

Civil Service LEADER

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Price Five Cents



MARTIN F. HENEGHAN
He has some bones to pick.

Merit Men By SEWARD BRISBANE

MARTIN FRANCIS HENEGHAN is a runaway Irishman from Clare-Morris who went to sea when he was 16, shipped to India, South America, Australia, once served as quartermaster on the yacht of "Bet-a-Million" Gates, notorious gambler of another day; later saw action with the British Army in the Dardenelles campaign and the famed battle of Chocolate Hill.

Today Martin Heneghan, still as Irish as they come, is President of the Municipal Court Attaches' Assn. of the City of New York and head of the newly formed Assn. of Civil Service Employees. He has been a Merit Man since 1930, when his varied and colorful career led him into Civil Service as a municipal court attendant.

Formed Group in 1934

In 1934 Martin Heneghan pulled out of the Civil Service Forum with 200 fellow court attendants. Under his leadership they formed the Assn. of Municipal Court Attaches, which now numbers 500, and includes clerks, attaches, attendants and stenographers.

The immediate cause of the rupture, says Heneghan, was the failure of the Forum to aid his group in their efforts to have the position of Court Clerk, which ranked next above Court Attendant, moved from the exempt to the competitive class.

Sued for Promotion

Appeals to the Civil Service Commission also went unheeded. President Abraham Kaplan argued that the position was confidential, hence should remain exempt. Heneghan brought suit, with the help of the Civil Service Reform League, and won. The Commission was compelled to hold a promotion exam to fill vacant positions, and Heneghan won a Court Clerk job.

Last month Heneghan, aided by Pauline Holtzman, city nurse, and Charles McGovern, New York County Clerk, founded the Assn. of Civil Service Employees. Dues are 25 cents a year, and all Civil Service

(Continued on page 4)

NEXT WEEK—Two Health Workers Score a Victory Over Disease

44 *Filing Opens Today*

STATE

EXAMS

Full Official Requirements

—Begin on Page 8



GRACE A. REAVY
President of the State Civil Service Commission, who heads the new board appointed this week by Gov. Lehman to extend the competitive service in the State.

15,000 Positions To Be Competitive

By MORTON YARMON

Twice as many jobs as now exist for those taking competitive State exams will be the probable result of the appointment this week of a new 11-man commission by Governor Herbert H. Lehman.

Governor Lehman, in appointing the Commission, urged the extension of the competitive Civil Service class to embrace as many of the non-competitive State employees as may prove "practicable."

In 1938, the total number of non-competitive employees in the State service was 22,309, slightly over one-third the total employees subject to the State Civil Service Law, numbering 63,868. Yearly appointments in each class are approximately the same. In

1938, for example, 3,913 were appointed in the competitive class, while appointees in the non-competitive and labor classes totaled 3,630 and 784 respectively.

"I am strongly of the opinion," Governor Lehman said, "that the transfer of a large percentage of the positions now in the non-competitive class will prove beneficial both to the State and the employees involved."

No Tests for Incumbents

None of those now serving in non-competitive posts will be forced to take examinations, if Governor Lehman's wishes are carried out by the commission.

"As has been the usual practice and tradition in the State service," the Governor explained,

(Continued on page 19)

FOLLOW THE LEADER In This Issue

Sanitation Promotion Test Ordered	2	Full Requirements for State, City and County Exams Begin on page	8
To Call All Climbers for Written Quiz	2	New Series Includes Tests for Examiners of State Expenditures	9
14 New City Exams To Be Announced	3	Filing Opens Today for Jobs in 12 Counties	11
400 Veterans to Lose Relief Posts	2	Explanation of Federal Certifications	18
Pension Delegates Appeal to Mayor	3		
Police Lieutenant Test Nov. 17 and 18	3		
The Leader's New COMPLAINT CORNER	4		
Questions and Answers	5		
School Authorities Seek Talented Pupils	6		
Council Candidates Discuss Civil Service	7		

LATEST QUESTIONS FIRE LIEUT. TEST

See Page 19

SANITATION DEPT. TEST IS ORDERED

Promotion exams for Sanitation Man, Classes A, B, and C, have been ordered by the Municipal Civil Service Commission, THE LEADER learned exclusively yesterday.

All men in the Sanitation Dept., including laborers, auto enginemen, mechanics, elevator operators, porters, clerks and cleaners, who make less than \$1,800 a year, will be eligible for the test for Sanitation Man, Class A.

Those who are now in Class A, will be eligible for the exams for Class B, and those in the latter group may apply for Class C. Starting salary in the three divisions are: Class A, \$1,860; Class B, \$1,960; and Class C, \$2,040.

Candidates will have to pass rigid medical and competitive physical tests. The Commission may also give a qualifying written exam.

The Commission probably will make an official announcement of these tests within two months. It is also expected that open competitive exams for Sanitation Man will be announced at the same time.

Eligibles on lists established from promotion tests for Sanitation Man in the various classes will be given preference in filling vacancies over those who qualify from the open competitive test.

A committee of experts is now at work studying the requirements for the promotion test. It is expected that an age limit of 21 to 35 will be set, though the top limit may be fixed at 32.

All Climber-Pruner Applicants Will Take Written at Same Time

The 1,400 candidates who filed recently for the Climber and Pruner test, plus 100 who filed for the change-of-title promotion test, will all be given the written qualifying exam at the same time, probably within the next few weeks, THE LEADER learned exclusively yesterday.

This is a change of policy on the part of the Municipal Civil Service Commission, which ordinarily calls applicants for labor tests in groups of 100.

In commenting on the change, which he said will be a permanent one, Commissioner Wallace S. Sayre said that this would save the time and expense of giving a number of different tests for the same post.

The practical test, however, will still be administered in groups as vacancies occur. The first group of 50 or 100 will be called within a month.

Secretaries Lose Suit

A suit brought by secretaries of municipal court justices to curb Board of Estimate action reducing their salaries from \$3,200 to \$1,200 was dismissed last week by Supreme Court Justice J. Sidney Bernstein. This is the second suit brought by the group since January, 1938. The reduction was included in the budget.

To Be Called Soon

At its weekly meeting, Thursday, the Commission postponed action on a proposal to declare the list for Climber and Pruner, when promulgated, appropriate for the position of Laborer in all localities outside of New York City. However, the proposal will be heard again when the list is ready.

The Commission's action will depend on the nature of the job involved.

It was previously reported in THE LEADER that 30 vacancies in the Parks Dept. will be filled as soon as list appears, along with 20 watershed maintenance jobs in the Dept. of Water Supply. At

least 100 additional men will be called for Summer work in the Parks Dept.

The Written Test

The written test will include queries on a candidate's knowledge of the names of trees, ability to describe proper methods for caring for them, and the procedure for pruning, trimming, planting, and spraying.

In the practical, candidates will be asked to identify trees by foliage and bark and to know elementary principles of tree surgery. After shinnying up a 40-foot tree without aid, applicants will prune the topmost branches, make themselves secure with ropes, and tie certain knots.

PATROLMAN--FIREMAN

These examinations must be held within two years, as the list for FIREMAN expires in December, 1941, and that for PATROLMAN should be exhausted before that time.

Young men between 17 and 27 who are ambitious to enter either of these departments should begin preparation at once, as it is only by diligent study under specialized training that applicants can hope for success.

PROOF OF WHAT OUR PREPARATION DID FOR PARTICIPANTS IN THE LAST PATROLMAN EXAMINATION IS EVIDENCED BY THESE LETTERS FROM THREE OF THE FIRST FIVE MEN ON THE LIST.

(No. 2)
Dear Mr. Delehanty:
Thank you for your kind message of congratulations upon my attainment of No. 2 position on the official Patrolman, P. D., list. It is perhaps more fitting that I should congratulate you for the excellence of your Patrolman course. Your method of instruction is calculated to arouse and sustain interest. Your instructors are very capable and learned men. The text material accompanying the course proved an invaluable aid to diligent study.
Sincerely yours,
BOB GALLATI.

(No. 3)
Dear Sir:
Thank you very much for your telegram congratulating me upon being No. 3 on the list for Patrolman (P. D.).
I feel that the excellence of your course and the interested attention of your instructors were of inestimable value in attaining this high rating.
Sincerely yours,
RICHARD F. SULLIVAN.

(No. 5)
Dear Sir:
I am writing to thank you and your staff of excellent instructors for the fine work you are doing in preparing young men for civil service.
The excellent physical education received enabled me to attain a 98% on the Police physical, and the fine mental preparation in the Delehanty Institute is evidenced by the fact that I am No. 5 on the regular Police list.
I thank you again, and send my congratulations to you and your staff.
PHILIP D. BRODY.

38 of the first 50 on the list were our students as were approximately 70% of the entire list for PATROLMAN and SPECIAL PATROLMAN.

Richard Sullivan, No. 3, received the highest mental rating.

16 of our students received 100% in the physical. Two, Gerald E. McGuirk and Adrian Andrews, were tied for the best time, 5 minutes and 5 seconds, in the mile run, and Harold Anderson attained the best time, 15 3/5ths seconds, in the agility test.

Our gymnasiums are large, sanitary and well-equipped. Both mental and physical instruction is under the guidance of men with extensive educational background and years of teaching experience.

We invite comparison of facilities, instruction and results.

Free Medical Examination

Patrolman, Fireman and Sanitation Man candidates are invited to call any day or evening at our Medical Department in order to be examined without obligation.

SANITATION MAN

This is a new title of drivers and sweepers in the Department of Sanitation. The first time an open competitive examination has ever been held for these positions.

SALARY—\$1860 upward, with excellent chances of promotion.

MENTAL CLASSES: Monday at 1:15, 6:15 and 8:30 p.m.

PHYSICAL CLASSES: Monday and Thursday from 10 a.m. to 10 p.m.

The physical examination is expected to be very difficult and only persons who are in excellent physical shape can hope to pass.

COURSES FOR POPULAR EXAMINATIONS

POST OFFICE CLERK-CARRIER
RAILWAY POSTAL CLERK
TITLE EXAMINER, GRADE 2
MANAGEMENT ASST., GRADE 3 and 4 (Housing)
JUNIOR ADMINISTRATIVE ASST.
CARPENTER
STATIONARY ENGINEER
INSPECTOR OF ELEVATORS

STENOGRAPHER & TYPEWRITER
CLERK, GRADE 1
JR. CUSTODIAL OFFICER
AUTO ENGINEER
STEAMFITTER
COLLEGE CLERK
ELECTRICAL INSPECTOR, GRADE 2

PROMOTION COURSES

FOREMAN, PARK DEPT.—ASST. SUPERVISOR, GR. 3
DISTRICT SUPERINTENDENT

LICENSE COURSES

STATIONARY ENGINEER
ELECTRICIAN'S LICENSE

VOCATIONAL COURSES

New Classes Forming for
AIR CONDITIONING
DIESEL MECHANICS
FINGERPRINTING
COMPTOMETRY
BURROUGHS ADDING MACHINE
MONROE CALCULATOR RECEPTIONIST
SWITCHBOARD OPERATOR

INVITATION

We invite anyone interested in our preparatory courses to telephone, write or call in person when full details as to our courses will be fully explained and the privilege of attending a class session will be extended.

SECRETARIAL COURSES

Business Courses for High School and College Graduates, Day and Evening Sessions.
MANHATTAN BRANCH
120 West 42nd Street
JAMAICA BRANCH
50-13 Sutphin Boulevard
NEWARK BRANCH
24 Branford Place

400 Veterans to Lose Relief Division Posts

Four hundred veterans employed in the Veterans Division of the Welfare Dept. face replacement by regular clerks taken from Civil Service lists, if the Appellate Division upholds the Municipal Civil Service Commission in the case of Landau v. Kern next week.

Postponed Painter Exam on Saturday

Nearly 2,000 men who filed for Painter last year will be able to take the written test for this position Saturday, the Municipal Civil Service Commission announced yesterday. The exam will be given at James Monroe High School, 172d St. and Boynton Ave., Bronx, at 1 p. m.

The Commission was prevented from holding the test sooner by litigation which was settled early this month by the Court of Appeals.

The court unanimously and without a decision overruled the verdict of a lower court in the Michner case, which sought to compel the Commission to extend the age limit for the Painter test beyond 50 years.

Health Dept. Assn. Holds Dinner Affair Tonight

A dinner meeting is scheduled by the Sanitary Assn. of the Dept. of Health tonight at 6 o'clock at the Old Timers' Restaurant, 7 E. 40th St.

Recently-elected officers of the group are Nicholas A. Post, president; Mortimer J. O'Connor, vice-president; Michael Styler, treasurer and secretary; David Falker, foreign delegate, and Edward J. Boylston, alternate.

The veterans were scheduled to be dismissed today, but intervention of the Mayor has granted them a stay until the court ruling is handed down. Arguments are set to be heard Nov. 10.

According to Abraham J. Rosenblum, attorney for the plaintiff, under section 3-L of the State Public Welfare Law the veterans are entitled to their positions until June, 1940. He also maintained that an exam should be given for them by the City. Many of the men have been working in the division for as long as nine years, since the early days of the ERB.

The Commission, pointing out that rulings in the Britt and other cases have declared the section of the Public Welfare Law unconstitutional, maintain that removal of such specially favored provisionals is in keeping with the application of the merit system.

Hugh Stackpole, clerk, who is head of the organization of employees in the Veterans' Division, has disavowed the picket line of 150 alleged veterans Thursday night in front of Mayor LaGuardia's home, protesting the coming dismissals.

Postpone Exam For Engineer

As THE LEADER went to press, the State Civil Service Dept. announced that the exam for Assistant Valuation Engineer will be postponed until the next series. The postponement is being made so that applicants will be able to take the tests for Senior and Assistant Inventory Recorder as well as Assistant Valuation Engineer. This would not be possible, said the Commission, if they were held at the same time.

THE DELEHANTY INSTITUTE

115 East 15 St., N. Y. C.

STuy 9-6900

FILING MONDAY FOR 14 CITY EXAMS

Police, Fire Delegates Seek Mayor on Pensions

A four-man committee representing the Police and Fire Dept. organizations of the City will report back tomorrow on their success in trying to confer with Mayor LaGuardia on the trying problem of pensions for members of the two departments.

The meeting will be held in the board room of the Uniformed Firemen's Assn., 63 Park Row.

Presented Plan

On the committee are Vincent J. Kane, chairman of the UFA; Joseph J. Burkard, president of the Patrolmen's Benevolent Ass'n; Inspector Patrick J. Daly, representing senior police officers, and Chief John Waldron, of the Fire Chiefs. They were appointed at a meeting last Thursday.

At an earlier meeting in City Hall a plan for revision of the pension systems was presented to the Mayor by delegates of the eight "line" organizations of the Police and Fire Depts. It is the Mayor's response to this plan that the new committee is seeking.

At the opening of the State Legislature in January a bill putting the pensions on an actuarial sound basis will undoubtedly be



VINCENT J. KANE

introduced unless the conferences of the Mayor and the police and fire groups, which have been held for months, end satisfactorily.

New Series Includes Playground Director and Telephone Operator

Filing will open Monday for 12 open competitive and two promotion exams. The new series will include open competitive tests for Deputy Medical Superintendent, Grade 3 (Hospitals), Playground Director (Male), temporary service; Playground Director (Female), permanent service; Telephone Operator, Grade 1 (Male); and eight high-salaried positions in the City Dept. of Planning.

Tests will be given for City Planning Director (\$6,650); Associate City Planner (\$5,000-\$6,000); Assistant City (\$4,000-\$5,000); Junior City Planner (\$3,000-\$4,000); Administrator (\$5,700); Administrative Assistant (\$4,000-\$5,000); Assistant Secretary to the Commission (\$3,000-\$4,000); Research Assistant (\$2,000-\$3,000).

In additions to these exams, promotion tests will be announced for Lieutenant, Fire Dept. and Junior Bacteriologist (city-wide).

Full details of all these tests will appear in The Leader next week.

It was expected that the Commission would announce an open competitive test for Sanitation Man in the new series, but the committee of experts which is drawing up the requirements for the exam has requested additional time in which to prepare these.

Unless some unforeseen delay occurs, the Commission will announce the Sanitation Man test in its December series.

Especial interest is expected in the exam for Telephone Operator, Grade 1 (Male). The last eligible list which was established less than a year ago contained 50 names, but the recent appointment of 35 men to jobs in the Police Dept. exhausted the list.

Telephone Operators

Under Mayor LaGuardia's plan to increase the economy and efficiency of the Police Dept. by putting civilians in clerical jobs, at least 250 more Telephone Operators will be needed to handle the switchboards at precinct station houses.

The last exam for Telephone Operator required at least three years' experience in the operation of private branch switchboards used by the New York Telephone Co., having at least five truck lines and 20 extensions, or a satisfactory equivalent. Duties of a Telephone Operator are to operate a switchboard, keep records of calls, and perform clerical and other work.

Many vacancies will be filled in the Park Dept. next Spring from list established by these exams. There are three vacancies at

present for Playground Director (Female), and by next summer at least 200 temporary appointments are expected for men and 170 for women. An additional 30 permanent placements will probably be made next year.

The duties of the position include the conducting of games, dancing, dramatizations and other recreational activities and instruction in athletics and gymnastics in the city playgrounds.

Previous Requirements

In previous tests for Playground Director, requirements have included graduation from a senior high school and completion of an approved one-year standard course in recreational or health education work on a college level, or the equivalent in training, experience and education.

Requirements for the positions in the Dept. of City Planning will probably call for architects and engineers with broad community planning experience. The eligible lists established from these tests will be used to fill positions which are at present held by provisionals. The Dept. now has a staff of 52 Civil Services employees, but it is expected that many more people will be added as the work of the Planning Commission expands.

Widespread interest is expected in the Commission's tests for Playground Director (Female), permanent service; and Playground Director (Male), temporary service. Jobs in the temporary service pay \$4 a day, and salaries for permanent positions range from \$1,200 to \$2,400.

BUDGET TO PROVIDE ENOUGH FUNDS FOR STATE WORKERS

(Special to The Leader)

ALBANY, Oct. 30—As State officials began the second week of consultation to determine the size of next year's budget, reliable sources today declared that the likelihood of wholesale lay-offs and large-scale reductions in salaries of Civil Service employees appears remote.

Governor Lehman requested a "truce on politics" as Republican and Democratic representatives and department heads began deliberations with Budget Director Abraham S. Weber last week.

Some observers believe that increased business activity and additional revenue next year will enable the State to restore many positions which were abolished in last year's sweeping economy drive.

Approximately 1,000 jobs were abolished last year and another 1,000 vacancies which ordinarily would have been filled were left open.

Officials of the Assn. of State Civil Service Employees predicted last week that the Legislature would restore the mandatory salary increments provided by the Feld-Hamilton law. These were suspended last year and resulted in a saving of about \$1,000,000 to the State, but the association has made vigorous protests against this sort of economy.

Budget hearings with department heads are scheduled almost daily until Nov. 23.

Heading the list of departments which are presenting estimates of the funds needed for next year is the State Civil Service Commission, which met with the Budget Director last week.



A. S. WEBER
BUDGET DIRECTOR

Court to Rule on Filling P. D. Jobs With Civilians

Court action soon will test the legality of the recent replacement by civilians on Civil Service lists of Police Sergeants and Patrolmen doing clerical work, The Leader learned yesterday.

Thirty-seven of these civilians are now studying their duties at the Police Academy. Any protest action will wait until this three-week learning period comes to an end and it is determined if the work involved is "confidential," as many patrolmen insist.

Clerks and telephone operators receiving \$1,200 are being used in place of \$3,500 Sergeants and \$3,000 Patrolmen. This action is expected to relieve the shortage in the department, now 827 under the 17,253 allowed. The men who have been operating switchboards will now return to routine police duties.

Some positions are being filled

by the Clerk, Grade 2, list, and others by the Telephone Operator (Male) list. The Municipal Civil Service Commission has ordered another exam to replace the latter list, which is almost exhausted.

Memorial Services Sun.

Annual memorial services of the Police Anchor Club, Branch No. 1, will be held Sunday afternoon at the Church of Our Lady of Perpetual Help, 59th St. and Fifth Ave., Brooklyn. Those taking part are asked to be at the 68th Precinct, 43rd St. and Fourth Ave., at 3 o'clock.

MUST GET LICENSES

Men on the Patrolman, P. D. list, were urged last week by the Commission to obtain drivers' licenses immediately, if they do not already have them. Eligibles may receive applications at The Leader office, 99 Duane St.

Pay Raises In a Week

Within a week 4,000 employees in the Home Relief Division of the Dept. of Welfare will receive checks totaling approximately \$175,000, due them since July under the Mandatory Increment Law, it was learned yesterday by The Leader.

Budget Director Kenneth Dayton also reported further progress toward paying employees in every City department the moneys due them under the recent Wexler, Denehy, and Lewin decisions. More than one million dollars will be paid as a result, and the departments are submitting economy proposals which will balance this added expenditure.

Those relief workers in the Welfare Dept. since July 1, 1938, were left out when the City paid its increases to employees in all other divisions, because of a misunderstanding. Commissioner William Hodson failed to make provision for the increments, although he had done so in a previous budget.

Set Police Lieut. Test For November 17 and 18

The Municipal Civil Service Commission has set Nov. 17 and 18 as the date for the Police Lieutenant Promotion test for which 911 Police Sergeants have applied.

Late yesterday the Commission still had not decided on the place where the exam will be given, but announcement of this is expected within the next few days.

Candidates for the first time in the history of the Civil Service Commission, will be allowed to bring books and notes.

Paul J. Kern, president of the Commission, declared, however, that the most helpful publications would be the Manual of Procedure, Rules and Regulations of the Police Dept., Code of Criminal Procedure and Penal Law.

The tests will consist of three periods of three and one-half hours each, and the first session will be held on Friday, Nov. 17. Two additional sessions will be held on Saturday, Nov. 18.

It is expected that the test will attempt to determine the judgment of candidates, their knowledge of police administration and their ability to use provisions of the law.

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Moving Ahead

THE PROPOSED transfer of 15,000 non-competitive jobs into the competitive class in the State service is another great step to advance the merit system. Coupled with the program underway to extend Civil Service rules to 150,000 employees of small county, town and village services, New York State will soon take an undisputed leadership in the merit system parade.

Most of the present non-competitive positions are filled by appointing officers after a "pass" exam, which is often nothing more than the filing of an application. The bulk of these positions are in the State correctional institutions and mental hygiene hospitals.

The problem of holding competitive tests for many of these positions will present difficulties which the municipalities do not confront. One headache will be local residence requirements instead of State-wide examinations. Others will be proper classification and pension rights. But, undoubtedly, these problems will be carefully studied and a practical solution worked out.

A Logical Step

THE ELIGIBLE registers of the U. S. Civil Service Commission are bulging today with names of persons readily available for most of the field positions to be needed for the 1940 Census. It would seem logic indeed for the Commission then to avail itself of these registers instead of wasting time and money to check the qualifications of those appointed by interested parties.

Not only would this be fair to thousands who have been invited by Uncle Sam to qualify for appointment in the public service, but it would relieve many a Congressman of a headache. Needless to say, the public would benefit in the matter of economy and a job well done.

The suggestion that President Roosevelt urge the Census Bureau to use these registers makes good sense. President Theodore Roosevelt insisted that Civil Service registers be used to find field employees for a previous census. It was the logical thing to do then, and it is the logical thing today.

A Real Career Service

GOVERNOR LEHMAN has given Civil Service a definite boost in disapproving the proposal to transfer nine top-salary administrative posts in the State Insurance Fund from the competitive to the exempt class. These positions, paying from \$4,500-\$9,000, have long been in the competitive class, and there seems no good reason to warrant the transfer.

More important, though, is the fact that today the State is encouraging persons of talent to look to the public service for career opportunities. The best way to do this is to hold out to them the assurance that they can look forward to advancement to the highest administrative posts.

letters

Praises New Feature

Sir: I noted with great interest your announcement in Tuesday's Leader that you will soon inaugurate a "Complaint Corner."

The writer is not by any means one of those Civil Service em-

ployees who spends his time in criticizing every action which officials take. However, he does feel that there is plenty of room for improvement throughout the entire service. All of us know that favoritism and injustice are on every hand. It seems much better to me, however, to bring our troubles out into the open through the medium of such a column as you contemplate than to waste time and energy in idle grumbling. That has been done too long.

My idea is that, on the whole, examinations are fair. The real trouble is with the matter of promotion. If all of us were granted automatic promotion up to a certain point, I believe it would solve many of our present difficulties. Let's hope something can be done about it.

I feel sure that the Leader will do a good job with its "Corner" and that it will be of real benefit to all Civil Service employees. A clearing house of the kind is certainly needed. I note with particular interest that the Leader plans to call injustices to the attention of department heads and members of the various Civil Service Commissions. That will be an excellent service!

Go to it, and congratulations on this progressive move!

—J. D.

SCMWA Amplifies

Sir: In your issue of Oct. 10 you carry two stories of gains won by civil service employees in the past week. I refer to the reduction of eligibility requirements for the promotion to Clerk, Grade 2, and the granting of leaves of absence to employees serving their probationary periods after promotion.

Although both stories were factually correct as far as they went, no mention was included in either account of the organization responsible for achieving these two gains, the State, County and Municipal Workers of America.

I should like to call to your attention the fact that ever since the State Civil Service Commission had disapproved the original resolution granting a waiver in the requirements for Clerk, Grade 2, our union has been conducting a campaign for reconsideration of this action. Hundreds of petitions and letters have been sent to the State Commission by our membership during the past two months.

On Oct. 5, Paul Ziporkis, chairman of our Civil Service Committee, appeared before the Commission at Albany, presented the case for reconsideration to the Commission, and received the Commission's assurance that the waiver resolution would be reconsidered if amended to exclude employees who have not passed their probationary periods. Mr. Ziporkis then saw President Kern, who agreed to pass the amended resolution.

In regard to allowing promoted employees to receive a leave of absence to serve their probationary periods, the SCMWA had requested the Municipal Civil Service Commission to effect such a change in its rules to prevent the possibility of employees who are promoted and fail to pass their probationary periods, from losing their former jobs as well.

In view of the important role played by the SCMWA in achieving both these gains, a fair and accurate account of these achievements should have included some mention of the union.

—EDWARD PHILLIPS,

Chairman,
Legislative Committee,
SCMWA.

(The Leader fully recognizes the part the SCMWA has taken in fighting numerous Civil Service battles. Due to space limitations it was not possible to give all the background material in the stories involved.)

'Unbiased Manner'

Sir: You are to be congratulated for the unbiased manner in which you are conducting your excellent publication.

Unfortunately there are too many problems that the city employees have continuously arising; but fortunately you have Mr. H. Eliot Kaplan available to answer these problems.

As you know, city employees are not interested in propaganda but in actual facts dispassionately disseminated, therefore I am happy to see a paper on the stands that has no axe to grind.

—HARRY E. BASS.

President,
Assn. of Competitive Employees,
Dept. of Sanitation.

Use Printers List

Sir: Unlike other Civil Service papers I believe that you are non-partisan, non-political, playing no favorites and a champion to the prospective and present civil employees and, of course, to the service and its betterment.

The Municipal Civil Service Commission, when it deems fit, places eligibles of one list onto another, to wit: Firemen are being placed with the Dept. of Sanitation, etc., etc. You, no doubt, are aware of these changes better than I.

Yet I note with deep concern, that the Commission intends, in the very near future, to hold a test for Job Compositor which is a department of the printing trades.

In the recent test for printer a candidate had to be a fair expert at job composing, lockup, proofreading, and presswork. Isn't it only fair, then, to these men as well as a saving of time and money to the city to certify the printers list for the position of Job Compositor?

I am down at the bottom of this list which has only moved three places since being established. But for those men who fought a tough assignment a little consideration is forthcoming. I am confident that you will do your utmost to right this before it becomes a wrong.

I don't know as to whether there is already an established printers eligible group.

Thanking you in advance for any efforts that you may extend in this matter, I remain,

—S. DANIEL GUSSIN.

[Ed. Note: The Municipal Civil Service Commission has informed the Leader that it will investigate the appropriateness of the Printers' list for positions as Printing Pressmen and Job Compositors.]

Feld-Hamilton

Sir: I have read every issue of The Leader and find it interesting and instructive. I believe your Questions & Answer column is especially helpful to Civil Service employees.

I am a State employee and I think many of your readers would appreciate it if you would publish an article explaining the provisions of the Feld-Hamilton law and the chances that it will be reenacted next year.

—C. N.

MERIT MEN

By Seward Brisbane

(Continued from Page One)

employees can join, regardless of past or present affiliations.

Have Group Insurance Plan

One of the first acts of the new organization was to form a group health and accident insurance policy for members. Salient features of the plan include monthly income for five years from the date of accident and monthly income for one year for employees disabled by sickness.

Heneghan has thought a good deal about methods to improve Civil Service. He believes, for example, that fifth grade Clerks, whose salaries start at \$3,000, should receive mandatory increases up to \$5,000 over a period of 10 to 15 years; that pensions should not exceed \$5,000, and that the minimum should be half a man's salary. He also thinks that employees should be permitted to retire after 25 years, even though many would be in their forties, if this were possible.

Dismissals, Heneghan claims, are too arbitrary. The right of trial and review should be given to Civil Service employees, he thinks.

"The man in Civil Service has less chance of a square deal than the man in private industry," he declares. "At least, the latter has a labor union to fight for him." However, Heneghan doesn't approve of labor unions in the Civil Service field.

Wants Five-Day Week

Other changes which outspoken Martin Heneghan would like to see: 1) a five-day week and a uniform sick leave law; 2) the selection of one of the three Municipal Civil Service Commissioners by competitive exams; 3) a constitutional provision abolishing the power of appointive officials to select any one of three eligibles at the top of a list.

Heneghan has some bones to pick with the Fusion administration and the present Civil Service Commission; he opposes what he considers favoritism toward men and women with college degrees. He feels that the man without higher education should get a better break.



complaint corner

With this Issue The Leader inaugurates a new feature called The Complaint Corner. This column is open to all our readers and offers an opportunity for Civil Service employees to express legitimate complaints about their jobs, their salaries, the conditions under which they work, lack of promotional opportunities, etc.

Low Park Pay

"Only a short time ago the five borough Park Dept. employees underwent an inspection in Central Park. This inspection revealed the shocking condition the men were in. Old clothes, patched pants and time-worn coats were worn by the majority of them.

"These men—laborers and skilled Assistant Gardeners, etc.—have been clamoring for years for an increase in their meagre pay, but so far they have had only promises from the present Park Dept. commissioner and vetoes from our Mayor whenever a bill to increase salaries was presented to him.

"This situation has a sickening effect on all the men and on their families as well. The blame can be laid at the doorstep of the Mayor. We hope he will realize what these vetoes mean and truly live up to the name of a 'humane Mayor,' by supporting a bill which the late B. Charney Vladek would have sent through without a moment's hesitation to grant our families a chance towards a better living.

A PARK DEPT. WORKER."

Hospital Workers

"Perhaps you can make The Leader worthy of its name by awakening the public to the fact that the city is very unfair to the employees of some departments, especially the Dept. of Hospitals. I think that the salaries in the dept. are the lowest in the city, though it is, next to the Police Dept., the most deserving.

"My husband started as an attendant in the Kings County Hospital three years ago at a salary of \$35 a month. We have two children and we had to live on that amount. Gradually he got increases until now, after three years he makes \$65. After rent, food and other necessities are paid for, what is left?

"My father has been working in the Dept. of Hospitals for nine years and receives \$70. That is the highest they get. If that isn't injustice, what is?

WIFE OF A HOSPITAL WORKER."



QUESTIONS & ANSWERS

by H. ELIOT KAPLAN

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

A. B. S.—I doubt whether the Police Dept. will permit you to take time off to complete two more years of college for your degree. I believe you may be transferred from the Patrolman, P.D. list to the Special Patrolman list upon application to the Civil Service Commission.

A. D.—The ratings in the examination for Customs Investigator will probably not be completed until next spring. The number of vacancies will probably not be affected much by the war situation.

C. W. The life of eligible lists is fixed by law at not less than one nor more than four years. The Civil Service Commission may terminate the list at any time after the first year by 1) announcing date of termination in advance, or 2) by establishing another eligible list for same position which automatically cancels older list. This can only be done after one year has elapsed. Clerks, Grades 1 and 2, in the State service, outside of New York City, are appointed for service in the departments at Albany and in the branch offices in Buffalo, Utica, Syracuse and other cities in various parts of the state.

P. E. A knowledge of stenography and typewriting may be desirable but is not essential for qualifying for college clerk test. For some of the positions such special knowledge may be preferred and additional credit granted therefor.

L. F. The U. S. Civil Service Commission does not publish eligible registers. The Commission notifies candidates of their ratings in the test, but does not always give the relative standing. This is due to many changes that may result from the "quota rule," veteran preferences, etc. Appointments in the federal service will be reported in The Leader from time to time as information becomes available.

C. S. The fact that your parents were not born in the U. S. does not affect your eligibility. Inasmuch as you were born here you are entitled to "citizenship rights" even though you are under 21 years of age. There are positions occasionally for which persons 21 may be eligible. Copies of the Sanitation Code may be obtained at the office of the City Record, Municipal Building. It may be seen at the Municipal Reference Library as well. Positions in the Sanitation Dept. service (other than clerical position) are open only to persons over 21.

S. S. There will be about five immediate vacancies, and ten others in the future, in the position of investigator, State Alcohol Beverage Control Board. Approximately 3,000 applied for this position.

P. J. C. You may take an examination for the postal service for appointment in the Manhattan or Brooklyn postoffices if you wish, even if you reside in Staten Island. You will not be certified for appointment, however, until after all those residing in the postal district are first appointed.

M. B.—Female employees of the transit companies will be given the same rights and privileges after unification as will be accorded to males. The Wicks Law makes no distinction in this regard.

P. T. X. The Civil Service Commission has no control or supervision over removals in the N. Y. State or city services. Authority to remove an employee rests solely in the department head. The same is true in the federal service. The federal commission may review removals made for religious or political reasons and order the reinstatement of the employee so illegally removed. The N. Y. Commissions have no such power. This is vested in the courts.

S. J. G. The Commission, as we understand it, stated its belief that those on the F. D. list below 3600 would probably not be reached for appointment in the F. D. Undoubtedly the Commission has taken into consideration the three-platoon system requirements.

P. V.—It is probable that all eligibles on the Patrolman, P.D. list will be appointed before the list expires. See also answer to "A. B. S." (above).

S. M. If you are appointed to Grade 1 position from Grade 2 list, you may be eligible for appointment to Grade 2 position without further examination if Grade 2 is still in existence and your name reachable in regular order for the higher position. After the expiration of the Grade 2 list, you cannot get promotion to Grade 2. You must compete again for Grade 2 promotion test.

T. T. C.—Temporary Auto Truck Drivers in the Sanitation Dept. will be forced to take the same exams as all other candidates. Only those with one year's service in the department will be blanketed into the competitive class.

M. C.—The Auto Enginemen exam is tentatively set for one of the first Saturdays in December. As soon as more definite news is made known, it will appear in The Leader, probably under the heading "Is Your Exam Here?"

C. O. B. A. Members of the uniformed force of the Correction department in the city service are not transferrable to the uniformed force of the police and fire departments.

The positions in the police and fire departments are deemed by the Commission not to be similar to the uniformed force positions in the Correction department. The tests are held to be not essentially equivalent. Members of the P. D. and F. D. are accorded special privileges by the City Charter and special statutes relating to salaries, pensions, promotions, etc. These privileges differ in many respects from those accorded to the C. D. uniformed force. There is no sufficient relationship between the C. D. force and the P. D. or F. D. forces to permit the Commission to allow transfers from the C. D. to the other two. In any event, such transfers, were they permissible, could be made with approval of the department heads involved and the C. S. C.

S. M. Temporary appointments have been made to many positions in the Wage and Hours Administration. They have been made generally from among those who had filed applications, but not necessarily so. Permanent appointments will be made as soon as eligible registers are completed and certified. That ought to be soon for most of the places.

W. E. M.—The Civil Service provision in the Constitution will be found in Article V, Section VI of the State Constitution. There is no similar Civil Service provision in the Federal Constitution.

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 POSTOFFICE CLERK-CARRIER - - - - - Free Session—Tues., Oct. 31—7:45 P.M.
 SENIOR DIETITIAN - - - - - Free Session—Mon., Nov. 6—7:45 P.M.
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ON THE U.S. CIVIL SERVICE FRONT

By CHARLES SULLIVAN

WASHINGTON, October 30.—It is a good guess that the Dies Committee on Un-American Activities will not attempt to duplicate in the field the move made Wednesday in Washington—publishing the list of Federal employes here

who are members, or maybe just on the mailing list, of the American League for Peace and Democracy.

Because, in the parlance of the theatre, the gesture laid an egg.

There is, however, a definite feeling in Washington that employes should not join un-American organizations which take advantage of civil liberties. The impression is that most of the people on the list were duped into joining, thinking it was simply a liberal organization.

Purge Planned

Purpose of the publication of the names, it seems clear, was to institute a wholesale "purge" of Government workers associated with an organization which representative Dies says is "Communist dominated." No such result will take place in Washington, and even if the committee published a similar list of employes in the field, no purges would follow.

This is assured by dozens of personnel officers and administrators queried on the subject. They intend to do exactly nothing about the list.

Their attitude is, first, that if a Federal employe wants to join an organization, it is his own business. Second, it is not for a Congressional committee to set the conditions of Federal employment on a day-to-day basis. Finally, even if Government executives wished to fire suspect employes, how could they? The employes, American citizens all, have a perfect legal right to be "joiners" and have in no way violated their oaths of office, personnel officers argue.

Can Teach in Schools

Civil Service rules do not forbid a Federal employe from teaching in public and private institutions of learning in which other employes are enrolled, the U. S. Civil Service Commission informed Federal departments last week.

There is a prohibition, the commission reminded, against Federal workers teaching classes with a view to "special preparation" for Civil Service examinations. This prohibition was made by President Theodore Roosevelt in 1905, to put a crimp in the malodorous chains of so-called "Civil Service Preparation Schools," advertising faculties of Government employes, as if they had an inside track to the questions given in Civil Service examinations.

But this order, however, was directed at institutions far different from the great colleges and universities. Although Government employes may enroll in these latter institutions to gain information from other Federal officers, and may use that information to improve their work, or gain promotions to better jobs, the classes are by no means specifically designed to coach applicants for special Civil Service tests.

98,045 Employees

Of New York State's 12,959,000 persons, 98,045 work for the Federal Government, a new statistical study of the Civil Service Commission reveals. This means that New York, with 10 percent of the population of the continental United States, has 11 percent of the total Federal employee population.

Compared to the national average of 0.69 percent of the population working for Uncle Sam, 0.76 of New York's population are on the Federal payrolls.

The study shows that in sparsely populated states, filled with public lands, a higher percentage of the state's population works for the Government. In Alaska, for example, 3.63 percent of the citizens are Federal employes. In the Canal Zone, 29 percent are so employed; in the District of Columbia, 19 percent.

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SCHOOL NEWS



Examiners Defend Competitive Tests For Key Positions

Extension of the Civil Service practice of giving competitive exams for such high Board of Education posts as assistant director was vigorously upheld this week by William A. Hannig, chairman of the Board of Examiners.

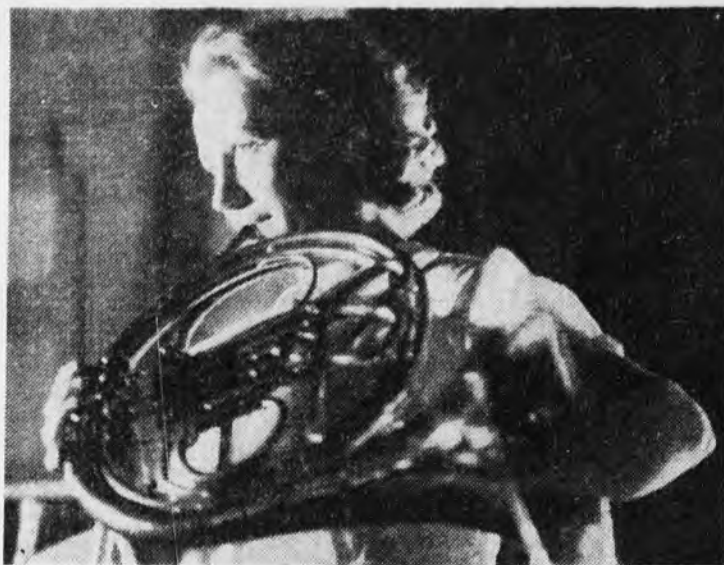
His statement was issued in conjunction with the announcement that four applicants had received licenses as assistant director of recreational and community activities. Luther D. Grossman, of Selinsgrove, Pa., led the four with a rating of 74.08 per cent.

"Doubts were expressed by some as to the feasibility of selecting assistants to directors by this method," Hannig stated. He explained that the present Board of Education re-interpreted the Education Law so as to place the license exam for assistant director on an open competitive basis.

"As a result of our experience in conducting four of these exams during the past year or so," he continued, "we believe that these doubts are dissipated. All told, there were 121 candidates in the four exams, of whom 22 passed. The Board of Examiners has full confidence, moreover, in the high degree of competence of those who were licensed."

The list for assistant director of recreational and community activities includes, besides Grossman, Robert Winans, of Albany, 68.65 per cent; Lewis H. Rohrbaugh, of Philadelphia, 68.18 per cent, and Edith L. Ball, of Baltimore, 66.56 per cent.

3 R's of Music



—Photo from "All the Children."

This youthful virtuoso of the French horn is one of hundreds of talented young boys and girls whose ability along musical and artistic lines is being fostered at the High School of Music and Art, 135th St. and Convent Ave.

To Open Self-Paying Community Centers

Community centers in the public schools, closed by recent cuts in the education budget, will reopen on a self-sustaining basis in neighborhoods where there is demand for it, the Board of Education ruled at its meeting last Wednesday.

Ten cents will be collected monthly from each person using the centers.

About \$100,000 was the running expenses of the 119 community centers last year, and this was eliminated when the \$8,300,000 deficit arose. Protests were soon forthcoming not only from the children but also from the Boy Scout troops, parent groups, labor organizations, and other similar organizations who were using the centers in the evenings.

Licenses Issued to 34 For Ten H. S. Subjects

Twenty-one men and 13 women received high school licenses in 10 different subjects, on a list announced this week by the Board of Examiners. The list follows:

- Applied Electricity**
Garlan, Herman, 72.5; Sweeney, James F., 70.5.
- Applied Mathematics**
Dodd, Russel, 65.1; Johnson, Walter J., 63.2; Sklar, Samuel E., 60.
- Auto Mechanics**
Leeman, Robert W., 68.57; Geed, Henry W., 65.59; Atlas, Abe, 63.46.
- Commercial Art**
Gandal, Paul, 70.95.
- English**
Roe, Edmund A., 80.35.
- Health Education**
Pincus, Morris A., 65.02.
- History and Civics**
Bearce, Valmore B., 77.89; Freeman, David M., 77.37; Gordon, Irving L., 74.63; Longo, Maurice M., 69.61; Opalek, Philip, 69.14; Kanwit, Edmond L., 67.44; Holub, Andrew A., 66.79; Finkelstein, Clement E., 66.61;

- Millard, Warren F., 65.09; McDonald, Sidney W., 60.17.
- English**
Rosner, Sophie B., 77.15.
- Health Education**
Zuckerman, Muriel T., 74.94.
- History and Civics**
Peskin, Hildegard K., 73.15; O'Connell, Mary Elizabeth, 74.94; Maggin, Ray, 68.02; Goldberg, Ruth, 61.49.
- Home Economics (Foods & H. H. C.)**
Rushmore, Edith I., 84.82; Barney, Charlotte B., 80.48; Garrahy, Eileen P., 75.29.
- Laboratory Assist. (Phys. & Chem.)**
Gourtoff, Florence A., 63.9.
- Library Assistant**
Kroiter, Flora F., 75.4; Foulk, Martha E., 73.03.
- Speech**
Dobkin, Goody B., 77.02.

Marshall Demands Full State Aid

Citing Article 9 of the State Constitution, which reads, "The Legislature shall provide for the maintenance and support of a system of free common schools wherein all the children of this State may be educated," James Marshall, president of the Board of Education, stated last week that the State Legislature has a mandate to restore full State aid to education.

He spoke at the convention of the New York State School Boards Ass'n.

The action of the Legislature in cutting 10 percent from State aid last Spring was the result, Marshall asserted, of "a hysteria for economy, a sort of auto-intoxication of the deliberative process."

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Campbell Seeks Talent For Music High School

A concerted effort to attract talented young boys and girls in the city to enter the High School of Music and Art got under way this week when Dr. Harold G. Campbell, superintendent of schools, urged principals of elementary and junior high schools to bring information about the school to the attention of their pupils.

Four Classes Made Exempt By Board

Four additional classifications were declared exempt under the Goldberg-Coudert Dual Job Law, in resolutions passed recently by the Board of Education. They include Assistant Examiners, Custodians, Notaries and Principals of high schools and vocational schools.

Following a recommendation by William A. Hannig, chairman of the Board of Examiners, that employment of assistant examiners was necessary for the progress of pending examinations, the Board voted to permit their work for a period not exceeding one school year.

"Such employment would be for the best interests of the school system," Hannig's letter stated, "and other suitable and qualified persons cannot be found for service as such temporary examiners."

The practice of appointing custodians to an additional post when emergency vacancies occur was approved by the Board, with the stipulation that those recommended be permitted to hold the dual positions only to Feb. 1, 1940.

Principals of high and vocational high schools were ordered directed by the Supt. of Schools to take charge of evening trade schools with Jan. 31, 1940, set as the final date of such action.

The final dual-job ruling allowed notaries to continue their work without being affected by the restrictions of the law.

Educators on Radio

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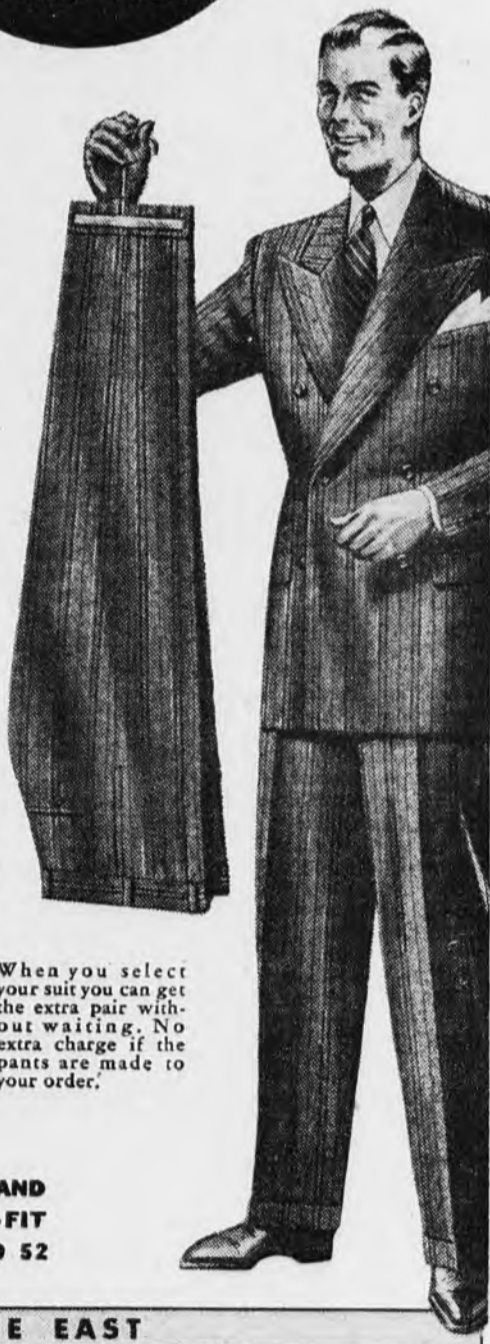
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OPEN EVENINGS

CASHMORE, COHEN ANSWER LEADER

Fees now collected for exams of the Municipal Civil Service Commission, together with present budgetary appropriations, are sufficient for the needs of the Commission, Council Vice-chairman John Cashmore asserted yesterday, answering The Leader's questionnaire to Council candidates.

Cashmore stated that he will continue to battle for increments for City employees if re-elected and chosen again as majority leader. He said that he led the fight last year for the Nugent five-day week bill for City employees.

Basing his contention on experience as a Civil Service clerk in the Health Department for 18 years, and in exempt posts for another 13, Louis Cohen, Council candidate from the Bronx, yesterday called for mandatory increments for the lower-salaried employees.

Cohen has served as secretary to City Court Justice William S. Evans, and has been Deputy Commissioner of Hospitals and Superintendent of Highways, Bronx County.

He called for a minimum wage for every City employee, setting a \$900 figure as entrance salary for first grade clerk. Other proposals he advocated are actuarial sound pensions and a greater appropriation for the Municipal Civil Service Commission consistent with increased volume of work.

Pointing out that he has supported minimum wage legislation for City employees for 16 years as Assemblyman, Alderman and Councilman, John P. Nugent, running for re-election to the City Council from Manhattan, yesterday stated that he would have to discuss the matter with the employees affected before selecting a definite figure.

Other proposals he favors include mandatory increments, actuarial sound pensions, and extension of the merit system.

Maintaining that "no one in the present City Council seems to interest himself in behalf of the Civil Service man," James Duggan, Parks Dept. employee, addressed a letter this week to members of the Patrolmen's Benevolent Assn. and the Uniformed Firemen's Assn., urging their support for his election from Brooklyn on Election Day.

He stated that he would support a minimum wage of at least \$1,000 for all full-time employees, and favored abolition of all provisional appointments.

The first step towards improving Civil Service would be to put every WPA worker in the service according to qualifications regardless of the kind of work done, on a standing equal to that of all Civil Service employees, said Henry Offen, Council candidate from Manhattan, yesterday.

Offen said that he has been working on a system of national pensions. This system, he explained, "will do away with waste, confusion and duplication."

One month vacation for all City employees will be a proposal he will back if elected to the City Council, Leonard Genovese, candidate from Queens, said yesterday.

A former fireman and charter member of the Uniformed Firemen's Assn., he was drafted from retirement to campaign for Council.

Mandatory increases should be given to all Civil Service employees whose experience warrants and who prove their ability, Mrs. Ellen Agnes Olson, Council candidate from Brooklyn, asserted yesterday.

She suggests a minimum wage set at \$1,200.



Examination Requirements



FULL DETAILS OF 44 STATE EXAMS

The Leader today publishes exclusively the first official requirements for 21 State-wide and 23 county tests, which will be given by the State Civil Service Dept. Filing opens this morning, and will continue until Nov. 17. Candidates should apply at Room 57, State Office Building, 80 Centre Street, Manhattan, or write to the State Civil Service Dept. in Albany for application blanks. The written part of these examinations will be given on Saturday afternoon, Dec. 9.

Scores of positions will be filled from eligible lists established from these new tests.

Among the most important positions in the State-wide group are those for Examiner of State Expenditure (Senior, Junior and Assistant), Title Examiner, Interpreter (Italian and Yiddish), Junior Medical Bacteriologist, Payroll Auditor, Physician, and Bridge Operator. Included among the county series are tests for Stenotype Operator, Case-worker, Dentist, Investigator, Detective, Stenographer, Bookbinder, Probation Officer and Social Worker.

The Leader in its issue of Sept. 26 gave the first advance news of this series, and in subsequent issues has published tentative requirements of some of the exams.

Full official requirements and details of all these tests follow:

ASSOCIATE EDUCATION SUPERVISOR

(Elementary Education) (\$4,000-\$5,000); fee, \$3. Appointment expected at minimum, but may be made at less. Bureau of Instructional Supervision, Elementary Education Division, Dept. of Education.

Duties
Under direction, supervise general instructional program in elementary schools of the State, with special references to needs in villages and rural areas; visit public and private elementary schools of the State, and confer with administrators and supervisors as to their program of studies and teaching methods; serve on curriculum committees; represent Education Dept. in the field and at teachers' conferences; related work.

Requirements
a) Five years' experience as teacher, supervisor, or school administrator in elementary education, three as supervisor or supervising principal in elementary school system; bachelor's degree, and 30 hours' graduate work majoring in elementary education; or b) equivalent combination. Experience as teacher of elementary education in a college or normal school may be substituted for same experience as supervisor or supervising principal.

Weights
Written, 4; training, experience, and general qualification, 6.

ASSOCIATE EDUCATION SUPERVISOR

(Radio Education) (\$4,000-\$5,000); fee, \$3. Appointment expected at minimum, but may be made at less. Bureau of Radio and Visual Aids, Division of School Administrative Services, Dept. of Education.

Duties
Under direction, have general supervision over the use of radio in education in State; prepare bulletins and other informational

materials; undertake research in educational uses of radio; advise schools relative to selection, installation, and utilization of radio and allied equipment; supervise radio programs of department; related work.

Requirements

Bachelor's degree. a) Three years' experience as supervisor of radio education or educational broadcasting agency; or b) three years' graduate study or research in radio education; or c) equivalent combination. Broad knowledge of curricula in elementary and secondary education, and of radio broadcasting methods, techniques, and practices. Credit will be given for evidence of advanced training and exceptional experience in radio education or educational broadcasting.

Weights

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

Exam will be held for all counties with the exception of Bronx, Kings, Queens, and Richmond, but certification will be made by counties to those who have been legal residents for four months immediately preceding exam.

LABORATORY TECHNICIAN

(Monroe County) Salary varies; fee, 50 cents. Appointment expected at Iota Sanatorium at \$960 and luncheon.

Duties
Under supervision, perform laboratory work such as urinalysis, sputum analysis, blood chemistry tests, blood counts, taking of blood for Wassermans, taking throat cultures, and other routine clinical work.

Requirements

(a) Two years' experience or training in a laboratory performing duties as described above, and education equivalent to graduation from high school; or (b) bachelor's degree and four months' experience or training in a clinical laboratory; or (c) equivalent combination.

Weights

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

ASSISTANT INVENTORY RECORDER

(Groups B, C, D) (\$1,800-\$2,300); fee, \$1. Appointments expected at \$8 a day and traveling expenses. Dept. of Public Service.

Duties
Make inventories of the physical property of public utilities; related work.

Requirements

Five years' experience in de-

5,000 Hospital Helpers Will Be Placed in Labor Classification

Nearly 5,000 non-competitive Hospital Helpers will soon be brought into the labor class, The Leader learned yesterday, if the State Commission approves a Dept. of Hospitals resolution that has already received the blessings of the Municipal Civil Service Commission and Mayor LaGuardia.

The proposed change will bring those in the department who have been transferred since 1934 to 10,000, leaving only 5,000 Nurses and 2,000 Hospital Attendants outside the competitive class. The department has a total staff of 22,000 employees.

sign, estimating, construction, maintenance, or appraisal work. Write for special circular.

ASST. SUPERINTENDENT OF TRAINING SCHOOL

(\$3,120-\$3,870); fee, \$3; preferred age, 25-45. Appointments expected at New York State Training School for Girls, Hudson, at \$2,000 and maintenance; at New York Training School for Boys, Warwick, at \$2,760 and maintenance, and at New York State Agricultural and Industrial School, Industry, at \$2,750 and maintenance. Dept. of Social Welfare.

Duties

Act as chief assistant to superintendent in managing administrative work of the institution; related work as assist superintendent in planning and carrying out administrative policies, and in coordinating institution's program; assist superintendent in personal matters; act as administering officer; be responsible for discipline, student government and cottage programs, and direct activities not assigned to department heads; act for the superintendent when absent.

Requirements

(a) Five years' full-time paid social work or vocational guidance in a social agency or institution adhering to standards, one in an institution or agency for juveniles, and two in a supervisory or executive capacity, and a bachelor's degree, or (b) equivalent combination.

Weights

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

ASSISTANT VALUATION ENGINEER

(\$3,120-\$3,870; \$8.50-\$12 a day; and expenses); fee, \$3.

Duties

Under direction, do engineering work in engineering investigations and appraisals of public utility projects and properties, for valuation or determination of ac-

tual cost in connection with capitalization or rate cases, or establishment of property records; related work as making or checking inventories, making field inspections to determine use or condition of property, analyzing books and records relating to utility property.

Requirements

Five years' engineering experience in public utility valuation, design, construction, maintenance, or operation, two and one-half years in the valuation of electric (power and light), gas or water utilities or of similar properties. Technical education will receive credit in proportion to its value in lieu of experience, graduation from a four-year engineering course for which a degree is granted being credited as two years of the required experience. Candidates lacking the required two and one-half years of valuation experience may substitute two years of either design, construction or operating experience upon one or more of the above specified public utilities for each year of valuation experience lacking, provided that this experience involved the preparation of estimates of cost of construction, but they must have had at least one year and a half of the required valuation experience. A general knowledge of the provisions regarding plant accounts of the uni-

form system of accounts for gas, electric or water utilities.

Weights

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

ASSOCIATE CANCER SURGEON

(Dept. of Health) (\$5,200-\$6,450); fee, \$5. Appointment expected at minimum, but may be made at less. State Institute for the Study of Malignant Disease.

Duties

Under general direction, be responsible for research and treatment of cancer and similar malignant diseases by means of surgery; do major and minor operations on the breast; remove specimens for diagnosis; evaluate treatments given; conduct cancer research.

Requirements

Must be graduate of medical school, licensed to practice in New York State or eligible to enter exam for license; have completed two years' internship in a general hospital, of which one year must have been as senior interne or resident in surgery. a) four years' experience in the practice of surgery of which two years must have been in the surgical treatment of cancer and similar malignant diseases, or one year must have been full-time experience as a surgeon in a tumor clinic. Candidates must have a wide knowledge of the pathology of tumors, knowledge of metastatic lesions, especially those that occur in cases of ma-

(Continued on Page 9)

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Tests for Three Expenditure Examiners In State Series



(Continued from Page 8)

signancy of the breast, and a general knowledge of the physics of radium and x-ray. They must have ability to plan and conduct extensive research in this field.

Weights

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

BRIDGE OPERATOR (Electrical)

(\$1,500-\$2,000); fee, \$1. Several appointments expected at Jones Beach. Long Island State Park Commission.

Duties

Operate and maintain a bascule bridge during an assigned shift. Operate bridge machinery, and its polyphase and single phase alternating current motors and control equipment, locating troubles, making minor repairs to equipment, inspecting and maintaining navigation traffic lights and signals, cleaning and oiling machinery and motors.

Requirements

Three years' experience in the installation, maintenance, or operation of electrical machinery, one year of which must have been on alternating current machine. Technical education will receive credit in proportion to its value. Graduation from a four year technical course for which a degree is granted will count as two years' experience.

Weights

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

CHILD GUIDANCE CLINIC WORKER

(State and County Depts.) (\$1,800-\$2,300); fee, \$1. Appointments expected at the New York State Agricultural and Industrial School, Industry, and in the Dept. of Social Welfare, at \$1,500 and maintenance.

Duties

Under supervision, assist in work of community and institutional child guidance clinics. Related work as making psychometric and educational tests and evaluating their results; interviewing parents or guardians, taking case histories; aiding children in making proper social and educational adjustments in institutions; keeping records; making reports; maintaining contacts between clinic and co-operating agents in the community.

Requirements

One year full-time experience, including mental testing under supervision in clinic, school, hospital or institution, giving and scoring various types of individual, group, performance and achievement tests, and social case work with a social agency of accepted standards; and graduation from a recognized college or university, supplemented by one year graduate study in clinical psychology, or by one year full-time study in an approved school of social work.

Weights

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

CONSTRUCTION PAYROLL AUDITOR

(\$2,400-\$3,000); fee, \$2. State Insurance Fund, Dept. of Labor.

Duties

Do estimating and auditing work of a highly difficult and responsible character such as estimating on a unit cost basis and auditing the payrolls of the policy-holders engaged in all types of construction work; estimating, auditing, and checking labor factors developed by an exam of owners' or contractors' lettings or awards from specifications, unit bid figures, plans, progress reports, and other pertinent details for the purpose of developing accurate payrolls of the policy-holders; compiling, for each unit of work performed, accurate estimates of the payroll involved; allocating the labor entering into a construction project by classification in accordance with

the Workmen's Compensation Insurance Manual; compiling unit value figures on jobs where builders' specifications are not available; testifying in court proceedings relative to collection of premiums.

Requirements

Ten years' experience as construction estimator or superintendent of construction. Candidates must show evidence of successful bids, and satisfactory completion of projects in accordance with the estimates and bids prepared by them. Technical education will receive credit in proportion to its value in lieu of experience, graduation from a four-year course for which a degree is granted in civil, mechanical or electrical engineering being credited as two years of the required experience. Candidates must have a thorough knowledge of the methods and practices of competitive bidding; prevailing ratios of labor prices to contract prices; the trade terms used by contractors; the necessary labor needs for various construction projects; the field and office records maintained by timekeepers, cost clerks, field and office accountants on all types of construction work and the sources of information as to prevailing labor and material costs and local labor availability. They must be able to read and interpret specifications and blue prints.

Weights

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

EXAMINER OF STATE EXPENDITURES, SR.

(\$3,120-\$3,870); fee, \$3. Appointments expected at the minimum but may be made at less. Dept. of Audit and Control.

Candidates may compete also in the test for Assistant Examiner of State Expenditures. Separate application and fee of \$2 must be filed.

Duties

Have responsible charge of the pre-audit and examination and perform personally the more difficult and complex pre-audits and examinations of State expenditures, particularly of grants-in-aid to counties, cities, towns, villages, etc., of funds contributed by the State or federal governments for highways, educational purposes, health and laboratories, and the several types of welfare aid. Examples: planning and directing field audits of State departments and institutions and of counties, cities, towns, villages and school districts; preparing the more difficult and complex reports of such audits; approving audit reports prepared by others; advising State and municipal officers of difficult State financial matters and practices.

Requirements

a) nine years' office experience, of which five years must have been in the administration of State or municipal government (county, city, town, village or school district) in a position that involves the audit or expenditure of State or State aid funds for education, highways, relief, or other purposes, and of which two years must have been in the supervision of others engaged in such work; b) four years' experience in the administration of State or municipal government in a position that involves the audit or expenditure of State aid funds for education, highways, relief, or other purposes, of which two years must have been in the supervision of others engaged in

such work, and graduation from a recognized college or university from a four year course for which a bachelor's degree is granted, with 12 credit hours in government finance, social security administration, or other acceptable courses applicable to problems of governmental organization, administration and management; or c) equivalent combination. Candidates must have a practical knowledge of the problems of State and local government, especially with regard to financing, purchase of materials and supplies, accounting control and reporting. They must also have a knowledge of the law and established procedures for obtaining and accounting for the expenditure of grants-in-aid from the State. Persons employed by regulating bodies or taxing authorities in the audit and examination of the books or reports of private enterprises or enforcing regulatory or taxing laws cannot be considered as meeting the requirement of governmental accounting experience.

Weights

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

EXAMINER OF STATE EXPENDITURES, ASST.

(\$2,400-\$3,000); fee, \$2. Appointments expected at minimum, but may be made at less. Dept. of Audit and Control.

Duties

Under supervision, pre-audit and examine state expenditures, particularly grants-in-aid to counties, cities, towns, villages, or school districts of funds given by state or federal government for highways, education, health and laboratories, and welfare aid. Related work, as make field audits of state departments and institutions, and of counties, cities, towns, villages, and school districts; prepare detailed reports of such audits; check and review such reports prepared by others; advise state and municipal officers of State financial matters and practices.

Requirements

a) Seven years' business or office experience, three in administration of state or municipal government in a position involving audit or expenditure of state or state aid for funds for education, highways, relief, etc.; or b) two years' experience in administration of state or municipal government in a position involving



audit or expenditure of state aid funds for education, highways, relief, etc., and a bachelor's degree with 12 credit hours in government finance, social security administration, or other courses in government organization, administration, and finance, social security administration, or other acceptable courses applicable to problems of governmental organization, administration and management; or c) equivalent combination. Candidates must have a practical knowledge of the problems of State and local government, especially with regard to financing, purchase of material and supplies, accounting control and reporting. They must also have a knowledge of the law and established procedures for obtaining and accounting for the expenditure of grants-in-aid from

How to Apply for Tests

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

Promotions tests are open only to those already in service.

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

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

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

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

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

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

the State. Persons employed by regulating bodies or taxing authorities in the audit and examination of the books or reports of private enterprises or enforcing regulatory or taxing laws cannot be considered as meeting the requirement of government accounting experience.

Weights

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

EXAMINER OF STATE EXPENDITURES, JR.

(\$1,800-\$2,300); fee, \$1. Appointments expected at minimum, but may be made at less. Dept. of Audit and Control. Candidates, if eligible, may compete also in the test for Assistant Examiner of State Expenditures.

Duties

Assist in the pre-audit and examination of State expenditures, particularly of grant-in-aid to counties, cities, towns and villages, or school districts of funds contributed by the State or federal government for highways, educational purposes, health and laboratories, and the several types of welfare aid; related work as assisting in making field audits of State Departments and institutions and of counties, cities, towns, villages, and school districts; assisting in preparing detailed reports of such audits; advising State and municipal officers of State financial matters and practices.

Requirements

a) Five years' business or office experience, of which one year must have been in the administration of State or municipal government (county, city, town, etc.) in a position that involves the audit or expenditure of State or State aid funds for education, highways, relief, or other purpose; or b) one year satisfactory experience in the administration of State or municipal government in a position that involves the audit or expenditure of State funds for education, highways, relief or other purposes and graduation from a recognized college or university from a four year course for which a bachelor's degree is granted, with 12 credit hours in government management; or c) equivalent combination. Knowledge of state and local government problems, with emphasis on finance, purchase of materials and supplies, accounting control and reporting; knowledge of law and procedures for obtaining and accounting for expenditure of grants-in-aid from the state. Employment by regulating bodies or taxing authorities in audit and examination of books or reports of private enterprises or enforcing regulatory or tax laws does not meet qualification of governmental accounting experience.

Weights

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

Candidates may compete also in either No. 195, Junior Examiner of State Expenditures, fee, \$1; or if eligible, in No. 200, Senior Examiner of State Expenditures, fee, \$3. Separate application and fee must be filed.

HIGHWAY LIGHT MAINTENANCE FOREMAN

\$8 a day (\$5 for services and \$3 for rental of truck); fee, 50 cents. Open to residents of all counties except Bronx, Kings, New York, Queens and Richmond. Applicants should write to the

State Civil Service Dept. for a special circular on this exam.

JUNIOR MEDICAL BACTERIOLOGIST

(Dept. of Health)

(\$1,800-\$2,300); fee, \$1. Appointments expected at minimum, but may be made at less. Division of Laboratories and Research.

Duties

Do routine work or minor research in bacteriology, some of which requires a knowledge of medicine, including general work involving microscopical identification of cultures, the collection of specimens from patients or at post mortem examinations, collaborating in the examination of surgical tissue; do professional work connected with the performance of serological tests or with the production and standardization of antitoxin, sera, and vaccines; and related work.

Requirements

Candidates must be graduates of a medical school, and licensed to practice medicine in New York State, or eligible to enter the examination for such license. In addition, they must have one year internship, one year satisfactory experience in medical bacteriology and in general pathology including post mortem technic. They must have a general knowledge of bacteriology, serology, immunology and pathology including virus diseases; a high degree of technical skill; ability to direct subordinates; ability to carry on research.

Weights

Written, 4; training, experience, and general qualifications.

LIBRARIAN

(\$1,300 with maintenance); fee, \$1. Appointment expected at the State Institute of Applied Agriculture at Farmingdale, Long Island.

Duties

Under direction, have entire control and management of the library and its correlated activities; related work as selecting books and publications for the library; classifying and cataloguing books and publications; filing material; preparing summaries of library material for circulation; arranging reading courses to accompany education and other programs of the Institute.

Requirements

One year professional library experience preferably in a school or college library, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, including or supplemented by one year's training in an approved library school, or a satisfactory equivalent combination of experience and education. A thorough knowledge of modern library science and administration, preferably of school libraries; knowledge of sources of library materials especially in the field of agriculture; evidence of administrative ability, leadership, initiative, cooperativeness, and good judgment.

Weights

* Written exam, 5; training, experience, and general qualifications, 5.

PAYROLL AUDITOR

(\$1,800-\$2,300); fee, \$1. Appointment expected at the minimum (Continued on Page 10)

DPUI Seniority Fight Continues

A warning that the Attorney General may soon be requested to permit examination of records of the State Civil Service Commission and of the Division of Placement and Unemployment Insurance in the Dept. of Labor was sent this week to members of the DPUI Seniority Protective Committee by A. E. Abramson, treasurer.

The committee is fighting to have eligibles in the Division retain their status in face of layoffs on the basis of original standing on the list instead of original date of appointment. It is maintained that many received appointment prior to those above them on the list.

Supreme Court Justice Peter Schmuck, ruling in the Tilles case last month, denied an application to have the records of the Commission and the DPUI examined before trial.

State Group Has New Title Examiner Test

(Continued from Page 9)

but may be made at less. State Insurance Fund.

Duties

Review and analyze policyholders' books of account and all records relating to them to determine by totals and manual classifications the remuneration of whatsoever kind earned by employees, whether paid, due or accrued, in accordance with the State Fund policy contract and agreements; substantiate and verify such totals and manual classifications by an examination of the elements relating to volume of business done (i.e. cash and bank balances, gross sales, volume of purchases, and any other details or sources relating thereto); approximate accurately what the proper payroll disbursements for the period audited should be by a broad gauge view of all types of industry; report of complaints or irregularities affecting the business or the organization of the State Fund.

Requirements

Seven years' practical experience in preparation of payroll reports and auditing for payrolls (workmen's compensation insurance preferred), of which one year must have been in the employment of an insurance company writing workmen's compensation, in the auditing of payrolls of policyholders in the field with a view to ascertaining the exact workmen's compensation insurance premiums payable and checking underwriting conditions against actual conditions found in policyholders' places of business (office experience in the payroll audit departments of insurance companies or agencies will not be accepted in lieu of the one year of field work in payroll audits). General education beyond grammar school will receive credit in proportion to its value; completion of one year of such education will be credited as one-half year of the required general experience but will not be accepted in lieu of the one year of field work in payroll audits. A thorough knowledge of bookkeeping and the theory of accounts; practical knowledge of the underwriting rules of the Compensation Insurance Rating Board, the Workmen's Compensation and Employers' Liability In-

surance Manual, and the principles of industrial classification. Appointment may be subject to the acceptance of the candidate's application for a fidelity bond, or the prompt submission of a satisfactory bond by the candidate.

Weights

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

PHYSICIAN

State and county departments and institutions. (\$2,400-\$3,000, with suitable deductions for maintenance if allowed); fee, \$2. Appointment expected as Second Assistant Physician at Clinton Prison at \$1,800 and maintenance, and as Assistant Physician at Great Meadows at \$2,240.

Duties

Take charge of or be in a subordinate position as physician on one of the services of a State or county institution; perform the medical, surgical, psychiatric, and administrative duties of such position.

Requirements

Candidates must be graduates of a medical school and licensed to practice medicine in New York State or eligible to enter the examination for such license. In addition, they must have had, since graduation, one year of acceptable experience as interne. Candidates must have a knowledge of the basic principles and practices of medicine and surgery including the diagnosis and treatment of tuberculosis; ability to make routine physical and mental diagnoses; sympathetic understanding of the sick; tact; good judgment; and good address.

Weights

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

SENIOR INVENTORY RECORDS (Groups B, C, D)

(\$2,400-\$3,000); fee, \$2. Appointments expected at \$9.50 a day and traveling expenses. Dept. of Public Service.

Candidates to the State Civil Service Dept. should write to the State Civil Service Dept. for a special circular describing the requirements for this test.

Duties

Make inventories of the physi-

To Form Parole Eligibles Unit

Eligibles on the State Parole Officers list interested in forming an eligible association are urged to communicate with M. V. Brookly, 186 Wilson Ave., Brooklyn. Richard states that the purpose of the group will be to discuss immediate appointments.

cal property of public utilities, related work.

Requirements

Six years' satisfactory general utility experience of which two years must have been on field inventory work is required.

SUPERINTENDENT OF TRAINING SCHOOL

Dept. of Social Welfare. Exam is open to residents of any state. Preferred age limit: 30-50 years. Two exams will be given, one for men and one for women. The appointment from the list of women is expected at the New York State Training School for Girls, Hudson, at \$5,000 and maintenance. Another appointment for a man is expected at the New York State Agricultural and Industrial School, Industry; fee, \$5. Requirements for the test for men and women are similar.

Duties

Under the administration direction of the Dept. of Social Welfare, be in responsible charge of the administration of a State training school; formulate and



carry out administrative policies and procedures; related work as preparing the institutional budget and representing the institution at budget hearings and conferences; having responsibility for the custody, training, discipline, education and well-being of inmates, and for the effective management of the institution, for maintaining a program directed towards the cultivation of desirable attitudes and good habits of work and living of inmates in preparation for return to the community, for correlating the institutional program with community programs for the treatment and prevention of delinquency, and for the supervision of parole and after-cure service of inmates.

Requirements

Candidates must have seven years' full-time paid social work experience in a social agency or institution of acceptable standards, of which three years must have been in an institution for juveniles (preferably for the treatment and care of juvenile delinquents), and three years must have been in an administrative or executive capacity (preferably in an institution for the treatment and care of juvenile delinquents), which must have entailed the responsibility for the formulation of agency-wide policies and procedures and the direction and supervision of their execution throughout the agency, and graduation from a recognized college or university from a four year course for which a bachelor's degree is granted, supplemented by one year of graduate study either in an approved school of social work or in a pertinent field in a recognized college or university, or a satisfactory equivalent combination of this experience and education.

Weights

Written, 3; training, experience, and general qualifications, 7.

TITLE EXAMINER

(\$4,000-\$5,000). Appointment expected at the minimum but may be made at less. Dept. of Law.

Duties

Under general direction, make and examine title searches covering real property being acquired by the State, pursuant to acts authorizing such acquisition, and to make detail reports thereon; prepare for the closing of title to such lands and to close title

(Continued on Page 11)

Buffalo Will Hold 5 New Open Exams

Five open exams, to be held within the next several weeks, were announced this week by the Buffalo Municipal Civil Service Commission. Filing for Gymnasium Instructor ends next Tuesday, for three ends Nov. 10, and for the last ends Nov. 24.

Full requirements follow:

ACCOUNTANT-AUDITOR-SENIOR BOOKKEEPER

(\$2,101-\$2,400); fee, \$2; file by Nov. 10; exam, Nov. 24. No vacancies at present.

Duties

Have charge of and be responsible for the work of a group of bookkeepers and clerks charged with keeping financial records and the performance of routine bookkeeping and clerical work; prepare balance sheets, special financial and other intricate statements and reports, or perform specialized bookkeeping work involving application of double-entry principles or keeping operating and cost accounts; related work.

Requirements

Either (a) graduation from high school, completion of a bookkeeping course, and three years' full-time paid office experience as bookkeeper or accountant; or (b) graduation from elementary school, completion of a bookkeeping course, and five years' full-time paid office experience as bookkeeper or accountant. Experience shall include such general bookkeeping and clerical duties as maintaining departmental appropriation ledger and preparing periodic financial and operating statements; preparing payrolls; checking contract estimates; distributing costs; approving bills; journalizing vouchers; supervising clerical and bookkeeping work; performing miscellaneous clerical, bookkeeping, and accounting duties.

Weights

Written, 7; training, experience, and general qualifications, 3.

BOOKKEEPER

(To \$1,668); fee, \$1; file by Nov. 10; exam, Nov. 24. No vacancies at present.

Duties

Under supervision, perform routine bookkeeping, requiring knowledge and experience of accounting methods and double-entry bookkeeping; do routine clerical and office work; related work.

Requirements

Either (a) graduation from high school and one year full-time paid office experience; or (b) graduation from elementary school and five years' full-time paid office experience. Experience shall include such general bookkeeping and clerical duties as entering encumbrances and expenditures in appropriation ledgers; keeping records of orders issued and payments made; posting materials and labor costs; preparing requisitions, vouchers, and warrants; preparing trial balances; keeping time records of employees.

GYMNASIUM INSTRUCTOR

(\$1,500); fee, \$1; file by Nov. 6; exam, Nov. 13. Dept. of Police.

Duties

Give instructions to members of the Police Dept. in physical exercises and various wrestling methods as applied to police work; teach methods of disarming individuals and handling unruly prisoners; instruct in sports necessary to proper physical condition of members of the Force.

Requirements

Special training in physical education and recreational work; experience in organizing, instructing, and conducting physical and recreational activities; thorough knowledge of wrestling, boxing, jiu-jitsu, and of approved methods and exercises in physical training, and ability to instruct officers of the department in such activities. Five years' experience in gymnasium and sports work. A practical and physical will be held.

MATRON

(First year, \$1,500; second year, \$1,669); fee, \$1; 25-40 years old; not less than 5 feet, 4 inches; file

by Nov. 10; exam, Nov. 24. Dept. of Police.

Duties

Under supervision of a police captain, be responsible for receiving, custody and care of women prisoners at a police station during definite watch period; have charge of cooking and serving meals for prisoners; be responsible for the cleanliness of the women's quarters at the station; keep records of all women prisoners and of others detained or cared for in the women's quarters; related duties.

Requirements

Two years' high school work, and experience in nursing, social service, or institutional work, or in supervising women in industry; ability and preferably some experience in general housekeeping, cleaning and maintaining living quarters and cooking; ability to keep records and prepare simple reports; ability to manage women; good moral character, reliability, tact, strength and agility, good physical condition. Should have a knowledge of practical nursing and be able to render first aid.

Weights

Written, 7; training, experience, and general qualifications, 3.

TELEPHONE OPERATOR

Salary varies. Recent appointments made at \$1,201 a year; fee, \$1; file by Nov. 27; exam, Dec. 5.

Duties

Operate a telephone switchboard in a municipal department; operate simple office appliances; keep records of all calls and telephone connections; give information; do clerical work.

Requirements

Either (1) graduation from an approved academic or technical high school and one year or full-time paid experience as a telephone switchboard operator; or (2) graduation from an eighth-grade school and completion of at least two years' work in an approved academic or technical high school, and two years' full-time paid experience as a telephone switchboard operator; or (3) graduation from an eighth-grade school and three years' full-time paid experience as a telephone switchboard operator. Candidates must have acquired experience in operation of a telephone switchboard; answering incoming calls and making switchboard connections; making connections for outgoing calls; keeping records of long-distance calls; giving information to the public; assisting on routine clerical work such as filing, typing and keeping simple records.

Weights

Technical exam, including practical, 7; training, experience, and general qualifications, 3.

P. O. Bridge Tourney

Entries for the team-of-four bridge tournament for the Albert Goldman trophy, sponsored by the New York Post Office Bridge League, must be submitted to William Greaves, chairman of the tournament committee, Church St. annex, by Thursday. Teams must represent stations of sections of the New York Post Office. Entry fee for league members is 35 cents, for non-members, 70 cents.

Sanitation Band Parades

A parade led by the Sanitation Dept. Band featured the annual memorial services of the Hebrew Spiritual Society of the Sanitation Dept. Sunday afternoon. The parade started from the group's headquarters, 31 Second Ave., and proceeded to the Slomovitch Synagogue, 174 Norfolk St., scene of the services. Reuben Hampling was chairman of the arrangements committee. Abraham Moll heads the organization.

P.O. Clerks Hold Ball

With proceeds earmarked for its mutual sick benefit association, the Brooklyn local of the National Federation of Post Office Clerks held its annual ball Saturday night in the Arcadia Ballroom, Brooklyn.

END FILING NOV. 10 FOR NASSAU TESTS

Ten more days of filing remain for the popular tests of Clerk, Stenographer, and Bookkeeper, to be held Nov. 25 by the Nassau County Civil Service Commission. Candidates must be residents of Nassau County. Full requirements follow:

CLERK

Several appointments expected. Salary: \$900-\$1,400. Fee, 50 cents.

Duties

Do simple routine clerical and general office work and to do related work as required. Examples: file and sort documents and correspondence, handle incoming and outgoing mail, check prescribed items against each other, direct and escort callers.

Requirements

Either 1) four years' general office experience; 2) graduation from a standard senior high school; or 3) equivalent combination.

Weights

Written, 7; training and experience, 3.

STENOGRAPHER

Several appointments expected. Salary: \$900-\$1,400. Fee, 50 cents. Only the clerical part of the exam will be given on Nov. 25. The stenographic and typing part will be held later.

Duties

Do simple routine office work; take notes from dictation and transcribe them by typewriter, and do related work. Examples: typing from copy in simple form—letters, reports, lists and forms; taking and transcribing dictation; simple checking, comparing, filing and other clerical work.

Requirements

Either 1) four years' general office experience including stenographic experience; or 2) graduation from a senior high school course including or supplemented by a stenographic course; or 3) equivalent combination.

Weights

Test in accuracy in reporting simple material dictated at the rate of 90 standard words a minute, 3; test in transcription for which the minimum acceptable is 20 standard words a minute, 2; tests on clerical duties, 3; training and experience, 2.

BOOKKEEPER

Salary: \$1,600-\$2,100. Fee \$1.

Duties

Do difficult and responsible office work in keeping financial accounts and records; handle purchase invoices, render statements of accounts, prepare payrolls, post accounts, prepare balance sheets, and related work.

Requirements

1) Six years' satisfactory bookkeeping or accounting experience; or 2) three years' bookkeeping and accounting experience and graduation from a standard high school; or 3) equivalent combination.

Weights

Written, 6; training and experience, 4.

Filing Today for Jobs in 12 Counties

(Continued from Page 10)



thereto; have charge of administrative work involving responsibility for land records and titles; related work as examining abstracts of title searches, looking up maps, records, land grants, and other documents in State and county offices; searching tax records and investigating tax sales, tracing descent of lands by title or intestacy; checking court records; preparing detailed reports of all examinations; setting forth all objections to title; drafting the instruments necessary to remove such objections, such as affidavits of title, release, and agreements; closing the title to lands being acquired; dealing with the public and representatives of other departments in all matters involving such titles.

Requirements

Candidates must be admitted to the Bar of the State of New York and in addition, must meet the requirements of one of the following groups: (1) seven years of satisfactory full-time paid experience in a law office, real estate office or title company, of which the equivalent of five years' full-time must have been in work involving the search, examination and proof or closing of titles to real property situated in the State of New York; or (2) two years of the specialized experience as described under (1) and two years of full-time paid experience as an attorney actively engaged in the preparation for or trial of actions or proceedings involving title to real property such as condemnation, foreclosure, ejectment, and partition matters, exclusive of landlord and tenant or negligence cases; or (3) a satisfactory equivalent combination of the foregoing types of experience. Candidates must have a comprehensive knowledge of the laws and leading court decisions relating to the acquisition and alienation of title to real property in and by the State of New York; complete mastery of the technique of conducting comprehensive title searches, examinations and closings and the ability to prepare clear reports, memoranda, and briefs.

Weights

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

The following exams are open only to residents of the county specified. Four months' legal residence in the county immediately preceding the date of examination is required. The examinations will be held Dec. 9:

ALBANY

CASE WORKER

Salary varies; fee, \$1. Appointments expected at \$1,500. Children's Bureau, Dept. of Public Welfare.

Duties

Under supervision, do social case work with neglected, dependent, and delinquent children; related work as making investigations to obtain the significant facts with regard to such children; making detailed investigations of boarding and foster homes to determine their suitability, and recommending approval or disapproval; supervising children placed in boarding or foster homes and institutions; assisting with programs for reestablishing children with their families in their own homes; maintaining case records.

Requirements

Diploma from a senior high school, or equivalent education. a) Five years' full-time paid experience, within last 10 years, in social case work with public or private social agency with acceptable standards, or b) three years' full-time paid experience and completion of two years towards bachelor's degree, or training in a school of social work or teachers' training school, academically worth two years of college; or c) one year full-time paid experience, within last six years, and

bachelor's degree, or d) equivalent combination.

Weights

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

BROOME

LABORATORY TECHNICIAN

Salary varies; fee, \$1. Appointment expected at County Tuberculosis Hospital at \$75 a month and maintenance.

Duties

Under supervision, perform laboratory work such as urinalysis, sputum analysis, blood chemistry tests, blood counts, taking of blood for Wassermans, taking throat cultures, and other routine clinical laboratory work.

Qualifications

a) Two years' experience or training in a laboratory performing duties similar to those described above, and education equivalent to graduation from a senior high school; or b) bachelor's degree, and four months' experience or training in a clinical laboratory; or c) equivalent combination.

Weights

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

ERIE

EXECUTIVE ASSISTANT (Dept. of Social Welfare)

Usual salary, \$2,100-\$2,400; fee, \$2. Appointments expected at minimum, but may be made at less.

Duties

Under direction, do special and confidential work for Commissioner or Deputy Commissioner; make surveys and studies; related work as making field trips and studies of particular branches of social work, and writing reports or news releases on same, interpreting the work of the several divisions of the department to the community, and assisting the Executive.

Requirements

a) Nine years' full-time paid experience in public or private social work, two of them in an administrative or supervisory capacity; or b) five years' full-time paid experience, including two in an administrative or supervisory capacity, and bachelor's degree; or c) equivalent combination. Business experience in an administrative or executive capacity may be substituted for experience, year for year, up to four years, but candidates must have the two years' administrative or supervisory experience in social work.

Weights

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

KINGS

INTERPRETER (Italian, with knowledge of Spanish)

Salary varies; fee, \$2. Appointment expected at \$3,000. County Court, Kings County.

Duties

Interpret Italian and Spanish into English and vice versa; translate correspondence and legal documents in these languages; related work.

Requirements

Ability to read, write, speak fluently, and interpret English, Italian, Spanish, and their dialects, and knowledge of legal phraseology.

Weights

Translation from Italian and Spanish into English, 3; translation from English into Italian and Spanish, 3; training, experience, and general qualifications, 4. Oral tests may be given after Dec. 9; if held, they will constitute one-half of these subjects. Candidates who do not get 75 per cent in written for each language will not be eligible for the oral.

INTERPRETER (Yiddish)

Salary varies; fee, \$2. Ap-

pointment expected at \$3,000. County Court, Kings County.

Duties

Interpret Yiddish into English and vice versa; translate correspondence and legal documents in these languages; related work.

Requirements

Ability to read, write, speak fluently, and interpret English and Yiddish and its dialects, and a knowledge of legal phraseology.

Weights

Translation from Yiddish into English, 3; translation from English into Yiddish, 3; training, experience, and general qualifications, 4. Oral tests may be given after Dec. 9; if held, they will constitute one-half of these subjects. Candidates who do not get 75 per cent in written for each language will not be eligible for the oral.

MONROE

DENTIST

Appointment expected at \$1,500 for part-time service; fee, \$1. Division of Child Placing, Dept. of Public Welfare.

Duties

Render dental services to dependent children under care of the Monroe County Child Placing Division who cannot have necessary care at Rochester Dental Dispensary, consisting mainly of those of pre-school age, children over 16, and of all ages placed in country foster homes.

Requirements

Graduation from a school of dentistry registered by State Education Dept., and license to practice in New York State or eligible to enter the exam for this license. Three years' experience in dental practice, 25 per cent devoted to children, including those of pre-school age. Patience and ability to win confidence of all types of children.

Weights

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

HOME ECONOMIST

Salary varies; fee, \$1. Appointment expected at \$1,500.

Duties

Under general supervision, collect and analyze statistical information on minimum living standards for welfare recipients; formulate charts for adoption of uniform family welfare budgets; related work as analyzing standard of living scales and setting up minimum individual requirements for various necessities as clothing, food, and shelter, making charts of such statistical information, showing family budget breakdown of items per family unit, teaching home economics to welfare clients, instructing case workers in family budget controls, and giving advice on granting special diets.

Requirements

a) Three years' full-time paid experience in home economics in public or private social agency or health agency, and bachelor's degree, preferably with major in home economics; or b) equivalent combination.

Weights

Written, 4; training, experience, and general qualification, 6.

NEW YORK

BOOKBINDER

Usual salary range, \$2,100-\$2,600; fee, \$2. Appointment expected in office of County Clerk at \$2,392.

Duties

Make, bind, rebind and repair books of record; related work as taking books apart; sawing out and sewing them on tape or twine; cutting glueing up; rounding and backing; making lining papers, backs and boards; cutting out index and tabbing; covering with leather, cloth, or canvas; preparing for finishing; lettering in gold or ink; restoring torn papers and documents; mounting on muslin, paper, or carboard.

Requirements

a) Five years' experience in all branches of bookbinding; or b) two years' such experience, and completion of a training course in bookbinding in technical

school; or c) equivalent combination. Thorough knowledge of the various operations involved in binding, stamping and embossing books; of setting up type and using binding tools; ability to adjust and make minor repairs to bookbinding machinery. Must be expert on blank books.

Weights

Practical, 4; training, experience, and general qualifications, 6. Practical will be given after Dec. 9.

ONEIDA

JUNIOR RESOURCE ASSISTANT

Salary varies; fee, 50 cents. Appointment expected at \$1,104.

Duties

Under supervision, contact banks, savings associations, attorneys, and real estate and insurance brokers regarding life insurance holdings of relief clients; advise and assist clients in matters of life insurance adjustments and other resources; maintain files and records in the life insurance adjustment bureau; maintain such accounts and records as required in connection with relief administration; related work.

Requirements

a) Five years' full-time business experience, of which two was with either 1) public welfare organization in work involving adjustment of life insurance holdings of relief clients and keeping of accounts, records, and statistical data, or 2) life insurance company in work involving thorough knowledge of industrial and ordinary life insurance policies, and investigation and adjustment of life insurance claims, or 3) bank in work involving application of a knowledge of insurance and

financial risks generally, or 4) general business firm in work involving combination of equal difficulty and responsibility; or b) three years' full-time business experience including two years specialized work as described under a), and graduation from senior high school; or c) equivalent combination.

Weights

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

X-RAY TECHNICIAN

Salary varies; fee, \$1. Appointment expected at \$80 a month and maintenance. Oneida County Hospital.

Duties

Under general supervision, operate x-ray apparatus and auxiliary equipment in taking and developing radiographs; assist physicians and other in analysis of radiographs, and in fluoroscope examinations; administer x-ray treatments; related work.

Requirements

a) Four years' experience in operating x-ray apparatus; or b) two years' experience, and graduation from senior high school; or c) equivalent combination. Completion of a course in radiography may be substituted for two years' experience. A thorough knowledge of x-ray apparatus, and a good working knowledge of human anatomy.

ONONDAGA

ADMINISTRATIVE ASSISTANT

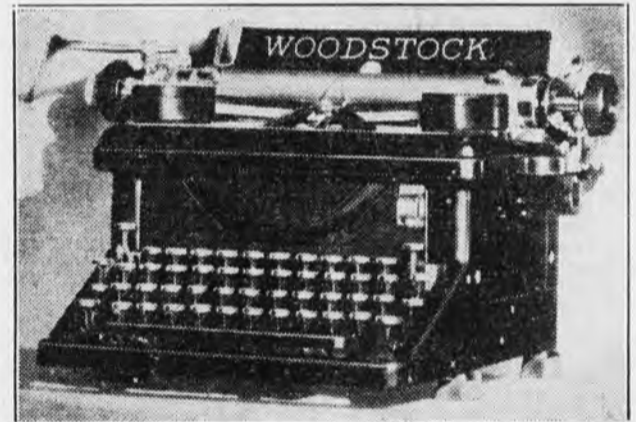
Open only to residents. Salary varies. Appointments expected at \$2,400; fee, \$2.

Duties

Under direction, assist in the

(Continued on Page 12)

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CLIP OUT AND MAIL

County Exams Include Social Worker

(Continued from Page 11)



administration of the department; related work as: serving as general assistant to the Commissioner and Deputy Commissioner in administering the work of the department, with responsibility for coordinating the work of the various divisions with the Department; interviewing people who come in the office; conferring and planning with heads of the various divisions in regard to policies and programs; acting for the Commissioner and Deputy Commissioner in their absence; handling correspondence; preparing reports.

Requirements

Either: 1) nine years' full-time paid experience in public or private social work, of which two years must have been in a responsible administrative or supervisory capacity; or 2) five years' full-time paid experience as described under 1) including the two years of administrative or supervisory experience, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted; or 3) equivalent combination. Satisfactory business experience in a responsible administrative or executive capacity may be substituted year for year for the required experience as described under 1) to a maximum of four years, but candidates must have had the required two years of administrative or supervisory experience in social work.

Weights

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

STENOTYPE OPERATOR

Open to residents. Salary varies. One appointment expected in the County Clerk's office at \$1,500. Fee, \$1.

Duties

Record dictations of some difficulty, particularly related to the conduct of the duties and activities of the County Clerk; transcribe such material by typewriter. Examples: stenciling and mimeographing day calendars of court terms; making and checking payrolls of jurors; filing legal forms; preparing calendar copy; performing other related work of a clerical and minor statistical nature.

Requirements

Either: 1) four years of satisfactory office experience including stenotyping at least 50 percent of the time; or 2) two years of satisfactory office experience as described under 1) and graduation from a standard high school; or 3) a satisfactory equivalent combination of experience and education.

RENSSELAER

CASE WORKER

Children's Service Bureau, Dept. of Public Welfare. Open only to residents. (\$1,200-\$1,600). Fee, \$1. Appointments expected at \$1,200.

Duties

Do social case work with neglected, dependent, and delinquent children; related work as making investigations to obtain the significant facts with regard to neglected, dependent and delinquent children; making detailed investigations of boarding and foster homes and institutions; assisting with programs for re-establishing children with their families in their own homes; maintaining case records.

Requirements

Candidates must be graduates of a standard senior high school or have equivalent education. In addition, they must meet the requirements of one of the following groups: 1) five years' full-time paid experience, within the last 10 years, in social case work with a public or private social agency adhering to acceptable standards; or 2) three years of satisfactory full-time paid experience as described under 1), and satisfactory completion of two full years of study towards a

bachelor's degree, or training in an approved school of social work or teachers' training school, the academic value of which must equal two years of college; or 3) one year full-time paid experience within the last six years as described under 1) and graduates from a recognized college or university from a four-year course for which a bachelor's degree is granted, or 4) equivalent combination.

Weights

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

CHILDREN'S AGENT

Children's Service Bureau, Dept. of Public Welfare, (\$1,800-\$2,600), fee, \$1. This examination is open to residents of any county in New York State.

Duties

Supervise the work of the Children's Service Bureau; to assist in formulating its plans and policies; interpret its work to the community; related work as supervising the social workers and the office staff of the Bureau;

U. S. marshal, or licensed detective agency; or b) two years' full-time experience as police officer in recognized police department; or c) four years' office or court experience, one of them investigating work in criminal matters; or d) equivalent combination. Good moral character and habits. Physically strong, active, free from physical defect or deformity. Comprehensive knowledge of criminal legal process, penal law, code of criminal procedure, and practice and procedure in criminal courts. Physical may be required.

Weights

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

SUFFOLK

ASS'T STENOGRAPHER

Open only to residents. Salary varies. Appointment expected at \$988. Fee, 50 cents. Immediate appointments expected in the of-

typewriters, notebooks, pencils, and pen and ink.

ULSTER

INVESTIGATOR

Open only to residents. Dept. of Public Welfare. Salary varies. Appointment expected at \$100 a month. Fee, \$1.

Duties

Investigate applicants for public assistance; make investigations; plan budgets; adjust grants to changes in clients circumstance; keep case records; write reports; related work.

Requirements

Candidates must be graduates of a standard senior high school or have equivalent education. In addition, they must have either 1) five years' full-time paid experience, within the last 10 years, of which three years must have been in social work with a public or private social agency adhering to acceptable standards, or in supervised teaching in an accredited school, or in supervised public health nursing of acceptable character; or 2) two years' full-time paid experience, within the last five years, either in social work, in teaching, or in public health nursing as described under 1), and completion of two full years of study in a recognized college, university or normal school, or graduation from a nurse training school approved by the State Education Dept.; or 3) graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted; or 4) equivalent combination.

Weights

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

WESTCHESTER

INTERMEDIATE MEDICAL SOCIAL WORKER

Department of Public Welfare, (\$1,560-\$1,920). Fee, \$1. Appointment expected at \$1,100 with maintenance, or \$1,560 without maintenance. This exam is open to residents of any county in New York, but preference is given to residents of Westchester.

Duties

Under supervision of the Chief of Medical Social Service to engage in medical social work with ward patients and out-patients in the Grasslands Hospital; related work as visiting the homes of ward patients or out-patients of the hospital, and investigating their social and financial condition; preparing case reports giving the significant facts together with conclusions and recommendations; advising with families and individuals on their social and financial problems; seeing that families of patients in the ward or out-patients who are in need of medical care receive proper clinical treatment; maintaining files and complete case records.

Requirements

Either 1) graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, with courses in sociology, psychology, and allied social sciences, and two years' graduate study in an approved school of social work with the emphasis of academic and field work in medical social work, or two years' full-time paid experience in medical social work with a social agency of acceptable standards; or 2) a satisfactory equivalent combination of experience and education. Knowledge of social institutions, of the field, aims, and procedure of public and private social agencies, of case work technique, especially as it applies to medical social problems, of the nature and causes of social maladjustments, and of the laws of New York State relating to public welfare and relief.

Weights

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

PHARMACIST

Dept. of Public Welfare. Appointment expected at \$1,860. Fee, \$1.

Duties

Under the supervision of the Director of Grasslands Hospital, be in responsible charge of the operation of the hospital pharmacy; related work as compounding prescriptions, dispensing drugs, alcohol, narcotics, and pharmaceutical supplies; manufacturing stock preparations in large quantities; issuing drugs and chemical supplies used in the hospital laboratory; keeping records of drugs and supplies on hand and dispensed, including records required by governmental agencies on the use of narcotics and tax-free alcohol; making out requisitions for supplies; preparing reports as required; assigning tasks to three assistants and supervising their activities.

Requirements

Candidates must be licensed as registered pharmacists to practice pharmacy in New York State on the date of application. In addition, they must have either 1) five years' experience as a pharmacist, of which one year must have been in the pharmacy department of a hospital of 250 beds or more, or in a large out-patient clinic recording 300 or more patient visits a day, and graduation from a recognized college of pharmacy; or 2) equivalent combination. Thorough knowledge of the properties and uses of drugs and chemicals; knowledge of and skill in compounding prescriptions and stock pharmaceutical preparations.

Weights

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

PROBATION OFFICER

Dept. of Probation, (\$1,740-\$2,340). Fee, \$1. Appointment expected at \$1,740. 21-55 years old. The eligible list will be used to supply women to handle cases of female offenders.

Duties

Act as probation officer in making preliminary investigations and supervising individuals released on probation to the Westchester County Dept. of Probation; related work as making social investigations and submitting written reports; obtaining physical, mental and psychiatric examinations; supervising individuals placed on probation.

Requirements

Candidates must be graduates of a standard senior high school or have equivalent education. In addition, they must have either (1) graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, with courses in sociology, psychology, and allied social sciences, and one year full-time paid experience in social case work with a social agency adhering to acceptable standards; or (2) college graduation as described under (1) and one year of full-time graduate study in an approved school of social work; or (3) equivalent combination. The law provides that probation officers must be physically, mentally and morally fitted for probation work, and they must be selected because of definite qualifications as to character, ability, and training, and primarily with respect to their capacity for rightly influencing human behavior. Candidates must show evidence of some satisfactory experience or knowledge which would particularly qualify them for the position of probation officer. They must have a knowledge of the principles and technique of social case work; sympathetic understanding of social problems; ability to meet and deal with people and to inspire confidence and secure cooperation; tact, initiative, resourcefulness, good judgment and good address. They must be physically strong and active, and free from any defect or deformity that would tend to incapacitate them.

Weights

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

SENIOR RESIDENT PHYSICIAN (Psychiatric)

Dept. of Public Welfare. AP (Continued on Page 13)

Five State Promotion Tests

Applications for the following five promotion exams are being received by the State Civil Service Commission until Nov. 8:

Institution Steward, Agricultural and Industrial School, Dept. of Social Welfare. (\$2,200-\$2,700 and maintenance.) May be filled at a lower salary.

Compensation Hearing Representative, Albany and Buffalo offices, State Insurance Fund. (\$2,200-\$2,700). Fee \$1.

Principal Account Clerk, employee's retirement system, Dept. of Audit and Control. (\$2,400-\$3,000.) Fee \$2.

Estate Tax Appraiser, Dept. of Taxation and Finance. (\$3,100-\$3,870.) Fee \$3.

Principal, School of Nursing, Dept. of Mental Hygiene. Appointment expected at \$2,000 and maintenance. Fee \$2.

holding individual and group conferences with the social work staff for the purpose of training, review of cases and interpretation of policies and procedures; training foster mothers through interviews and group meetings; reviewing case records; assisting them in making plans for children under care; prepare reports.

Requirements

Candidates must be graduates of a standard senior high school or have equivalent education. In addition, they must meet the requirements of one of the following: 1) nine years' full-time paid experience, within the last 10 years, in social case work with a public or private social agency adhering to acceptable standards, which must have included two years as case supervisor, preferably with a child welfare agency and two years in an institution for neglected, dependent, or delinquent children, or 2) five years of satisfactory full-time paid experience within the last ten years, as described under 1), including the specialized experience as described, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted; or 3) equivalent combination. Full-time graduate study in an approved school of social work may be substituted for experience, on the basis of one year of such study as the equivalent of one year of experience, but candidates must in every case have had the required specialized experience.

Weights

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

COUNTY DETECTIVE

Salary varies; fee, \$2; 21-45 years old. Appointment expected at \$2,500. District Attorney's Office.

Duties

Under general supervision, make confidential investigations in relation to criminal charges; secure evidence for preparation of trials of criminal cases; arrest persons charged with crime; serve subpoenas and criminal process; make and file reports with the Dept. of Correction on charges of crime requiring grand jury action; related work.

Requirements

Graduation from senior high school or equivalent education. Either a) one year experience as detective or criminal investigator in court, police department, office

of district attorney, sheriff, or Dept. of Public Welfare, but the names of eligibles resulting from the exam will be certified for all vacancies in the Assistant Stenographer service classification in the other county departments and institutions in Suffolk County.

Duties

Do office work of some difficulty calling for limited judgment and responsibility in carrying out a prescribed procedure or definite instructions, involving the taking of stenographic notes and the transcription of them by typewriter.

Requirements

Either a) four years' office experience including stenography and typing; or b) one year experience as described under a) and graduation from a senior high school; or c) equivalent combination.

JUNIOR STENOGRAPHER

Salary varies. Appointment expected at \$780; fee, 50 cents. Immediate appointment expected in the Dept. of Public Welfare, but the names of eligibles resulting from this exam will be certified for all vacancies in the Junior Stenographer service classification in the other county departments and institutions of Suffolk County.

Duties

Do simple routine office work requiring care and accuracy in detail but not involving any considerable degree of independent judgment; take notes from dictation and to transcribe them by typewriter; related typing and clerical work.

Requirements

Either: 1) completion of two years of senior high school, including or supplemented by a stenographic course; or 2) one year office experience including stenography and typing and education equivalent to that represented by graduation from grammar school, including or supplemented by a stenographic course; or 3) equivalent combination.

Weights

Test of accuracy in recording ordinary business letters stenographically at the rate of 80 standard words a minute, 3; test in transcription of notes recorded, the minimum acceptable rate of speed being 20 standard words a minute, 2; tests in office practices and English, 3; training, experience and general qualifications, 2. Candidates must provide

Filing Closes Today For Four City Tests

Filing ends today for two open competitive and two promotion exams of the Municipal Civil Service Commission, to bring the October series to an end. Four o'clock this afternoon is the deadline at the Application Bureau of the Commission, 96 Duane St., but mail blanks will be accepted if they have a midnight postmark. The full requirements follow:

CITY

(OPEN)

DIVISION ENGINEER, GRADE 4

(Mechanical Electrical)

(\$6,000); vacancy in Board of Water Supply. Open to U. S. citizens. File by Oct. 31; fee, \$5.

Duties

Under broad direction, take charge of mechanical and electrical engineering activities in connection with water works projects, including planning, carrying out and reporting on professional work in investigation or development of these projects. Design large high pressure gate and needle valves, pumps, sluices, gates, hydraulic cylinders, shaft caps and other controlling and operating mechanisms; furnish, for final executive action, expert advice on mechanical and electrical engineering problems or policies of outstanding importance; report on advisability of large capital expenditures; advise upon plans and specifications for major improvements for subsequent consideration by Chief Engineer.

Weights

Training, experience and personal qualifications, 7; written, 3. Personal qualifications will be rated at an oral interview.

SENIOR ADMINISTRATIVE ASSISTANT

(Applicants who filed under the advertisement of Aug. 2-22, 1939, need not file again.) \$5,000-\$6,000. One vacancy. Open to persons of all ages. File by Oct. 31; fee \$3.

Duties

To assist the chairman in the administration of the program of the Housing Authority; to coordinate the work of the various divisions and to act as liaison officer between the various divisions and the chairman; to represent the chairman in negotiations with public agencies; perform related work.

Weights

Training, experience and personal qualifications, 5; written, 5.

(PROMOTION)

DISTRICT SUPERINTENDENT

Open to Sanitation Dept. employees. Written exam to be given Nov. 22. (\$3,500); vacancies occur from time to time; file by Oct. 31. Fee, \$3.

Requirements

Open to foremen in the uniformed force of the Sanitation Dept. who have served six months on the day of the exam. The written exam will test the candidate's knowledge of the work of the uniformed force and his fitness to be appointed.

Weights

Written, 5 (70% is required, 50% on each part if more than one part is given); record and seniority, 5 (70% required).

MEDICAL INSPECTOR, ADMINISTRATIVE, GRADE 4

(Health)

Open only to Health Dept. employees. Eligible list will remain in force for two years. (\$3,000); file by Oct. 31; fee, \$3. Three vacancies, Health Dept., at \$3,600.

Requirements

Open to all Health Dept. employees who have served two years as Medical Inspectors or Physicians and who have a degree from an accredited medical school and satisfactory completion, with an advanced degree, of at least one year of graduate training in public health in an institution of recognized standing.

Applications will be accepted from employees otherwise eligible who will have completed the requisite period of service by Nov. 28. All persons on the preferred list for titles included under eligibility requirements are eligible for this exam.

Scope of Exam

The test will ascertain whether candidates possess knowledge and understanding of public health requirements and practices, functions of a district health officer and his duties to a sufficient degree to enable the candidates to serve as full-time administrative assistants to district health officers.

F.D.R. Orders Job Index

President Roosevelt, acting through his personnel assistant, William H. McReynolds, has recently bestowed a new function on the U. S. Civil Service Commission. It is to keep a central file of the names, addresses and qualifications of persons who have offered their services to the Government.

Three-fourths of these offers, McReynolds believes, are made by persons who are merely looking for a job—a soft berth on the Federal rolls. The other quarter, however, are honest offers of qualified, capable and generous citizens who believe they have something to offer to the Government service. In time of need or emergency, their help would be valuable.

Previously there has been no central collections of these offers. Usually made to the White House or a specific department or agency, they gathered dust in a personnel file. Meantime another agency might be scouring the field for just such a person who had volunteered at a Government office across the street.

In the future, therefore, these offers, wherever made, will be transmitted to the Civil Service Commission. At the same time an agency needing a specially qualified person for a certain job will first query the commission to see if it can spare itself a long recruiting search.

Applications Open For U. S. Positions

Included among the federal exams for which filing is still open are 26 positions at the Brooklyn Navy Yard. Skilled men are still being sought to fill a shortage created by the war boom of the past two months. Full requirements follow:

FEDERAL

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

(OPEN)

* PRINCIPAL AGRICULTURAL ECONOMIST

(\$5,600); not over 53 years old; file by Nov. 13. Bureau of Agricultural Economics, Dept. of Agriculture.

Duties

Research in optional branch: agricultural history, commodity economics, farm finance, farm management, foreign competition and demand, land economics, marketing research, rural life studies, statistical research. Among commodities are cotton, fats and oils, fruits and vegetables, livestock and meats, milk and dairy products, poultry, seeds, tobacco, wheat and grain and wool and mohair.

Requirements

Bachelor's degree with major in agricultural economics or agricultural economics and subjects related to optional branch. Seven years' experience, four in optional branch. Post-graduate study may be substituted for experience, year for year, up to three years.

* SENIOR AGRICULTURAL ECONOMIST

(\$4,600); not over 53 years old; file by Nov. 13. Bureau of Agricultural Economics, Dept. of Agriculture.

Duties

Research in optional branch: agricultural history, commodity economics, farm finance, farm management, foreign competition and demand, land economics, marketing research, rural life studies, statistical research. Among commodities are cotton, fats and oils, fruits and vegetables, livestock and meats, milk and dairy products, poultry, seed, tobacco, wheat and grain, and wool and mohair.

Requirements

Bachelor's degree with major in agricultural economics or agricultural economics and subjects related to optional branch. Six years' experience, three in optional branch. Post-graduate study may be substituted for experience, year for year, up to three years.

* AGRICULTURAL ECONOMIST

(\$3,800); not over 48 years old; file by Nov. 13. Bureau of Agricultural Economics, Dept. of Agriculture.

Duties

Research in optional branch:

agricultural history, commodity economics, farm finance, farm management, foreign competition and demand, land economics, marketing research, rural life studies, statistical research. Among commodities are cotton, fats and oils, fruits and vegetables, livestock and meats, milk and dairy products, poultry, seed, tobacco, wheat and grain, and wool and mohair.

Requirements

Bachelor's degree with major in agricultural economics or agricultural economics and subjects related to optional branch. Five years' experience, three in optional branch. Post-graduate study may be substituted for experience, year for year, up to three years.

* ASSOCIATE AGRICULTURAL ECONOMIST

(\$3,200); not over 45 years old; file by Nov. 13. Bureau of Agricultural Economics, Dept. of Agriculture.

Duties

Research in optional branch: agricultural history, commodity economics, farm finance, farm management, foreign competition and demand, land economics, marketing research, rural life studies, statistical research. Among commodities are cotton, fats and oils, fruits and vegetables, livestock and meats, milk and dairy products, poultry, seed, tobacco, wheat and grain, and wool and mohair.

Requirements

Bachelor's degree with major in agricultural economics or agricultural economics and subjects related to optional branch. Three years' experience, two in optional branch. Post-graduate study may be substituted for experience, year for year, up to two years.

* ASSISTANT AGRICULTURAL ECONOMIST

(\$2,600); not over 40 years old; file by Nov. 13. Bureau of Agricultural Economics, Dept. of Agriculture.

Duties

Research in optional branch: agricultural history, commodity economics, farm finance, farm management, foreign competition and demand, land economics, marketing research, rural life studies, statistical research. Among commodities are cotton, fats and oils, fruits and vegetables, livestock and meats, milk and dairy products, poultry, seed, tobacco, wheat and grain, and wool and mohair.

Requirements

Bachelor's degree with major in agricultural economics or agricultural economics and subjects related to optional branch. Two years' experience, one in optional branch. Post-graduate study may be substituted, up to two years.

* HEAD ANALYST

(\$4,600); not over 53 years old;



file by Nov. 13. Bureau of Economic Regulation, Civil Aeronautics Authority.

Duties

Conduct statistical, analytical, and cost accounting studies relating to economics of operation of air carriers; prepare technical and popular reports with recommendations; prepare directions and specifications for reports to be submitted by air carriers.

Requirements

Bachelor's degree, for which experience as an accountant or study in a school of accountancy may be substituted, year for year. Six years' experience in one or more of these fields: industrial cost accounting, industrial cost analysis, financial analysis of corporations, with one year in air work. Post-graduate study may be substituted for experience, year for year, up to three years.

* PRINCIPAL ANALYST

(\$3,800); not over 53 years old; file by Nov. 13. Bureau of Economic Regulation, Civil Aeronautics Authority.

Duties

Conduct statistical, analytical, and cost accounting studies relating to economics of operation of air carriers; prepare technical and popular reports with recommendations; prepare directions and specifications for reports to be submitted by air carriers.

Requirements

Bachelor's degree, for which experience as an accountant or study in a school of accountancy may be substituted, year for year. Five years' experience in one or more of these fields: industrial cost accounting, industrial cost analysis, financial analysis of corporations, with one year in air work. Post-graduate study may be substituted for experience, year for year, up to three years.

* SENIOR ANALYST

(\$3,500); not over 45 years old; file by Nov. 13. Bureau of Economic Regulation, Civil Aeronautics Authority.

Duties

Conduct statistical, analytical, and cost accounting studies relating to economics of operation of air carriers; prepare technical and popular reports with recommendations; prepare directions and specifications for reports to be submitted by air carriers.

Requirements

Bachelor's degree, for which experience as an accountant or work in a school of accountancy may be substituted, year for year. Four years' experience in one or more of these fields: industrial cost accounting, industrial cost analysis, financial analysis of corporations, with one year in air work. Post-graduate study may be substituted for experience, year for year, up to three years.

* ANALYST

(\$3,200); not over 45 years old; file by Nov. 13. Bureau of Economic Regulation, Civil Aeronautics Authority.

Duties

Conduct statistical, analytical, and cost accounting studies relating to economics of operation of air carriers; prepare technical and popular reports with recommendations; prepare directions and specifications for reports to be submitted by air carriers.

Requirements

Bachelor's degree, for which experience as an accountant or study in a school of accountancy may be substituted, year for year. Three years' experience in one or more of these fields: industrial cost accounting, industrial cost analysis, financial analysis of corporations, with one year in air work. Post-graduate study may be substituted for experience, year for year, up to two years.

* ASSISTANT ANALYST

(\$2,600); not over 40 years old; file by Nov. 13. Bureau of Economic Regulation, Civil Aeronautics Authority.

Duties

Conduct statistical, analytical, and cost accounting studies relating to economics of operation of air carriers.

(Continued on Page 14)

COUNTY REQUIREMENTS

(Continued from Page 12)

Pointment expected at \$2,300 and maintenance; fee, \$3.

Duties

Under the direction of the Chief and Assistant Psychiatrist, assist with the observation and acute treatment of patients in the Psychiatric Division of a large hospital; supervise the work of internes and junior residents; serve in rotation as officer in charge; related work as assuming full responsibility for cases assigned; making mental examinations and assembling the case study for consideration either by his superiors or in staff conference; writing reports to referring physicians, courts, etc., subject to approval of the Psychiatrist; coordinating with consultants from other services, psychologists, psychiatric social workers, etc.; carrying selected cases for follow-up as out-patients; participating in staff ward rounds daily; supervising internes; assisting in teaching student nurses and student social workers; answering consultations and requests on other services in the hospital; dealing effectively with patients' relatives and with other agencies; assuming responsibility for the Psychiatric Division when on duty.

Requirements

Candidates must be graduates

of a medical school registered by the State Education Dept. and must be licensed to practice medicine in New York State or eligible to enter the examination for such license. They must be certified examiners in lunacy or eligible for such certification. In addition, they must have either (1) one year of rotating internship in a hospital approved by the American Medical Assn., and two years of medical work in psychiatry on a resident service in a psychiatric hospital or service of at least 50 beds and of recognized standing; or (2) internship as described under (1) and one year each of recent satisfactory full-time paid resident experience in psychiatry and neurology in hospitals of recognized standing; or (3) equivalent combination. Candidates must have a knowledge of modern psychiatric techniques, good health, suitable personality, initiative, and medical skill.

Weight

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

INTERVIEWER-SECRETARY

(City and Town of Newburgh) Open to residents. Division of Child Welfare, Dept. of Public Welfare (\$1,040-\$1,440); fee, 50 cents.

Rulings on City Commission's Calendar

End Investigation of 1,600 Who Passed P-R Job Test

The Municipal Civil Service Commission has completed its investigation of the 1,600 who passed the recent qualifying exam for Proportional Representation Canvasser, it was reported at the weekly meeting of the Commission.

The Investigation Bureau reported that 120 appeared to be unsatisfactory, and these were summoned to appear before the Commission on Wednesday, Thursday, and Friday.

Other items on the weekly calendar of the Commission, with disposition in bold face, follow:

4831. Matter of creating the titles District Property Manager, Assistant District Property Manager, Estate Broker, and Assistant Estate Broker in the Board of Estimate (No. 4713 on 10-18). **Held over one week.**

4833. Plan for crediting training promotion examinations (No. 4743 on 10-18). **Referred to Commissioner.**

4835. Matter of terminating the employment of all remaining Housing Technicians at the New York Housing Authority. **Terminate on Nov. 15, 1939.**

4836. Matter of certifying the list for promotion to Assistant Court Clerk, Grade 3 to fill two vacancies in the Magistrates Courts in view of the action by the Appellate Division in the Weppler and Sullivan cases. **Approve recommendation.**

Director of Examinations

4848. Recommending that the Commission pass the special payroll vouchers submitted by the Dept. of Welfare for nursing, dental, and medical care for the reason that eligible lists certified to replace professionals are exhausted; and direct Dept. of Welfare to file provisional blanks for these employees in that the Commission may check the qualifications of the persons appointed (No. 4548 on 10-4). **Approved and referred to Dr. Louria to meet needs of service.**

4855. Final key for Janitor Engineer (Custodian Engineer), Par I. **Approved.**

4856. Deny request of Charles C. Steel (Mill) be declared appropriate for Inspector of Steel, Grade 4 (No. 4656 on 10-11). **Denied and a copy of report.**

4857. Recommending that the title Superintendent of Landfills, Department of Sanitation" be given to two positions now filled provisionally in the Dept. of Sanitation under the title of "Consultant and expert on Landfills. **Auto open competitive exam.**

4859. Recommending that no seniority be given to employees on deferred lists (No. 4683 on 10-11). **Referred to Comm. Morton.**

4860. Forwarding communication from the Ass'n of Plumbing and Heating Contractors of Greater New York relative to representation on Examining Board of the Commission (No. 2453 on 8-7). **Mr. Stern to representatives from five boroughs and Greater New York ass'ns.**

4861. Forwarding communication from the Dept. of Public Welfare inquiring whether an employee can be transferred to a municipal department within one year of his resignation, although there are persons on the deferred list for his title who were originally appointed at a later date than the employee who seeks reinstatement. **Could not be allowed.**

4862. Key for experience in the examination for Physio-Therapy Technician. **Approved.**

4863. Recommending that the titles

of Laundryman and Laundry Foreman be declared eligible for promotion to Laundry Bath Attendant, Grade 2. **Approved for all similarly situated.**

4867. Order examinations for two positions. **Approved.**

4868. Request for monitorial help in the Service Rating Bureau during the month of November. **Referred to secretary.**

4869. Certify the list for Junior Engineer (Mechanical), subject to future investigation, as appropriate for the position of Inspector of Mechanical Equipment in the New York City Housing Authority. **Approved.**

President Kern
4871. Matter of administering the examination for Climber and Pruner. **Referred to Examiner Stern.**

4884. Dept. of Hospitals. Requesting clarification of the resolution adopted by the Commission on Oct. 4, 1939, relative to probationers dropped during or at the end of the probationary period as a result of a promotion test. **Referred to Examiner Stern.**

4888. Board of Education. Requesting that a promotion examination be ordered for that department. **Referred to Exam. Div.**

4891. Police Dept. Advising that they cannot use the list of Clerk, Grade 2, at \$1,200 per annum (male names only), for the reason that none of the eligibles who are willing to accept are competent typists; requesting that an eligible list be certified from which the department can appoint male employees who are competent typists to perform clerical duties in precinct station houses. **Certify male names from type-copyist lists.**

4892. President, Borough of Manhattan. Requesting permission to appoint provisional employees as Director and Assistant Director of the Information Center in that department pending promulgation of the eligible lists for these positions. **Summon representative of dept.**

4900. Xavier Labor School, 30 West 16th Street, Manhattan. Forwarding letter addressed to this Commission requesting the extension of alertness credit to civil service employees for courses taken at that school. **Referred to Mr. Murray.**

President Kern
4903. Memorandum relative to the matter of Farrell vs. Kern. **Noted.**

Director of Examinations
4904. Withdraw certification of the eligible list for Mechanical Engineer, Grade 4, certified at the Dept. of Markets as appropriate for Examining Engineer (Refrigeration), Grade 4. **Approved.**

Certification Clerk
4905. Recommending that the Commission revoke its action declaring the list for Porter appropriate for the position of Laborer outside of the New York City, and declare the list for Climber and Pruner, when promulgated, appropriate for the position of Laborer in all localities outside of New York City. **Put over until list is ready.**

Bureau of Training
4906. Nominating John W. Riedell as Lecturer for the clerical course for this Commission at a compensation of \$50 for four lectures. **Approved.**

Director of Examinations
4909. Note that the records of three candidates were destroyed prior to the ruling of the Commission

"not to destroy records of appointees over 10 years old and of persons still in the city service." **Approved.**

4917. Matter of Scherdel et al v. Kern and Cox et al v. Kern. **Stop payrolls of all not affected by these stays and recertify lists.**

4919. Certify 18 Architectural Draftsman, Grade 4, to Board of Education as well as to other city departments. **Advise Certification Bureau that these 18 men are eligible for appointment to Board of Education.**

Chemist Remains Without An Exam

Following a nation-wide search of the Municipal Civil Service Commission which brought in only one unqualified candidate, the Commission ruled recently that the present incumbent in the position of Research Assistant, Hospitals Dept., be brought into the competitive class without an exam.

The position, which pays \$2,500, is that of a cancer research expert. Under rule 5-9-8, appointees who have unique qualifications which cannot be found elsewhere may be brought into the competitive class with no further ado.

The Municipal Commission first rejected the Hospitals Dept. request that this procedure be followed, but changed its ruling when its search for qualified candidates ended in failure. The exam was announced last Summer.

Civic League to Meet

Following an enthusiastic inaugural meeting last week, the Civic Young Folks League will meet tonight at 8 o'clock at the Civic Center Synagogue, 10 Lafayette St. An entertainment and membership committee is already functioning. Serving are the Misses Esther T. Benin, Gertrude Goldstein, Pearl Goldberg, Muriel Miller, Ruth Rosenzweig, and Mildred Rosenfeld.

Housing Post Ended

Declaring that the title of Housing Technician in the New York City Housing Authority is an unessential one, the Municipal Civil Service Commission terminated the employment of all remaining Housing Technicians at its weekly meeting last Thursday.

This is the second action affecting the Housing Authority to be taken by the Commission following the recent resignation of Alfred Rheinstein as chairman. Last week the Commission noted a delay in order for tests for four positions.

POLICE TOY DRIVE SUCCESSFUL

Response to the annual toy campaign started recently by the Police and Fire Depts. has been gratifying, according to an announcement last week by Sixth Deputy Police Commissioner John H. Morris.

Toys to be distributed to needy children at Christmas time are being received at various precincts and Fire Houses throughout the city, said Morris, and many people have writ-

ten asking that collectors from the Juvenile Aid Bureau call at homes for discarded playthings which can be repaired.

According to deputy commissioner Morris, "Toys of all kinds, excepting guns, air rifles and pistols, irrespective of their condition, will be cheerfully accepted at any Police Station, Fire House, or Police Athletic League center."

Vote in Leader's Poll

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

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

Bruce Barton

Thomas E. Dewey

James A. Farley

John Nance Garner

Cordell Hull

Fiorello H. LaGuardia

Paul V. McNutt

Lloyd C. Stark

Robert W. Taft.....

Arthur H. Vandenberg

(Others)

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

Is Your Exam Here?

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

OPEN COMPETITIVE TESTS

Administrative Assistant (Welfare): Qualifying experience is being rated. The written test will probably not be held before the latter part of December.

Announcer: The rating of the written part has been completed. The oral tests will be held during the early part of November.

Assistant Engineer, Grade 4: 367 of the 376 candidates have been qualified on experience. The written test has already been held.

Assistant Engineer (Designer), Grade 4 (BWS): Part I of the written examination has been rated. The rating on Part II is almost completed. **Associate Assistant Corporation Counsel (Administrative Code):** Failure notices on Part II have been mailed out. The oral test will probably be conducted in 3 weeks.

Automobile Engineman: The written examination will be held during the latter part of December.

Baker: The qualifying experience of the 342 applicants is being rated. The examination will probably be held in December.

Engineering Assistant (Electrical) Grade 2: This examination will most probably be conducted in conjunction with the examination for Electrical Inspector, Grade 2, for which applications are now being received.

Engineering Inspector, Grade 4 (BWS): 425 candidates have been qualified on experience. The written examination was conducted yesterday.

House Painter: The Court of Appeals upheld the Commission. The examination will probably be conducted in 3 or 4 weeks.

Janitor (Custodian) Grade 3: The final key is being prepared for the approval of the Commission.

Janitor Engineer (Custodian Engineer): The final key has been validated. The rating of the written part should be completed in November.

Junior Administrative Assistant (Housing): Qualifying experience is now being rated. The written test will probably not be conducted before the latter part of December.

Junior Administrative Assistant (Welfare): The written test will probably not be held before the latter part of December.

Junior Architect, Grade 3: 394 candidates have been qualified in experience. The written test will be held in November.

Junior Assessor: 1,169 candidates participated in the written examination. The final key has been prepared for the approval of the commission.

Junior Engineer (Mechanical) Grade 3: Final experience has been completely rated. The eligible list will be published in a few days.

Junior Statistician: Qualifying experience has been rated. The written test will probably be held in December.

Management Assistant, Grade 4 (Housing): The written test will probably not be held before the latter part of December.

Office Appliance Operator: The rating of the examination is still in progress. The list will probably be available in December.

Social Investigator: The rating of this examination is still in progress. The results will be known before the end of the year.

Stenotypist, Grade 2: The written

examination will be conducted on November 18.

Supervisor of Park Operations: The examination has been completely rated. The list will be available in two weeks.

Title Examiner, Grade 2: This examination is being held in abeyance due to litigation.

Trackman: 662 candidates were qualified on experience for the examination which may be administered during the latter part of November.

Typewriting Copyist, Grade 1: Appeals on the tentative key are being considered.

PROMOTION TESTS

Assistant Engineer, Grade 4 (City Wide): 617 candidates were qualified on experience for the examination which was held on October 23.

Assistant Supervisor, Grade 2 (Social Service) (City Wide): The qualifying experience of the 2,544 applicants is being rated. The written test may be held during the latter part of December.

Clerk, Grade 2: This examination will be administered November 18.

Clerk, Grade 3: This examination will be held on November 25.

Clerk, Grade 4: This examination will be held on November 25.

Junior Statistician (City Wide): The written test will probably be held in December.

Lieutenant (Police): The written test will be administered on November 17 and 18.

Stenographer-Typewriter, Grade 2 (City Wide): The written test will be held November 18.

Stock Assistant (Men) (City Wide): A report is being prepared validating the key.

CLIMBER AND PRUNER

FIELD AND THEORETICAL INSTRUCTION

Meetings Wednesday and Thursday, 8-10 P.M.

GENERAL COURSE IN:

Pruning, Transplanting, Feeding, Braeclng, Cabling, Cavity Work, Pruning, Spraying and Insect Control, Knots used in city and commercial tree work.

Field Training includes shanny, footlock, other methods used in rope work; tree identification.

COURSE: \$10.00

DOUGAL TREE SERVICE

OZONE PARK, L. I., N. Y.

Rockaway Boulevard Station—Lefferts Avenue Line

Telephone: Virginia 3-1966

U. S. CAN SKIP TOP MEN IN FILLING POSITIONS

The Leader has had many requests for an explanation of the method by which Federal Civil Service certifications are made. In order to answer the questions of these readers, The Leader is publishing a special article on the subject.

The certification procedure of the U. S. Civil Service Commission often has been the cause of misunderstanding. The first thing they learn when they make inquiries is that the appointing officer has the choice of the three top eligibles on a list. Many Civil Service employees and eligibles believe that the appointing officers should be compelled to pick the No. 1 eligible.

Others contend that the official should be given some discretion, pointing out that personnel managers in private industry can make as wide a choice as they like.

When a Federal official passes over the two top candidates and selects the third on a list, he is not required to state his reason for such a decision. The final choice rests entirely in his hands.

One phase of the Federal certification which has particularly puzzled eligibles is the way in which their names sometimes jump up and down on registers. An eligible, for example, may be told one day that he stands No. 6 on a list; and a month later he may learn that he's dropped to No. 12. If no exam has been held, he usually cannot understand what's happened.

Lists Change Often

The explanation of this is simple enough, however. There is no manipulation by the Commission for the benefit of favorites and no unfairness. A Civil Service register is subject to changes from day to day be-

cause of the many varying conditions which affect the status of eligibles.

A name may be withheld from a register until a person has complied with certain requirements which were not met at the beginning. Other names may be added from time to time for various reasons. Still others likewise may be stricken from lists.

Quarterly exams opened to persons granted 10-point preference enlarge a list and such eligibles are placed in a special group at the top. Relative standing may be affected in many other similar ways.

Some people often misunderstand the duration of eligibility. Actually, it begins when a register is established and ratings issued, and lasts for the "life" of the register. Ordinarily, this is for 12 months, but it may be extended for another year in the Commission's discretion.

Time Lost If Suspended

When a person is suspended from a list for three months, this does not mean that after he is restored, three months will be added to his term of eligibility. The time during which he was suspended is lost.

The best way to make the most of one's chances for a Federal job is to fill out application forms carefully and to respond readily to any inquiries which the Civil Service Commission may make. The Commission gives every applicant a square deal. If the applicant cooperates with the Commission he may feel sure his interests in certification and other matters will be protected.

If something happens which he doesn't understand, the Commission will furnish a full explanation if it is requested.

Shomrim Services

The Shomrim Society of the Police Dept. of the City of New York will hold annual memorial services for deceased members of the department on Sunday afternoon, Nov. 19, at 4 o'clock at Mount Nebo Temple, 150 W. 79th St.

Rev. Dr. Isidore Frank, spiritual director, will conduct the services.

Offers \$1,200 in Prizes

Thirty prizes totaling \$1,200 are being offered Civil Service employees for the best suggestions on how the City can eliminate unnecessary expenditures. The contest opens Nov. 1 and closes Dec. 15. Details may be gotten from the Civil Service Good Government Contest Committee, Room 400, 20 Exchange Pl. and Room 900 2 Lafayette St.

Protest Bonus Payments

Protests against resumption of \$1,188 bonus payments to each of the 107 administrative assistants in the public schools was included Saturday in a statement issued by the Citizens' Budget Commission. An increase of \$127,116 to the school budget would result, the Commission asserted.

BECOME A FINGERPRINT EXPERT

In a Modernly Equipped Laboratory New Classes Forming Friday
BUREAU OF SCIENTIFIC IDENTIFICATION
Rm. 708, Pulitzer Bldg., 63 Park Row
BEEkman 3-3759 N. Y. City

AFL Union Queries Council Candidates

Affirming that candidates for public office should inform Civil Service organizations of their views on current matters, the New York City Employees' Local Union, No. 61 of the American Federation of State, County and Municipal Employees (AFL), this week queried all candidates to the City Council on 20 Civil Service issues.

Included were queries on bills prohibiting oral exams for all positions except those of an executive nature, establishing a \$1,200 minimum salary, changing the selection of Board of Education custodial employees to the competitive exam system, and extending the mandatory increment law to include those receiving under \$3,600.

In addition, the candidates were asked, "Are you in favor of competitive Civil Service employees becoming members of bona fide (Civil Service employees) labor unions, if such unions prohibit direct or indirect strikes, or any act which might be construed as being detrimental to the public service?"

Plan Training Course For Commission Jobs

Instruction in the fundamentals of the jobs of civil service commissioners, secretaries, and members of their office staffs will be offered during November and December in seven centers throughout the State by the Municipal Training Institute of New York State, educational institution administered by the New York State Conference of Mayors.

Sessions will be held in Schenectady on Nov. 13; Binghamton, Nov. 15; Buffalo, Nov. 20; Geneva, Dec. 5; Utica, Dec. 7; Poughkeepsie, Dec. 12, and in White Plains, Dec. 14.

Subjects include powers and duties of municipal commissions, examinations, certifying and appointing eligibles, payrolls.

SCMWA to Hear Morris

Council President Newbold Morris and State Industrial Commissioner Frieda S. Miller are additions to the list of speakers scheduled to appear Thursday at the second annual rally of the State, County, and Municipal Workers of America (CIO), at Mecca Temple, 130 W. 56th St.

Executives of all city departments have been asked to attend.

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Municipal Handball Tourney



Leader Photo by Gordon.

An exciting moment in the life of the Municipal Athletic League handball doubles tourney Friday afternoon at Northmeadow Field, 96th St. and Central Park. The Police and Health department teams are at it hot and heavy. Far left, in white shorts, is Henry Herz, former AAU National Four-Walls champion, who last year won the municipal singles crown. His partner, in dark shorts, Robert Ford, former state titleholder. The Health Dept. is represented by John Ryan and Herbert Richek.

Name W. F. McDonough To Classification Board

(Special to The Leader)

ALBANY, Oct. 30—William F. McDonough, Assistant Director of the Bureau of Milk Control in the State Dept. of Agriculture and Markets, was appointed a member of the Classification Board of the State Civil Service Dept. today.

A former president of the Assn. of State Civil Service Employees and active in the affairs of this organization, McDonough is expected to champion the views of the employees in classification matters.

The Classification Board was set up under the Career Act, popularly called the Feld-Hamilton Law, enacted several years ago. The three-member board is responsible for the classification and reclassification of titles of State employees on the basis of their duties. Since salaries and promotions depend on the titles of positions, the composition and individual attitude of members of the board are of utmost importance to State workers.

McDonough has been connected with the State service since 1909. After public and business school education, he entered the Dept. of Agriculture and Markets, where he is still employed. In 1924 he became Assistant Director of the Division of Dairies and Foods, and in 1934 was made Assistant Director of the Division of Milk Control. He is also Superintendent of the Dairy Products Dept. of the State Fair.

Watchmen to Meet

A mass meeting will be held by the Watchman-Attendant Eligible Ass'n. Friday night at P.S. 42d St. near Third Ave.

NEW YORK DISTRICT of the State, County and Municipal Workers of America (Aff. with CIO)

Will Hold Its Second Annual Rally at MECCA TEMPLE 133 West 56th St.

Thursday Night at 8 P.M.

SPEAKERS: MARY LUCIEL MCGORKEY, Pres. SCMWA; I. BLUMBERG, V-Pres. SCMWA; DOROTHY KENYON, Municipal Court Justice; STANLEY ISAACS, Boro. Pres. Manhattan; COUNCILMAN MICHAEL QUILL; LESTER GRANGER, of the Urban League.

Readers of the Leader Cordially Invited to Attend This Rally

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CITY OF NEW YORK

By REBECCA B. RANKIN

Librarian, Municipal Reference Library, New York City

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Continued from Page 17
rary—to last not longer than 1-31-40 (leave of absence of Wm. J. Murphy) — 97, Pincus, Gustave, 82.36; 110, Goldman, F. Alexander, 81.82; *125, Milchman, Daniel F., 81.22; *133, Feldman, Jerome, 80.49; *137, Lebo, Joseph R., 80.31; *143, Rubenstein, Meyer E., 80.05; *145, Cheris, Hyman N., 79.86; *154, Seidelman, Morris B., 79.31; *158, Stallman, Melvin, 79.20; *164, Geduldig, Irving, 78.79; *170, Curry, John P., 78.16; *172, Schenker, Rene M., 78.11; 177, Suozzi, Frank J., 77.80; *178, Sanders, David, 77.76; *183, Reiser, Max, 77.32.
Transitman & Computer, Gr. 3; preferred list—Junior Engineer, Gr. 3; appropriate; Transportation Board; \$2,700; probable permanent—Gordon, Arthur.
Clerks, Gr. 1; competitive list—Male; prom. 5-1-36; Sanitation Dept.; \$840; probable permanent—117, Foley, Francis J., 87.00; 2300, Dionisio, Michael, 84.50; 2576, McGuire, Timothy P., 84.50; 2410, Weinstock, Daniel, 84.50; 2521, Schroeder, Frederick C., 83.00; 2865, Ward, James G., 83.00; 2908, Murray, Robert C., 83.00.
Competitive list, Clerk — 108, Abramowitz, Abraham, 90.83; 149, Strandberg, Willard A., 90.83; 606, Baunhut, Nathan, 88.54; 977, Miller, Samuel H., 87.52; 985, Dietz, Wm. T., 87.51; *1020, Zalkowitz, Jack B., 87.43; 1292, Dispanza, Faust M., 86.88; 1340, Perlmutter, Victor J., 86.80; 1403, Cynamon, Mendel, 86.67; 1567, Chamelian, George, 86.38; 1607, Getman, Sidney R., 86.32; 1630, Wiedman, Geo. E., 86.28; 1653, Ross, Irwin, 86.17; 1694, Rothstein, Benjamin, 86.17; 1699, Kaplan, David, 86.16; 1751, McGivney, Geo. J., 86.08; 1778, Horowitz, Mack, 86.03; 1787, Brown, Justin M., 86.02; 1818, Rothstein, Randolph, 85.97; 1876, Bloom, Abraham, 85.87; 2093, Berkowitz, Max H., 85.54; 2208, Silverman, Hyman, 85.38; 2223, Suarez, Benj. V., 85.36; 2253, Cirrincione, Salvatore, 85.32; 2256, Rim, Joseph, 85.32; 2310, Kleinfeld, Samuel, 85.23; 2428, Tannen, Samuel R., 85.10; 2434, Homler, Max, 85.09; 2459, Goodman, Abraham I., 85.06; 2464, Schneider, Max J., 85.05; 2480, Bernstein, Albert, 85.03; 2481, Gold, Isidore, 85.03; 2486, Tevlin, Alexander, 85.02; 2599, Golden, Milton E., 84.88; 2644, Lerner, Meyer, 84.84; 2673, Fishman, Sidney H., 84.81.
2732, Reinfeld, Fred, 84.76; 2781, Snapsky, David, 84.69; 2833, Weinstein, Sidney, 84.64; 2847, Solomon, Herman S., 84.63; 2890, Seigel, Max H., 84.57; 2900, Pastorinsky, Harry, 84.55; 2926, Kaplan, Sidney, 84.52; 2933, Smith, Irving L., 84.51; 2936, Bach, Harry, 84.51; 2944, Tucker, Ralph, 84.49; 2946, Chadakoff, Geo., 84.49; 2952, Wohl, Morris, 84.49; 2955, Reich, Eugene, 84.48; 2961, Friedman, Joseph, 84.48; 2964, Schindler, Aaron S., 84.47; 2966, Stockman, Albert, 84.47; 2974, Barwizansky, Isidore, 84.46; 2981, Petrocci, Alfonso, 84.45; 2982, Blum, Max, 84.45; 2983, Seidman, Irving, 84.45; 2984, Tappis, Samuel, 84.45; 2987, Rothfeld, Felix, 84.45; 2988, Tanzer, Milton, 84.44; 3000, Schnittman, Norman, 84.43; 3002, Birnbaum, Harold, 84.43; 3010, Perner, Andrew F., 84.43; 3011, Helfgott, Milton, 84.42; 3021, Palatnick, Abraham, 84.42; 3022, Crystal, B. Stanley, 84.41; 3025, Danziger, Abraham N., 84.41.
*Beginning with No. 1020 these names are certified subject to investigation.

SAMPLE TEST FOR FIRE LIEUTENANT

As a service to the 4,000 Firemen, First Grade, who are eligible to take the coming promotion examination, for Lieutenant of the Fire Department, the Leader will print the most recent test given on Sept. 8, 1938, for the same classification by the Municipal Civil Service Commission.

The Commission will announce the new exam on Friday. Filing will start on Monday, Nov. 6. The written exam will be held on Jan. 6.

These sample questions will be published in two installments. The first part follows:

Promotion to Lieutenant—Fire Department— Special Date: September 8, 1938

(First Session)

Administration and Report: Weight 7

Part I (Questions 1 to 5)—Weight 5—50% Required

TIME ALLOWED: TWO AND ONE-HALF HOURS

Note 1. Write plainly. You will receive no credit for anything you write if it is illegible.

Note 2. Candidates should use extreme care throughout the examination not to reveal their identities. Any reference by a candidate to facts connected with his career by which his identity may be revealed may lead to his disqualification.

Note 3. Study each question carefully before you begin to write the answer to it. Be sure you understand exactly what is asked. Well thought out, compact answers are desired; do not pad your answers with irrelevant material.

Note 4. Remember that there are five questions to be answered at this session. Do not write so long on any one of them that you will not have time enough to answer the others.

Note 5. All questions in this part are of equal weight. The letters (A), (B), (C).... as used in these questions are for convenience only. They do not indicate that the subdivisions of the questions so marked are of equal weight.

QUESTION 1

What can the members of a Hook and

Ladder Company do at a fire in an occupied typical old law tenement house at night?

Note: Do not be content with general statement—for example, with saying that they should rescue the inmates of the house; but explain definitely the manner in which rescues are made.

QUESTION 2

A 750-gallon pumper is drafting. It is discharging its rated capacity at 120 pounds through one length of 2½-inch hose with a 1½-inch nozzle.

(A) What will happen if the engine pressure remains constant at 120 pounds and the nozzle is replaced first by a 1¾ inch nozzle and later by a 2-inch nozzle?

(B) Is it possible to keep the discharge constant at 750 gallons with these three nozzles in use successively? If so, how can it be done. If not, why cannot it be done?

(C) What will happen if the engine pressure is increased to 160 pounds without changing the original layout?

Note: Answer (A), (B) and (C). Support your answer to either "(A)" or "(B)" or "(C)" by computations based on standard formulas.

QUESTION 3

A fire is 1,500 feet from the nearest hydrant and only 2½-inch hose is available, but two second size engines are present. Because of the nature of the fire, it is desired to use a 1¼-inch nozzle. Can an effective stream be obtained with that nozzle? If so, where should the second engine be placed? Your answer must be supported by figures.

No credit will be given for an answer that is not supported by figures.

QUESTION 4

Distinguish "fire-proof," "fire resistive" and "fire retarding." For which of these terms are there legal definitions? Where are they found? Explain carefully what relation these three terms have to "fire stopping."

QUESTION 5—REPORT

Assume that you are Lieutenant John Doe, that you have been assigned to lecture at the Officers' School on the subject "Care of Hose and Apparatus," and that you have been further instructed to prepare an outline of your lecture to be submitted to the Assistant Chief of Department in charge of the school before the date of the lecture for comment and suggestion.

Write the outline, together with a letter of transmittal in correct official form, both in good English.

The subject matter of the outline must be well arranged under numbered topics, with a paragraph summarizing each topic.

Note: Do not sign your own name, or write your numbers, anywhere in the letter or in the outline.

Administration and Report, Part II Weight 2—50% Required

TO BE COMPLETED 2½ HOURS AFTER THE BEGINNING OF SECOND SESSION

Note: Both questions in this part are of equal weight. The letters (A) and (B) as used in these questions are for convenience only. They do not indicate that the subdivisions of the questions so marked are of equal weight.

QUESTION 6

(A) Mention five substances on which it is not advisable to pour water at a fire. Explain (1) what unfavorable action would follow the use of water on each of these substances and (2) what means of extinguishing a fire in each of these substances should be used.

(B) What are the proper methods of extinguishing fires in motor vehicles?

QUESTION 7

(A) What are the results of the experience of the Fire Department with smoke ejectors? Answer in detail.

(B) State and give reasons for the attitude of the Fire Department toward smoking in theatres and movies.

Will Make 15,000 Jobs Competitive

(Continued from page 1)

"the competitive system should be invoked for all new appointments hereafter created or for filling vacancies in those positions that may normally occur in the future."

Besides the present members of the State Commission, President Grace A. Reavy and Commissioners Howard G. E. Smith and Howard P. Jones, the new Commission includes H. Eliot Kaplan, executive secretary of the National Civil Service Reform League and contributing editor of The Leader; John T. DeGraff, counsel to the Assn. of State Civil Service Employees; Edward P. Mulrooney, former Correction Commissioner.

Also Dr. Frederick W. Parsons, former Mental Hygiene Commissioner; Prof. Rodney Mott, of Colgate University; Mrs. Douglass Moffatt, and Homer Folks.

BIDS AND PROPOSALS

STATE DEPT. OF PUBLIC WORKS DIVISION OF HIGHWAYS ALBANY, N. Y.

Sealed proposals will be received by the undersigned at the State Office Building, 13th floor, Albany, N. Y., until one o'clock p.m., on Wednesday, November 15, 1939, for the construction and reconstruction of the following highways and bridges and construction of the following railroad grade crossing elimination projects:

CONSTRUCTION RAILROAD GRADE CROSSING ELIMINATION PROJECTS

Locality	Deposit Required	Type	Miles
Erie	\$4,000	1-Beam Bridge over L. V. R.R. One 52 ft., 1 in. span, two 37½ ft. spans. Bit. Mac. M.M. Type 3 approach	0.24
Orange	21,000	45 ft. Girder carrying three span 1-Beam bridges over Erie R.R. Total lengths 124 ft., 5 in., and 157½ in. 22 ft. Bit. Mac. M.M. Type 3, 30-40 ft. conc.	1.07

ROADSIDE IMPROVEMENT

Queens	2,000	Roadside Improvement	
Suffolk	3,500	Roadside improvement and Miscellaneous work	

RECONSTRUCTION HIGHWAYS AND BRIDGES

George and Oudisack	18,000	22 ft. concrete 8-7-8, and 33 ft. 44 ft. concrete 8 in., including 250 ft. truss and 50 ft. and 62 ft. Approach Girders	2.97
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Plans, specifications and estimate of cost may be seen and proposal forms obtained at the office of the Division of Highways in Albany, N. Y., and at the office of the District Engineers in whose district the roads or projects are located, upon the payment of five dollars (\$5.00) for plans and proposal forms. Standard specifications are two dollars (\$2.00) per copy. No refund will be made on plans, specifications, or proposal forms. Plans and proposal forms may be seen at the office of the State Department of Public Works, State Office Bldg., Worth and Water Streets, New York City. The addresses of the District Engineers and Districts will be furnished upon request. Special attention of bidders is called to "General Information for Bidders" in the proposal, specifications, and contract agreement. The attention of bidders is also directed to the special provisions applying to projects financed with federal funds.

Proposal for each highway or crossing must be submitted in a separate envelope with the name and number of the highway plainly endorsed on the outside of the envelope. Each proposal must be accompanied by cash, check or certified check, payable to the order of the New York State Department of Public Works, Division of Highways, for the sum as specified in the proposal itself for each project. The retention and disposal of such cash, draft or check by the State Division of Highways shall conform with Sub. 2, Section 2 of the Highway Law, as amended. The successful bidder will be required to execute the contract and comply in all respects with Section 38 of the Highway Law, as amended, and also pursuant to the provisions of Chapter 767 of the Laws of 1938, there will be required on all contracts entered into by the State Agency on and after July 3, 1939, a separate bond guaranteeing payment of moneys due to all

persons supplying the contractor, or subcontractor, with labor and materials employed and used in carrying out the contract as follows:

- (a) Whenever the total amount payable by the terms of the contract shall be not more than \$500,000 the said bond shall be in a sum equal to the total amount payable by the terms of the contract.
- (b) Whenever the total amount payable by the terms of the contract shall be more than \$500,000, and not more than \$1,000,000 the said bond shall be in the sum of one-half of the total amount payable by the terms of the contract.
- (c) Whenever the total amount payable by the terms of the contract shall be more than \$1,000,000 and not more than \$5,000,000 the said bond shall be in the sum of forty per centum of the total amount payable by the terms of the contract.
- (d) Whenever the total amount payable by the terms of the contract shall be more than \$5,000,000 the said bond shall be in the sum of \$2,500,000.

The amount of the certified check accompanying the proposal of bidder to whom the contract is awarded will be returned when ten per centum of the work under the contract has been completed. If Surety Bond is dispensed with, in pursuance with the Highway Law, the amount of the bidding check will be returned when fifteen per centum of the contract work has been completed. On contracts with federal funds, when optional types are permitted for any one item of work, contractors must state in the space provided in the proposal for this purpose the exact designation of the optional type upon which the proposal is predicated. No one proposal shall contain more than one bid for an optional item. The award, if made, will be on the basis of the responsible proposal which for all items of work gives the lowest total cost for the project and the contract will call for the type designated in such proposal.

Skilled, Intermediate Grade, and Unskilled Labor on all projects shall receive the minimum wage rate per hour as follows:
In New York City: Skilled Labor, ninety cents per hour; Intermediate Grade Labor, eighty-seven and one-half cents per hour; Unskilled Labor, eighty-seven and one-half cents per hour; in the Counties of Suffolk, Nassau, Westchester and Dutchess: Skilled Labor, seventy-five cents per hour; Intermediate Grade Labor, sixty-five cents per hour; Unskilled Labor, fifty-five cents per hour; and in all other counties, other than above, Skilled Labor, seventy-five cents per hour, Intermediate Grade Labor, sixty-five cents per hour, Unskilled Labor, fifty-five cents per hour, unless shown otherwise in the itemized proposal.

The minimum hourly rate of wages for the various types of operations and trades, as well as the hours of work and conditions of employment, shall be set forth under the Special Provisions in the itemized proposal for each project.
In conformity with the provisions of Section 220, Sub-division d of the State Labor Law, as amended, the minimum hourly rate of wages has been established and is annexed to and forms a part of the specifications for the project, and may be ascertained upon reference to the proposal for the project itself.
The right is reserved to reject any or all bids.

ARTHUR W. BRANDT,
SUPT. OF PUBLIC WORKS.

Drug Eligibles

A meeting of the Senior Drug Clerk Eligibles Assn. will be held at the Hudson Park Library, 10 Seventh Ave., South, near Houston St., tomorrow at 7:30 p.m.

Isidore Stern, chairman of the Executive Committee, urged that all members attend the session and said that important developments of interest to eligibles would be discussed.

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QUALIFYING EXAMS FOR COLLEGE TEST

A qualifying test for stenography and typing will be required for some of the eligibles on the College Clerk list, to be promulgated following the exam which will probably be in the December series, The Leader learned yesterday.

Patrolmen to Ask Pay on Sick Leave

The proposal that Patrolmen be given full pay during sick leave is the major aim of the Patrolmen's Benevolent Assn. now being pushed in the City Council, it was announced yesterday by Joseph J. Burkard, president.

"This is the way it works in most City departments," he maintained, "and there is no reason why Patrolmen shouldn't be treated in the same fashion. Most ills can be traced directly to the work of the men, where they are constantly exposed to bad hours and all kinds of weather."

Burkard pointed out that Patrolmen never take sick leave unless it is absolutely necessary, as a police surgeon must examine them before allowing them to take time off.

Six hundred jobs exist in this classification in the City's colleges, which were brought under the supervision of the Municipal Civil Service Commission in September. Paying \$1,200-\$1,800, vacancies will probably be filled at the rate of 20 a year.

As several lists will be made inside the main list, each embracing such subjects as mathematics and foreign languages, other qualifying tests will also be held. In addition, some posts will require bookkeeping and elementary accounting, as some clerks will serve as secretaries to departments or groups of departments.

Clerk Eligibles to Meet

The State File Clerks Eligibles Assn. will hold its bi-weekly meeting Thursday at 7 p.m. in the auditorium of Hudson Park Library, 10 Seventh Ave., South, near Houston St. Those unable to attend are asked to communicate with Lawrence Waks, secretary, 1881 Andrews Ave., the Bronx.

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I desire further information about your Special Group Plan for Sickness, Accident, Hospitalization.

Name Address Dept Title Room

Await La Guardia On Clerk Waiver

Hundreds of low-paid clerks in the city service will have a chance to take a promotion exam on Nov. 18, if Mayor La Guardia and the State Civil Service Dept. approve a resolution recently passed by the city commission.

The resolution reduces the experience requirement for eligibility to the Clerk, Grade 2 promotion test, from one year to six months, and additionally waives a provision that Storekeepers' Helpers, Messengers, Receptionists, Typists, Stenographers and others in the competitive class must serve one year in the clerical service before taking the exam.

Action by the Mayor and the State Commission must come before Nov. 18, to permit hundreds of additional employees to take the promotion test.

If the resolution is approved the Municipal Civil Service Commission has announced that it will readvertise the Clerk, Grade 2 exam and hold it at a later date.

Adoption of the resolution will widen the base for promotion and eventually affect some 20,000 employees. Any person in the city service who earns less than \$1,800 will be able to take promotion exams for Clerk, Grade 2 in the future.

Hospitals to Improve Probationary Rating

Maintaining that an efficient probationary-report system is a necessary corollary to the merit system, the Dept. of Hospitals, under the direction of Commissioner S. S. Goldwater, is



Dr. S. S. Goldwater, Commissioner of the Hospitals Dept., which plans major changes in its highly praised system of probationary reports. Greater responsibility is the expected result of the move.

about to inaugurate several changes aimed at improving its probationary program.

Approved two weeks ago by the Municipal Civil Service Commission, one change calls for a detailed specific account of a satisfactory report, something that has long been demanded when a probationary employee is found unsatisfactory.

Another change will require the signature of the immediate supervisor on the probationary rating report. At present only the head of the bureau or division involved signs the report. The department feels that this change will fix responsibility.

White Describes System

"The probationary report is the best way we have of learning how an employee who has passed a Civil Service examination is working out," explained E. Michael White, secretary of the department, in describing the system in effect since June 1, 1938.

All reports, along with pertinent correspondence, are submitted to the Municipal Civil Service Commission, who will single out the Dept. of Hospitals probationary system as the most satisfactory in any City department, in its coming annual report.

The probationary report is due at least one month prior to the end of the six-month probationary period for competitive class employees, and at least two weeks before the one-month labor class period closes.

Post May Be Changed

If a competitive class employee has been found unsatisfactory, White interviews him at his 125 Worth St. office. Occasionally this is also the case with labor class employees. Sometimes an employee is changed to another post if there is any indication that the position rather than the employee may have been at fault.

Court Separates Steno From Steno-Typist

Holding that the separation of Steno-Typist and Stenographer classifications is a reasonable one, Supreme Court Justice Julius Miller this week decided in favor of the Municipal Civil Service Commission in the case of Goldstein v. Kern.

The Court ruled that the record made by those filling Steno-Typist jobs is a permanent one, not subject to alteration, and that it can be transcribed by a stenographer. The separation has existed since 1913, the Court pointed out.

MONDELL GRADUATES TOP THE LIST AGAIN!

Hold 2nd, 3rd, 6th, 9th, 12th, 13th positions on list just established for Mechanical Draftsman, Grade 4; \$3,120 yearly; 90% of the Mondell Students passed the above exam.

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