more intensified than ever.

Real Break.
As one official at the USES put it: "This is the first time that men so far advanced in age are getting a real 'break' in the war effort. The fact that they need have no experience and must merely be in good physical shape should help countless more feel they are not being left out in the 'cold' in this emergency."
So, if you are in the 40-60 age bracket, apply immediately!

The Stress Is On Women To Learn War Work

The stress is on women in the war training courses being readied by the Engineering, Science and Management War Training section at Columbia University. For the need for young women with a mathematical background and some manual dexterity grows increasingly great every day.

Sponsored by the United States Office of Education, Engineering Aides, Photogrammetry, Elementary Statistical Methods, Electrical Measurements, Topographic Drafting and Radiography courses have been set up for both men and women.

Here are the details:
Engineering Aides: Strictly for women. To train women as engineering mathematics and science pre-drafting and related technical operations in aircraft and other war industries.

Requirements are graduation from college with training in mathematics and science preferred; business, industrial or art experience is also desirable and will be accepted in lieu of college training.

The course, to be given daily from 9 to 5 p.m. for a period of eight weeks and three days, is to start about November 4. If there is sufficient demand, a part-time section may be formed to meet on Tuesday, Wednesday and Friday nights from 7 to 10.30 p.m., on Saturday from 1 to 5 p.m.

Interviews are to be granted October 20, 21 and 24 from 7 to 9

p.m., and October 24 from 2 to 5 p.m., in Room 313, Engineering Building (between 117th and 118th Streets at Broadway, north of Earl Hall), Columbia University, Manhattan.

There is room for several hundred women in the setup.

Photogrammetry: To train men and women in the principles of making maps from aerial photographs, the operation of stereoscopic machines, and related work in preparation for government employment.

Requirements are two years of college with major study in engineering, architecture, physics, chemistry, mathematics or geology, or three and one-half years of college study in any other field if the applicant has had trigonometry in high school or college, or experience in drafting, surveying or aerial photography.

The course will start about November 2, 7 to 10 p.m., and is to continue through 13 weeks until January 29. Classes are to be held three days a week on Mondays, Wednesdays and Fridays, and three additional Tuesdays during the holiday period.

Interviews are set for October 21 and 23 in Room 401, Schermerhorn Hall, Columbia University, between 6:30 and 8:30 p.m. Applicants should send a brief summary of their qualifications to Room 313, Engineering Building.

Elementary Statistical Methods: for both men and women. Starting about November 11, interviews may be had beginning October 26 in Room 604, Hamilton Hall.

The course is to train applicants as junior statisticians and statistical clerks in Government bureaus as well as war industries and to enable clerks and junior

executives to make use of statistical methods in connection with other duties.

Requirements are high school graduation, with adequate preparation in algebra and employment in a war industry or intention to apply for a war job.

Electrical Measurements: For women only. Interviews are to start November 9 in Room 313, Engineering Building.

The course, which as yet has no set date for starting, is to train women for service as technical assistants in war industries and laboratories in work involving electrical measurements.

Apparently the requirements are wide open.

Topographical Drafting: For men and women. To start around

November 10. Applicants may be interviewed November 2, 4 or 5 from 7 to 9 p.m. in Room 313, Engineering Building.

It's to prepare trainees for positions as tracers and draftsmen in topographic and general map making with Government departments and agencies. Also for service in the national defense mapping program.

Requirements are high school graduation or equivalent, with two years of mathematics; preference will be given applicants with experience in drafting or art and to those with college training.

Radiography: For men and women. To start about November 1, with interviews set for the last two weeks of October in Room 313, Engineering Building.

The course—and its applications to testing and inspection—is to improve the testing and laboratory technique of engineers and scientists engaged in war work.

Requirements are scientific training of collegiate grade and either training in physical metallurgy or experience in welding and foundry practice.

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POLICE CALLS

That Sergeant List

Last week, we told you that failure notices on the sergeant's examination might be mailed out by the Civil Service Commission during the week. We were just about one week ahead of time. This week we can say that, barring unforeseen eventualities, the patrolmen who took that grueling five-hour exam on June 14, 1941 and were unable to get a passing mark will receive their notices from the Civil Service Commission. Next week, we won't say anything at all about sergeants unless we want to be peeling potatoes for the duration and six months after.

Miss May B. Upshaw, director of examinations of the Civil Service Commission, stated that she sees no reason why the Commission will not adhere to its usual practice of sending out notices of failure one week and passing marks at a later date. This procedure, she said, will be followed with the sergeant's test. Here's hoping that the postman does not ring your bell during the next few days.

Candidates who pass will receive their marks from the Commission just before the list will be released

for publication. Chief Clerk Meford informs us that there are 108 and 12B sergeant vacancies in the current budget. Provisions had been made to promote 25 patrolmen to sergeants just before the last lieutenant's exam. Now that the 25 vacancies have accrued, the quota goes down to the figure of 1,047 provided in the current budget. Of these 1,047 sergeants' positions allowed, 108 are vacancies which will be filled from the forthcoming list.

Round-up

There are 132 vacancies for sergeants waiting to be filled when the list comes out. Total number of vacancies in the department is now 1,291, of which 1,113 are in the rank of patrolman. The quota follows:

Chief Inspector	1	1
Asst. Chief Inspector	4	4
Deputy Chief Inspector	32	12
C.O.D.D.	1	1
Inspector	29	29
Deputy Inspector	27	26
Captain	117	101
Acting Captain	37	33
Lieutenant	628	624
Sergeant	1,047	939
Patrolman	16,798	15,588
Policewomen	184	169
Supt. of Telegraph	1	1
Asst. Supt. of Tele.	1	1
Chief Surgeon	1	1
Surgeons	25	23
Veterinarian	1	1

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MEMBER AUDIT BUREAU OF CIRCULATIONS

Tuesday, October 20, 1942

The Problems Of the Hospitals

WITH this issue, The LEADER begins more thorough consideration of the problems of New York City's Hospital Department and its employees. A number of stories appear in these pages, designed to give a general picture of some of these problems—and a broad view of the Department's work.

As our reporters covered the story and brought in their facts, we came to the conclusion that New Yorkers—including ourselves—have had too little realization of the vastness and importance of the work being accomplished; it's just been taken for granted. We've learned to have a deeper respect for the little people in the hospitals—the attendants, the helpers, the practical nurses—who do a tough, hard job quietly, efficiently, and without complaint.

Now, in time of war, when the proper maintenance of hospitals becomes of crucial importance to the people, New York's Hospital Department has suffered serious losses of staff. The armed forces and the war production industries have cut sharply into the ranks of workers in all categories. The Department has resorted to every possible recruiting method to find at least some replacements.

Which brings us to the crux of this editorial. Hospital workers are notoriously the most underpaid persons in the community. That men and women should be expected to live on the pittance they receive is a sorry comment on our budgetary policies. This town has got to understand that the wages of hospital workers must go up. Otherwise the city faces possibilities in the depletion of hospital personnel. It seems to us that \$1,200 a year minimum salary is little enough for the important war work performed by our hospital employees.

Don't

Repeat This!



Of War and Things

The gals in the Vet Administration over on Broadway are using razor blades instead of erasers in order to save rubber . . . Many married women, who haven't worked for years, are taking on chores in the Hospital Department . . . Councilman Louis Goldberg rolled up his sleeves and gave a pint of blood to the Red Cross blood bank last week . . . He then cancelled all speaking engagements for the night . . . Police and fire eligibles certain of appointment are the boys in 4-F . . . who have been given this status because they're taller than the top height-limit wanted by the Army . . . Increased pay for Welfare investigators and supervisors will come through at the end of this month . . . There'll be checks covering the increments from July 1 to November 1 . . . Thereafter, the increments will be reflected in the regular pay checks . . . Councilman Sharkey is rolling up plenty of ill-will by giving reporters the runaround instead of answering questions straight.

Odds and Ends

Young Army officers in Washington refer to their older brethren as "retreads" . . . One of the big scandals involving civil service fakery has been hushed, although several city agencies know about it . . . The head of a Federal agency in NYC is going quietly woozy trying to understand the U. S. retirement regulations . . . Mike Sullivan, LEADER reporter, off to the wars . . . Good luck, Mike . . .

Merit Men



SHE'D GIVE \$10 if she could see the note she scribbled out to a New York newspaper editor that resulted in her getting a job on the rewrite desk of one of Gotham's favorite dailies. That was around 1927.

"I can't remember what I wrote for the life of me," smiles dark, pretty Helen Whistler, the Department of Hospitals' first lady to join the WAACs. "But it must have been good." Especially since she never had worked on a paper before.

That's the sort of a young lady Miss Whistler is; anything and everything—at least once.

Secretary to the Deputy Medical Superintendent in Fordham Hospital in the Bronx, Miss Whistler, who lives at 2155 Grand Concourse (she just moved out of Forest Hills), is awaiting orders to report in a WAAC uniform in Des Moines, Iowa.

"I wanted to get that job in the hospital very much," explained the eager-eyed Miss Whistler. "The personal contact with people gives you a feeling of doing something helpful. And I'll have a job at the end of the duration."

She has been in temporary steno jobs in the Parks Department in Queens and Manhattan and in the Housing Department and, as steno, grade 2, finally has gained a substantial civil service opportunity, "a job more than just routine."

It was to get off WPA that Miss Whistler took a civil service exam. She passed that one swiftly, unlike the one she took during the past Summer to join the WAACS. She failed that one because of her poor arithmetic.

"But they asked me if I would

agree to be enrolled as a private and I did. So I got a letter with an offer to join—as an auxiliary," says Miss Whistler. It seems she had rated high enough to be inducted without another I. Q.

Miss Whistler has traveled the country, seen much of life and yet is as young as anyone at 33 can be; in fact, she looks and talks like 26, full of fire and enthusiasm for all that she wants to do. And she's likely to do anything. For example, after being born in Brooklyn and attending Public School 72, Manhattan, she rushed into a business school to become a secretary. After a year and a half of that, she suddenly became engulfed in an "art" career.

Secretary to Stephen S. Pichetto, the famous restorer of painting masterpieces and art objects, Miss Whistler was rapidly advanced by Pichetto into a spot as his assistant. She became a restorer. She had taken short courses at the Art Students League of New York and in the University of Oklahoma and had a rudimentary knowledge of the whole thing. And she had done some sketching on her own. She has also been a substitute secretary to Edwin Franco Goldman, the band maestro.

"I think the WAACs will have to be my assignment for the next little while," says Miss Whistler. "I joined for many reasons, including the fact the whole family is so patriotic. I have a cousin already in Des Moines. Her husband has been decorated for bravery by President Roosevelt."

"Mother," she points out proudly, "got out of a sick bed one day to stand at attention while the national anthem was being played."

Five feet-seven, 135 pounds, brown haired and brown eyed, and gifted with an even, pleasant disposition, Miss Whistler says that nothing she does ever surprises the folks. (She has four older brothers and one older sister.)

"All I want is for a job to be full and interesting," says she.

Miss Whistler likes to take her own motion pictures whenever she gets a chance, prefers "quality, not quantity" in food, reads "anything and everything, especially good detective stories, in books."

So it's off to the WAACs for Helen Whistler. And she's positive of one thing. She's going to enjoy it.

"Especially if they give me the sort of hospital work that I'm capable of doing," she smiles.

letters

The LEADER invites all readers to write in upon any Civil Service subject. Letters receive the careful attention of the editors. Those of general interest will be printed. Letters which appear in these columns may be answered by readers with other points of view. All letters should be signed, but names will be kept confidential if requested.

Postal Workers Ask Pointed Question

Sirs: As a postal worker (laborer) I want to thank you for the wonderful features and articles you're carrying on the Post Office.

The thing that burns me up is when you print such statements as: If the Postal Workers were given a pay raise the President would veto it and the P.O. is holding back a general pay raise by their demands.

The President said he would veto the bill on the grounds that it is discriminatory as it favors one group over another. If this is the case, then why did the Cost-of-living pay raise bill recently pass? Wasn't one group favored above another? How do you answer this?

HARRY NEWMAN.

From a Fighting Man

Greetings: Have met a few of the civil service boys of New York City at this department but they are few and far between. However, all are unanimous in their opinion of this place—outside of the Continental U.S.A. it is the best place in the world. You guessed it—Hawaii.

Please note that my military address is now:

First Lieut. Solomon Wiener,
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A.P.O. 25

care Postmaster,
San Francisco, Calif.

The LEADER does come in

handy, even out here. Keep them coming.

Regards and best of luck,
SOLOMON WIENER.

Pleads for Use of Special Cop List

Sirs: I hope the New York City Civil Service Commission will combine both the patrolman and special patrolman lists in the near future. It is certain that the city will not be able to fill all the vacancies in the Police Department from the patrolman list.

The men on the special patrolman list are certainly more qualified to be policemen in New York City than eligibles the Commission might get by reducing the present physical standards, raising the age limit to 35, and holding a new examination.

Each one of the eligibles on the special patrolman list passed one of the toughest physical tests ever held. Before they could even take the physical test they had to pass the same mental examination for patrolman candidates. In many cases the special patrolman eligibles received higher scores on either the mental or the physical test than the men on the regular patrolman list. It is only that the combined average was not as high.

Speaking of averages, since when does 80 per cent seem like a fair passing mark? This is the average a patrolman candidate

had to get in order to make the patrolman list. In school, college, ordinary civil service tests, 70 per cent is considered to be a fair passing mark. On the patrolman test, those candidates who received between 70 and 80 were put on the special patrolman list only. In effect, they failed the patrolman test.

I wonder what the passing mark will be if the City holds a new patrolman test with reduced standards? Will it be 70 or 80 per cent?

SPECIAL PATROLMAN ELIGIBLE.

Hospital Attendant's Complaint

Sirs: When will the Mayor and the rest of the city representatives wake up to conditions in city hospitals? Attendants and other low-paid City hospital employees are leaving for defense and other better-paid jobs.

The City Government is putting inexperienced help to take care of sick and mental patients. In taking care of mental patients an employee's life is always in danger and we always have to keep on the alert.

Sometimes there is not enough help on the wards and by the time you get help a patient or employee may be seriously injured. I am sure anyone with common sense knows that a job like that is worth between \$30 to \$40 a week.

CITY HOSPITAL ATTENDANT.

QUESTION, PLEASE

1-A Man Will Get Conductor Job

F.D.P.: The Board of Transportation will appoint you from the conductor list in the order of your standing on the list, regardless of your draft status. The Board cannot refuse to appoint eligibles on the conductor list who have 1-A draft classifications. The Halpern amendment to the State Military law refers only to Fire, Police, and Correction Departments.

Tried For One Job, Offered Another

O.R. The fact that you were offered an appointment as a laborer with a Federal agency, although you took and passed an examination for storekeeper, does not mean that your rights are being violated. It is common practice for each of the three civil service commissions, Federal, city and State to try and fill vacancies in one title with eligibles on a list for a higher-paying, better position. Although you refused the offer of appointment as laborer, your name still remains on the storekeeper eligible list. You should be certified by the Civil Service Commission for a vacancy as a storekeeper as soon as your name is reached on the list for a storekeeper appointment.

Railroad Clerks Can't Become Motormen

W.D.S.: Railroad clerks are not eligible to take promotion examinations to motormen. If you wish

to become a motorman in the future as a result of your present place on the eligible list for conductor, you should accept an appointment either as a conductor or street-car operator. Permanent employees in both of these titles who have served one year are eligible to compete in motorman promotion examinations.

The fact that your name will be restored to the conductor eligible one year after you are appointed to a permanent appropriate position as railroad clerk does not mean that you will be eligible to compete in a promotion examination to motorman. Men on eligible lists are not admitted to promotion tests. In order to be admitted to a promotion examination any city civil service position, you must serve the required length of time as a permanent employee in an eligible title. In your case, eligibility to participate in a promotion test to motorman means that you must have worked for one year as a permanent conductor or street car operator.

No Limit On Combined Earnings

E.L.: There is no rule limiting the combined earnings of two members of the same family who are employed in the Federal civil service. The rule to which you refer prevents more than two members of the same family, living under the same roof, from being employed as permanent employees in the classified Federal civil service.

New York's Hospital Dep't

A SPECIAL SECTION OF THE CIVIL SERVICE LEADER



Hospital Oddities

Perhaps it sounds like a lot of "ba-aa-loney" but they have a shepherd at Sea View Hospital in Castleton Corners, Staten Island, a tuberculosis center. He's really a Department of Hospitals helper and gets paid as such. But he tends 35 sheep maintained for experimental purposes.

That's just one of the oddities in the Department of Hospitals.

Here are others:

At Farm Colony, West New Brighton, Staten Island, a fellow does nothing but make mattresses. They call him a mattress maker though he, too, is listed as a helper. He repairs and refurbishes mattresses for the entire department. Don't ask why.

Ice Cream Maker

Welfare Island Hospital has—of all things—its own ice cream maker (he's also a helper though he isn't.) It seems they happen to have their own ice cream plant over there and rather than give up the place, they have a man making ice cream. The fellow probably hates the taste of the stuff.

Over at the Otisville Municipal Sanatorium near Middletown, N. Y., where they treat tubercular patients, they have their own sewage disposal system. You see, the place is 76 miles from the nearest city and has to be self sufficient. They used to have their own cows and hay.

In Kings County Hospital, in Brooklyn, there's an orthopedic mechanic who manufactures braces for patients who require them.

Many institutions have helpers working as sextons in the chapels,

3,000 Vacancies In Hospitals

There are 3,000 vacant positions in various categories in the Department of Hospitals—a figure that is alarming the moment you look at it.

From medical superintendents and deputy medical superintendents down to helpers, running right through nurses, attendants, physicians, clerks and stenographers, the department is rather seriously undermanned. The armed forces are partly responsible for creating openings. Many attendants' and helpers' jobs have been left open because of the rising demands of war industries. The jobs do not pay sufficiently well to attract applicants in droves.

All of 621 attendants are needed and 475 helpers—1,096 combined, men and women. A total of 460 helpers is in the armed forces; 125 attendants. Two hundred and eighty-six helpers' jobs have been filled for the duration, the remainder constituting straight vacancies in that field.

There's a shortage of 65 physicians. But among nurses, the total amounts to all of 850. More than 250 nurses are on military leave; 150 of these positions have been filled temporarily. That leaves 100 jobs vacant because of the war turnover. In addition, there are 750 straight vacancies.

Then there is a great need for occupational therapists, maintenance men and laundry workers, to mention a few.

The Department of Hospitals is feeling the shortage as no other city department.

If you're capable of doing hard work, and not in 1-A, 2-A, or 2-B draft classification, you can help your country by applying for work in Hawaii as a laborer. Pay is good; chances for advancement are excellent. For information, go to Room 915, Federal Building, 641 Washington Street, New York City.

The Hospital Dept. and the War

By EDWARD M. BERNECKER, M.D., Commissioner, New York City Department of Hospitals

I am grateful to the Civil Service LEADER for this opportunity to present a message in behalf of the Department of Hospitals.

The Department of Hospitals during normal times employs 24,000 men and women to carry on the various functions which are essential for the proper care of more than 300,000 hospital patients and 450,000 clinic patients yearly. War-time conditions have reduced our staff by 3,000. Despite this tremendous manpower shortage, we have managed to keep our 26 institutions going and we have made and are making every attempt to provide the same careful, efficient type of service which has characterized our accomplishment in the past.

I am sincerely thankful to our thousands of employees for the manner in which they have helped us meet this unusual condition. When their co-workers have left to serve their country, those who remained here, like good soldiers, simply absorbed the extra work and filled the gaps. Without grumble or complaint, they have intensified their day's activity and have put in many necessary hours of overtime.

1,357 in Armed Forces

The Department of Hospitals now has 1,357 of its paid employees in the armed forces. In addition many hundred members of the unpaid medical staffs of our institutions have left to provide the skilled medical care which means the difference between life and death to the men in the battlefields. Men and women from this department are located in practically every war theater of the world. To them we express our thanks and for them we hold the fervent hope that within a very short time they will be back on the job, raring to go, satisfied with their part in stamping out the Axis menace.

Three-Fold Program

In the face of these conditions, not only are we carrying on normal hospital activities, but in addition we have responsibility

for the Emergency Medical Service of the Civilian Defense Program. Our most serious concern, however, is the difficulty of keeping our skilled Nursing Services properly staffed. Many nurses have left to join the armed services. Others have found more profitable employment elsewhere. In an effort to meet this condition, we have developed the following three-fold program:

1.—Nationwide appeals have been made to attract young people to our Nursing Schools. With the assistance of the Federal Government, our training facilities have been increased.

2.—We have developed a volunteer program including the train-

ing of hundreds of volunteer nurses' aides for part-time service in our institutions.

3.—We have undertaken a program of reorganization of methods which limits the activities of nurses to skilled nursing work, and, as a part of the same program, we are training hospital attendants to take over some of the non-professional duties usually assigned to nurses. Almost 1,000 nursing vacancies have been filled with hospital attendants and 850 actual vacancies still exist.

An Appeal

We appeal to men and women who are willing to learn and who are not afraid of hard work to apply to our Division of Nursing

for positions in the hospital helper and hospital attendant categories.

The work is not easy, and the salaries are very modest. The duties will undoubtedly become progressively more difficult as the war demands upon the personnel of this department become intensively severe. Persons interested in hospital work who are able to offer their services on a volunteer basis, are urged to apply through the various Civilian Defense Volunteer offices. As for the general public—we know that they will continue to appreciate our problems and will, through their sympathetic understanding, continue to assist us in our difficult job.

Nursing—A Wide Open Field For the Girl With Talent

The lady greatly in demand in the Hospitals Department today is the graduate nurse.

With the armed services taking more and more of them and flatly declaring that 3,000 a month are needed throughout the nation, hospitals in the City just can't get enough student nurses.

Even the new school of nursing opened in Fordham Hospital in September, 1941, and the increase in enrollment in other schools in the City as well as the development of special war classes have not produced and will not produce sufficient nurses.

So it's a wide open field, of course, for any young woman with any sort of talent for the profession.

7 Schools

The Department of Hospitals operates seven schools of nursing: Bellevue schools for men and women, Cumberland, Fordham, Kings County, Harlem and Metropolitan.

Unprecedented opportunities are being offered for theoretical and clinical instruction in the science and art of nursing. The length of the course is three years and students live in the Nurses' Residences of the hospitals, receiving a cash allowance of \$20 a month

at the beginning of the fourth or fifth month following admission. Graduate nurses who accept employment in City hospitals start at \$900 per annum, with maintenance, and \$1,260 per annum without maintenance. There are increments, promotional opportunities, pension rights and sick leave as well as vacation privileges.

Requirements

Applicants to nursing schools must be high school graduates, in good health, be no younger than 18 or older than 30, have citizenship papers, and reveal a personal makeup suited for nursing.

The first five months of the three-year course consists largely of science and the nursing arts correlated with small periods of ward practice. At the end of the first five months, approximately one hour is devoted to classes and seven to practical ward work during the average day. They are instructed by expert physicians, supervisors and dietitians.

Graduates of the school are eligible to take the licensing exams which entitle them to practice as registered professional nurses in New York State. They may enroll in the first reserve of the American Red Cross and are also eligible for service with the Army and Navy Nurse Corps.

Aside from the Army and Navy, the graduate may go into public health nursing or private duty, industrial and institutional nursing. And the way is cleared without further preparation to become a supervisor, instructor or head nurse in a hospital.

Nursing students are making big contributions to the war effort by caring for patients in the civilian hospitals, making it possible for graduate nurses to be released for service with the armed forces. Senior students are eligible for enrollment in the Red Cross Student Reserve.

Practical Nurses

Practical nurses, who are regarded virtually as attendants, and have duties largely similar to those of attendants, and who provide the practical portion of hospital work while the graduate nurse concentrates on the scientific angle, receive \$78 a year without maintenance or \$540 with maintenance. After a year, they obtain a \$30 increment, followed by three more \$30 increments at six-month intervals.

The Hospital Department has affiliations with the YWCA in recruiting practical nurses. The "Y" sponsors schools for practical nurses, providing three months of

(Continued on Page Eleven)

Attendant Paid Little, Value Is Great

The attendant is one of the scarcest personal items in the whole Hospital Department set-up.

These are the people who are so hard to find (the department, truthfully, does not pay attendants liberal salaries) that they are even going to bring in aliens at this time.

Nevertheless, the attendant is given every possible inducement to enter the service, not only to get a job but, much in the manner of the volunteer worker, to enable staff nurses to devote themselves more directly to the war effort, and to confine their activities to work requiring skilled training.

Attendants today, of necessity, are being called upon to administer in minor forms to chronic and convalescent patients and children in wards and clinics.

The Department of Hospitals urges applicants from 18 to 50, of fair educational background, in good physical condition and of a disposition that fits in with the type of work, to apply at once. The job, of course, pays just \$840, without maintenance, \$540 with maintenance, with four increments at six-month intervals starting after one year of service.

Where To Apply

Applicants may get this type of job at the Division of Nursing, Department of Hospitals. The department conducts a two-week training program, following this by supervised practice while the attendant is employed in a hospital.

Duties

The attendants assist selected patients to get out of bed, prepare patients for the operating room, shave designated patients, assist in placing patients on the operating table, prepare patients for meals.

They help the nurses in preparing patients for bed, and in handling delirious patients, work with the nurse in changing incontinent patients, dressing patients to be discharged, greet visitors on visiting days.

They assist in the application and removal of casts, filling the ice chamber oxygen cabinet and setting up and testing the oxygen tank, collecting water pitchers, linen and wash basins, washing and sterilizing bed pans, making plaster and muslin bandages, cutting and rolling candy cotton.

Nor is this all. The value to the community of the low paid attendants' tasks is little recognized. But, without them, the city's health would take a downward swoop.

Big Problem Troubling Hospital Workers Is Their Low Wages

What are the goals of hospital workers?

There are two that are paramount today, according to employees queried by LEADER reporters.

More wages is the first. Of the 24,000-odd employees in the department, fully 55 per cent earn under \$960 a year. Just 17 per cent earn between \$960 and \$1,199 a year. Fully 72 per cent earn under \$1,200.

Between 4,000 to 5,000 helpers receive \$70 maximum a month in their "catch-all" title. Attendants receive \$75 maximum a month and they are often doing the work of practical nurses.

Laboratory technical workers (assistants and technicians) are not paid in accordance with their skill. Just \$960 as starting salary and \$1,500 for the bulk in this classification are meager wages compared to the Federal \$1,600 offer with which to start.

Nurses get \$105 a month, \$1,260 a year. They merit, according to

current standards, a \$1,500 minimum, especially since they are so vitally needed today.

What many hospital workers basically feel they ought to have is just this: nothing less than a \$1,200 minimum, especially in these days of high living costs.

Problem number two in magnitude is that of employee relations. The failure of a number of units of the Department of Hospitals to recognize employees' grievances when they're presented by more than one person at a time is a general situation and has left employees with no hope for effective

representation. At any rate, a series of interviews with employees in all categories left a LEADER reporter with the impression that they feel helpless in the face of administrative officials.

Specific grievance machinery is what employees probably need. And an end to the lack of uniformity throughout the department, where discipline is concerned.

What's more, too many superintendents, they add, delegate dictatorial powers to themselves and are responsible only to themselves,

He'd Never Use His Fingers Again, They Told Him; Now He Runs Switchboard

By ARTHUR RHODES

They told him in private hospitals he would never again use the fingers on his right hand. He couldn't even hold a pencil or shave himself. He tried to write with his left hand, but couldn't.

He couldn't even push himself around on a wheel chair, for he has for years been an infantile paralysis victim. His days as a stenographer were obviously over for happy-eyed, undersized Francis Joseph Walsh, 40-year-old Department of Hospitals employee.

He had slipped one day, back there in 1931, and slashed himself upon a broken bottle in the street. The major nerves and arteries of his right hand were severed. He was so desperate he seriously considered peddling pencils in order to live.

The Miracle Cure at Work

Then came an almost miraculous occupational therapy cure and today the man who couldn't hold a pencil is the Department of Hospitals' newest switchboard operator—a job that demands agile fingers.

Miss Mary Merritt, director of the Department of Hospitals' occupational therapy section, almost collided with little Mr. Walsh, who uses a cane, in one of the corridors of the Worth Street building this week.

"Aren't you the Francis Walsh we treated some years back?" she asked.

"You bet I am," he beamed. "I've just been hired as a switchboard operator. I'm going to work tomorrow in Greenpoint Hospital."

It was in 1932 that Mr. Walsh entered Bellevue Hospital; they gave him occupational therapy treatments. They twisted strings around his stiffened fingers and urged him to apply as much tension as possible. They did the same on the other end. They insisted that he squeeze a rubber ball for hours at a time. They



Occupational therapy, they call it in the Department of Hospitals. Here's an elderly lady engaged in weaving—one of the avocations prescribed by occupational therapists whose task is to divert a patient's attention from an injury in order facilitate and speed recovery.

made him weave baskets and make toys with the injured hand.

The adhesions snapped slowly and, after many months, the fingers painfully began to straighten out; the near miracle was sweeping new life into Francis Walsh.

The little man has devoted years to WPA jobs as a switchboard operator and he has held provisional positions in the same capacity in Cumberland and Welfare Island Hospitals. Twelfth on a Municipal Civil Service Commission list for telephone operator, grade 1, male, he failed to gain a City job in 1938 because he lacked

five months of experience. Eighty-sixth on the list in 1940, he finally has been summoned for work.

There Certainly Is Merritt

One of the amazing stories Francis Walsh likes to tell when he goes to his bachelor quarters at 349 East 53rd Street, Manhattan, is that, in order to pass the Civil Service Commission's examination, he had to lift a 25-pound dumbbell up high with the once doomed hand.

"To coin a pun," laughs Mr. Walsh, "all I can say is that there certainly is Merritt in those occupational therapy treatments."

New York's 'Miracle Cure' Department

This business of occupational therapy in the Department of Hospitals has Miss Mary Merritt, its director, boasting from morning till evening that "it's positively the most absorbing thing I ever ran across," and Miss Merritt isn't exaggerating.

It seems that occupational therapy has everything else beaten in the department, so far as interesting jobs go.

Let Miss Merritt, first of all, explain what occupational therapy is: "Any activity, mental or physical, definitely prescribed and guided for the purpose of assisting in the recovery from disease or injury."

In brief, an occupational therapist is one who uses psychological methods to some extent to interest a difficult patient sufficiently in some avocation to facilitate treatment.

In Practice

For instance, a fellow had a bad

scar tissue on his right hand and just wouldn't let anybody near him. It hurt.

The occupational therapy department went to work on him. It assigned somebody to him and, shortly, the patient's interest was centered in an object he was constructing—with his scarred hand. That permitted him to exercise the muscles; gradually, the hand came around all right. Unconscious cure, you might call it.

To Become Therapist

High school graduation, a diploma from an accredited occupational therapy school, citizenship, age range of 18 to 50 and an arts and crafts background as well as at least a year or two of college are required of applicants in the occupational therapy department. The salary is \$1,500 a year, minimum, for an ungraded classification.

Actually, the training amounts

Why Not Become A Nurses' Aide?

Here's an acute situation: the City's hospitals have 504 volunteer nurses' aides and 752 volunteer clinical clerks. Actually, they need a minimum of 1,400 nurses' aides and more than 3,000 clinical clerks.

That's how great the shortage is. Since the volunteer worker in the Department of Hospitals is a vital part of the organization, the department continues to issue a call for nurses' aide applicants to apply at the nearest American Red Cross headquarters or the Civilian Defense Volunteer office. This is strictly a patriotic calling.

High school graduation or the equivalent, 18 to 50 in age, citizenship, good physical condition and acceptable personal characteristics are the only requirements for nurses' aides. An everyday educational background and an age range of 18 to 50 are required for clinical clerks. Ordinary intelligence, accuracy and reliability are the only items called for here.

These volunteers are assigned to hospitals throughout the city by the Department of Hospitals.

The Duties

The nurses' aides assist nurses in making beds, giving baths, and in morning and evening care. They also aid in serving meals and performing other duties which contribute to the welfare of the patient.

Volunteer nurses' aides first take a regular Red Cross course (35 hours). Then come 45 hours of work under supervisors in hospital wards.

The clerical worker receives departmental orientation and specific training in the hospital where he is to be assigned.

Upon completion of the rudimentary training, volunteer workers are required to contribute at least eight hours a week as clinical clerks and 150 hours a year as nurses' aides.

The volunteer's work in wards and clinics can be of inestimable value in the war effort, because it enables many nurses to be removed from the City's hospitals and to be placed in the armed forces as well as into a more concentrated spot in the war effort.

to one year of practical work in a hospital and two years of theory. The Department of Hospitals' occupational therapy division is affiliated with Columbia and New York universities for the practice training period.

Surgical, accident and medical cases provide most of the patients for the occupational therapists, who offer individual treatment.

The gist of the scheme, of course, is to rehabilitate a patient who requires graduated activities. For instance, if a patient is a heavy mental case, he's given restful duty "to work off steam."

Some of the patients are given work that can be turned into the war effort, thus providing gains on two sides.

They Find Themselves

A few patients, after successful treatment, have wound up realizing they are gifted, such as in wood carving. One man found out he was quite a painter.

One of the most surprising results ever obtained, adds Miss Merritt, was the near miracle that caused an elderly man to get out of his wheel chair to reach for a plank of wood. It seems he got tired of the creaking of the chair every time he wanted to use wood.

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If New York Is Bombed— Our Hospitals Will Be on Their Toes

They call it the Emergency Medical Division and it's one of the most important portions of the war effort from the standpoint of Hospital Department employees.

Throughout the city there's a vast network of control districts and field units where volunteers and regular hospital workers are ready to generate themselves into action at the sound of an alert.

New York will not be bombed without the most efficient service the Hospital Department and its auxiliaries know how to furnish.

Here, in short, is the setup:

1. All of the City's great municipal hospitals, a large number of voluntary and some proprietary hospitals are ready to offer their services.

2. There are 12 district control hospitals, nerve centers of the whole operation. When casualties are reported, these control centers, such as the one at Bellevue, dispatch teams of the emergency division field units scattered through 85 hospitals, to the area of the emergency.

3. The hospital nearest the emergency gets the call, of course, for emergency service. For instance, if a bombing were to occur near City Hall, Beekman would be summoned.

4. The field units consist of squads, varying in number in accordance with the size of the individual hospital.

5. Squads consist of internes, residents, graduate nurses, volunteer nurses' aides and attendants—all skilled in emergency treatments.

Casualty Stations

6. There are casualty stations throughout the City, such as in churches, parochial schools, synagogues, large apartment buildings, insurance and mercantile buildings.

7. There are, in addition, laboratory workers, technicians and pathologists taking care of the blood plasma setup.

8. Mortuary employees are also on the job, if needed.

9. A 24-hour vigil is kept by tele-

phone operators—volunteers from hospital personnel—in the control centers. These workers are given equivalent time off on their jobs.

10. Five borough chiefs, appointed by Mayor LaGuardia, assist Hospitals Commissioner Bernecker, chief of the Emergency Medical Service, and his aide, Randolph A. Wyman, surgeon in the U. S. Public Service, formerly superintendent of Coney Island Hospital in Brooklyn. These are Dr. Condit W. Cutler, Manhattan; Dr. Vincent Juster, Queens; Dr. Edward Cuniffe, the Bronx; Dr. Thomas McGoldrick, Brooklyn, and Dr. Herbert A. Cochran, Staten Island.

Have a Look Here, Please!

From the men in white who practice surgery with a scalpel and save lives every day by one-tenth of an inch to those other men in white, the attendants, New York's Department of Hospitals swarms with some 24,000 employees—a city in itself, spread out over many and varied institutions.

Here are more employees at work daily than in any other City department, men and women performing invaluable service in peace time and especially vital chores in these days of strife.

Here are more employees at work daily than in any other city department, men and women performing invaluable service in peacetime and especially vital chores in these days of strife.

Headed by Dr. Edward M. Bernecker, a big, bulky man, fittingly at the head of a big, bulky department, the Hospitals network ranges from the pathological laboratories at 125 Worth Street, Manhattan, site of the administrative offices, to the Welfare Island Hospital, out there on water-surrounded territory.

Many Types of Employees.

Physicians, internes, laboratory technicians, nurses, attendants, helpers, occupational therapists, dietitians and many others—they all make up this vast panorama, this essential service.

Some of the finest physicians and internes in the world can be found in New York's Department of Hospitals, some on the City payroll, others volunteering their services.

There are graduate, student and practical nurses forming the battery for the men who administer treatment. Clad in immaculate white uniforms and caps, topped off by the inevitable hairnet that is a compulsory part of their outfit, these nurses perform everything from the scientific to the menial.

Just as the doctor, the nurse today is compelled to do more than her share, for war has riddled the ranks of all of the Hospital Department workers. Indeed, they are sometimes being compelled to double their duties because of the shortage.

The graduate nurse generally specializes in the scientific application of the work. The practical nurse is more of an attendant than anything else. It is she who is the buffer for the rigors of a patient. The student nurse, of course, gets some of both.

Mostly Attendants, Helpers.

The bulk of the employees consists of attendants and helpers, men and women engaged in everything from the making of patients' beds to the cleanliness of the hospital wards that forms so much a part of the typical hospital atmosphere.

There are the people who work in the laboratories, testing and formulating methods for the comfort of thousands.

And there are the employees who have that most interesting of jobs—occupational therapy, helping to heal a patient's wounds by taking his mind off his injury.

Though the colorful days of internes climbing upon the backs of ambulances is temporarily gone, the Hospital Department is still one of the most colorful of any in the City.

Hospital Workers Help Win the War

On January 20 the Department of Hospitals started its gigantic drive to aid the war effort through the purchase of bonds and stamps.

The first few months produced only fair results. Then came May 27—and the avalanche.

Each institution was asked to appoint one of its own deputy superintendents to represent it in sale of the precious war commodities, and, in addition, speakers from the U. S. Treasury Department began to frequent the buildings. What's more, posters advertising the bond and stamp drive were placed in strategic locations.

To top all of this, each month mimeograph listings of the progress of the drive, mentioning institutions by name and their pledges and sales, are being placed in conspicuous bulletin board positions.

You can be sure that it is embarrassing for an institution to fall behind when others are racing ahead at a wild pace.

Terrific Pace

So terrific has been that pace, in fact, that Kings County, with 3,100 employees (largest in the department), smashed all records during September by selling \$25,941 in bonds and stamps through and to employees. This, in comparison to an August total of \$6,497.

Take Bellevue, if you need another instance of the step-up of the drive: August, \$7,446; September, \$18,761.

Alexander Matthaey, auditor of the department, has been guiding the campaign from headquarters, preparing studies and graphs showing the progress of the drive. It has been his collection of statistics that has helped spur the movement.

Cold figures sometimes can say so much.

So can small figures. To wit: the Morgue, smallest of the institution participating in the drive, and which had 30 employees, has pledged itself 100 per cent behind the effort (the only such percentage).

Following is a complete listing of the drive, by institutions, through August and September.

Hospital Department Breeds Its Own Heroes and Heroines

On July 29, 1941, the maniacal husband of a cook in the Department of Hospitals entered the kitchen of one of the city's institutions and whipped out at his wife with a long, open razor.

He slashed off half her face, causing blood to cascade down her side. Then he started recklessly around the room. Men didn't dare approach him.

Suddenly, up walked a calm, courageous lady. It was Miss Anna M. Samele, housekeeper in the Triboro Hospital. She came within a foot of the furious man and then, without a quiver, removed the razor from his hand.

Recommended for Heroism

"Coolness and courage is an emergency probably resulting in the saving of a number of lives" is the way they have termed it at the Departmental Rating Board, whose chairman is Eugene R. Canudo, Hospital Department secretary.

Miss Samele is one of those the Board has recommended for an upward rating because of heroism.

Another in this category is Michael J. Gallagher, auto engineer in the department, who on September 12, was one of the drivers of hearses taking bodies in the direction of the East River at 16th Street, Manhattan, on the way from the city morgue to burial across the river.

While unloading the bodies, a deckhand slipped and fell into the river between the boat and the dock.

Mr. Gallagher, at the risk of losing his own life, plunged into the water and dragged the unfortunate man to safety. Later on, dripping wet, he went back to his department.

When questioned, he merely said: "Oh, I just jumped in the water looking for a fellow."

There are plenty of such cases of heroism in the Department of Hospitals. We'll tell you about more of them in future issues.

Nursing

(Continued from Page Nine)

theory and six months of practical work spent in City or private institutions. The practical nurse finishes her course by taking a licensed State exam.

Presently there are 63 vacancies in this field in the City's hospitals. To become a practical nurse, you need a grammar school education, good health, good moral character, citizenship and must be not less than 18 or more than 50 in age.

Nurses throughout the City's hospitals have single or double rooms (the latter is shared by two nurses) as well as study and recreational halls (containing radio, books and writing desks), and a large living room where any nurse may entertain guests. Virtually all institutions have what is known as a Nurses' Residence where these activities and quarters are centered. Most institutions also provide swimming pool facilities.

Graduate nurses are clad in white uniforms, white shoes and stockings and the cap they carried away from graduating school. A student nurse's outfit varies— from black shoes and stockings to brown or white, either blue uniforms with white stripes or pink uniforms with white stripes, or a blue checkered uniform. Practical nurses are clad as attendants.

All nurses are required to wear hairnets and caps at all time. Incidentally, they buy their own uniforms.

And here's something special for the student nurse: while learning she enjoys many extra recreational activities such as sight-seeing tours around New York—the opera, theaters, restaurants, museums and sports, all provided through the courtesy of the owners of the entertainment facilities. This is to acquaint them with the town. For most of them are not New Yorkers.

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Cream Provides Vitamin A in Abundance, and Energy Value for Busy Days! THE STATE OF NEW YORK

City Can't Get Doctors

When there's a shortage and the possibility of obtaining replacements exists, slight as it may be, there isn't too much worry.

In the case of the dearth of physicians and internes in the Department of Hospitals, however, the shortage, frankly, is distressing.

Dr. Adam Eberle, General Medical Superintendent of the department, admits the "problem is a serious one," that the "shortage is pretty bad."

You can get an attendant to take over some of the duties of a nurse; you can also get a volunteer nurse's aide to do just that. But you can't very well get somebody to take over the duties of a doctor, many of whom have gone or are going into the armed forces.

"We'll just have to continue to

spread the work among those remaining in the department," explains Canudo.

The shortage exists right through the non-competitive supply as well as the civil service lists.

Hospital employees should follow The LEADER each week for up-to-the-minute news of hospital activities. The editors welcome any items of news about events or problems from employees in the department.

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Examination Requirements

NEW YORK CITY CIVIL SERVICE EMPLOYMENT OPPORTUNITIES

For the following examinations, applications may be obtained at the offices of the New York City Civil Service Commission, 96 Duane Street, until 4 p. m., October 30 (unless otherwise stated in announcement). Applications may be obtained and filed by mail. If filed by mail, only postal money-orders will be accepted in payment of the application fees.

Exterminator

Amended Notice

Salary—\$1,800 per annum, subject to Budget.
Applications—Issued and received from 9 a. m., October 15, to 4 p. m., October 21, 1942.
Fee—\$1.

Vacancies—Five at present.
Requirements—At least five years' recent satisfactory experience in the occupation of extermination of insects, vermin and rodents, two years of which have been in servicing apartment houses consisting of 250 or more dwelling units, or the equivalent. Before certification for appointment from the list resulting from this examination, a candidate must have a current extermination permit, or employee-exterminator operator permit issued by the Department of Health of The City of New York.

Subjects and Weights—Written, weight 30; training, experience and personal qualifications, weight 70. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary.

Applications mailed and post-marked up to and including 12 midnight on the last day for the receipt of applications will be accepted by the Commission.

Inspector of Fuel and Supplies

Grade 2.

Salary—\$1,800 up to but not including \$2,400 per annum. Appointments are usually made at the minimum salary of the grade. The eligible list may be used for appropriate positions in a lower grade.
Applications—Issued and received from 9 a. m., October 15, 1942, to 4 p. m., October 30, 1942.
Fee—\$1 for each examination.

Vacancies—Four.
Duties—To inspect, sample, test, measure, identify, or trace, shipments of coal, coke, and fuel oil for quantity and quality; to check compliance and report on non-compliance with contract delivery dates, quantities and specifications of shipments of coal, coke and fuel oil; keep records, make reports, perform related work.

Inspector of Fuel and Supplies will be required to inspect miscellaneous supplies at such times as there is no fuel to inspect.

Requirements—At least two years employment with a large fuel consuming, producing or distributing organization, performing work which will qualify for the duties of the position, such as inspector of fuel for a similar organization, or as chemist devoted to fuel analysis; or a satisfactory equivalent.

Subjects and Weights—Written, weight 40; training and experience, weight 30; practical, weight 30. Training and experience may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. Candidates for Inspector of Fuel and Supplies will be required to answer questions in an additional part of the written examination relative to inspection of miscellaneous supplies used chiefly by Department of Education.

Applications mailed and post-marked up to and including 12 midnight on the last day for the receipt of applications will be accepted by the Commission.

Change of Title—Laundry Washer (Orange County), Labor Class

This examination is open only to employees of Department of Hospitals, Municipal Sanatorium, Otisville, N. Y.

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Salary—\$540 per annum, with maintenance.

Applications—Issued and received from 9 a. m., October 15, 1942, to 4 p. m., October 30, 1942.
Fee—\$0.50.

Vacancies—One at present.
Date of Test—The qualifying practical-oral test will be held November 20, 1942.

Eligibility Requirements—Open to all persons who have served in the labor class for a period of one year, who have had experience of a nature tending to qualify them to perform the duties of the position, and who are otherwise eligible.

Duties—To perform, as assigned, general laundry work in any or all of the usual laundering processes; operate laundering machines; perform general utility work, as required.

Subjects and Weights—A qualifying practical-oral test will be given.

Applications mailed and post-marked up to and including 12 midnight on the last day for the receipt of applications will be accepted by the Commission.

Change of Title—Laundry Worker (Orange County), Labor Class

This examination is open only to employees of Department of Hospitals, Municipal Sanatorium, Otisville, N. Y.

Salary—\$540 per annum with maintenance.

Applications—Issued and received from 9 a. m., October 15, 1942, to 4 p. m., October 30, 1942.
Fee—\$0.50.

Vacancies—Four at present.
Date of Test—The qualifying practical-oral test will be held November 20, 1942.

Eligibility Requirements—Open to all persons who have served in the labor class for a period of one year, who have had experience of a nature tending to qualify them to perform the duties of the position, and who are otherwise eligible.

Duties—To assist washers, tumblers, extractors, etc.; assist, as assigned, in general laundry or utility work in any or all of the usual laundering processes; perform related work as required.

Subjects and Weights—A qualifying practical-oral test will be given.

Applications mailed and post-marked up to and including 12 midnight on the last day for the receipt of applications will be accepted by the Commission.

Stationary Engineer (Orange County)

The list resulting from this examination will be used to fill vacancies outside of New York City only. This examination is open to residents of New York City and New York State. Transfers will not be made to positions in New York City.

Salary—\$2,220 per annum, without maintenance.

Applications—Issued and received from 9 a. m., October 15, 1942, to 4 p. m., October 30, 1942.
Fee—\$2.

Vacancies—Two at present.
Requirements—A valid stationary engineer's license issued by Orange County, which must be produced at the practical test. It is not necessary to hold a New York City stationary engineer's license.

Subjects and Weights—Experience, weight 50; practical, weight 50.

Applications mailed and post-marked up to and including 12 midnight on the last day for the receipt of applications will be accepted by the Commission.

Promotion to Foreman, Department of Sanitation

This examination is open only to employees of the Department of Sanitation

Salary—\$2,460 up to but not including \$3,500 per annum. Appointments are usually made at the minimum salary of the grade.

Applications—Issued and received from 9 a. m., Monday, October 5, to 4 p. m., Wednesday, October 21, 1942.
Fee—\$2.

Vacancies—Occur from time to time.
Date of Test—The written examination will be held November 21, 1942.

Eligibility Requirements—Open to all Assistant Foremen in the Department who shall have served for not less than six months in the position on the day of the examination and who are otherwise eligible.

Duties—To supervise the cleaning of streets, the collection and disposal of refuse, and the operation of garages, landfills, and waterfront dumps; perform such other duties as are required of Foremen in the Department.

Subjects and Weights—Record and

Seniority, weight 50, 70 per cent required.

Applications mailed and post-marked up to and including 12 midnight on the last day for the receipt of applications will be accepted by the Commission.

Promotion to Watchman (Orange County)

This examination is open only to employees of Department of Hospitals, Municipal Sanatorium, Otisville, N. Y.

Salary: \$840 per annum, without maintenance.

Applications: Issued and received from 9 a. m., October 15, 1942, to 4 p. m., October 30, 1942.
Fee: \$0.50.

Vacancies: One at present.
Date of Test: The written examination will be held November 20, 1942.

Eligibility Requirements: Open to all persons who have served in either the non-competitive or labor classes or both for a period totalling not less than three years and who are otherwise eligible.

Duties: Under supervision to guard, watch and police City property, maintain order, do cleaning and light labor, perform incidental clerical and related work as required.

How to Apply for a Test

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

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

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

For Federal Jobs: Obtain applications from U. S. Civil Service Commission, 641 Washington Street, New York City, (9 a. m. to 5:30 p. m.), in person or by mail. Also available from first and second class post offices, Second District.

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

Fees are charged for city and State exams, not for federal.

Applicants for most city jobs must have been residents of New York City for three years immediately preceding appointment.

Applicants for State jobs must have been New York State residents for one year.

Subjects and Weights: Record and seniority, weight 50, 70 percent required; written, weight 50, 70 percent required.

Applications mailed and post-marked up to and including 12 midnight on the last day for the receipt of applications will be accepted by the Commission.

Promotion to Marine Engineer (Uniformed Force), Fire Dept.

This examination is open only to

employees of the Fire Department.

Salary: \$3,400 per annum.
Applications: Issued and received from 9 a. m., October 15, 1942, to 4 p. m., October 30, 1942.
Fee: \$3.

Vacancies: Five.
Date of Test: The practical test will be held commencing on November 17, 1942.

Eligibility Requirements: Open to all qualified uniformed firemen of all grades possessing the required Marine Engineer's License.

Candidates are required to present (Continued on Page 14)

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If you're looking for training, we'll bring to your attention, from time to time, such training opportunities as may be helpful to you. We keep a record of all reputable schools, public and private, free and tuition.

4.—Jobs Open

Exams which open in the City, State, and Federal government service, and some defense openings in private industry, for which, in the opinion of our job-finding expert you qualify, will be personally brought to your attention by mail. We try to make this service as complete as we can.

5.—How to Prepare

Proper study methods and study material will from time to time be suggested to help you pass the test for which you file, if you so request. Also, you get every aid in filling out your application.

6.—Question Service

You may call upon us to answer any question with regard to civil service or defense jobs. We endeavor to answer these questions as completely as available information permits. For eligibles and employees, we answer questions relating to lists, transfers, promotions, etc.

Don't Miss an Opportunity Which May Exist Today

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Enclosed is \$2.00 (check, stamps or money order) to cover cost of annual subscription to The LEADER and the Job Guidance Service. Send me training and experience blanks immediately.

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at the new LEADER Job Guidance Office, 142 Christopher Street, New York City, one block from the Federal Building.

Drop in on your way down for applications. or Call WALKER 5-7449.

Big Group of State Tests Still Open For Filing

City Tests

(Continued from Page Thirteen)
 their Marine Engineer's License prior to making any part of the practical examination.
Duties: To supervise and direct crew below deck; to act as watch engineer and be responsible for care, maintenance and operation of all power machinery, auxiliaries, boilers, fire pumps, heating and lighting equipment, etc., for steam, gasoline and Diesel electric powered fire boats and others operated by the New York City Fire Department; perform all duties of inspection officer below decks; make necessary repairs while in service; perform related work.
Subjects and Weights: Record and seniority, weight, 50. The practical examination will be held on three different types of fire boats; and will be divided into three parts, weighted as follows: Steam, weight 30; Gasoline, weight 10; Diesel electric, weight 10.
 Applications mailed and postmarked up to and including 12 midnight on the last day for the receipt of applications will be accepted by the Commission.

State Tests

The following examinations will be held by the New York State Department of Civil Service on November 21. Applications can be obtained by writing to the New York State Department of Civil Service, Albany, N. Y.
 Final date for filing applications will be Nov. 6 for written tests, Nov. 20 for unwritten exams.
 The requirements for the Nov. 21 tests are printed below.

Assistant District Health Officer
 Department of Health
 Usual salary range \$4,000 to \$5,000. Application fee \$3. Appointment expected at the minimum but may be made at less than \$4,000.

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 Free Placement Service * State Licensed
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be made at less than \$1,650. One appointment expected.

Medical Social Worker
 Dept. of Health
 Usual salary range \$1,800 to \$2,500 without maintenance, or \$1,500 to \$2,000 with maintenance. Application fee \$1. Appointment may be made from this list to the position of Social Investigator, Department of Health. At present a vacancy exists at the Homer Folks Tuberculosis Hospital at \$1,500 with maintenance. If eligible, candidates may compete also in No. 4213, Senior Medical Social Worker. A separate application and fee must be filed for each.

Orthopedic Public Health Nurse
 Div. of Public Health Nursing, Dept. of Health
 Usual salary range \$1,800 to \$2,300. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,800. This examination is open to residents and non-residents of New York State.

Public Health Nurse
 County Service, wherever vacancies occur
 Salary varies, usually from \$1,500 to \$1,800. Application fee \$1. The eligible list resulting from this examination will be used in counties for which the list resulting from the last examination has been exhausted. At the present time, the list has been exhausted for the following counties in which vacancies exist: Alleghany, Cattaraugus, Greene, Herkimer, Niagara, Rens-

selae, Steuben, Ulster, Washington. The new list will be used for the remaining counties when the existing list becomes exhausted for those counties.

Supervising Nurse (Operating Room)
 Department of Health
 Usual salary range \$2,000 to \$2,500. Application fee \$1. At present, a vacancy exists at the New York State Reconstruction Home at \$1,200 and maintenance.

Sr. Med. Social Worker
 Dept. of Social Welfare
 Usual salary range \$2,760 to \$3,360. Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,760. If eligible, candidates may compete also in No. 4205 Medical Social Worker. A separate application and fee must be filed for each.

Institution Teacher (Child Care)
 Dept. of Correction
 Usual salary range \$1,800 to \$2,300. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,800. One appointment expected at Westfield State Farm at \$1,250 and maintenance.

Foreman
 Blister Rust Control, Bureau of Forest Pest Control, Conservation Departments
 Usual salary range \$4 to \$6.24 a day. Application fee 50 cents. Several appointments expected.

UNITED STATES CIVIL SERVICE EMPLOYMENT OPPORTUNITIES

CONSULT ANNOUNCEMENT FOR COMPLETE INFORMATION. For announcements and application forms, apply to the Board of U. S. Civil Service Examiners at first- or second-class post offices, to the United States Civil Service Commission, Washington, D. C., or at 641 Washington Street in New York City. SALARIES given below (annual unless otherwise specified) are subject to a retirement deduction of 5 percent. AGE requirements are given in the announcement. There is no maximum age limit unless given below. APPLICATIONS MAY BE FILED WITH THE CIVIL SERVICE COMMISSION, WASHINGTON, D. C., UNTIL FURTHER NOTICE UNLESS A SPECIFIC DATE IS MENTIONED BELOW. Qualified persons are urged to apply at once.

Aeronautical
 See also Announcements 122 and 173 under "Engineering"
AIR SAFETY INVESTIGATOR, \$3,800.
 Civil Aeronautics Board
 Closing date—December 31, 1942, or before, upon public notice
 Announcement 208 (1942) and amendment.
INSPECTOR, Engineering Materials (Aeronautical), \$1,620 to \$2,600 (Various options)
 Navy Department (For field duty).
 Announcement 54 Revised, 1941 and amendment.
 The following positions are in the Civil Aeronautics Administration:
AIR CARRIER INSPECTOR (Operations), \$3,500 and \$3,800
 Announcement 140 of 1941 and amendment.
AIRCRAFT INSPECTOR (Factory), associate, \$2,900
AIR CARRIER MAINTENANCE INSPECTOR, associate, \$2,900
 Announcement 140 of 1941 and amendment.
FLIGHT SUPERVISOR, \$3,500 and \$3,800
 Announcement 151 of 1941 and amendments.
GROUND SCHOOL SUPERVISOR, \$3,200 and \$3,500
 Announcement 152 of 1941 and amendment.
LINK TRAINER OPERATOR INSTRUCTOR \$3,200
LINK TRAINER OPERATOR, \$2,900
 Announcement 126 of 1941 and amendment.
MAINTENANCE SUPERVISOR, \$3,200 and \$3,500
 Announcement 153 of 1941 and amendments.
TRAINEE, AERONAUTICAL INSPECTOR, junior, \$2,600
 Maximum age—30 years
 Announcement 202 (1942) and amendment.

er, body, and radiator; Automotive parts; Automotive electrical and carburetion; Body finishing and upholstery; Automotive machinist.
 Announcement 212 (1942) and amendment.

Clerical and Office Machine
BOOKKEEPING MACHINE OPERATOR, senior, \$1,620
 Announcement 264 (1942)
CALCULATING MACHINE OPERATOR, junior, \$1,440
 Announcement 241 (1942).
MULTIGRAPH OPERATOR, junior, \$1,440
 Announcement 231 (1942)
TABULATING EQUIPMENT OPERATOR, \$1,620 to \$2,000
 Announcement 244 (1942).
 The following are for appointment in Washington, D. C. only:
ADDRESSOGRAPH OPERATOR, \$1,260 and \$1,440

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 Moderate tuition, payable weekly, includes lesson materials, use of tools, equipment.
 Call daily, 9-9; Saturday, 9-2 or Write Dept. C.

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Automotive
AUTOMOTIVE SPARE PARTS EXPERT, \$3,200
 Quartermaster Corps, War Department
 Announcement 76 of 1941 and amendments.
INSTRUCTOR, \$2,000 to \$4,600
 Armored Force School, Fort Knox, Kentucky
 Options: Radial engines, Internal-combustion engines, Motorcycles, Automotive (chassis less engine), Radio operating, Radio electrical
 Announcement 147 of 1941 and amendment.
INSTRUCTOR, Motor Transport, \$2,600 to 4,600
 Quartermaster Corps, War Department
 Options: Diesel engines; Internal-combustion engines; Motorcycles; Blacksmith and welding; Tire recapping and sectional repair; Fend-

Announcement 215 (1942) and amendment.
ALPHABETIC CARD-PUNCH OPERATOR, \$1,260
 Announcement 86 of 1941 and amendments.
BLUEPRINT OPERATOR, \$1,200 and \$1,440
PHOTOSTAT OPERATOR, \$1,260 and \$1,440
 Announcement 108 of 1941 and amendment.
FREIGHT RATE CLERK, Land Grant, \$2,600
PASSENGER RATE CLERK, Land Grant, \$2,600
FREIGHT RATE CLERK, \$2,300
PASSENGER RATE CLERK, \$2,300
 Announcement 252 (1942)
GRAPHOTYPE OPERATOR, under, \$1,260
 Announcement 201 (1942) and amendment.
HORIZONTAL SORTING MACHINE OPERATOR, \$1,260
 Announcement 123 of 1941 and amendment.
MIMEOGRAPH OPERATOR, under, \$1,260
 Announcement 227 (1942).
MULTILITH CAMERAMAN and PLATEMAKER, \$1,620
MULTILITH PRESS OPERATOR, \$1,440
 Announcement 94 of 1941 and amendment.
STENOGRAPHER, junior, \$1,440
TYPIST, junior, \$1,260
 Announcement 224 (1942) and amendment.
TABULATING MACHINE OPERATOR, \$1,260 and \$1,440
 Announcement 223 (1942).

Engineering
 See also announcements under "Aeronautical" and a announcement 104 under "Scientific"
CHEMICAL ENGINEER, \$2,600 to \$5,600
 Any specialized branch
 Announcement 163 of 1941 and amendment
ENGINEER, \$2,600 to \$6,500
 All branches of engineering except chemical and marine, and naval architecture
 Closing date—December 31, 1942, or before, upon public notice
 Announcement 173 of 1941 and amendments.
ENGINEER, junior, \$2,000
 All branches of engineering except aeronautical, and naval architecture and marine engineering
 Announcement 172 of 1941 and amendments.
ENGINEER, junior, \$2,000
 Options: Aeronautical, and naval architecture and marine engineering
 Announcement 122 of 1941 and amendment.
ENGINEERING A I D. \$1,440 to \$2,600
 Options: Photogrammetric, Topographic
 Announcement 206 (1942) and amendment.
INSPECTOR, Signal Corps Equipment, \$2,000 to \$3,200
 Signal Corps, War Department (For field duty)
 Announcement 103 of 1940 and amendment.
TECHNICAL ASSISTANT (Engineering), \$1,900
 (Continued on Page Fourteen)

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Study CORNER

Corrective English. By August Cervini. (Amsco School Publications.) Not a grammar, this paper-bound book aims at habit formation with usage of correct forms in English.

Aircraft Instructor

(Continued from Page Sixteen) tute employment hazards to themselves or danger to their fellow employees.

POSTAL NEWS

By DONALD McDOUGAL

Ambition

It isn't enough that the Senate Civil Service Committee is expected to report out an amended overtime pay bill this week affecting the postal boys.

Federation of Post Office Clerks. The group has arranged for substitutes to address local unions to request their aid.

Meet Papa

Ephraim Handman, secretary of Local 10, NFOCO, is the daddy of a daughter born on Columbus Day.

That's That

Archibald Knowles has retired from Station P after all these years as a carrier. Caesar F. Tinari, carrier delegate, has presented him with a watch.

Elevator Operators Protest City Action

The Society of Civil Service Elevator Operators of the Board of Education is on record protesting the action of the Board in replacing regular service help.

The group, which met October 3 and which met again October 17 in Washington Irving High School, Manhattan, was informed by Daniel Cavanaga, president of the operators, that the society had retained Dr. George A. Brenner, Manhattan attorney, to bring legal action to safeguard the operator's status.

Speech and Drama School

YOU ARE IMPORTANT! VISIT ONE OF THE FOLLOWING CLASSES AND JUDGE FOR YOURSELF MONDAY-2:4 P.M. BODY AND SPEECH TECHNIQUE MONDAY-7:30-10:15 P.M.

Planned A. R. P. By Section. (Chemical Publishing Co., \$2.50.) Describes a plan for the complete protection of a city's population by means of large, air-conditioned shelters based on London's experiences.

How to Design and Install Plumbing. By A. J. Mattias, Jr. (American Technical Society.) 388 pages, well illustrated by photographs and drawings.

Air Raid Defense (Civillian). By Curt Wachtel. (Chemical Publishing Co., \$3.50.) This is a well rounded discussion of Air Raid Defense based on many years of European research from Ethiopia and Spain through Britain's reign of terror.

Typical chapter headings indicate the variety of subjects dealt with. Theory and practice of Destruction, Economic Aspects of Air Raid Defense, Protection Against Gas, Fire Service, Rescue in Accidents, etc.

Speech-Applicants must have no speech defects or impediments. Hearing-Applicants must possess normal hearing without the use of hearing aids.

Color Vision-For radio positions, it is necessary that appointees be able to distinguish basic and saturated colors.

How to Apply File the following forms with the Secretary, Board of United States Civil Service Examiners, Chanute Field, Rantoul, Ill.

1. Application form 57, Card Form 4007-ABC, and Notice of Rating 4008-AB.

2. Form 14 and proof of honorable discharge should be submitted by applicants who desire their records of service in the armed forces to be considered.

Necessary forms may be secured from Federal Building, 641 Washington St. et, New York City.

Sanitation Religious Group to Hold Election

The Hebrew Spiritual Society of the Department of Sanitation will hold election of officers at the next regular meeting at its club-rooms, 31 Second Avenue, Sunday, October 25, for the following nominated candidates: President Abe Moll; 1st Vice President, Reuben Hempling; 2nd Vice President, David Stern, Frank Becker; Recording Secretary, Bernard Cohen; Financial Secretary, David Seiden; Treasurer, Solomon Checkel; Trustees, Herman Klein, Isidore Blair, Murray Nannes, Samuel Sturman; Sergeant-at-arms, Meyer Taub, Joseph Zimmerman, Meyer Scher, Alex Krinsky.

SCMWA Party At Ten Eyck Club

They say it will be plenty of fun at the Ten Eyck Club, 116 West 21st Street, on Saturday night, November 7, when Chapter 11 of the SCMWA gets together for a party, dancing, and fun.

If you want an ambitious program, just listen to this: they mapped out a plan to see no less than officials of the War Labor Board, the Economic Stabilization Board and President Roosevelt himself.

Maybe that's the way the veterans' march on Washington in that bonus scandal began a number of years ago.

The post office fellows haven't had a raise in 17 years and the men are desperate. Personally, I don't envy the officials they manage to catch.

Meanwhile

In the meantime the public is still being rallied to the support of the men in gray seeking a way to meet the soaring cost of living.

Re Substitutes

This week another phase of the drive to obtain open hearings on HR. 7404 was entered into by the Substitute Committee of Local 10,

Advertisement Advertisement

CAREER BUILDING BOOKS

BLUEPRINT READING

BLUEPRINT READING AT WORK. By Rogers and Welton. 144 pp., list price \$1.28. The ability to read blueprints will help you get a job or find advancement in your present one!

BUSINESS TEXTBOOKS

BOOKKEEPING AND ACCOUNTING. McKinsey. (Third Edition, Volume I, Series A.) A simple presentation of principles covering sole proprietorship and partnership accounts.

SECRETARIAL OFFICE PRACTICE. By Leno, Hamilton, and Agnew. A practical study of "how to do things," in stenographic and secretarial jobs. Includes typewriting techniques, filing and information on machines.

ARMY AND NAVY CORRESPONDENCE. A study of official correspondence procedures. Well illustrated. 35 pages, 8 1/2 x 11 paper cover, 32 cents, postpaid.

CIVIL SERVICE

CLERK (GRADE 1 STUDY MANUAL). Practical material for Typist Qualifying Test. 1,001 questions-3 previous exams. \$1. Civil Service Leader, 97 Duane St., N. Y. C.

OPPORTUNITIES IN GOVERNMENT EMPLOYMENT. This comprehensive volume shows you everything about how to get a government job-Federal, State or Municipal. No matter what type of work you do or what kind you would like to do, it reveals your chances, shows what's required \$1. Civil Service Leader, 97 Duane St., N. Y. C.

FINGERPRINT TECHNICIAN

THE FINGERPRINT "QIZZER" - Over 659 Questions and Answers, 10 Actual Sets of Fingerprints. Previous City, State, Federal Examinations. Price, \$1.50. National Fingerprint & Identification School, 9 East 46th Street, New York City.

MATHEMATICS

AN OUTLINE OF PLANE TRIGONOMETRY.-Simon Lopata. Simple, complete outline of trigonometry. Used successfully for Army Entrance I.Q. Examinations, for Army and Navy Advancement Examinations, defense courses, and home study.

SHOP MATHEMATICS AT WORK. By Welton and Rogers. 208 pp., list price \$1.56. Every industrial worker needs a knowledge of basic, shop mathematics. Simply written, clear, and to-the-point, this new workbook will provide just the training you need.

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SELF-INSTRUCTION IN SHORTHAND.-John Bryant, Editor of Pitman's Journal. Clear, concise, complete. Contains 18 lessons with exercises. Pitman System used by millions. Postpaid 35c. U. S. Stamps. Mitchell Home Studies, Room 1103-A, 55 West 42nd St., New York City.

TYPEWRITING

TEACH YOURSELF TOUCH TYPEWRITING, by William E. Horne. Contents: Learning the Keyboard; Good Usage in Typewriting English; Social, Official, and Business Letters, etc. Postpaid, 35c. U. S. Stamps. Mitchell Home Studies, Room 1103-A, 55 W. 42 St., N. Y. C.

FUNDAMENTALS OF TYPEWRITING-An intensive 20-lesson course specially prepared for home study. Covers the fundamentals of typewriting, letters, tabulation, etc. Eliminates unnecessary drills but includes all important phases. Written by an experienced teacher; easily understood. 39c, postpaid. Abbe Institute Press, 1697 Broadway, New York City.

WOMEN IN WAR PRODUCTION

NEEDED-WOMEN IN AVIATION-What a woman needs to know to plan a career and get a job in aviation. A myriad of opportunities are open in office, factory and flying field. \$2. Robert M. McBride & Company, 115 East 16th Street, N. Y. C.

NEEDED: WOMEN IN GOVERNMENT SERVICE. By Dickey Meyer. A practical manual about jobs for women, what the jobs are, where to apply, and how to get them; includes advice on free training opportunities & sample tests. \$2. Robert M. McBride & Co., 115 E. 16th St., N.Y.C.

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Civil Service LEADER 97 Duane Street, N. Y. C. Please rush the A R C O Clerk, Grade 1, book;

Preview for Clerk Test

(Continued from Page Four)

with one of the 7 amounts of money listed in the left-hand column. Place the correct answer on the dotted line after each question. Write only one answer to each question. Use scratch paper for figuring.

Example

A. \$3,400. B. \$4,000.

1. What amount of money is 4/7 the sum A and B?

Answer—\$4,000.

- A. \$6,000
- B. \$7,500
- C. \$9,500
- D. \$14,000
- E. \$11,500
- F. \$2,500
- G. \$1,000

1. Which amount is more than twice the amount given in A?

2. Which amount is less than one-third the amount in B?

3. Which amount is the exact sum of two other amounts which are listed?

4. Which amount is half the sum of the highest and lowest amounts?

5. Which amount is nearest the average listed?

Section 2. Directions: Use scratch paper for your figuring, and when you have obtained the correct answer, place it on the dotted line following each question. If your answer is decimal, carry it out to three places. Give only one answer for each question.

1. How much is the interest on \$8,700 for half a year at three per cent?

2. If your salary is \$1,200 and you save 12 per cent, how much money do you spend?

3. If your annual salary is \$1,800, and you are paid twice each month, how much should your pay-check be?

4. If you receive only \$60 twice each month as your pay, because \$5 has been deducted for pension contributions, what is your annual salary?

5. If you save 1/10 of your annual salary of \$1,500, and spend \$178 for education, and 20 per cent of it for your share at home, how much would you have left?

6. If you divide 261.996 by 3.119, what is the result?

7. If you multiply 24.004 by 3,000, what is the product?

8. If you add 176.401; 21.3682; and .2308, what is the sum?

9. \$36.50 has the same relation to \$58.40 as 5 has to what number?

10. If two clerks, working together, can do a piece of work in 6 days, how much time would it take if three clerks were placed on the job?

11. Divide 17,600 by 481, carrying the answer out to three decimal places?

12. If a clerk is penalized a day's vacation for every hour's lateness, how many days will he lose if the time record shows that he was late 15 minutes on 6 occasions, 20 minutes on 4 occasions, and 10 minutes on one occasion?

13. How many minutes are there in 8 days, 7 hours and 47 minutes?

14. If you were a per diem employee earning \$.50 an hour, how much would you receive for 34 days, working 7 hours a day?

15. If you receive a salary of \$3,500 and had to pay an income tax of two per cent on any salary in excess of \$1,500, what is the amount of the tax you must pay?

Answers to Clerk Grade 1 Examination

Questions 1, 2 and 3

- 1. Ask to have repeated the instructions he is not sure about.
- 2. Report the error at once, taking the blame.
- 3. Finish the work before leaving.

Section 1-1, 2, 2, 4, 3, 5.

Section 2-1, 3, 2, 5, 3, 4.

Section 3-1, 1, 2, 3, 3, 5.

Section 4-1, 1, 2, 3, 3, 5.

- Questions 4 and 5-1, 1, 2, 3, 3, 2, 4, 3, 5, 2, 6, 4, 7, 2, 8, 1, 9, 4, 10, 1, 11, 4, 12, 3, 13, 3, 14, 4, 15, 2, 16, 3, 17, 1, 18, 4, 19, 3, 20, 2, 21, 2, 22, 1, 23, 3, 24, 1, 25, 3, 26, 2, 27, 3, 28, 3, 29, 1, 30, 4, 31, 2, 32, 3, 33, 2, 34, 3, 35, 3, 36, 3, 37, 1, 38, 1, 39, 1, 40, 1.

Questions 4 and 5-1, 1, 2, 3, 3, \$14,000, 2, \$1,000, 3, \$14,000, 4, \$7,500, 5, \$7,500.

Section 2-1, 130.50, 2, 1,056, 3, 75, 4, \$1,500, 5, \$872, 6, 84, 7, 72,012, 8, 198, 9, 8, 10, 4 days, 11, 36,590, 12, 3, 13, 11,987, 14, \$119, 15, \$40.

Amusement Parade

By Joseph Burstin



BETTE DAVIS
co-starred with Paul Henreid in Warners' "Now, Voyager," which will open at the Hollywood Theatre on Thursday.



"Edge of Darkness," the Errol Flynn-Ann Sheridan picture based on William Woods' novel about occupied Norway, has an all star cast of stage names in addition to its film luminaries. Flynn, Miss Sheridan and Walter Huston have as their colleagues in the production such Broadway stars as Judith Anderson, Ruth Gordon, Morris Carnovsky, John Beal and Roman Bohnen . . . Three additions have been made to the cast of the new Humphrey Bogart picture, "Action in the North Atlantic," which Lloyd Bacon is directing at Warner Bros. studio; Iris Adrian, Michael Ames and Kane Richmond . . . Rex Bell, famous western star of an earlier day, will celebrate his screen comeback in "Beyond the Great Divide," the Monogram special outdoor picture to be produced by Scott R. Dunlap. In "Beyond the Great Divide," Bell joins forces with Buck Jones, and Raymond Hatton . . . Henry Travers, stage and screen character actor, has been signed for the key role of Mayor Orden in "The Moon is Down," at Twentieth Century-Fox . . . At the same studio Kent Taylor and William Post, Jr., have been signed to long-term contracts . . .



JUDY GARLAND
star of "For Me and My Gal," new M.G.M. production coming to the Astor Theatre Thursday.

Film of the Week

"In Rear of The Enemy," the Soviet film at the STANLEY THEATRE, is a straightforward and interesting story of Russia's ski troops. The plot has to deal with three soldiers who are sent out to follow the trail of a telephone wire and are trapped in the attic of a farmhouse which the Nazis decide to use as their headquarters. The sequences dealing with the attempts of the Russians to get their report through to their superior officers are full of suspense and a breathless audience finds itself wishing there was some way it could help.

The acting is superb throughout and the photography of the scenes in the snow especially effective. For the first time in a Russian picture, English dialogue has been cleverly dubbed in instead of the usual subtitles. G.B.

"You Can't Escape Forever" is Warners' new comedy drama now playing at the N. Y. STRAND THEATRE. George Brent and Brenda Marshall head the cast in this story of a hard-hitting newspaper editor. The story evolves around the exploits of a gang of exciting and amusing incidents before the racketeers are brought to justice. Gene Lockhart, Boscoe Karns and Edward Ciannelli head the supporting cast. Joe Graham directed.

The "In Person" show is headed by Stan Kenton and his orchestra, comedy star Jack Carson and The 3 Stooges.

Stage Notes

The Theatre Guild's new presentation, "Without Love," Philip Barry's comedy, featuring Katharine Hepburn and Elliott Nugent, will open at the St. James Theatre, on Tuesday, Nov. 10. The supporting cast include, Audrey Christie, Tony Bickley, Robert Chisholm, Neil Fitzgerald, Sterling Oliver and Royal Beal.

"The Skin of Our Teeth," Thornton Wilder's new play, is scheduled to have its New York opening on Monday, Nov. 16. Starring in the play are Tallulah Bankhead, Fredric March, Florence Eldridge and Florence Reed.

Alfred Lunt and Lynn Fontanne will be seen in "The Pirate" which is coming to the Martin Beck Theatre sometime in November.

Nite Life

Meyer Davis is casting for an all-girl orchestra to open at Frank Bonacchini's COQ ROUGE. Girls must be photogenic and have society backgrounds . . . Estrella, palmist previously featured at the CHATEAU MODERNE, comes back to that E. 50th Street hideaway for a lengthy span this week . . . The Korn Kobblers make their local debut at ROGERS CORNER, Oct. 27 . . . Irwin Corey, new comic, makes his cafe debut at the Village VANGUARD tonight . . . Art Paulson and his orchestra have been engaged to play in the TERRACE ROOM of the Hotel New Yorker Sundays, as the "Band of The Week."

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New Movie Attractions

Tomorrow, the Paramount Theatre presents "The Forest Rangers," a Paramount picture filmed in technicolor. Players include Fred MacMurray, Paulett Goddard and Susan Hayward. George Marshall directed.

Thursday, the new picture at the Astor Theatre will be "For Me and My Gal," starring Judy Garland, Richard Sherman, Fred Finklehoffe and Sid Silvers have written the screen treatment from a story by Howard Emmett Rogers and directed by Busby Berkeley. In the supporting cast are George Murphy, Gene Kelly and Marta Eggerth.

Another new opening on Thursday, is Warner Bros. "Now, Voy-

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ager," starring Bette Davis and Paul Henreid, at the Hollywood Theatre. Irving Rapper directed. Some of the supporting players include Claude Rains, Gladys Cooper, Bonita Granville, John Loder and Ilka Chase.
On Tuesday, Oct. 27, the Rivoli Theatre will present Somerset Maugham's story, "The Moon and Sixpence."

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