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West Retires

James H. West, administrative officer in the office of the Commandant of the Brooklyn Navy Yard, will retire February 1, 1942. Appointed to the office on August 3, 1903, Mr. West was promoted to administrative officer, then known as chief clerk in April, 1913. He was granted a leave of absence November 27, pending retirement in February.

Clark in Charge of Navy Yard Personnel

Lieut. Commander W. L. Clark, U.S.N.R. (Ret.) is the personnel officer in charge of the new personnel section in the manager's office at the Brooklyn Navy Yard. Before he was called into active duty Lieut. Commander Clark was employed in a personnel capacity with Metropolitan Life.

It Ain't Hay

Approximately \$38,000 worth of defense stamps and bonds were sold in the Brooklyn Navy Yard during the first week of sale in the yard. A plan is under consideration by which employees may purchase bonds and stamps regularly through deductions in their paychecks.

They've Been There A Long Time

How many years have you been working in the Navy Yard? Ask this question of the average Brooklyn Navy Yard employee and you will get your answer in a figure smaller than the number of fingers on your left hand. Only 3 men in the Yard have been at the job for more than 45 years, 19 more than 40 years, 2,565 more than 10 years.



By CHARLES SULLIVAN

Congress Speeds Pay Raises, Pushes Retirement Measure

WASHINGTON.—Congress really has swung into action since the Jap attack. And some of the Congressional work is greatly benefiting Federal workers. On the legislative front:

- 1.—A bill has been reported to the House which would raise the per diem of Federal employees sent on travel duty from \$5 to \$6 a day within the limits of the United States, and \$7 a day beyond the United States limits. The bill is expected to be approved by the Congress as it has the support of the Administration.
- 2.—The Senate Civil Service Committee has reported favorably the Ramspeck-Mead Retirement bill which would bring 400,000 additional Federal workers under the Civil Service retirement act, including members of Congress. In general, the bill would liberalize the retirement law.
- 3.—Funds are now available to give 223,000 Federal workers in-grade pay raises under the Ramspeck-Mead automatic pro-

motion act. The bill was retroactive to October 1 and supplemental checks are now being paid eligible employees.

4.—The House has before it another Ramspeck bill which would modernize the Classification Act. The bill is backed solidly by the Administration and Federal employee organizations. The bill would set a minimum salary of \$1,200 for adult full-time work in the Government service. It would raise the base pay of all

custodial and sub-professional employees; it would raise guards from a minimum of \$1,200 to \$1,500; and char. workers would be given an increase of 5 cents an hour.

The upper brackets, from \$5,600 to \$8,000, would be re-adjusted and a new bracket from \$900 to \$10,000 would be added. The Budget Bureau estimates the bill would cost a gross of nearly \$20,000,000 and \$15,000,000 net. Of the gross cost, \$15,000,000 would go to 150,000 custodial workers.

Naval Employees Ask Time Off or Pay for Holiday Work

The Navy Yard Civil Service Association this week pressed for swifter action on the Byrd-O'Toole Bill providing for compensatory time off or additional pay for naval employees required to work on holidays and on days when the departments and establishments of the government are closed by executive order.

The Association urged that the bill be transferred from the Committee on Civil Service to the House Naval Affairs Committee because it pertains to working hours of only Navy Department personnel.

Resulted From Injustice
The bill was introduced in the House as H.R. 6222 by Rep. Donald L. O'Toole, of Brooklyn, who has since been requested to transfer it to the Naval Affairs Committee. Mr. O'Toole, seeing the

injustice of a Labor Day incident affecting 35 clerks in the accounting division of the New York Navy Yard, immediately set about seeking the passage of the legislation. The clerks were ordered to work to prepare the per diem payrolls for about 25,000 Navy Yard mechanics, for which they received no extra compensation or compensatory time off.

Rep. O'Toole has worked in close cooperation with the Navy Yard Association not only to press for passage of the bill but to eliminate the word "regular" from the language of the bill referring to employees of the Navy Yard and Naval establishments. The use of the word "regular" would have excluded temporary workers from any benefits that might accrue under the new legislation.

Senator Harry F. Byrd, of Virginia, on September 25 introduced the bill to the Senate Naval Affairs Committee as S.R. 1930.

LAWYERS WITHIN THE U. S. SERVICE

The Board of Legal Examiners set up within the Federal Civil Service Commission to draft "a merit system for the recruitment, selection, appointment, promotion and transfer" of Government attorneys is struggling with the problem of effective testing procedure.

The steps leading to the Executive Order of April 10, under which attorney positions in Federal service, with few exceptions, were brought into the classified civil service, as well as some problems besetting the Board of Legal Examiners, charged under the order, with the task of developing the merit system for those positions was outlined recently by Herbert Wechsler, Associate Professor of Law at Columbia University Law School, who is executive secretary of the Board of Legal Examiners of the U. S. Civil Service Commission. Mr. Wechsler's address appears in the current issue of the Lawyers' Guild Review.

The Background

The creation of the board and the basic provisions of the Executive Order, Mr. Wechsler states, derive from the report of the President's Committee on Civil Service Improvement of which the chairman was U. S. Supreme Court Justice Stanley Reed. The committee was named by the President following his order staying an earlier decree which would have swept into the civil service system some 5,000 professional and higher administrative positions, of which attorneys constituted the large majority.

The committee was in entire agreement on the desirability of including professional positions in the government service in a broad extension of the merit system but disagreed in the case of attorneys, as to how this should be done.

One Group Wanted Civil Service

One group in the committee wanted the lawyers treated like other applicants for other Federal civil service posts. They proposed that the selection be left to the Civil Service Commission and that the competing candidates be placed on ranked registers or lists with certification for the top three. This plan was rejected in the Executive Order which put into official effect the plan sponsored by that group in the committee headed by Mr. Justice Reed.

Board of Legal Examiners

Under this plan the selection, recruitment, promotion and transfer powers were placed in the hands of the Board of Legal Examiners set up in the Commission and qualified candidates were to be placed on an unranked register, from which department heads might select any man, without limitation.

The written test was flatly rejected by the committee sponsor of the adopted plan and the board is now engaged in efforts to draft a fair and effective rating plan based on the candidate's educational qualifications, coupled with a form of aptitude test which would be part of an oral examination or interview.

The plan, as outlined by Mr. Wechsler, opens attractive public career vistas for many budding young lawyers but it is also intended to provide some opportunities for older men who are struggling against odds in private practice.

However, because of budgetary limitations, the Board of Legal Examiners hasn't been able to start effective work. At this point, the hiring of attorneys for federal positions is in a tangled mess. For the most part, personnel officers are taking on men as they need them. Also, the Civil Service Commission has established a list upon which any lawyer may have his name entered. Then, if an appointing officer wishes to refer to the Commission list in hiring, he may do so.

For a complete story on how the system works, see **THE LEADER** of November 18.

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Wartime Civil Service: Report No. 2

Vast Changes in Federal Set-up—Non-Defense Agencies Doomed—Shortage of Competent Employees Is Acute—Take Stenos as Young as 17—Christmas Leaves Cancelled—Work-Week Increase—"Selective Service" for Workers Transferred to Defense Agencies—All Alert for Air Raids

WASHINGTON.—On the Washington war front:

- 1.—Figures that would have seemed fantastic only a few months ago are being quoted here as the number of new Federal workers that will be needed to carry on the war. It's now being predicted, for example, that civilian employment will reach 2,000,000 within a year. Now there are 1,450,000 employees. It's estimated that 100,000 additional workers will be needed in Washington.
- 2.—Vast reorganization of the Federal government is in prospect. Congress has approved the Overman Act which will give the President authority to consolidate, abolish and merge Federal bureaus. It's now proposed that the Government itself be placed on a defense basis, and non-defense agencies are probably doomed.
- 3.—The shortage of competent employees in nearly all classes is becoming acute. The shortage of stenographers has become so urgent that both the Office of Production Management and the War Department are begging people to take jobs. OPM has many openings for Grade 3 stenographers. The jobs pay \$1,620, but applicants must have had government experience. If you are interested, see or write to Helen Thomas on the first floor of Temporary Building E, which is located at Fourth Street and Adams Drive, S.W.
- 4.—War Department will hire stenographers who are as young as 17, if they can take dictation at 80 words a minute and can type 40 words a minute. If interested, apply at Temporary Building No. 2, at 20th and Virginia Avenue, N.W., Room 2008. OPM will take stenographers hired in other government agencies, but the War Department won't.
- 5.—Federal employees and officials are on the alert for an air attack. Venetian blinds must be lowered and slats closed or shades drawn at 4 p.m. daily. They must not be opened until the following morning. The char force has been instructed to report violators. Air-raid wardens are being appointed in each Federal building.
- 6.—Navy has abolished Saturday afternoon holidays for the duration. Its employees are on a 48-hour week. All Civil Service employees are now on a 44-hour

work week. FBI employees are averaging 50 hours a week and the Commerce and Treasury departments are expected to soon place their employees on extended work weeks. Incidentally, the drive to extend hours has diminished somewhat. Cooler heads pointed out that the war effort should be shifted down before hours of all employees are lengthened.

services of Federal employees. Thousands of workers are expected to be transferred to defense agencies such as War, Navy, OPM and OEM under the sweeping order. The order will be administered by the Civil Service Commission and it will request the transfer of persons to defense agencies when it is determined these people can be replaced in their present jobs. The employees and agencies where they are employed must agree to the transfer but the order gives the Commission a big stick and the opinion of the agencies won't be permitted to stand in most cases.

- Xmas Leave Cancelled**
- 7.—Xmas leave is being cancelled the Government over. Civil Service is limiting its employees to a single day's leave, and only two hours' leave will be given all employees on December 24 instead of the full day, as is the usual custom. OPM and OEM have cancelled Christmas leaves as have the War and Navy departments among a great many others.
- President Sanctions Transfers**
- 8.—As predicted in The LEADER, the President has issued an executive order which will give defense agencies priorities on the

9.—The Government gives the employees transferred the same protection given employees who are drafted for military service. In a sense, the President's order is Selective Service for Federal workers. After the emergency, the employee can get his old job back or one similar. But if the job is abolished, he will be placed on the re-employment list and will be given preference in filling vacancies.

Settling Civil Service Disputes in Britain

By W. J. BROWN
General Secretary, British Civil Service Clerical Association

A number of meetings would take place between the two sides at the end of which, one of three things would happen. We might perhaps secure agreement upon our claim. In this case the settlement would be reduced to paper, and copies of it would be circulated to all departments with instructions that they were to put the new scale of pay into effect.

Or secondly, we might get sufficiently near to our objective to induce us to say that, although it fell short of our complete claim, we would accept it. Here again, the terms would be reduced to writing, and circulated to the departments.

Or thirdly, we might reach a deadlock on the claim.

If this happened the next step would be to take the claim to arbitration.

Here I had better explain, that years ago we forced on the Government in Britain the principles of compulsory arbitration on the wages, hours, and leave of Civil Service Servants. At any time when there is an irreconcilable dispute on their issues we can file our claim before the arbitration court, and the Treasury or the Department concerned must enter an appearance to defend its position. The award of the Court is binding on both parties. The court consists of an independent chairman, Sir Harold Morris, K.C., one

representative drawn from the panel nominated by the unions and one representative drawn from a panel nominated by the government. So if we reach a deadlock on our claim for the Clerical Assistants, we should then send the case to the Arbitration Court. The Court fixes a day for hearing and the proceedings are rather very much like those in a court of law.

Now apart from the method of direct negotiation between the unions and the Departments, there is another piece of machinery of great importance. In every department there is what is known as a "Joint Whitley Council." This consists of representatives of the administration, and representatives of the unions having members in that department. It meets at regular intervals and discusses and if possible settles by agreement any question affecting the staff of that department. There is also a similar Joint Whitley Council for the Civil Service as a whole. It discusses, and if possible, settles by agreement, matters affecting the whole service or the staff of two or more departments. The staff sides of such councils have the same right to proceed to arbitration in the event of deadlock as the unions themselves possess.

I have now given, I hope, a fairly clear picture of the general set up of the Civil Service in Britain, of its classification, its recruitment and its trade union structure.



What does the war mean to Civil Service and to Government employees? Last Sunday, in an extemporaneous round-table discussion broadcast by radio station WINS, five civil service experts made a first attempt to answer that question. With Foster Williams, WINS announcer, sitting at the left, the others in the photo are: Paul J. Kern, president of the New York City Civil Service Commission; Jerry Finkelstein, publisher of The LEADER, who acted as moderator; H. Eliot Kaplan, executive secretary of the Civil Service Reform Association; William J. Brown, general secretary of the British Civil Service Clerical Association; and Lawrence Baehr, manager of the 2nd District, United States Civil Service Commission. Consensus of the discussion: (1) the merit system will hold up; (2) shortages in Government service will grow, and the number of people to be employed may exceed all previous estimates; (3) employees will work harder and longer; (4) discrimination will break down; (5) government employees will help to win the war. The program originated in the WINS studios at the Mayflower Hotel, 61st Street and Central Park West, New York City.

U. S. Health Tests Extended

Applications for health education consultant have been extended to January 12, the U. S. Civil Service Commission announced this week. The four grades for which applications are being issued are assistant health education consultant, \$2,600; associate health education consultant, \$3,200, and health education consultant, \$3,800 per year. Applications can be obtained at the U.S. Civil Service Commission, 641 Washington Street, New York, and must be filed at the Washington office of the Commission by January 12.

Guard Attendants

Medical guard attendants and medical technical assistants are needed by Uncle Sam. Applications must have had at least 3 years' active service in the Medical Corps of the Army or Navy, with duties essentially medical in character within the past ten years, according to an announcement of the test by the U.S. Civil Service Commission this week. The salary for medical guard at-

tendant is \$1,620 a year, for medical technical assistant, \$2,000 a year. Applicants for medical technical assistant may qualify in any one of the three following options: clinical laboratory technique, pharmacy, or X-Ray laboratory technique. Employment is in the U.S. Public Health Service, Mental Hygiene Division, Federal Security Agency.

Applications can be obtained at the U.S. Civil Service Commission, 641 Washington Street, New York City.

U. S. Civil Service Issues Report

Pointing out that four times as many new employees were required in the classified Federal service during the year ending June 30, 1941, as in normal years, the U. S. Civil Service Commission reports that the needed workers "have been secured quickly through the combined facilities of the Commission's central office and its district system."

With this statement, the Commission opens its 58th annual report, issued late last week.

What the Job Is Like in Hawaii

Uncle Sam Is Doing Lots of Work at Pearl Harbor

Newspaper accounts of the first air-and-naval battle of the war referred to the heroism of civilian workers in the Pearl Harbor area. Many of these were Civil Service employees. And an interesting document, perhaps of some slight historical value, is the bulletin sent shortly before the attack to prospective employees by the Second District, U. S. Civil Service Commission. It described briefly the working conditions in Hawaii. It read, in part:

Transportation

"Commercial Railway and Pullman Transportation will be furnished appointees from their homes to the point of embarkation which will most likely be Mare Island Navy Yard, California. The only expense to the appointee is the cost of his meals while traveling to California, for which he will be repaid at the rate of \$4 per day for the usual number of days required for such railway travel.

"The maximum rate of pay not to exceed eight hours per day is planned to be paid while appointees are en route from the last port of departure on the West Coast of Pearl Harbor, Honolulu,

Hawaii. The trip from San Francisco to Honolulu takes about five days.

Living Conditions

"Rentals and living costs in Honolulu are rather high. However, a cantonment is located near the Navy Yard and is operated on a cost basis, offering accommodations to employees at reasonable rates. Cafeteria service, operated by a concessionaire, is provided, and prices for food at the cafeteria are regulated by the Commandant in order to provide food and service at a fair price.

"Efforts to provide Government transportation for families of employees will be made when the Commandant reports that suitable

housing accommodations are available. Transportation by Government vessels for dependents of appointees will be authorized when available. However, the approximate date of the availability of such transportation cannot be stated at this time in view of the heavy demands for accommodations in Government vessels sailing for Honolulu.

"At present most of the Pearl Harbor employees are working over forty hours per week and receiving time and one-half for overtime."

For details of repair jobs just opened at Pearl Harbor, see page 8.

CIVIL SERVICE EMPLOYEES ATTENTION!

You no doubt have your war problems. You're probably wondering how the war will affect your job. Or you're thinking about hours. Or wages. Or possibly your status and duties. Would you care for an opportunity to be of greater use?

Whatever your problems may be, send them to the Civil Service LEADER today and we'll try to find the answers. Send along your suggestions, too. And write often.

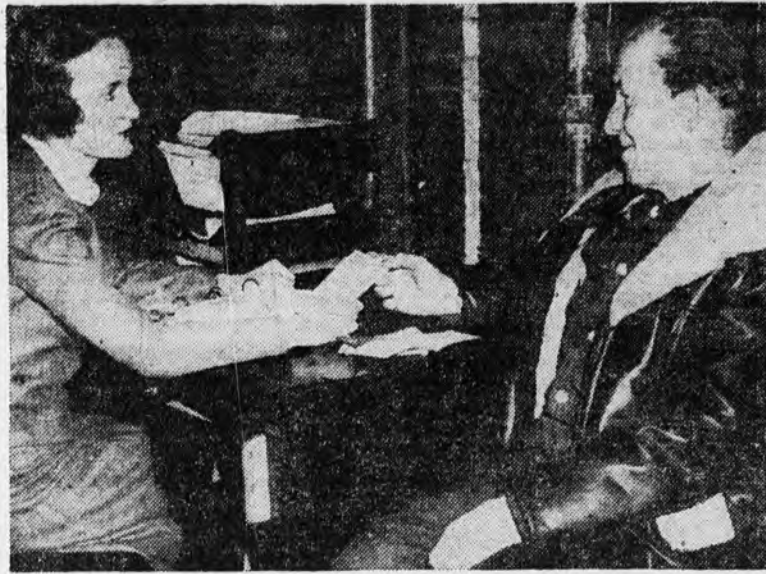
CIVIL SERVICE IN NEW YORK CITY

War Program of N.Y. City Agencies
What Your Department Is Doing In the War Program

With the nation recovered from the first shock of Pearl Harbor but determined to avenge the surprise attack, New York City has become a focal point of the war effort. Every department takes its place in the gigantic task of guaranteeing the safety of the country's number 1 city should disaster come.

Police

The Police Department, from current indications, is going to be one of the determining forces in civilian defense, but only after a preliminary period of trial and error. While the Bureau of Operations, part of Chief Inspector Louis Costuma's office, is actually the nerve from which will stem all police activity in emergencies, there remains a strong possibility that each of the city's precincts will establish precedents of its own.



One department prepared to undertake large responsibilities in any emergency is Welfare. By available facilities and experience of its employees, Welfare can "do a job" in housing, feeding, and evacuation.

lack of appropriations even makes procuring of necessary stationery difficult for circularization of pamphlets.

Then, too, there exist such problems as whether the zone air raid warden takes orders from the patrolman on the beat or merely works in co-operation with him and discards all attempts to issue orders.

Nevertheless, the Bureau of Operations has been doing a fairly exhaustive job in correlating the police department activities and pointing them toward full protection for civilians in case of disasters. It has been gathering its manpower and readying all police personnel for the most varied services it may be called upon to handle.

These men have the task of keeping the air raid wardens in line (many petty jealousies, to date, have had to be discouraged), of making sure that sufficient wardens are patrolling their assigned areas, that there is 24-hour protection every day and that correct information is disseminated to interested citizens and groups.

In an actual emergency, these officers would be required to consolidate the activities of patrolmen and air raid wardens, to direct the clearing of streets of civilians, to ascertain if proper blackout measures have been taken (if the raid comes at night), and to direct the handling of electrical switches, to guard against sabotage, to arrange for the evacuation of individuals and families whenever necessary, to co-ordinate the activities of last minute volunteers, and to direct traffic in the proper channels.

The Police Department, of course, has made extensive plans to cooperate with the other civil departments in any emergency and can be depended upon to arrange for sufficient hospitalization and fire fighting equipment and other emergency services as well as to guard against looters.

Police, too, are daily guarding against sabotage, and, in this connection, are patrolling bridges, reservoirs, telephone buildings, power buildings and other objects and plants likely to be the scenes of illegal penetration.

Beginning December 26, a new series of general instruction meetings will be launched for new air raid warden enrollees, in which general duties during an emergency will be outlined. The number of air raid warden volunteers have more than doubled since the outbreak of war,

a war footing properly.

Dr. John L. Rice, Health Commissioner, has been instructing employees of his department to outline to citizens the principal objectives of this program. In times of extensive air raids, the department's personnel will be prepared to go out among the citizenry and instruct them in what is necessary for sustenance and what isn't.

In addition, plans for a city-wide nutrition campaign have been formed, with the Department of Health taking a leading part in this drive, projected for a six-month period.

The Department has been mainly concerned with drilling its personnel to detect wastages of food "which occurs daily in homes and restaurants" and to warn citizens of such wastage wherever detected. Registrations for first aid courses to prepare thousands of men and women, old and young, to assist in any emergency have already been started in 11 health centers districts in Manhattan, Brooklyn, the Bronx and Queens.

Plans have also been laid for a WPA project to develop a corps of trained first aid workers for the city to assist in preserving the health of the community, and these workers are expected to co-operate with Health Department personnel toward this end. The Health Department has also been seeking between 2,000 and 3,000 women for volunteer national defense work, this work to consist of performing certain non-nursing activities now being carried on by the 800 nurses of the Department, thereby enabling these nurses to devote more time to their endeavors in maintaining the city's broader health program.

Fire

THE Fire Department, probably more thoroughly than any other agency in the city, has been prepared for the national emergency the people in New York now face.

Under the supervision of Fire Commissioner Patrick Walsh, a comprehensive program has been in preparation for two years to effect precautionary civilian defense measures. Fire Chief John J. McCarthy points out that this program has been based on an extensive study of European—particularly British—methods of fighting fires created by enemy weapons.

Having made a study of the European situation, plans have been formulated for fighting fires on this side of the water with equal effectiveness. Battalion Chief Daniel Deasy, Battalion Chief Fred Wedemeyer and Fireman George Scott have led the delegations in their European studies.

In addition to these explorations, 18 members of the department have made a study of the Edgewood, Md., arsenal. Moreover, they have completed two-week courses in chemical warfare.

Now 5,000 members of the department have been schooled in incendiary bomb and war gas control. This, in fact, has become part of the regular Fire College. The 174 firemen who have qualified as first aid experts as a result of a Red Cross course in turn are now giving standard first aid instructions to 10,000 members of the department, who pass them on to average citizens. Indeed, every fire fighting station is today something of a first aid center.

Last May the training of citizens as auxiliary firemen began, with 60-hour courses being the popular thing. All of 25,000 were recently

graduated from these courses. On November 6, a second class of 22,000 began training in this field.

As a result of all of this training, the city's fire department personnel have delivered lectures to more than 1,000 superintendents of buildings throughout the five boroughs and have thereby helped to solidify their work in any emergency that may arise.

One of the most important developments out of the entire fire fighting program is the creation of Auxiliary Fire Departments, composed of volunteers, which have been set up in 687 independent auxiliary stations throughout the city. With sufficient appropriations, these stations will be equipped to co-operate closely with the regular fire fighting forces in each district to master any difficulty that may arise during an air raid.

A total of 66,000 enrollees will have to be registered as auxiliary firemen, according to Chief McCarthy, 47,000 have volunteered to date. These volunteer forces will have their own trailer pumps, hose wagons and equipment for extinguishing incendiary bombs.

The city's regular firemen also have their speakers' bureau which is working smoothly and consistently in educating the public in correct safety measures in case of bombing attacks.

The firemen have been training for this emergency for some time; they don't intend to be caught unprepared. Fighting off the results of a bombing attack will merely mean for them working a little harder than in extinguishing the ordinary fire. Their main concern will be in ferreting out incendiaries and delayed action bombs, and they have appointed crews for this purpose, too.

Welfare

THE Welfare Department assumes a new prestige in the war crisis. Set up to succor the people in time of peace, it turns out that its activities are ideally suited to care for the people's needs in time of war.

Definite plans haven't been worked out yet, though officials are thinking very seriously about the contributions which the department can make. What follows is a prospectus which seems to the LEADER a logical one, in view of the facilities and experience of the department.

1. Welfare employees may help feed the people in case that should become necessary. The Municipal Lodging House alone could feed vast thousands. The department has centers throughout the city which could easily be converted into food distributing stations. Today, the department, together with other agencies, feeds children in the schools. With the aid of rolling kitchens, perhaps provided by the Red Cross, food could be sent elsewhere in the city. In all of this, welfare employees would be acting efficiently, doing work which they have been trained to do.

2. Welfare could aid in clothing the people. Here, too, the experience of the department is broad. It is the one agency that "knows the ropes," it has clothing depots in every borough and could be put to work at once without much ado.

3. Welfare may help house the people. There is today a Housing Division in the department, so the basis is set. It is known that a map is soon to be spotted with prospective emergency stations throughout the city, showing where temporary shelter, feeding stations, information centers, country clubs, skating rinks, and other buildings are located which might be useful "if it comes."

4. Welfare may—together with other agencies, of course—help

evacuate children. The experience gained from the work of the Division of Dependent Children would be invaluable. The personnel of the department is highly fitted for this type of work.

Many of the employees are learning first aid work; others are working on a city-wide nutrition program in cooperation with other city departments.

All in all, Welfare has a nearly-perfect set-up to be an emergency agency.

Some weeks ago, The LEADER made a survey of the lowest possible number of employees which The Welfare Department could utilize: it came to about 5,000. The work of the department, if it should develop along such broad lines as indicated in this article, would require thousands of volunteer workers. It would require, too, the closest cooperation between Commissioner Hodson's agency and other civilian aid units, particularly the American Red Cross.

Water Supply

OFFICIALS of the Board of Water Supply state that very complete plans have been formulated to meet every war-time emergency. The details of these plans, which concern the guarding of reservoirs, tunnels and other restricted areas are military secrets are not available for publication. Every precaution has been taken for the prevention of sabotage and the leak of vital information to potential saboteurs.

Hospitals

IN 73 hospitals, emergency field units, composed of doctors, nurses and nurses' aides, have been organized, and they are ready for day and night service.

Plans are crystallizing too for hospital employees to man specially constructed vehicles of the newly-formed catastrophe squads designed to relieve cases of distress. Medical and surgical equipment has been jammed into ambulances to care for emergency patients in case of bombings. Doctors and nurses not only have been prepared to stand by patients and prepare them for any eventualities, but are ready for quick emergency operations.

Employees have been instructed in the testing of emergency dynamoes and telephone systems, and in the transportation of patients from one section of a hospital to another. Arrangements have been made to convert the fourth and fifth floors of Hunter College's strong, bomb-resistant steel-and-concrete skyscraper at 68th and 69th Streets, between Park and Lexington Avenues, into an emergency maternity ward and child hospital during raids. Medical facilities, moreover, will be available on a 24-hour basis. Many of the city's patients will be sent there in dire cases.

But one major problem remains to be cleared up, to date. A survey among superintendents of a dozen hospitals in the city has revealed that no practical method has as yet been found to convey to them the knowledge that an air raid is on the way. Just who is to warn the city hospitals is something that has yet to be determined.

The creation of a central office for this purpose, of course, would be the solution. Most of the hospitals at present obtain their air raid information from the police, but their only means of receiving advance information is from the radio. And even that is too slow for their purposes.

(Continued on Page Five)

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KEY PUNCH COURSE The State has just announced open competitive examinations on the I B M - HOLLERITH KEY PUNCHES and I B M - HOLLERITH TABULATORS, PRINTERS and SORTERS. Applications will be accepted until Jan. 23, 1942, which allows enough time to complete a course of training which will be acceptable to the State Commission COURSES START IMMEDIATELY SUPPLIES FREE. Low Tuition. This school teaches I B M - HOLLERITH MACHINES EXCLUSIVELY FREE PERSONNEL PLACEMENT SERVICE. Call or write for full particulars. ACCOUNTING MACHINES INSTITUTE (School for Card Punch Operators) Our Recommendation — Any one of our graduates 221 West 57th Street • Circle 5-6425 OPEN EVERY DAY AND EVENING

(Continued from Preceding Page)

Among the measures at Hunter College is one urging all instructors to carry pencil flashlights, smelling salts and hard candy (the latter is to provide quick energy). Medical kits have been hung on the walls of each of the college's 16 floors and pails containing sand have been placed in many parts of the building for fighting fires.

Volunteer nurses are still in demand. To qualify for the Volunteer Nurses Aid Service, an inexperienced young lady need merely enroll first for Red Cross instruction and become skilled in first aid procedure in that fashion before being graduated to the more elaborate units. Emergency Field Units have been organized among the volunteers, too, to help anywhere.

Housing and Buildings

THE Department of Housing and Buildings, having eliminated extreme fire hazards in old-law tenements, has been concentrating on removing similar dangers in commonly known "converted" dwellings.

The annual report of the department for 1940, made public by Commissioner William Wilson, aired plans for tackling this problem of fire protection in the converted dwelling type of residential structures—structures comprising thousands of private homes converted into rooming houses or small apartments.

Fire retarding work and installation of additional fire escapes have been on the program of the department for some time now, and the department has met with much success in consistently enforcing the fire-retarding law in the converted buildings.

Employees of this department have been instructed in the most effective safety measures to be used during air raids and have raids and have been surveying buildings with an eye toward ascertaining how the facilities for these measures can best be installed.

Sanitation

WITH Commissioner Loron G. Kurtz in charge of defense instructions, the Department of Sanitation employees will work as an auxiliary of the Police Department during air raid emergencies.

Most of the department's officers and staff have been given instructions from the civil defense plans for air raid protection issued by the Police Department and the air raid defense emergency instructions for public buildings distributed by the Department of Public Welfare.

Dr. Joseph Weinberg, chief medical advisor of the Sanitation Department, has been conducting first aid classes to acquaint the department's personnel in procedure for protection during air raids. In addition, the department has a special women's division, formed mainly from the Division of Finance and Supply on First Aid. The department is co-operating fully with the Department of Public Works.

The Sanitation Department has a motorized division to assist in demolition work and those men best trained for this type of work will



The modern efficiency of New York's fire-fighting forces has often been demonstrated. It is this group of men which is now prepared to outdo itself in order to protect the city during any air raids. These are the men who will be called upon to stop what saboteurs may start.

be asked to fill the personnel. At least one of the crew on the truck will be familiar with first aid, so that assistance is rendered adequately, according to plans.

All of the officials of the department have been instructed to be on call at any time, regardless of where they may be. They must keep in close touch with the main office.

It is possible that plans will be worked out to enable all citizens to engage in snow clearance as a war measure. They also may be asked to aid Sanitation Department workers in the clearance of raid-caused debris.

Employees have been requested to familiarize themselves with the operation of special fire-fighting equipment and to know where this equipment is in readiness, if needed.

Transportation

THE Board of Transportation is issuing instructions to passengers on how to act in an air raid and assist in clearing trains during an air raid emergency. It is schooling its employees in the best methods to effectuate these clearing op-

erations and to bring all transit to a halt.

In the near future, instructions will be pasted up on all subway, elevated and surface lines what to do in case of an emergency.

All power houses, shops and yards will be illuminated during a blackout, in order not to paralyze transportation facilities. And a special signal system has been worked out between the Board and

the Police Department to facilitate matters during an emergency.

During an air raid there will be direct communication between signal headquarters at Mitchell Field and the Board of Transportation, thus enabling the board to transmit messages to its personnel and passengers with the utmost speed and accuracy.

Naturally, all schedules will be altered during emergencies.

Subways should not be used as shelters during air raids, the department has requested. Many underground transportation levels are not safe. Moreover, crowding them would tend to slow up traffic or perhaps paralyze it. And, too, pedestrians would be endangered by massing up in this manner.

The board is holding daily conferences with its employees to develop a set of instructions as to what actions may be most effectively taken during an emergency. Suffice to say, a system has been worked out, to date, to halt all subway trains during an air raid and to keep the passengers in the trains; to dispatch all elevated trains during a time of similar stress to the nearest station and then to empty its passengers on the station; to stop all trolley lines and to request passengers to get to the nearest place of safety.

During a blackout, trains will continue to operate.

The Transport Workers Union during an emergency has made plans to aid in the patrolling of powerhouses. In each shop, employees have been designated as wardens for this duty. Defense committees have also been formed to enable the membership to co-operate, fully with the police and the Mayor's committees in perfecting civilian defense during air raids. They will help in the handling of passengers and in the rerouting of trains.

Borough President

SEVERAL months ago, arrangements were made to enable the Manhattan Borough President's Office to be on the alert in case of the direst war emergency.

Upon the realization that an air raid in New York could easily disrupt highways and smash the sewage system, thus creating a serious health hazard, plans were set in motion to leave salvaging work in the hands of emergency crews specially equipped to move in on any emergency. A course of training for more than three months has been given to laborers and foremen who will be asked to do much of the job if actual bombing ever comes to New York.

These men have been instructed in so thorough a manner that they will be able, in case of bombings, to make emergency repairs and provide safe structures for the period of the emergency.

These courses have been organized. (Continued on Page Seven)

Closed All Day, Thursday, December 25 (Christmas Day)

PATROLMAN PREPARATION

Applications for Patrolman open in January and the examination is expected in May. Few men regardless of physical condition or education can hope to pass either the physical or mental test with a high percentage without specialized training. During the last twenty-five years close to 90% appointed to and promoted in the Police Department have been prepared by us. Any young man who is interested in taking the coming Patrolman test is invited to call and be examined by our physician without cost, attend a mental class and take a physical trial examination to ascertain what percentage he can make. The special features of our physical training are the 12 laps to a mile track on the roof of our gymnasium, the agility test and the coordination machines.

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New classes are now forming and will meet MONDAY, TUESDAY and THURSDAY at 1:15, 6:15 and 8:30 P.M. Additional class in Mathematics on FRIDAY.

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SALARY RANGE—Up to \$1,400. APPLICATIONS are now being issued by the State Department of Civil Service. EXAMINATION expected in February. Persons without experience can qualify for this examination by taking a day or evening course, the duration of which is approximately 100 hours. This preparation will also fit a person for private employment.

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Mental classes Monday, Tuesday and Thursday at 6:30 p.m. Special classes in Dictation and Typing Wednesday and Friday, 6:30 p.m., at 120 West 42d St., New York City.

MOTOR VEHICLE INSPECTOR (Bus)

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INSPECTOR OF ELEVATORS (Gr. 3)

Applications now open. Class meets FRIDAY at 8:30 p.m.

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Classes in preparation for this examination which should be held within the next few months are meeting on MONDAY and FRIDAY of each week at hours to suit the convenience of the student.

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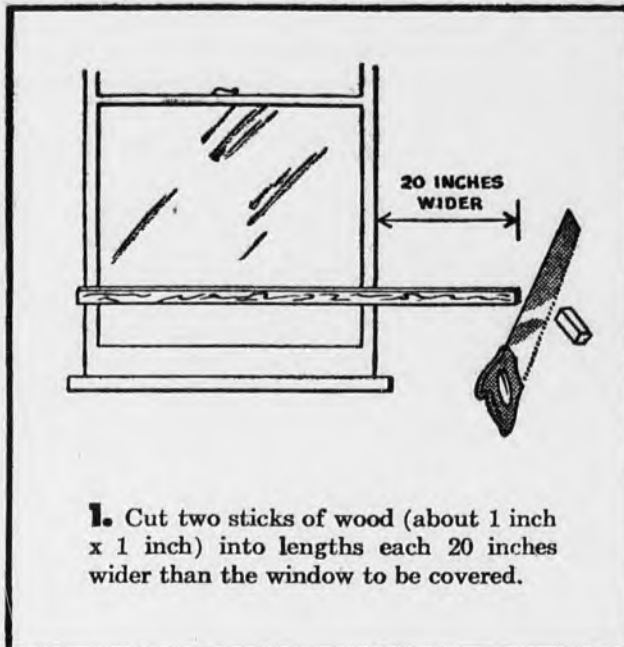
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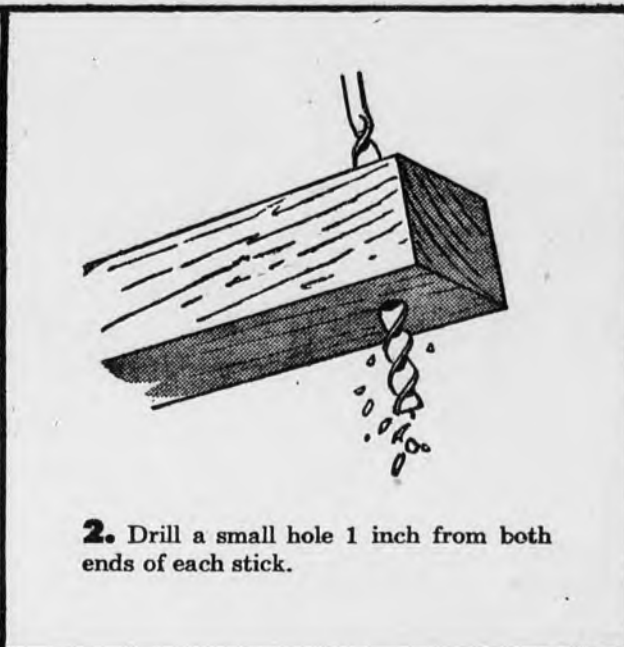
HOW TO BLACK OUT WINDOWS and still enjoy normal lighting



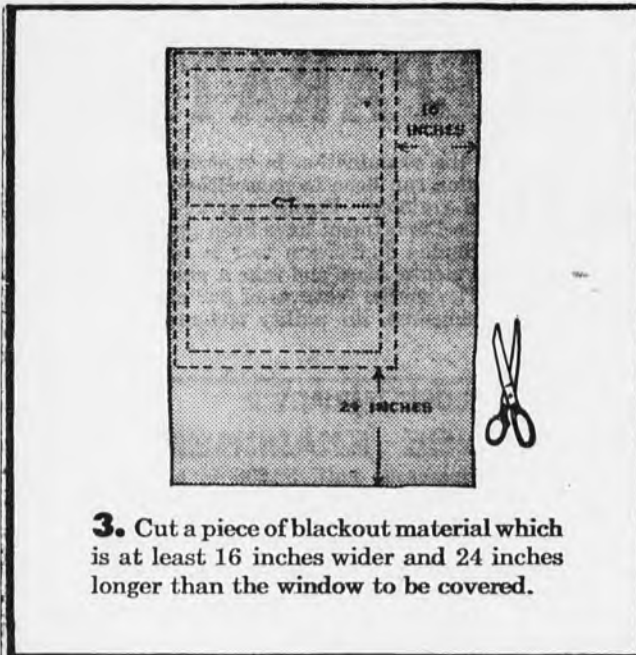
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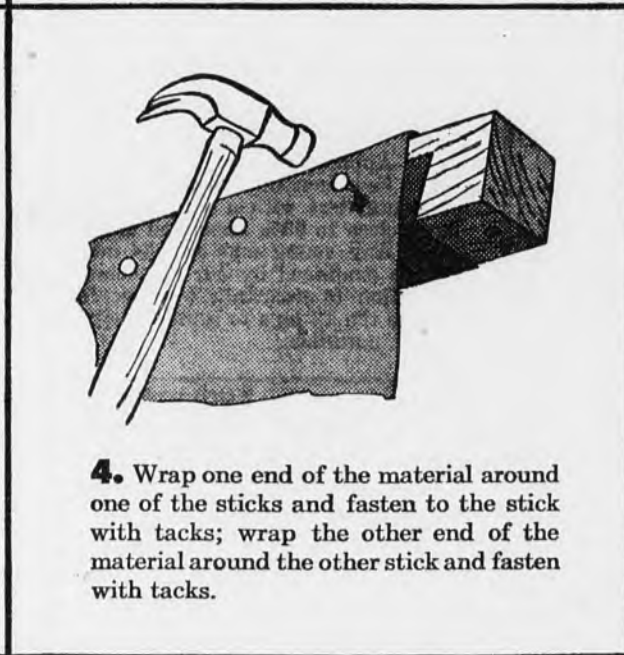
1. Cut two sticks of wood (about 1 inch x 1 inch) into lengths each 20 inches wider than the window to be covered.



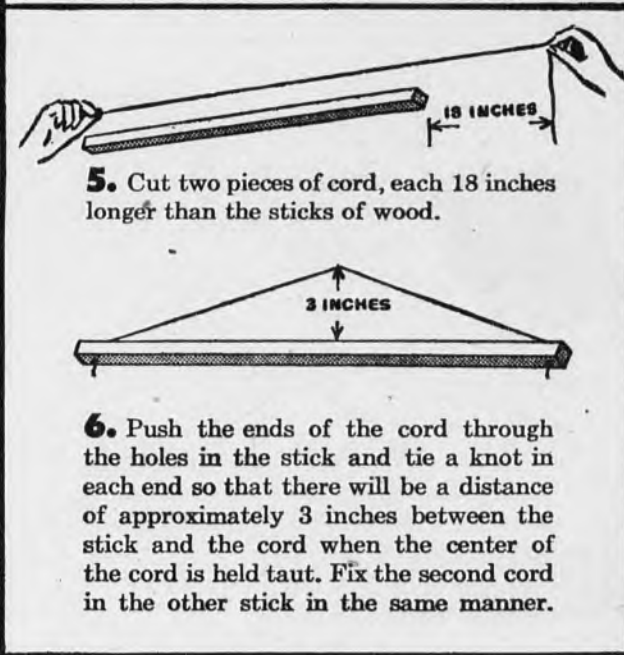
2. Drill a small hole 1 inch from both ends of each stick.



3. Cut a piece of blackout material which is at least 16 inches wider and 24 inches longer than the window to be covered.



4. Wrap one end of the material around one of the sticks and fasten to the stick with tacks; wrap the other end of the material around the other stick and fasten with tacks.



5. Cut two pieces of cord, each 18 inches longer than the sticks of wood.

6. Push the ends of the cord through the holes in the stick and tie a knot in each end so that there will be a distance of approximately 3 inches between the stick and the cord when the center of the cord is held taut. Fix the second cord in the other stick in the same manner.



7. The blackout screen is now completed. Hang this screen by the top cord on a nail, screw or picture hook, so that the screen is centered over the window and approximately 8 inches above the window and make taut at bottom by fastening the bottom cord over a nail or screw.

Whenever this blackout screen is not in use, it may be rolled up and placed in a convenient corner, closet, etc.

It may be hung over or under the draperies and curtains, provided it extends at least 8 inches beyond the window on all sides. If all windows in a room are effectively screened in this manner, normal light may be enjoyed. This type of screen is sightly and inexpensive.

The blackout screen may be of any dark material such as oilcloth, paper, blankets, etc.—in fact, any fabric which will make inside light completely invisible from outside.

Demonstrators in any of our showrooms will, upon request, demonstrate the method of construction and use of this type of black-

out screen and will advise as to the size of the sticks, the size of the screen material, etc., required and the best method of hanging the screen if you will give the size of your window and a general description of its construction, curtain and drapery hanging, etc.

The Hon. Fiorello LaGuardia, Director, Office of Civilian Defense, said . . .

COOPERATE . . . DO YOUR PART!

Whether or not we will have blackouts depends upon the decision of the Army . . . During a blackout everything must be kept going—at home—at work—at places of recreation. We must adjust ourselves without interfering with industrial, commercial, or business or family life . . . Make the necessary preparation so that no lights will be visible from the outside if blackouts are necessary . . . It is not intended that you should remain in the dark—that's depressing—and it isn't good for the children. So keep your home cheerful—keep the lights going.

CONSOLIDATED EDISON

SYSTEM COMPANIES

SERVICE



NYC AGENCIES' WAR PROGRAM

(Continued from Page Five)

ized under Assistant Commissioner of Borough Works Charles W. Williams, who has been handling the defense problems for Manhattan. Borough President Isaacs has set up a defense committee for the department consisting of Assistant Commissioner Charles W. Williams; Harry W. Levy, principal assistant engineer; Warren W. Dyckman, assistant engineer of maintenance, and Gilbert E. Goodkind, assistant to the president.

The department has already gone on a 24-hour a day basis, with fully equipped and competent emergency groups increased in size on duty at all times. In co-operation with Commissioner of Public Works Irving V. A. Huie, who has been placed in charge of public works under the defense program, the department has been put on an emergency basis, with specific duties assigned to each employee, in the event of raids. This program, though not yet completed, is taking shape rapidly and every employee is soon expected to have his specific instructions for work in an emergency. This is in addition, of course, to the training that many of the personnel have received.

Other borough offices are being organized much the same way.

Correction

THE main thing to be realized in the Department of Corrections' preparations for the national war emergency is, according to S. Paul

Boochever, secretary to Acting Commissioner Peter F. Amoroso, that "no prisoners in this city will be caught like rats in a trap when air raids come."

Emergency lights and fire fighting equipment have been provided for all of the city's buildings of detention, especially for their hospitals. Test blackouts have been held. Lectures have been given for the protection of offices and property, wherever possible. Medical personnel have been instructed to keep all patients away from glass windows and vulnerable places where fragments may be encountered. Emergency feeding plans have been set in motion to bring food from other penal institutions to any that may be ignited by bombs. "Nobody will be kept in his cell during an air raid," says Mr. Boochever.

The department believes in preparing its inmates psychologically as well as otherwise. By permitting prisoners to walk around with their associates during an air raid, and by having obtained their pledges not to try to effect any escapes during the emergency, Department of Correction officials believe they have solved the major problems.

During raid, inmates will be brought from the top tiers to the lower reaches so as to be protected more adequately. Hospital cases will be removed to lower sections of the building wherever possible, too. Emergency crews have been appointed for these transfers.

If entire institutions have to be vacated, arrangements have already been made with the Department of Transportation for the removal of prisoners in vans to other institutions.

The inmates, according to Mr. Boochever have been extremely willing to participate in all of these plans because "they feel it their patriotic duty to do so. All of them are anxious to help their wardens."

Members of the department have been trained to help in the removal of inmates and in facilitating the transfer of food from one institution to another, as well as in preserving calm. They are now taking an intensive course in this work.

Water Supply, Gas, Electricity

PATRICK QUILTY, career man Commissioner of the Department of Water Supply, Gas and Electricity, stated to THE LEADER that "this department is cooperating with the Police, Fire, Public Works departments and Borough President offices in all boroughs in case of any bombing or emergency."

Specifically, Commissioner Quilty pointed out that 200 electrical inspectors are prepared to teach police and air raid wardens how to turn off the time clocks which operate the lights on individual lamp-posts. At the present time approximately 50 or 60 inspectors are instructing air raid wardens at night in this procedure.

Commissioner Quilty explained that time-clocks in the street lamp-posts operate astronomically. The clocks are set to turn the street lights on and off at different times each day, depending upon the season of the year. It is estimated that in case of a blackout, 81,000 air raid wardens will be needed to perform this vital task.

Commission Quilty revealed that a plan to have the present system changed so that all lamp-post lights could be turned off at once is under consideration. "However," the Commissioner said, "this plan would cost several million dollars and take about one year's time to put into effect."

Although the full resources of the department would be brought into action in the event of a bombing, the chief problem facing this vital city agency today is the shortage of water in the city's reservoirs. "The rain last week helped some, but the reservoirs are less than one-third full."

The work of the other New York City departments in the war program will be discussed in forthcoming issues.

War Hits Patrolman Test

Police Shortage in New York City Isn't Impossible

Although definite word from the Mayor's office—via the Budget Director—is not expected until some time this week, indications are that the Patrolman exam will be conducted "as usual" by the Municipal Civil Service Commission.

It will be recalled that the test, originally set for the current December series of the Commission, was postponed at the last minute when the okay from City Hall wasn't forthcoming in time.

Here is the way the changed war situation affects the test, according to the best indications of the day:

First, the Commission would

like to give the test as soon as possible. Which means that it will do all in its power to announce the test in the January series. City officials—particularly those directly concerned with civilian defense—fear a shortage of adequate police should New York City be attacked. One precaution would be a good-sized police eligible list. Should the Commission get the go-ahead signal, all parts of the test will be held as soon as practical, and the list can be expected long before the first of 1943.

Requirements to Stand

Second, there will be no slackening of the requirements on the test. Commission President Paul J. Kern strongly feels that in time of war, Civil Service stand-

ards should, if anything, be heightened because of the greater need for competent public personnel. He said as much last Sunday at the round-table conference on Civil Service in wartime, sponsored by THE LEADER over WINS. The age maximum of 29 will stand, as will the other requirements that have appeared in these columns on many occasions.

Third, should the city actually be in danger of attack, emergency police may be taken on, but they will definitely be of emergency caliber. The regular police force will probably assume control over such a force.

Full details on the patrolman test will continue to appear in THE LEADER just as soon as available.

Clerks Admitted to Steno Promotion

Commission Differs With Its Own Examiner

Grade 2 clerks will be admitted to the stenographer, grade 3 promotion test, the Civil Service Commission ruled at its meeting last week.

The ruling was made after numerous grade 2 clerks in the city service protested in writing to the Commission on the requirements for the stenographer, grade 3 test, announced by the Commission this month. The Commission will re-announce the examination with the changed requirement in the near future. Applications will be reopened in order that all grade 2 clerks who desire to take this examination may file an application.

Examiner Refuted

The decision of the Commission was a rather startling one inasmuch as it differed from the opinion of an examiner of the Commission who studied the situation. The examiner had recommended that the requirements remain the same and grade 2 clerks be excluded from the stenographer, grade 3 test.

Wants Broader Base

In commenting on the Commission's decision, Paul J. Kern, president of the Civil Service Commission said, "The broader the promotion base, the greater the promotion opportunity. The Commission has a policy of establishing the broadest base possible

for promotion. It benefits the city by obtaining the best personnel and it benefits the employees themselves."

Among those who appealed to the Commission for a change in requirements were Israel Bekkopp, 1505 Metropolitan Avenue, Bronx; Jacob T. Hoffman, 244 E. 18th Street, Brooklyn; Ruth Schurtzman, 887 Crotona Park North, Bronx; Irving Oblas, 3 Beekman Place, New York, and Samuel M. Badia, Riker's Island, N. Y.

As soon as the Commission re-announces the stenographer, grade 3, promotion test, complete requirements will appear in THE LEADER.

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UNDER THE NEW LAW can you afford in the event of an accident to put up hundreds or even thousands of dollars until the courts decide whether you or the other motorist was at fault? Unless you have made proper provision you may be required to do that or lose your right to drive.

THE LAW provides that unless security is furnished:

1. The automobile cannot be driven by anyone, nor can its title be transferred to any other person.
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Supermen Get Closer to Jobs Paying More Money

Sanitation eligibles who have accepted appropriate positions paying less than \$1,500 per year, will be recertified in the order of their standing, to appropriate positions paying \$1,500 per year or more, according to a ruling of the N.Y.C. Civil Service Commission this week.

Under the former set-up, eligibles on the sanitation man list who accepted appropriate jobs at any salary were not permitted to accept any other appropriate jobs and were eligible only for appointment to the Sanitation Department itself.

Under the new set-up supermen

who have accepted such jobs as porter in the Board of Transportation, which pay \$.57 per hour, will be certified for other appropriate jobs paying \$1,500 per year or more. In turn, eligibles further down on the list will be offered porter and other jobs paying less than \$1,500 per year. The opportunities for employment in appropriate jobs of all kinds should be increased immediately to sanitation eligibles.

Eligibles who accept the \$1,500 per year jobs will be removed from the sanitation man list for a period of one year. After the year is over, they will be eligible only for further appointments to the sanitation department.

CITY COURSES

With in-service training destined to become one of the most vital branches of public service during the emergency, New York City's Bureau of Training last week launched several courses for city employees:

An administrative conference on municipal personnel problems, with executive and administrative officers discussing personnel matters. Commissioner Wallace S. Sayre presided at the first session last Monday.

Two courses in supervision for Department of Purchase supervisors, given on Mondays and Wednesdays, respectively.

A course in Gregg speed stenography for employees of the Health Department.

A course in Pitman speed stenography for employees of the Hospitals Department.

Furious Action on Fire Lists

Things Happen Fast as Old List Dies, New One Not Yet "Ready"

The possibility that appointments from the new fireman list will not be made for some time was foreseen this week by fast and furious action on the Fire Department front. Highlighted in this complicated picture were:

1. Fifty last-minute appointments were made from the old fireman eligible list which expired midnight Monday, December 15. The fifty men worked one tour of duty and were promptly given a six months leave of absence without pay. Presumably these men were given a leave of absence because there were no funds available to pay their salaries.

2. As THE LEADER went to press, the new fireman list was not yet promulgated by the Civil Service Commission. Permanent appointments can not be made until the list is certified. The list cannot be certified until it is promulgated. When a list is "promulgated," it is ready for use.

Want Older Men

Why were appointments made from eligibles who finished close

to 4,000 on the old list instead of from top eligibles on the new list? Secretary Richard Warner of the Fire Department said that appointments from the old list were made because these men were older . . . more likely to be married, have dependents . . . less likely to be drafted."

Meanwhile Mayor La Guardia has come out even more strongly against the drafting of firemen. To date 52 firemen have been

drafted into military service. An additional 20 who were members of guard and reserve units have been ordered into military duty.

Boys Sent to Watersheds

As revealed in last week's LEADER, names of eligibles on the new Fireman list were sent over to the Board of Water Supply before it had been officially promulgated. The appointments were made temporary subject to future certifications.

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DEFENSE news

Requirements for Jobs At Pearl Harbor

The America that overnight adopted the slogan "Remember Pearl Harbor" to help generate its victory spirit moved this week to make speedy repairs to the damage at the Hawaiian Island port. A call for hundreds of men trained or experienced in more than 50 shipyard occupations has just been issued by the Shipbuilding Section of the New York State Employment Service.

Applicants are to report in person at the office of the Shipbuilding Section, 87 Madison Avenue, corner Twenty-eighth Street, Manhattan, daily between 8:30 a. m. and 7:30 p. m. They are to ask for Mr. Hawes, Mr. Clark, or Mr. Brae. Should these interviewers pass on a candidate's qualifications, he will be sent over to the United States Civil Service Commission. Several years' experience is required for full-fledged mechanics. However, youngsters trained either at vocational schools or in defense courses will also get a crack at the work through helper jobs. The age limits are 18 to 62. Applicants must be U. S. citizens, and pass a rigid physical exam. Men already employed in defense jobs will not be accepted unless they get written release from their employers.

No Dependents

Those picked for the Pearl Harbor jobs will not be allowed to take their families with them, no dependents being allowed on Luzon Island. Pullman tickets will be provided to California, and wages start on board ship. Expenditures for meals en route will be refunded at the rate of \$4 a day. The work will be 40 hours, with overtime paid at the rate of time and a half.

Here are the jobs, and full details: **LEADING MEN**—In the following occupations: Boilermaker, Chipper and Caulker, Sheet Metal Worker, Driller, Ordnance Electrician, Radio Electrician, Ship and Shop Electrician, Instrument Maker, Inside Machinist, Outside Machinist, Molder, Ordnance Mechanic, Pine Coverer, Rigger, Shipfitter, Welder. Must have at least six years' experience in trade, knowledge of handling men and keeping production records. To supervise gangs of up to 25 journeymen and helpers. Compensation will be at occupational rate plus 22 cents per hour.

QUARTERMEN—In the following occupations: Boilermaker, Electrician (Ship and Shop) Inside Machinist, Outside Machinist, Shipfitter, and Arc Welder. To supervise several Leadingmen and gangs of workers. Must have at least eight years' experience in trade. Compensation will be at occupational rate plus 44 cents per hour.

LEADING MAN—To supervise gangs of classified laborers. Must be public school graduate and have been in charge of large labor gangs.

ACETYLENE BURNERS—To regulate and operate acetylene torch, using welding, burning, and cutting tips. Prefer experience burning out tubes on Scotch boilers, stay-boats, flush, and snap rivets. Must have two years' experience in the trade. \$1.04 per hour.

INSTRUMENT MAKERS—To assemble, fit, test, calibrate, and make adjustments. Able to work from blueprints. Work with precision instruments, and install mechanical and optical instruments. Must have two years' experience in trade. \$1.24 per hour.

LOFTSMEN—Able to lay out in full size on mold loft floor from blueprints. Must have two years' experience in trade. \$1.24 per hour.

OUTSIDE MACHINISTS—To assemble, disassemble, and repair all types of steam, gasoline and Diesel motors, pumps, turbines, and compressors. Able to do set up. Must have two years' experience in trade. \$1.19 per hour.

INSIDE MACHINISTS—Able to head blueprints, do own set up, and work to tolerance of one thousandth. Must have experience on machines with swing of from 18 to 120 inches. Must have two years' experience in trade. \$1.19 per hour.

ELECTRIC FURNACE MELTER—To control and operate furnace with electrical controls and meters. Must know melting temperatures of various metals. Must have two years' experience in trade. \$1.25 per hour.

MOLDERS—Ferrous and non-ferrous metals. Must have served four-year apprenticeship on green, black, or white sand. \$1.30 per hour.

CHIPPERS AND CAULKERS—Pneumatic hammer operators who have done chipping and caulking on steel plates. Two years' experience in trade. \$1.18 per hour.

ORDNANCE ELECTRICIANS—Experienced working from blueprints, familiar with explosion-proof and water-proof fittings and with installation of instruments and controls. Two years' experience in trade. \$1.28 per hour.

RADIO AND SOUND ELECTRICIANS—To install, service, and repair public address and inter-communication systems. All work from blueprints, and schematic diagrams. Two years' experience in trade. \$1.28 per hour.

SHIP AND SHOP ELECTRICIANS—Able to lay out work from blueprints, run conduits, splice cables, install inter-communications systems, and make repairs on motors, transformers, panel boards, switchboards and dynamos. Two years' experience in trade. Prefer motor experience. \$1.28 per hour.

AVIATION ELECTRICIANS—To install electrical wiring, fixtures, instruments, panel boards, and switches in aircraft, according to blueprint specifications. Must be able to use testing meters. Must have three years' experience in trade. \$1.28 per hour.

ENGINE HOIST MEN—To operate gas engine hoist. Must have two years' in trade, heavy industrial experience. \$1.20 per hour.

SHEET METAL WORKERS—Able to lay out from blueprints. Light and heavy metal. Able to do ventilation, duct work, soldering, seaming and some hand riveting. Must have two years' experience in trade. \$1.28 per hour.

ELECTRIC ARC WELDERS—Two years' experience in trade. At least three months' experience on vertical, horizontal, and overhead welding. No others need apply. \$1.19 per hour.

AIRCRAFT MOTOR MECHANICS—Experienced in assembly, installation, and repair of aircraft motors such as Liberty, Boeing, Aeroobra, Whirlwind, Delaware, and Hudson. Three years' experi-

ence in trade. \$1.28 per hour. **BOMBSIGHT MECHANICS**—Must be experienced in testing, adjusting, maintaining and manufacturing bombsights of gyro-stabilizer type. Must have two years' experience on ordnance material. \$1.28 per hour.

ORDNANCE MECHANICS—Experienced on installation, service, and repairs of all branches of armaments. Two years' experience in trade. \$1.05 per hour.

RADIO MECHANICS—Installation, service, and repair of ultra-high-frequency short wave transmitters and receivers. Familiar with design and circuits. Must use all testing meters and read blueprints and schematic diagrams. Two years' experience in trade. \$1.24 per hour.

PIPE COVERERS—To do asbestos pipe covering, using trowel, palm, and needle for hand sewing. Two years' experience in trade. \$1.18 per hour.

RIGGERS—Able to rig tripods and booms, do cradling, parceling, estimate loads, do cable and rope splicing, rig machinery, boilers, etc., and safely spot loads. Two years' experience in trade. \$1.20 per hour.

HELPERS—In following occupations: Blacksmith, boilermaker, electrician, machinist, molder, rigger, sheet metal worker. Must have six months' experience in the occupation, or one year vocational high school, or have completed national defense training course, with certificate of completion. 74c to 76c per hour.

GENERAL HELPER—No experience required in occupation. Must have one year vocational high school or have completed national defense training course, with certificate of completion. 74c to 76c per hour.

Technicians Find Jobs After Training

A sharp rise throughout the fall in the placement department of the New York School of Mechanical Dentistry has come about through the current demand for trained dental technicians in dental laboratories. The past two months have marked an increase in the placement of students by the school's bureau.

All graduates of the precision lens grinding course have been placed in positions with optical plants in the city, it was announced today by H. Walter Gillis, director of the School of Optics. In many cases students were interviewed and accepted by prospective employers weeks before they completed their training course.

Those studying for jobs in South and Latin America will find the Spanish Speaking Club at the Language Center a good practice group. It meets Wednesday from 8-10.

Langdon Urges Clubs For Physical Training

Our national war program requires strong, healthy Americans. There should be a nation-wide program to bring about this result. This is the sentiment of Harry R. Langdon, Chief of Finance and Supply, Sanitation Department. Mr. Langdon, who is also president of the Greater New York Neighborhood Association, communicated his sentiment in a letter sent last week to John B. Kelly, in charge of physical training for the Office of Civilian Defense. Wrote Mr. Langdon:

"Even now, I don't think the matter of competitive sports in connection with our national defense has been given the active consideration throughout the country which it deserves. "We have been suggesting for a number of years the formation of active athletic clubs to put American boys in healthy condition."

Mr. Langdon has suggested that Civil Service employees participate in this nation-wide program by forming their own athletic junior.

Defense Workers Don't Get Military Privileges

Defense workers will not be given the same special privileges accorded eligibles in military service, the Civil Service Commission ruled at its meeting last week.

Eligibles employed in defense plants can still request the Commission to remove their names from the eligible lists for an in-

definite period of time. The granting of this request is discretionary with the Commission. In general practices, this request is usually granted. However, eligibles in defense jobs will not have the right to appointment in the city services once their lists have expired, as is the case of draftees and others in military service.

The recommendation to deny defense workers special privileges was made by Harry Garmise, a clerk in the information bureau of the Civil Service Commission. In his recommendation Mr. Garmise pointed out that these eligibles accepted the private defense jobs voluntarily and that there was nothing to prevent them from resigning in order to accept city employment.

Employment Service Goes Under U. S.

Federalization of the State Employment Service, shifting it from the State Labor Department to the U. S. Social Security Board, became a reality late last week under express orders of President Roosevelt. Director Richard C. Brockway immediately became regional director of district No. 2, taking in New York State.

As yet there is no clarification of what the change means for employees of the Department of Placement and Unemployment Insurance. From President Roosevelt's orders, it appears that employees of the insurance sections will remain under the State's jurisdiction while the placement employees henceforth get paychecks from Uncle Sam.

Other problems under discussion: increments, pension, seniority, etc., etc. The LEADER has been following the federalization proposal for weeks, and will continue to publish latest data.

Your Career

"Your Career In Nursing," a new book by Cecelia L. Schulz (Whittlesey House, \$2.00) is a handy, readable book on a subject that is getting heavy attention these days from young women who want to plan a career in keeping with the times. Demand for nurses is keen among Federal, State, City, and County health services and the United States Government has sent out a strong appeal for more nurses and student nurses to assist in the defense program.

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AIR RAID DEFENSE
Dr. Curt Wachtel, 1941 — \$3.50
The purpose of this book is to convey to the American people the many and varied aspects of Air Raid Defense. All measures and methods discussed or recommended in this book are practiced somewhere in Europe. The results obtained from years of European Research on the best means of Air Raid Defense, experiments on maneuvering fields, and practical experience in wars in Ethiopia, Spain, and elsewhere.

AIR RAID PRECAUTIONS
1941 — \$3.00
An authoritative book compiled by various British Experts based on actual experiences during Air Raids. It contains the best available scientific data pertaining to shelters, emergency watch towers, respiratory equipment, etc.

THE HOME GUARD TRAINING MANUAL
Edited By John Langdon-Davies—Revised By General Sir Godley
1942 — \$2.50

The Home Guard is a new kind of armed force, created because the new methods of invasion cannot be dealt with on by the Army, Navy and Air Force. Its duties begin at the very beginning of invasion, and it supplements the other armed forces of a country by doing jobs no one else can do. This manual, written in simple non-technical language puts into handy form all lessons learned from modern warfare which particularly concern us. It utilizes the experience of various leaders who have been engaged in the training of the Home Guard, and gives the kind of training most required.

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Want to Volunteer for Civilian Defense Work?

A Continuation of the Civilian Victory Jobs Begun in Last Week's Issue

VIII. Volunteer Opportunities in the Field of Recreation and Informal Education.

Assist librarian, give clerical assistance, arrange exhibits, lead discussion groups on books read by children.

4. In administration. Give clerical assistance, assist with publicity, keep clipping file, make statistical reports.

IX. Volunteer Opportunities in the Field of Family Security, Child Care, and Service to Single Persons.

A. Protective Societies, including social protection programs in defense areas. (Same general services as Private Family and Children's Agencies, see below.)

1. In Service Centers in defense areas where girls and women receive temporary care and social assistance while working out their individual difficulties.

Help locate available buildings and furnishings. Give clerical assistance. Supervise or arrange recreation, as library, movies, games.

Plan special parties. Collect magazines and books. Take patients to clinics.

B. Day Nurseries—those long established and those organized in or near defense-area industrial plants. Supervise play, craft clubs; teach dancing, music, lead, etc.

Help with physical care. Tell stories or read to children. Arrange special parties—birthday, Christmas, etc.

C. Nursery Schools. (Same general services as Day Nurseries.)

D. Private Family and Children's Case-work Agencies. Make friendly visits to aged, blind, shut-ins, refugees, etc.

Give motor service. Accompany children or handicapped persons to clinics. Tutor handicapped or specially gifted children.

Shop for children or handicapped persons. Gather furniture or household equipment to rehabilitate families.

Study food requirements in relation to budget requirements. Work out low-cost diets. Operate used-clothing shops.

Verify official records—statistical, school, etc. Tabulate information on community resources for use of clients and staff members.

Give clerical assistance. Answer telephone or operate switchboard. Gather and tabulate factual data from agency records.

Act as receptionist, receiving clients, directing to right source, taking preliminary information, etc.

E. Departments of Public Welfare. Because of the legal establishing eligibility, determining the amount of the grant, etc., must be exclusively the responsibility of the paid staff.

However, many of the volunteer services now rendered in private family and children's agencies point to possible opportunities for volunteer service in a public department. Such service would assist the paid staff and make the client's contacts with the agency of a more helpful and beneficial nature.

(Volunteer opportunities under these agencies are the same in general as those listed above under Private Family and Children's Agencies.)

F. Traveler's Aid Societies. (Same general services as private family and children's agencies). Assist in information services in terminals and railway stations. Provide recreation for children between train connections.

G. Legal Aid Societies. Give legal advice and help to clients unable to pay for such counsel. (Lawyers only qualify.)

H. Probation and Parole. Assist probation officers, parole advisers, etc. Act as personal, friendly adviser as "big brother" or "big sister."

I. Institutions for Children. Give clerical assistance. Act as receptionist. Supervise recreation; direct dramatics; teach music, art, dancing, crafts.

Arrange outside recreation, such as drives and trips to movies, museums, etc. Take patients to clinics. Assist paid staff with physical care.

J. Maternity Homes. (Same general services as Institutions for Children.)

X. Volunteer Opportunities in the Field of Housing. Make vacancy surveys and inspect

Where to Volunteer For Civilian Defense Work

Manhattan: Local offices for enrollment of volunteers in all branches of defense service are at 93 Park avenue, phone LExington 2-0291. City director is Mrs. Winthrop Aldrich. In charge of the Manhattan office is Mrs. Sidney Borg.

Brooklyn: 131 Livingston street, phone MAIn 4-5938. In charge, Miss Mary Dillon.

Bronx County Court House, 851 Grand Concourse, phones JERome 6-9119 and JERome 6-9068. In charge, Mrs. Lillian Patterson and Roderick Stephens.

Queens: Lost Battalion Hall, 93-29 Queens Boulevard, Elmhurst, L. I. In charge, R. M. Miller, executive director.

For work as an air raid warden or fire auxiliary apply at the nearest police station or fire house.

A number of private agencies are doing work in which women may be especially interested. Here's a list:

New York City Defense Recreation Committee, 99 Park avenue, MU. 3-0675.

American Women's Voluntary Services, 40 East 41st street, MU. 3-7831.

American Red Cross: Manhattan, 315 Lexington avenue, CA. 5-4400; Brooklyn, 57 Willoughby street, MA. 4-5540; Queens, 92-32 Union Hall street, RE. 9-6880 and 138-48 Roosevelt avenue, IN. 3-2112; and Staten Island, 36 Richmond terrace, GI. 7-0913.

Women Flyers of America, Hotel Plaza, EL. 5-7710.

United Service Organizations, 350 5th avenue, PE. 6-5400.

vacancies in accordance with the standards established by the federal division of Defense Housing Coordination and to local Homes Registration Office.

Lead recreation clubs and classes in housing projects.

XI. Volunteer Opportunities in Local Chapters of the American Red Cross.

There are opportunities for volunteer work in all the services of a Red Cross Chapter and particularly in the eight Corps groups under Volunteer Special Services, briefly described as follows:

1. Staff Assistance Corps—serves as an organizing and record-keeping staff whose help is available to all other services. Its members file, type, keep books, prepare reports, work on information and reception desks, translate, and organize classes for other services.

2. Production Corps—provides clothing for refugees, hospital comfort articles, and surgical dressings. Its members sew, knit, mend, and operate electric cutting machines and sewing machines.

3. Braille Corps—makes books for the blind. Its members transcribe, duplicate, and bind books in Braille, read to the blind, and teach them to read the Braille system.

4. Canteen Corps—provides meals for projects sponsored by the Red Cross, is prepared to furnish mass feeding in disasters, and supplies assistance for garden and food conservation projects. Its members attend food and nutrition classes and get practical experience in feeding large groups.

5. Motor Corps—furnishes transportation needed in connection with all materials, provide transportation for outings of men in Government hospitals, take patients to clinics, and drive ambulances. Training in first aid, safe driving, and motor repair is required.

6. Nurse's Aide Corps—assists the professional nursing staff of hospitals, clinics, public health nursing organizations, schools, and industrial hygiene services. Its members work under the supervision of registered nurses. The requirements for membership in this Corps are stringent and the training course approved by the Office of Civilian Defense is mandatory.

7. Home Service Corps—assists the Chapter to discharge its obligation to active service and ex-service men and their families. Its members visit and interview families and individuals under supervision. Training in social case work practices is required of all applicants.

8. Hospital and Recreation Corps—is concerned with the maintenance of the morale of the active and ex-service men in hospitals. Under the direction of the medical officer, its members provide recreational work for the patients. They may also act as receptionists in clinics. The satisfactory completion of a prescribed course and of a probationary period is required of all who wish to join the Corps.

XII. Volunteer Opportunities in Food Conservation Programs.

Take stock of fruit and vegetable surpluses and arrange for collection and distribution in fresh or preserved forms through school lunches, community kitchens, etc.

XIII. Volunteer Opportunities in War Relief Organizations.

- A. Production. Knit. Sew.
- B. Office and Clerical Work. Pack such material for shipping.
- C. Publicity, Speaking, etc.
- D. Messenger Service.

Training Courses in Civilian Defense. It is impossible at this stage of the development to give a complete list

scope as between localities. For instance:

- Air-raid wardens.
- Fire watchers.
- Rescue squads.
- Auxiliary police.
- Auxiliary firemen.
- Demolition and clearance squads.
- Road-repair squads.
- Staff corps.
- Decontamination squads.
- Bomb squads.

The thoroughness of the instruction required in large cities, to contend with the intricate problems involved in congested areas and skyscraper buildings, will not be essential in the thousands of smaller communities. The test of efficiency must be applied by local conditions.

Courses now worked out and of use in equipping workers for civilian protection—duties are:

- Nurse's aide.
- First aid.
- Types of instruction now being developed and of use in civilian protection are:
- Fire fighting.
- Gas defense.

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CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

MORE DUTIES OF LICENSE EXAMINER

Conducting road tests is most important among the duties of motor vehicle license examiners. It's important, then, that every applicant know exactly how examiners go about this work.

Check Permit

1. Check the examination permit against the assignment cards, and see to it that the description of the applicant on the permit agrees with the road test permit. Compare the age of the applicant with the statement of age on the examination permit. If the age of the applicant is under 25, ask him for proof of age, as approved by the Commissioner of Motor Vehicles. If the evidence of age is approved, the examiner must indicate the type of proof submitted by checking in the space provided on the reverse side of the examination permit. The applicant need submit proof of age only for the first road test.

In cases where proof of age is required by the department and not obtainable, the person in charge of the issuing office who has approved the applicant must also approve the road test permit slip. This must be accepted by the examiner, except in the case of a junior operator who must submit proof of age in all cases. No personal approval will be acceptable.

Registration

2. See that the motor vehicles which are to be used by applicants for the examination are properly registered and certificates of registration are in possession of the persons operating the vehicles. If the registration certification is not in possession of the operator of the car, no road test shall be given. The applicant shall be instructed to return with the proper registration not later than 20 minutes of the following hour and at that time the examination shall be conducted.

More next week.

2 Added to List Of Senior Examiners

Two candidates for the promotion test to senior examiner, State Insurance Department, who missed the oral exam have been added to the list after taking and passing the experience interview. They are: 4A. Jack Salant, New York City, 89.17; 14A. Harry S. Devey, Albany, 84.85.

The written was held October 26, 1940, and the list established May 17, 1941.

State Prepares for War; Buildings Guarded All Day

ALBANY.—Air-raid wardens, from four to six for each floor, are to be named by all departments in State office buildings in New York, Albany, and Buffalo, as part of a general master-plan for the protection of State property and occupants against bombing and sabotage.

The master-plan, developed by John J. McNulty, superintendent of public buildings, and approved by Commissioner Arthur W. Brandt, head of public works, and Governor Lehman, calls for additional armed guards at all State structures as well. They will form a staff of inside and outside vigilantes on 24-hour duty.

The State office building in New York City, at 80 Centre Street, will be strengthened by installation of sand and planking on the roof. In the event of blackouts the entire building will be blackened with the exception of the offices occupied by the State Guard, the State Defense Council, and the Adjutant General. The windows of these offices will be shrouded in light-proof materials as their occupants are to be on duty around the clock.

U. S. 'Raids' State Employees

Pays \$5 Per Name for Eligibles Placed in U. S. Jobs

ALBANY.—The full impact of the nation's united war effort against the brigand aggressors has not yet been felt in State service, but the shadow of things to come already is apparent. Nearly 1,000 State workers are in the armed services, either as draftees, enlisted men, or by virtue of their membership in the National Guard or the reserve organizations. This number will of course be sharply stepped up with increased calls for men.

Some time ago it became apparent that Washington authorities, particularly those in the military and naval establishments, intended to reach into the State ranks and grab every individual with any previous service. The threat of stripping the State's personnel of its more valuable key-men became a genuine concern to the Lehman administration. It was felt that the State Government itself has a function to perform and that it would not be in the public interest or safety to jeopardize essential operations by eliminating the most valuable executives.

Lehman in Washington

Governor Lehman, it is reported, seeing the hand-writing on the wall, personally appealed to the Washington authorities not to raid the key-positions. He agreed to "loan" several State officials whose services were badly wanted by the federal government but on explicit promise that they would be permitted to return. So far that bargain has been pretty well kept, but the State already has lost some valuable men and will continue to do so, it is generally conceded.

The Lehman administration now going into the tenth year, has been a more or less closely-knit organization, with the Governor not only dependent upon a host of trusted and capable executives but knowing them personally as well. All this has contributed to developing an efficient and smooth-running State government, now threatened with many severe dislocations.

Takes Rank-and-File

The federal government is turning its attention not only to the higher executives and skilled departmental key-men but to the rank and file. The State Civil Service Commission has been aiding Administrator Floyd Odium and the price administration bureau in Washington in staffing that department. A representative of the Commission, Charles L. Campbell, director of classification, has been in Washington

assisting federal authorities with their personnel problems.

Federal Gov't. Calls

Inquiry at the Civil Service Department's offices has brought the disclosure from Miss Grace A. Reavy, chairman of the Commission, that the federal government is calling for complete lists of eligibles for personnel technician and research aides. This followed an earlier search for potential State workers who might be suitable for government jobs.

The federal government sent its representatives to Albany and they personally went over more than 200 Civil Service lists for material. Jobs were offered to many on these lists and many more will be called, it was said. Chairman Reavy revealed that an agreement was worked out with the federal authorities by which they agree to pay the State \$5 per name for every candidate on any State list who is placed on the federal payroll. This charge is partial reimbursement to the State for its work in conducting the examinations and incidental expenses.

Some of the factors that have served to hamper swift transfer of State workers or State eligibles to federal employment are the differences between the two systems.

Regulations covering war veterans and disabled war veterans differ. A disabled veteran, for instance, goes to the top of a

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Additions to Motor Bureau

ALBANY.—Two damages evaluation experts have just been engaged to supervise the setting up of a claims section in the new Safety-Responsibility Division of the Bureau of Motor Vehicles. They are:

George L. Fox, Brooklyn, formerly assistant superintendent of the claims department of the Globe Indemnity Company of New York.

John J. Woods, Syracuse, attorney for the Fidelity and Casualty Insurance Company of New York in charge of claims in the Syracuse area.

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Reading for Comprehension

A Continuation of the Third of a Series of Articles on Preparation for Civil Service Examinations.

By Gertrude B. Slavin, B.S., M.A. and Alvin Slavin, B.A., M.A.

Our preceding article discussed the underlying principles governing the use of reading passages in civil service examinations. We presented an analysis of paragraph structure and we suggested several specific methods whereby you, the Civil Service candidate, can improve the extent of your reading comprehension. We demonstrated the necessary steps you must pursue to increase your speed in reading. We showed you how you can "spot" the main ideas contained in reading selections. We taught you how to beware of "traps" that confuse the thought. Finally, we listed seven guiding principles that you should follow in answering questions on reading as offered in Civil Service examinations.

If you have applied yourself to the methods we outlined, you will find little difficulty in answering the five reading interpretation questions presented in Exercise IV. These questions were selected from a General Qualifying Language Test administered recently by the U. S. Civil Service Commission. You will, likewise, find additional review exercises V and VI.

We suggest that you clip these articles from week to week so that you may compile a continual study manual.

EXERCISE IV

READING INTERPRETATION QUESTIONS

1. "An ideal is practical when it conforms to laws of nature and when it is worked out from actual experience. The ideal of a more desirable future must be more than simply a plan of a faultless state of things; to be practical, it must make use of as much as possible of the existing order."

According to the quotation, our ideals cannot be practical when we disregard (A) gradual changes (B) prophecies (C) experiments (D) realities (E) simplicity

2. "The operations of Congress are largely determined by the existence of two political parties—one, a majority in control of one or both houses and regarding itself as responsible for the principal legislative policies; the other, a minority bound under ordinary circumstances to criticize and to vote against the measures advanced by the other group."

The quotation indicates that (A) votes in Congress are always cast along party lines (B) legislation ordinarily is accelerated by the party system (C) the party system of Government is constitutionally prescribed (D) legislative policies are formulated by compromise (E) major acts are usually introduced into Congress by the party in power.

3. "A phase of work in the Department of State that is of vital importance is the creation at home of enlightened public opinion on matters relating to foreign affairs. It is through the newspapers and their correspondents that the Secretary of State seeks to inform the American people of what is going on in international affairs."

According to the quotation, the press is used to (A) secure the cooperation of foreign diplomats (B) influence public opinion in foreign countries (C) inform the Department of State concerning popular opinion (D) help inform the public (E) enlighten visitors to this country.

4. "It is true that soil resources in this country are being depleted and that this depletion involves the eventual extinction of agriculture in many localities. Nevertheless, the resources of the Nation are so great that it is very unlikely that the trend of agriculture production as a whole will be affected for several decades at least."

According to the quotation, (A) agricultural production as a whole will not be affected immediately by the present rate of depletion of soil resources (B) successful agriculture is not important so long as a country has other resources (C) agriculture is now being carried on in many localities not suitable for it (D) a shift in the agricultural population will be necessary within the next decade (E) measures must soon be taken to stop depletion of soil resources if we are to hold our place as an agricultural nation.

5. "The acts that a consul performs in the discharge of his official duties when within the scope of his powers may not be examined by authorities of the country to which he is assigned, but the government of that country reserves the right to decide whether any act is official."

According to the quotation, the government of the country in which a consul does his work (A) may not protest against any of his acts (B) determines whether his acts are harmful to the country (C) does not examine any of his work except his official acts (D) grants him certain immunities from interference (E) has no civil or criminal jurisdiction over him.

EXERCISE V

Root—Meaning	Prefix—Meaning
1. duct, duc —to lead	1. circum—around
2. ven, vent —to come, to go	2. com—with
3. pati, pass —to bear, to suffer	3. e, or ex —out, out of
4. regis —a herd	
5. stringo —to bind	

The following words are based upon the above list of roots and prefixes. You are asked to choose from the five alternative words the best definition and indicate it in the space provided at the right of each question:

- 1. INDUCTION —(A) reflection (B) indication (C) dedication (D) introduction (E) installation
- 2. CIRCUMVENTION —(A) prevention (B) indiscretion (C) frustration (D) depletion (E) defection
- 3. COMPASSIONATE —(A) suffer with (B) angry (C) innocent (D) pathetic (E) miserable
- 4. EGREGIOUS —(A) helpful (B) beautiful (C) unusual (D) flagrant (E) pretentive
- 5. GREGARIOUS —(A) solitary (B) argumentative (C) wandering (D) solicitous (E) sociable
- 6. STRINGENT —(A) fragrant (B) strict (C) acrid (D) dour (E) loose

EXERCISE VI

The following words appeared in the examination for Translator given the U. S. Civil Service Commission in May, 1941:

- 1. PERTURB means most nearly (A) warn (B) oppose (C) advise (D) dread (E) disquiet
- 2. SUAVE means most nearly (A) obsequious (B) gracious (C) treacherous (D) arrogant (E) helpful
- 3. INHERENT means most nearly (A) dynamic (B) intrinsic (C) impetuous (D) efficacious (E) dormant
- 4. VULNERABLE means most nearly (A) cowardly (B) subjugated (C) assailable (D) strengthened (E) scattered
- 5. RECIPROCAL means most nearly (A) lucrative (B) conciliatory (C) obligatory (D) arbitrary (E) mutual
- 6. FACSIMILE means most nearly (A) disguise (B) duplicate (C) illustration (D) diagram (E) restoration
- 7. EMULATION means most nearly (A) experimentation (B) excellence (C) attraction (D) avarice (E) competition
- 8. ARTLESSNESS means most nearly (A) stolid (B) sophistication (C) embarrassment (D) ingenuousness (E) talkativeness
- 9. IMMUTABLE means most nearly (A) conclusive (B)

Police Calls

By MIKE SULLIVAN

Merry Christmas

Christmas is a Day,
An eve, a night;
Christmas is something
People want white.

Christmas is a tree,
A carol, a song;
Christmas is a spirit
That doesn't last long.

Christmas is a week,
A chime, a seal;
Christmas is the night
Little boys peek.

Christmas is a tide,
A stamp, a seal;
Christmas is a wreath
That begins to peel.

Christmas is a card,
A flower, a tie;
Christmas is a rush
And a look in your eye.

Christmas is a season,
A wonderful time,
Christmas is the reason
For this little rhyme.

Christmas is a greeting
Which I extend to you,
A merry, merry Christmas
And a Happy New Year, too!

—Mike Sullivan

Police Appointments

Two hundred and seventy-two names on the patrolman eligible list were certified to the Police Department for the 200 appointments to be made "about January 1." The quotes are the Police Department's, not ours . . . The last name certified was the lad whose number is 1182a . . . To date the last number appointed to the Police Department is number 876.

Newsnotes

Dave Salter was re-elected president of the Police Honor Legion last week. Bill James is the new

To Women of America

Now that the first days of excitement are over, we are all settling down to the main job before us—winning the war.

The women of America, though they may not have to man any of our machine guns or pilot our planes—at least for the present—are already anxious to do their bit. They are volunteering for the Red Cross, the Women's Voluntary Services, and other similar groups. That is noble work.

However, we feel that they can do an even more direct part in winning this war.

For months now there has been a shortage of women to take stenographer and typist jobs in Washington, to work in the expanding defense agencies. These departments have actually been forced to take on incompetent employees, and train them while on the job.

The present shortage will be as nothing compared to what is before us. Government and defense agencies are already planning for expansion geared to the victory program. This growth will not only be in Washington but in federal offices all over the country. And the basic and greatest expansion will be among the typists and stenographers, unsung heroines who do the day-to-day routine work without which government would collapse. Remember that for each administrator taken on, to plan and direct government, at least half a dozen stenographers, typists, and clerks must be hired.

Actually with the first shots fired at Pearl Harbor could we hear the first stirrings of our nation's need. Early last week the United States Civil Service Commission issued a hurry call for 670 stenographers to work in Washington . . . and its district offices were told that the need had to be filled within ten days. Yet informal estimates already have it that government will soon be taking on between 500,000 and one million employees.

Here is a need which America's valiant women—of every age—can fill. Learn to typewrite. Learn how to take shorthand.

The CIVIL SERVICE LEADER starts next week a home-study course. Each week we will present another lesson in this course, and urge you to do the week's work faithfully.

It may sound silly—but substantial help in winning this war may come from the army of stenographers and typists.

Join this army!

vice-president. Other offices remain the same . . . Number 5 on the new fireman eligible list is Ptl. Rudolph Bodd of the Maspeth precinct . . . At the rate appointments to the Fire Department are being made these days Ptl. Bodd can stick to his Queens Beat for a long time, even if he wants to join the smoke-eaters . . . New head of the Police Square Club is

Rudolph Lehman . . . 5,000 children are expected to attend the Honor Legion's Christmas party this afternoon. When Bert Wray, chairman, gets through with this big job he can go home to the bigger job of playing Santa Claus for his seven children . . . Chairman Jim Linden of Police Post 460 is accepting reservations for a New Year's Eve party.

Welfare Notes

Job, Pay Situation In Welfare Dept.

The job and salary situation in the Welfare Department moved ahead on three fronts this week.

First, the hopes of 2,500 social investigators for an increase in their salary maximum from \$1,799.00 to \$2,099.99 dimmed somewhat when Budget Director Kenneth Dayton withdrew his offer to push for the increase. In a letter to two attorneys representing investigators, he said that "this offer was conditioned upon the suspension or termination of the pending cases." Since both these attorneys have continued with their cases, he asserted that the order was withdrawn.

That places the matter back in the lap of Supreme Court Justice William F. Collins, before whom the three cases were argued several weeks ago. Dayton's offer was originally made to an SCMWA group represented by Nathan Witt. Attorneys Morris Amchan and Albert B. Breslow represent other groups; they are the two lawyers who have continued action.

All three suits contend that the ceiling should be raised as 252 of the investigators appointed from the December, 1937, list, though they may have been low in relative standing, are earning above the \$1,799.99 figure.

Veteran Jobs

The status of provisional veterans, who seemed definitely on the way out last week, was continued on a day-to-day basis by Mayor LaGuardia while he tries to get them employment elsewhere. Many of the 191 veterans slated to go last Monday have since filled out applications and were interviewed for positions at the Brooklyn Navy Yard, the Naval Air Station, and other governmental agencies.

Guard jobs seem the most likely prospect, with the war emergency increasing the need for men to watch public buildings. The work history of some, however, shows other qualifications, and several are on federal Civil Service registers. Representatives of the Federal Works Agency and the U. S. Civil Service Commission have also interviewed the veterans. The guard positions pay \$1,200.

A second group is scheduled to

- 10. REFUTE means most nearly (A) disclose (B) demonstrate (C) debate (D) decline (E) disprove

Here are the answers to last week's exercises:
Exercise I—1. B; 2. E; 3. D; 4. C; 5. D; 6. B; 7. A; 8. C; 9. B; 10. E; 11. B; 12. C; 13. A; 14. E; 15. A.

Exercise II—1. B; 2. A; 3. D; 4. E; 5. C; 6. A; 7. C; 8. D; 9. A; 10. B.

Exercise III—1. B; 2. D; 3. E; 4. C; 5. E; 6. C; 7. D; 8. C; 9. E; 10. E.

Our fourth article in this series, **Grammar is No Bugaboo**, will appear in next week's issue of The LEADER. It will give you a clear and comprehensive explanation of the importance of grammar, as well as previous Civil Service questions, on grammar, vocabulary, and reading, will be included.

Follow The LEADER for the answers to Exercises IV, V, and VI. Answers to Exercises II and III which appeared on Dec. 2, follow: Exercise II—1. B; 2. A; 3. D; 4. E; 5. C; 6. A; 7. C; 8. D; 9. A; 10. B; 11. D; 12. B; 13. E; 14. A; 15. D; 16. B; 17. C; 18. A; 19. A; 20. B. Exercise III—1. B; 2. D; 3. E; 4. C; 5. E; 6. C; 7. D; 8. C; 9. E; 10. E.

go on January 15 and the remaining third on January 31.

Budget Probe

The aftermath of both these stories—the claim for higher wages and the jobs of the veterans—may hinge on the third development of the week.

It is known that the investigation made by the Budget Office on alleged overstaffing in the Welfare Department because of lowered case loads has been ended. And the result is bad news for those on Welfare Department eligible lists.

The budgeteers are convinced that the Welfare Department just has too many employees. There will be no attempt on the part of the city to drop those already working, but future vacancies won't be filled. And the first vacancies to remain without occupants will undoubtedly be those to be created when the veterans finally leave their jobs.

PREVAILING PAY SETTLEMENT SEEN AS IMMINENT

With the city about to go on a real economy basis because of the war, settlement of the claims of its skilled employees for the difference between the rate paid by private industry and their own wages now appears imminent.

It is known that Mayor LaGuardia, anxious to get the matter over with, is in conference with officials of the Comptroller's Office, and that a decision may be forthcoming this week. The city has been offering a formula previously reported in The LEADER, embracing two planks:

Henceforth city employees will receive the same pay as that given by private employers in those industries where a single wage exists (these are known as Watson case industries, after the Court of Appeals case that first insisted that the city pay the prevailing wage);

Employees will accept a percentage reduction in their claims for differences owed them.

The willingness of most groups to accept this formula is attested to by the fact that the bridge men and riveters, the bridge painters, and the dock builders are willing to take a 50 per cent cut in their claims.

Civil Service LEADER

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Tuesday, December 23, 1941

To All These, Greetings

TO ALL the men and women who are performing the tasks — sometimes humdrum, sometimes exciting—of running the government . . .

To all who hope to work for the government . . .

To all who love liberty, and to those who are fighting for it . . .

To all these, we express the hope that the spirit of Christmas may permeate all men; that the spirit of democracy may permeate the world.

Young Men!

Here's a Career

AS WE were going to press, less than 300 young men had filed in the New York City test for apprenticeship in the automotive trades. This test offers an unusual opportunity to young men for permanent positions in the city service. It is an earn-while-you-learn proposition, with the city paying the young men during their apprenticeship. The test may be taken by youngsters as young as 14.

If you feel you don't meet the requirements (you'll find them on page 16) here's a tip: file for the test anyway. Let the Civil Service Commission decide whether or not you're to be admitted to the test. If they don't admit you, your filing fee will be returned. So you have nothing to lose. And a career to gain.

Disquieting Fact

WE WERE speaking to an official of the State Employment Service the other day. We learned a disquieting fact.

There is an availability of labor for defense work in New York City. There is a shortage of labor for defense work upstate.

Upstate employers, who don't have enough competent people, won't hire New York City workers who are competent to do the job. They're "suspicious" of New Yorkers.

This is more than unfortunate. It's an obstruction to the efficiency of our victory program.

Please, gentlemen, this is democracy we're fighting for.

A Training Plan

AND talking about defense jobs, here's a suggestion about training for defense jobs. You've been reading a lot this past year about training. Yet likely as not, if you've actually tried to get training for defense, you've been shunted around, tripped up by red tape, and possibly given the impression that the whole training program isn't what it's cracked up to be.

There ought to be a single center devoted to training for war industries, coordinating the training activities of the Board of Education, Training-Within-Industry, NYA, CCC, apprenticeship in private industry, the private tuition schools. This center should be so set up that a man or woman could go there, get a complete picture of all training available in the community. There should be at least a minimum of vocational guidance—that is, persons desiring training should be directed to the best courses in terms of their own desires and the nation's needs. It should be easier for the untrained to get training.

Such a plan is going to become more and more necessary as our young men are drained away from private industry into the army.

In New York City, a unit such as this could easily be set up within the State Employment Service.

Merit Men



TREMENDOUS is the word for Paul Lockwood. Tremendous in physique, in breadth of vision, in zeal for his work.

You go in to get a story about the life and achievements of Manhattan's Executive Assistant District Attorney, and at once you are so absorbed in what the man has to say that you decide you ought to write a kind of psychological profile of him. He talks of many things—of newspapers in the old, glamorous days, of sports "when they didn't have steam-heated press-boxes," of mechanical engineering, of "the poor suckers who get involved in crime." He tells stories about Fritz Kuhn, about curious relics of crime collected in the past six years, about some of the tricks of investigating, and wonders aloud about why we have crime at all. He doesn't look like a lawyer; in proper dress, he could pass for a Viking seaman. There is something about his face which reminds you vaguely of novelist Ernest Hemingway; something in his solid, earthly laugh which reminds you of Rabelais.

That's Paul Lockwood, as unusual an assistant district attorney as ever graced New York's Centre Street.

Enthusiasm

His enthusiasm for his work is boundless. You feel it with an impact that is almost physical. He works furiously, and long hours, "because I love it." Since 1913 he has never missed a day away from the office for illness. But he can relax, too, and as he sits at his finely-made lightwood desk, in deep green upholstery, puffing serenely

at his pipe, it's hard to realize that this is a man who has come to grips with the city's toughest, dirtiest gangsters.

Lockwood has a theory about the luxury of the new District Attorney's office, occupying several floors in the recently-finished Criminal Courts Building. It's this: "There's a psychological value to the dignity of an office like ours. When the little people used to come into our old, unkempt offices, they frequently would get the impression, 'Huh, just another cheap lawyer.' Today, such an impression is impossible. They feel the man they are dealing with is important—and the men with lesser jobs have impressive offices for this reason."

A Place For Young Men

Tom Dewey's quarters are overrun with young men. That's good, thinks 39-year-old Lockwood. "This isn't a quiet harbor into which a lawyer battered and bewildered by life comes for comfort and shelter." The young men in Dewey's office set to do a job, "we have done it, and we are doing it." The pride which goes with this statement has no pomposity in it. Paul Lockwood isn't a pompous guy. His work is more vital than going to the movies or reading detective stories."

The Lighter Side

There's a big notebook which he has collected over the years . . . the lighter side of his work. Some of it is a little sad, lots of it is bawdy or funny. All of it deals with the "little people" who have passed before Lockwood—the little people for whom, with their troubles and their perplexities, he feels a deep compassion.

He reads some of the stories. A mild one is about a man and woman living together without benefit of a license. "Is it a common law marriage?" asks Lockwood. "No, indeed," they insist, "it's a gentleman's agreement."

Blacker is the color of a story about Fritz Kuhn, Nazi Bund leader now languishing in jail. One day, while Fritz was being investigated, he phoned Lockwood, roaring into the phone that Lockwood's assistants had robbed him of \$1,700. "The only way to handle a chap who roars is to roar louder," grins Lockwood, and he roared at Kuhn that if there was a complaint, the Bundman could come to Lockwood's office and state it in person. Kuhn came, and told a story that he had left \$1,700 in small bills under a small wooden desk tray, then had gone to California. In

(Continued on Page Nineteen)

letters

The LEADER invites all readers to write in upon any Civil Service subject. Letters receive the careful attention of the editors. Those of general interest will be printed. Letters which appear in these columns may be answered by readers with other points of view. It is the intention of this department to be an open forum for people interested in civil service.

The Man Over 40

Sirs: Knowing how your paper has given publicity to the big question, "men of forty and over," trying to get Federal jobs, I, at this time want to make a positive statement that a man of forty years and over has not a ghost of a chance in securing employment in the white collar class.

I talk from experience, having been certified three times in the storekeeper class, and I am still out of a job. The reason is obvious—"past 40." I believe there should be an executive order from the President to all employing officers or officials in the Federal employ, stressing the point that if a person of 40 or over comes up for certification, that person should be given the same consideration as is shown to younger people. Only merit and qualification should be taken under consideration, not age.

I am 40 years of age, a veteran and my rating is 94.75 on the storekeeper list. I have been given a runaround three times since August 15, 1941. I am available at once, but still can't connect with a job. We are supposed to have a merit system—where?

DISCOURAGED.

Age limits on many Federal jobs have been raised in the past year. We cannot pass on this individual case, but we agree that it is reprehensible to deny a Federal position to a person who meets the qualifications purely on the ground of age.—EDITOR.

Manpower Shortage

Sir: Having read your piece "Manpower Shortage" in the December 2nd issue of The LEADER, I got quite a surprise if not a laugh at the way the State Civil Service Department contradicts itself. It read that the State Public Works Department is crying for Draftsmen, and also says that several new lists have to be established, such as Junior Draftsman and Junior Engineering Aide.

I am on the present list for Junior Draftsman, established in January, 1939. Qualifications for the test required us to be qualified Junior Draftsmen with some years of architectural schooling and some years of actual drafting experience. Getting by those requirements, we had to pass a drafting test which really qualified us to be first-class draftsmen for a Junior Draftsman's position. Then what happens? They make a few appointments and let the list die.

I can't see very much sense in taking a new test for Junior Draftsman as I'm sure that every eligible on the old list will certainly make the new list. Being three years since the last test gives us three more years' experience. You can be sure that I as well as every other eligible on the list will be just as good a draftsman if he is taken off the present list as we would be if we were called up to the new list. It all adds up to a waste of valuable time and money.

Don't

Repeat This!



WAS THAT batch of 50 "one-day" appointments from the dying Fireman list made to reach the son of a former police lieutenant now in an important city post? . . . Cut-break of war has Bill Brown, head of Britain's fighting civil servants, on this side of the Atlantic. . . . Before the State Employment Service issued that call for employees to repair Pearl Harbor, there was much hectic phone-calling on the question of giving out information of value to the Axis. . . . Lovely Jean Muir, retired screen star, occasionally helps the City Commission in conducting exams. . . .

Economics

John DeGraff, ASCSE counsel, has been hard at work for months on an air-tight bill to give State employees fair salary increases to meet the h. c. of l. . . DA-elect Frank Hogan has inherited from Tom Dewey a complete plan to curb any crime rise brought on by the war. . . . New York City today has four times as many regular Firemen as did peace-time London, with a larger population to defend.

Names Dept.

Paul Kern was certified to the Docks Department as a porter at LaGuardia Field. He's number 1,338 on the list. . . Bridge expert Ely Culbertson is the latest to come up with a post-war peace plan. It's getting serious attention. . . Sign in the lobby at 299 Broadway, home of the City Commission: "Buy a defense stamp and lick the other side!" . . .

If they are in need of draftsmen, why don't they canvass the present list? I'm sure that everyone on the list is just waiting to be called. DISGUSTED ELIGIBLE.

The complainant, according to the State Department of Civil Service, is on the list for junior draftsman, division of architecture, something quite different from a draftsman in the highway division, for which there is need. The list for highway draftsmen was exhausted last month when the Division of Commerce took the remaining eligibles willing to accept jobs. Hence the Public Works Department is asking for a new junior draftsman list—highway draftsmen. If enough cannot be found and it is deemed expedient to go to the list for architectural draftsmen, that may occur. It depends on whether the department wishes to re-train the architectural draftsmen for road building.—EDITOR.

On Living Costs

Sirs: May I congratulate you on your editorial of November 18 issue on pay raises for Government employees.

The way the cost of living has risen down here in Washington, something should be done immediately about pay raises for the forgotten man, the Federal employee. Continue the good cause.

WEEKLY READER.

Question, Please

by H. Eliot Kaplan
Contributing Editor

Leave of Absence

M.F.: You may apply for a leave of absence from the Welfare Department of New York City by writing to William C. Hodson, Commissioner, Department of Welfare, 902 Broadway, New York City. Leaves of absence are discretionary with department heads.

Pay Difference

N.L.C.: You will not be entitled to the difference in military pay and your city salary if you are again called into military service because of your status as a member of the enlisted reserves. Only employees who are members of State Guard and reserve units before these units were federalized receive the difference in pay.

How Long Is Navy Yard Job?

E.B.B.: There is no way of telling how long the position in the Brooklyn Navy Yard for which you have received a permanent appointment will last. A "permanent" appointment to a civil service position does not mean that the position is a lifetime job. Undoubtedly, there will be a cut in Navy appropriations when the war is over. However, it is impossible to estimate whether your position will be among those which will be excluded from future budget appropriations.

Standing on U. S. List

J.K.: There is no way of estimating your chances for appointment or determining your relative standing on the federal list for apprentice, Government Printing office. The U. S. Civil Service Commission does not release registers of eligibles for publication. At the present time the Commission is unable to answer requests for relative standing because of its work in defense recruitment.

Chances for Appointment

C.U.L.: It is impossible to estimate your chances for appointment from the federal eligible list for translator for reasons mentioned above. An examination for substitute post office clerk-carrier may be announced in the near future.

"Freezing"

L.G.: You may resign your federal position as a laborer in the War Department in order to accept appointment from a New York City eligible list. But make sure you inform your superior of the exact reason for leaving, and get his O.K. The "freezing" order refers to transfers from one federal department to another federal department.

Your Rating

L.M.: Write to the U. S. Civil Service Commission, Washington, D. C., for your rating on the federal translator examination.

Typist Test

L.R.: As soon as the U. S. Civil Service Commission rates your typist examination, you will receive a notice of rating. There is no way of telling when the rating of this examination will be completed.

Seniority

A.C.: Under a recent ruling of the Municipal Civil Service Commission, your seniority in the New York City Transit System in the title of street-car operator will be credited to your original standing on the eligible list for automobile engineman and not to the length of time in which you have been employed as a street-car operator.

Fire Facts

Fantastic Episode Recalled by Lt. Seufert's Death

The death last week of Lieut. Jack Seufert, retired from Eng. 11, recalls the most fantastic, albeit true, episode ever to be recorded in the archives of the N.Y. F.D.

The scene—a 3rd alarm fire on Roosevelt Street, Manhattan; The building—an old structure housing a rag shop; The time—10:30 p.m., the night of January 6, 1907; Officers in charge—Chief Binns for fire-fighting and Dr. Archer for first-aid.

Suddenly at 11:15 p.m., the building collapses burying three firemen, including Lt. Seufert, (then a fireman). While rescue work continued at a frantic pace, the families of the buried men are notified.

When a fireman arrived at the Seufert home, his wife said, "I know why you came. My husband is buried somewhere. At 11:15 tonight while sitting here with my family, I felt my husband's hand on my shoulder and he said: 'Maime, I am buried under a building, but I am alive.' I let up a shriek and scared my family. They assured me it was only imagination." The family testified to Mrs. Seufert's statement.

Reach the Body

Four hours later the body of the first fireman was reached by the rescuers and the next morning the other one was recovered.

An undertaker at the scene told Mrs. Seufert that he had secured the burial of the other two men and that if she would consent to him handling the funeral of her husband, he would give a discount to all three. To which Mrs. Seufert replied: "My husband is not dead."

The morning of the second day, 38 hours later, Chief Binns and Dr. Archer were still directing the digging for Seufert's body when tapping was heard on a gas pipe coming from under the collapsed building. Dr. Archer listened attentively as tap, tap, tap; pause, then tap, tap, came over and over again. "Engine 32," shouted Archer, "it must be Seufert." An elbow over the top of the pipe was cut and Doc Archer called down. "Yes, I'm alive, but get me the h — out of here, I'm hungry," Seufert called up from under tons of debris.

The good Doc poured malted milk (hic) down the pipe and ordered renewed speed in rescue work. Thirty-eight hours after the explosion, Seufert was reached and carried to safety, none the worse for his harrowing experience.

Had there been no elbow on the top of the gas pipe, Seufert would have been drowned, because, he was in such a small spot, that he couldn't even remove his helmet. He could not even bend down a few inches in order to drink the malted milk poured down by Doc Archer.

As for Mrs. Seufert's dream of her husband's predicament, well, you may call it anything you want; premonition, mental telepathy or clairvoyancy, or what have you. But it was true.

Fire Lines

Judge Cohalan decided against the Fire and Police departments

poses in the Army and Navy. These men, who work in the New York area, have an equal number of their co-workers in the armed forces.

These civil service workers are doing this at the call of the Defense Committee of their union, the New York Branch of the Railway Mail Association. More will come forward as soon as the exigencies of their 24-hour, 7-day-a-week industry, the Post Office, with its odd hours of work, permits.

The donations were made at the noon hour at the Red Blood Donor Center, 139 E. 36th Street. A majority of the men were from the evening and midnight tours of duty.

A Merry Christmas to you, merry gentlemen of the Post Office.

Mental Hygiene Notes

By JOHN F. MONTGOMERY

Progress of the Lists

Here's the latest on the progress of the Hospital Attendant lists:

The new list was recently exhausted for men in all zone four institutions with the exception of Manhattan State Hospital on Ward's Island. That takes in hospitals both within the five boroughs and outside.

As for women, the old list has been exhausted for institutions outside the city. Inside, latest certification is 12,114, latest appointment is 11,052. The new list has been certified down to 3,101 for women outside the five boroughs, while appointments have reached to 2,956. The new list hasn't been touched for women inside the city.

All zone 1 eligibles on the new list have been canvassed. A total of 436 permanent appointments have been made from the old list, 79 from the new list. In

addition, 71 provisionals have been placed. Here's the story by institutions:

	Avail. Elig.	Prov. empl.	Cert. empl.
Buffalo	0	4	18
Craig Colony	1	0	1
Gowanda	0	11	14
Newark	0	21	11
Rochester	0	42	11
Willard	0	27	1

In zone 3, 234 permanent appointments have been made from the old list, 125 from the new. In addition, 278 provisionals are working.

On the old list, latest male certification is 13,695 (992 in the zone) and latest appointment 14,804 (1,042 in the zone). Among the women, latest certification is 13,990 (1,009 in the zone), latest appointment 14,359 (1,023 in the zone). From the new list, the first women certified is 4,033 (342 in the zone) and the last appointed is 4,054 (346 in the zone).

This is the picture by institutions:

	Eligibles	Avail. able	*Prov. serving	Un- filled vacancies
Harlem Valley	34	37
Hudson River	5	38
Leitchworth Village	30
Middletown State Hosp.	4	8
Wassaic State School	1	..	50	40

Bowling

The Harlem Valley's bowling league at Harlem Valley has opened for the season, with four five-member teams in the loop: the Wolverines, Quints, Hot Shots, and Sugar Bowlers. Captains, in order, are Charlotte Linehan, Ruth Bickel, Emily Saunders, and Mildred Adamio. . . . Recent appointments: Mrs. James Borst, Mrs. Marion Woodin. . . . Resigned: Laura McHenry, Mrs. Bernice Jendrick, Mrs. Helen Mas

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Postal News

By DONALD MacDOUGAL

Postal Chitchat

The Post Office has been in business a long time, but last week Postmaster Albert Goldman again had to issue a public statement on the proper way to address mail. . . . Photo wizards of the Brooklyn clerks are competing in a contest. . . . Winning pics will appear in several dailies. . . . The Post Office Department called attention to the fact that postal employees can't take a leave of absence until they have first taken all their annual leave. If an employee is absent on account of illness, he is required to take his sick leave first, then his annual, and then leave without pay, unless he has compensatory time due him, in which event the compensatory time due him is charged on the date he is scheduled to take such compensatory time. . . . Intoxicating liquors found in the mail are confiscated and mailers are liable to heavy penalty. . . . Advance checks for \$20 were issued on Saturday, December 20, to each employee in the Post Office, to permit unimpeded Christmas shopping. . . . That was a good deed, Mr. Postmaster. . . . The sick aid fund of Local 251, Clerks, is sponsoring a gala amateur boxing show on Friday evening, January 23. If you'd like to go, contact Phil Rossa, Inquiry Division, G.P.O. . . . The Welt Furniture Company, 39 West 19th Street, New York City, will contribute 5 per cent of profits made on purchases by Clerk Credit Union members to the Brooklyn P. O. Hospital Bed Fund. . . .

Emanuel Kushelevitz: COlumbus 5-7923.

Postmaster Goldman and Carrier Edward Grohr, appearing on the Double or Nothing program recently, came away with top prize. The prize was donated to the Red Cross. . . . The new Salary Increase drive is under way to a good start. . . . The annual ball of the Letter Carriers, scheduled for February 21, will bear a 10-cent tax on each ticket. It goes to aid the war program. . . . Postal employees who wish to enter government buildings while in civilian clothes must obtain an official identification card. . . . And carriers must obey all air-raid alarms. . . . Orders for parcel post men: Pull over to the curb, shut off motor, lock the wagon, seek shelter. . . . There's a blind former carrier who has learned to make leather belts. Good ones, too. . . . Stand by him, boys. Here's the specifications: Genuine leather belts, durable and practical, cost 55c each and can be had in four colors: black, brown, tan and white. Widths: narrow, 3/4-inch; medium, 1 1/4 inches, and width, 2 inches. Suspenders cost 90c. Genuine leather suede ladies' belts, with either silver or gold buckles, cost 65c each and obtainable in four colors: red, green, brown and black. Holiday wrappings will be used upon request. Send money orders or call in person, to Forrest Hammel, 2392 Valentine Avenue, Bronx, N. Y.

"Postal Arteries" Give Blood

Thirty-five employees of the U. S. Railway Mail Service, "the arteries of the Postal System," who do their hazardous work on the nation's mail trains, air-mail fields and terminals, at the peak of their Xmas rush took time last week to give blood to the Red Cross for transfusion pur-

Salary Increase

The Joint Conference of Postal Employees has issued a call for men who can make short addresses on Salary Increases. The Conference will supply the text. Expenses paid. Phone President

Park Topics

By B. R. MEEHAN

Playground Director Study Series

SERIES No. 2

Directions: Examine each of the items and decide whether it is true or false according to the best modern standards and prac-

tice in the teaching of health. If a statement is false in any part or particular, it is to be considered false. If you think a statement true, write the word TRUE in the correspondingly numbered space on the answer sheet. If you think a statement false, write the word FALSE in the correspondingly numbered space.

1. More males than females die of tuberculosis.
2. Tuberculosis is not inherited.
3. The successful treatment of tuberculosis depends on getting a patient into the right climate.
4. It is possible to have considerable activity of tuberculosis and still have negative sputum.
5. It is possible to have active pulmonary tuberculosis without any sputum.
6. When a child is born the deciduous teeth are completely formed.
7. The death rate is the highest during the first year of life.
8. One objection to giving starchy food to a three months' old infant is that there is no ptyalin in the baby's saliva.
9. Carriers are persons who are ill with an infectious disease.
10. Raw milk is not given to young infants because of the danger of transmitting through the milk, the germs of infectious diseases.
11. Orange juice contains vitamin C and is given to prevent scurvy.
12. Lobar pneumonia is the type of pneumonia most prevalent in younger children.
13. Laryngeal diphtheria is the correct name for membranous croup.
14. Communicable disease technique is indicated in handling a pneumonia case.
15. At the present time more deaths are reported from heart disease than from cancer and tuberculosis.

- (Answers next week)
- Answers to last week's questions:
1. C; 2. B; 3. C; 4. B; 5. A; 6. D; 7. D.

Odds "n" Ends

Have you seen the Christmas edition of the Sycamore? It's the tops. It is now a 12 - page journal brimful of gossip and what nots. . . . The annual Communion breakfast of the Catholic Guild of Park Department employees will be held on Palm Sunday, March 29, 1942. Candidates interested in preparing for the position of Life Guard have been offered the use of pool and facilities at the George Washington Evening Community Center, 192d Street and Audabon Avenue, Manhattan. Facilities are available on Tuesday, Wednesday and Thursday evenings. . . . The Queens Community Council at its annual meeting adapted a resolution that in the event of air raids, facilities at the Flushing Meadow Park, Queens, could be used as First Aid stations. . . . Private Anthony Gengo has now been assigned to Radio School at Fort Knox, Ky. He's in town on furlough until after the holidays. . . . Eileen Reilly is now Mrs. James Dundon. . . . The first Communion breakfast of the St. George Association of the Park Department will be held in April. . . . Jim McCahill is to take his Santa suit out of camp for once again. . . . Remember to buy Christmas Seals and help fight tuberculosis.

IMPORTANT TO ALL GAS USERS!

What to do should bombs fall near by

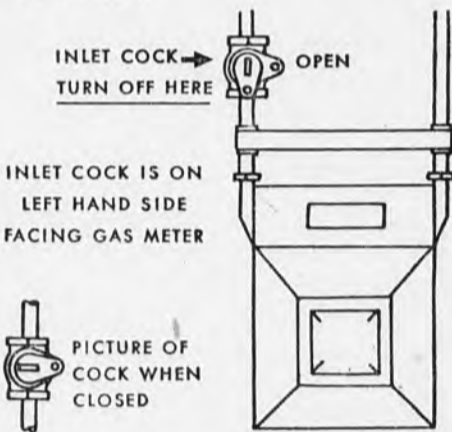
Instructions issued by the Civilian Defense Committee of the City of New York state:

"If bombs are falling in your immediate vicinity shut off the control cock on the inlet to the gas meter.

"If after the all clear signal you do not feel confident in turning on the gas supply and relighting all appliances obtain the services of a plumber or some other qualified help to do so."

It is not necessary nor advisable to turn off the gas at the meter unless bombs are actually falling in your immediate vicinity.

"Bombs falling in immediate vicinity" means when they have fallen close enough to rattle windows violently and to cause you to feel a distinct jar. In such a case there is the possibility of local damage which might affect your gas supply.



The above sketch shows the location of the control cock of the gas meter and its "on" and "off" position. A medium sized monkey or stillson wrench that will fit this cock should be kept handy at all times. In turning the meter inlet cock off or on, do so slowly.

Gas service and appliances including their pilot lights should be operated in the normal manner until the above precautions become necessary.

The Hon. Fiorello LaGuardia, Director, Office of Civilian Defense, said...

COOPERATE...DO YOUR PART!

Whether or not we will have blackouts depends upon the decision of the Army.... During a blackout everything must be kept going—at home—at work—at places of recreation. We must adjust ourselves without interfering with industrial, commercial, or business or family life.... Make the necessary preparation so that no lights will be visible from the outside if blackouts are necessary.... It is not intended that you should remain in the dark—that's depressing—and it isn't good for the children. So keep your home cheerful—keep the lights going.

CONSOLIDATED EDISON SYSTEM COMPANIES

WHAT TO DO AFTER BOMBING

If you are accustomed to light your own gas appliances and are thoroughly familiar with their operation, the following procedure may be followed in turning the gas on:

FIRST—Go to each gas appliance and see that all burner and pilot valves, keys or cocks supplying gas to the burners are turned off. If you have pilots not equipped* with a turn key or valve, it is not necessary to turn these off. (*Usually found on stoves only.)

SECOND—Go to meter and turn on inlet gas cock which you closed during the bombing. Watch the dial on your meter for at least ten minutes to see there is no movement of any hand on the dial. If there is movement, reclose valve immediately and get in touch with your plumber or gas company. If there is no movement on the dial, you may proceed as follows:

THIRD—Go immediately to your gas range and turn on one cooking top burner and apply match until burner lights and burns with the normal blue flame. If the gas range has a pilot light, it should now be lighted. Other gas appliances such as refrigerator, water heater, etc. should then be lighted in the normal manner.

If you are not entirely certain of your familiarity with the proper method of lighting and operating your gas appliances, call the services of a licensed plumber or other qualified help to turn on the gas.

Special Note to Apartment House Tenants and Owners: If the gas meter is not situated in your apartment, the superintendent of your building, who should be familiar with the location of all major gas valves, will handle the control of gas supply in the apartment house during an actual bombing. Determine that the gas cocks on all appliances are closed before re-establishing gas service to any apartment.

Queens Boys Enter Army, Navy

Now that war has been declared, city departments are setting up "Honor Rolls," lists of names of all male members of the departments who have joined the armed forces of the country. The Honor Roll in the Queens office of the Department of Water Supply, Gas and Electricity contains the names of the following members of the department who have doffed civies for Uncle Sam's khaki and blue:

- Major Daniel Campbell
- Warrant Officer Edwin Bishop
- 2nd Lieut. Michael G. Scott
- Sergeant Jesse Liscomb
- 1st Lieut. Cato L. Baskerville
- Ensign Lawrence J. Levine
- Private Samuel L. Prinstein
- Captain Redmond J. Connolly
- Yeoman Harry Simmons
- Private George Dohrenwend
- Chief Machinist's Mate Charles Tracey
- Captain Edwin K. Johnson
- Private Claude DiIanni
- Private Larry Ruffini
- Private Joseph A. Boasi
- Private Patrick E. Reilit
- Private James E. Middlemas
- 1st Lieut. Walter McCarroll
- Private Isidor Steinberg
- Captain Leon K. Kurland
- Private Irving T. Pullman
- Private Raphael Sprague
- Private Angelo M. Carella
- Private Daniel M. Malone
- Private Eugene Sarno

3,000 Publicity Job Approved

At its meeting last week, the Municipal Commission approved the recommendation of William Brody, secretary of the classification committee to include a new title in the classified miscellaneous service. The title is Director of Housing Publicity. The job will pay \$2,400 to \$3,000 per year. Employment will be in the Housing Authority.

NAVY YARD EMPLOYEES

I. Allen Hanover of the accounting division of the Brooklyn Navy Yard will try to hit the \$64 question on the "Double or Nothing" program Sunday, January 4, over radio station WOR. Navy Yard employees state that Hanover need not return to work Monday, January 5, if he misses any of the easy questions.

LEGAL NOTICE

CERTIFICATE OF LIMITED PARTNERSHIP

PHELPS, FENN & CO. WHEREAS, the limited partnership heretofore existing between Basil Harris as limited partner, and Augustus W. Phelps, William H. M. Fenn, Orlando S. Brewer, Leonard R. Sullivan, Daniel E. Fitzpatrick, James D. Zimmerman, Harvey P. Whitcomb and Richard E. Whitcomb constituted under Certificate of Limited Partnership filed and recorded in the Office of the Clerk of the County of New York on December 15, 1938 terminates on December 31, 1941, pursuant to the provisions thereof,

NOW THEREFORE, The undersigned, being desirous of forming a limited partnership pursuant to the Statutes of the State of New York in such case made and provided, being first severally duly sworn, do certify as follows:

- I. The name of the partnership is "PHELPS, FENN & CO."
- II. The character of the business to be transacted by said partnership is the general business of buying, selling and dealing in stocks, bonds, notes, securities, negotiable instruments and other evidences of debt or ownership for its account and for others.
- III. The location of the principal place of business is No. 39 Broadway, in the Borough of Manhattan, City, County and State of New York.
- IV. The name and place of residence of each member of such partnership, is as follows:

- Augustus W. Phelps, residing at 19 Overlook Road, Scarsdale, New York.
 - William H. M. Fenn, residing at 1129 Park Avenue, New York City.
 - Orlando S. Brewer, residing at Rye, New York.
 - Leonard R. Sullivan, residing at 42 Locust Street, Floral Park, Long Island, New York.
 - Daniel E. Fitzpatrick, residing at Floral Avenue, Murray Hill, New Jersey.
 - James D. Zimmerman, residing at 39 Vanderveer Court, Rockville Centre, Long Island, New York.
 - Harvey P. Whitcomb, residing at 735 Marshall Place, Plainfield, New Jersey.
 - Richard E. Whitcomb, residing at Deer Path, Mountainside, New Jersey.
- The above-named persons are all the general partners of such partnership. Basil Harris, residing at Rye, New York, is the only limited partner of such partnership.

V. The term for which the partnership is to exist is from the 1st day of January, 1942, to the 31st day of December, 1944, both inclusive.

VI. The amount of cash and a description of and the agreed value of the other property contributed by said limited partner is as follows: Three Hundred Thousand Dollars (\$300,000), consisting of his interest in the capital and undivided profits of the former firm of Phelps, Fenn & Co., consisting of cash, securities stocks and accounts receivable of the agreed value of at least Three Hundred Thousand Dollars (\$300,000) over and above all liabilities.

VII. The said limited partner has not agreed to make any additional contributions to such partnership.

VIII. The contribution of said Basil Harris as such limited partner, is to be returned to him only upon the termination of the partnership.

IX. The said Basil Harris, as such limited partner, is to receive annually by way of income a sum equivalent to six per centum (6%) per annum on the capital contributed by him out of the net profits of such partnership, and in addition thereto a sum equivalent to nine and nine-tenths per centum (9-9/10%) of the net profits of such partnership remaining after the payment to all partners who have contributed capital to such partnership of sums equivalent to six per centum (6%) per annum on the amounts of their respective contributions of capital.

X. No right is given to the said limited partner to substitute an assignee as contributor in his place.

XI. No right is given to the partners to admit additional limited partners.

XII. As the said Basil Harris is the only limited partner of such partnership, no right is given to one limited partner to priority over any other limited partner.

XIII. Upon dissolution of said partnership by reason of the death, retirement or insanity of a general partner, the remaining general partners shall have the right to continue the business of the partnership under the firm name.

XIV. No right is given to the limited partner to demand and receive property other than cash in return for his contribution.

IN WITNESS WHEREOF, the parties hereto have signed and sworn to this Certificate the 11th day of December, 1941.

- Subscribed and sworn to by:
- AUGUSTUS W. PHELPS, (L. S.)
 - WILLIAM H. M. FENN, (L. S.)
 - ORLANDO S. BREWER, (L. S.)
 - LEONARD R. SULLIVAN, (L. S.)
 - DANIEL E. FITZPATRICK, (L. S.)
 - JAMES D. ZIMMERMAN, (L. S.)
 - HARVEY P. WHITCOMB, (L. S.)
 - RICHARD E. WHITCOMB and BASIL HARRIS, (L. S.)
- before me this 11th day of December, 1941.
- A. W. Phelps (L. S.)
Wm. H. M. Fenn (L. S.)
O. S. Brewer (L. S.)
Leonard R. Sullivan (L. S.)
Daniel E. Fitzpatrick (L. S.)
James D. Zimmerman (L. S.)
Harvey P. Whitcomb (L. S.)
Richard E. Whitcomb (L. S.)
- General Partners. (L. S.)
Basil Harris Limited Partner.

E. R. Whitton
NOTARY PUBLIC Queens County
Queens County Clerk's No. 1905
Queens County Register's No. 6138
Certificate filed in New York County Clerk's No. 199, Register's No. 3W126
Commission expires March 30, 1943
[Notarial Seal]

STATE OF NEW YORK }
COUNTY OF NEW YORK } ss.:

On the 11th day of December, 1941, before me personally came AUGUSTUS W. PHELPS, WILLIAM H. M. FENN, ORLANDO S. BREWER, LEONARD R. SULLIVAN, DANIEL E. FITZPATRICK, JAMES D. ZIMMERMAN, HARVEY P. WHITCOMB, RICHARD E. WHITCOMB and BASIL HARRIS, to me known and known to me to be the individuals described in and who executed the foregoing instrument and they duly severally acknowledged to me that they executed the same.

E. R. Whitton
NOTARY PUBLIC Queens County
Queens County Clerk's No. 1905
Queens County Register's No. 6138
Certificate filed in New York County Clerk's No. 199, Register's No. 3W126
Commission expires March 30, 1943
[Notarial Seal]

Civil Service employees should follow The LEADER regularly. Every week The LEADER contains special articles dealing with forthcoming and current tests.

Is Your Exam Here?

Below is the latest news from the New York City Civil Service Commission on the status of exams. The LEADER will publish changes as soon as they are made known.

Accompanist - Organist: Applications for this examination closed on November 26th.

Actuarial Assistant: The rating of Part I of the written test is in progress.

Assistant Gardener: The test is scheduled for January.

Baker: Practical tests are in progress.

Bridge Painter: The rating of the written test has been completed.

Car Maintainer, Group A: All parts of this examination have been administered.

Car Maintainer, Group F: This examination is being held in absence pending promotion examinations in the IRT and BMT Divisions.

Court Stenographer: The elimination test, originally scheduled for

November 15th, was held on November 29th.

Dental Hygienist: The rating of qualifying experience is in progress.

Dentist (part time): The first qualifying practical tests will be held soon.

Dietitian: The rating of Part II is in progress.

Director of the Bureau of Child Hygiene: All parts of this exam were held.

Electrician: The rating of the written test is in progress.

Gasoline Roller Engineer and Asphalt Steam Roller Engineer: The practical test was held on December 2nd and 3rd.

Health Inspector, Grade 2: The written test, originally scheduled for December 6th, will probably be held on January 10, 1942.

Housekeeper: The oral interview test will be held as soon as practicable.

Inspector of Housing, Grade 2: The written test, originally scheduled for November 29th, has been postponed to December 20th.

Inspector of Printing and Stationery, Grade 2: The rating of qualifying experience has been completed.

Interpreter: The rating of Part I of the written test is about 75 percent completed.

Junior Administrative Assistant (Real Estate Research): The rating of the written test has been completed.

Laboratory Assistant (Bio-Chemistry): The written test will probably be held late this month or in the early part of January, 1942.

Medical Social Worker, Grade 1: The oral interview tests have begun.

Medical Social Worker, Grade 2: Rating of the written test is completed.

Office Appliance Operator, Grade 2 (I.B.M. Alphabetic Key Punch Machine, Duplicating Punch and Printing Punch Machines): The qualifying written test was held on December 9th.

Office Appliance Operator, Grade 2 (Remington Bookkeeping Machine): The rating of the practical test has been completed.

Office Appliance Operator, Grade 2 (I.B.M. Alphabetic Accounting Machine): The rating of qualifying experience is in progress.

Office Appliance Operator, Grade 2 (I.B.M. Numeric Accounting Machine): The rating of qualifying experience is in progress.

Office Appliance Operator, Grade 2 (I.B.M. Numeric Punch Machine): The rating of qualifying experience is in progress.

Office Appliance Operator, Grade 2 (Remington Rand Powers Key Punch Machine): The rating of qualifying experience is in progress.

Principal Chemist (Bio-Chemistry): The rating of qualifying experience has been completed. The experience oral interview test will probably be held late in December or January, 1942.

Printing Specifications Writer: The rating of qualifying experience has been completed.

Psychiatric Social Worker, Grade 2: The oral interview tests were held on November 25th and 26th.

Register: The written test was held on December 2nd.

Radio Operator, Grade 1: The written test was held on December 10th.

Radio Repair Mechanic: Applications for this examination closed on November 26th.

Senior Buyer: The rating of the written test has been completed.

Sheriff: The written test was held on December 2nd.

Seap Boiler: Applications for this examination closed on November 26th.

Superintendent of Camp LaGuardia: The rating of the written test is in progress.

QUEENS COLLECTORS GOOD AT BOWLING

With one-third of the season over, the City Collector's office leads the Boro Hall Bowling League in Queens. The league is composed of teams representing both city and boro departments located in the new Boro Hall in Kew Gardens. To date the boys in the Collector's office have won nineteen games and lost eight.

The Topographical Bureau is in second place with a record of 16 and 11. In third place is the team from the Tax Department with 15 and 12, followed by the Buildings Department, 14 and 13, and Water Supply, 13 and 14. Teams representing Finance, (12-15) Highways, (10-17) and Engineering (9-18) wind up the eight-team league.

Frank Mola of the Department of Water Supply is the leading individual knocker with an average of 180. Artie Snow of the Tax Department is second with an average of 175, and Nick Ligouri of Finance third with an average of 172. George Brandt of the Topographical Bureau is fourth high bowler with an average of 169. Aram Jaboolian of engineering is in fifth place with an average of 168.

Nick Ligouri of the Finance Department rolled the highest individual game of the season with a score of 238, and the highest individual series, 615. The league bowls every Monday evening in the Kew Gardens Recreation Center, Metropolitan Avenue, Kew Gardens. Nineteen more weeks of competition remain.

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Examination Requirements

City Tests

Open Competitive Examinations

Medical and physical requirements must be met for each position. Candidates may be rejected for any deficiency, abnormality or disease that tends to impair health or usefulness, such as defective vision, heart and lung diseases and defective hearing. Persons must be free from such physical or personal abnormalities or deformities as to speech and appearance as would render their admission to the service undesirable.

Appointments to grade positions are usually made at the minimum salary of the grade. The eligible

list may be used for appropriate positions in lower grades. In the case of ungraded positions, appointments are usually made at the salary advertised but subject to the final determination of the Budget Director. In the case of per diem positions, the salary advertised is the one presently paid. Experience is generally rated upon the written experience form filed by the candidate and upon such supplementary information obtained by special inquiries as is deemed requisite. In some cases, as an aid in rating experience, training and general qualifications, interviews are required. Fees must be paid at the time of filing application but will be refunded if the application is rejected.

tion requires extraordinary physical ability.

Duties

Under the supervision of a foreman of automotive mechanics, to act as an apprentice in the central automotive repair shop of the Department of Sanitation; receive training in appropriate subjects under the direction of qualified instructors; perform related work. Eventually such persons will be eligible to compete in promotion examinations for the more important and higher salaried positions in the shop.

Requirements

Graduation from a vocational high school in automotive trades or a satisfactory equivalent in training, or experience or a combination of both. Students in their final year in such a high school are also eligible to file but must present a satisfactory diploma at the time of certification for appointment.

Subjects and Weights

Written, weight 80-70 per cent required. Physical, weight 20-70 per cent required.

Medical and Physical Requirements
Candidates may be rejected for any disease, injury or abnormality which tends to impair health or usefulness. Tests of competitive physical examination will be announced at a later date. Fee: 50c. Applications: File by Dec. 29.

Bus Maintainer—Group B

BMT Division, New York City Transit System

Note: 1. Simultaneously with the holding of this examination, a departmental promotion examination will be held. The eligible list resulting from such promotion examination will be used first to fill vacancies. 2. The attention of all candidates, especially those of

How to Apply for a Test

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

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

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

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

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

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

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

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

military age or those in the reserve forces, is called to the regulations relating to military service as they affect this examination. A digest of these regulations appears in the General Examinations Instructions.

Salary: 75 cents to 95 cents an hour at present. Vacations: 107 at present. Others occur from time to time.

Duties

To test, inspect, maintain or repair the electrical mechanical, hydraulic and pneumatic equipment of buses and other automotive vehicles including: engines, clutch, transmission, axles, generators, compressors, brake assemblies and electrical accessories; diagnose troubles and irregularities and make the necessary repairs or adjustments; perform such other duties as the Board of Transportation is authorized by law to prescribe in its regulations.

Requirements

At least three years' recent satisfactory experience as a mechanic in the maintenance and repair of buses or other automotive vehicles as described under "Duties," or a satisfactory equivalent. This experience must have been in connection with other work. Full time formal education in an accredited trade or capacity of a full time mechanical and NOT incidental or occasional experience in technical school of a nature to fit these requirements will be accepted on a year for year basis.

Prior to certification, candidates must possess a New York State Chauffeur's License.

Subjects and Weights

Written, weight 40; Practical, weight 40; Physical, weight 20. The passing grade will be set in accordance with the needs of the service.

Medical and Physical Requirements
No disease, injury or abnormality that tends to impair health or usefulness. The competitive physical examination will consist of tests designed to grade the candidate's strength and agility. Fee: \$1. Applications: File by Dec. 29.

Director of Education (Dept. of Correction)

Salary: \$2,400 up to but not including \$3,000 per annum. Vacancies: 1.

Duties

Under the direction of the Commissioner, to organize, supervise and direct the formation and operation of a complete academic and vocational education program in the various institutions of the department. Under the supervision of the Wardens, to provide education and rehabilitative opportunities for the entire departmental inmate population, number approximately 5,000; organize, supervise and direct the formation and operation of a complete recreation, health and physical education program in the various institutions of the department under the supervision of the Wardens; supervise instructors and other civilian personnel; institute a training program for inmate teachers and inmate recreation leaders; act as staff adviser of inmate institutional publications; maintain public relations with education organizations; perform related duties.

Requirements

Candidates must have a Bachelor's Degree from an Institution or University accredited by the University of the State of New York. The course work for the degree must include or be supplemented by 12 credits in education or other courses tending to qualify for this type of position. In addition, candidates must have had at least two years of full time paid experience in education, health education, social work or recreation in a rehabilitative or penal institution, or equivalent experience, at least one year of which must have been on a supervisory level.

One additional year of teaching experience as described above may be substituted for the required credits in education or other courses.

Two years of the required experience must have been obtained within a period of five years immediately preceding the date of this ex-

amination. Candidates should submit with their application a statement of the relevant courses for which they have received credit. An official college transcript is not required at this time but must be presented at a subsequent date by all successful candidates.

Subjects and Weights

Written, weight 50; Training, experience and personal qualifications, weight 50. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$2. Applications: File by Dec. 29.

Director of Education (Dept. of Hospitals)

This examination is for a position outside of New York City and is, therefore, open to any resident of the State of New York.

Salary: \$2,400 per annum, subject to budget. The eligible list may be used for appropriate positions in a lower grade. Vacancies: One. This vacancy is in Otisville, N. Y. No provision is made for maintenance.

Duties

Under the direction of the Medical Superintendent and in consultation with his Assistants to do constructive vocational advisement of tuberculous patients; to analyze their background and capacities in relation to occupations; to give vocational aptitude and other psychological tests; to confer with public and private organizations and employers relative to vocational assistance and placement; to plan a program directed towards reemployment; to plan and administer work activity programs for patients and other educational programs consistent with the patient's plan for reemployment and to cooperate in the placement of the patient following discharge.

Requirements

Candidates must have a bachelor's degree from an institution or university accredited by the University of the State of New York, or equivalent experience as de-

scribed below. The course work for the degree must include or be supplemented by 18 credits in education of which at least 6 are in vocational education or vocational guidance. In addition, candidates must have at least two years of full time, paid experience in vocational education or vocational guidance, of a nature which will qualify them for the duties of the position.

Experience in vocational education or vocational guidance beyond the two-year minimum may be substituted for the educational requirement according to the following values: One year of experience as described above may be substituted for the required credits in education and guidance. One year of experience as described above may be substituted for each year of college to a maximum of two years, but candidates must have completed at least two years of study in a recognized college or university.

At least two years of the required experience must have been secured within a period of five years immediately preceding the date of this examination. Candidates should submit with their applications a statement of the relevant courses for which they have received credit. An official college transcript is not required at this time but must be presented at a subsequent date by all successful candidates.

Subjects and Weights

Written, weight 50; Training, experience and personal qualifications, weight 50. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. In rating training and experience, consideration will be given to (1) general education, (2) courses in vocational education and guidance, (3) experience in duties related to the position, (4) experience in the field of tuberculosis, and (5) experience in vocational rehabilitation. The passing grade will be set in accordance with the needs of the service. Fee: \$2. Applications: File by Dec. 29.

Inspector of Elevators, Grade 3
Salary: \$2,400 up to but including \$3,000 per annum. Vacancies: 10.

Duties

Under general supervision to inspect and test the construction, capacity and safety of elevators including motors, controllers, ropes, cables, shafts, cars and escalators; report upon violations of the provisions of the Building Code, the regulations of the Department of Housing and Buildings and the labor law; keep records and write clear, accurate reports; perform related work.

Requirements

Candidates must possess not less than five years of satisfactory experience in the inspection, testing, assembling, installation, repair, design or maintenance of elevators; or a satisfactory equivalent.

Medical and Physical Requirements
No disease, or abnormality that tends to impair health or usefulness.

Subjects and Weight

Written, weight 40; training, experience and personal qualifications, 30; practical, 30. Training experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$2. Applications: File by Dec. 29.

Inspector of Plastering, Grade 3
Salary: \$2,400 up to but not including \$3,000 per annum. Vacancies: 2.

Duties

Under general supervision to inspect plastering work and incidental processes related thereto for compliance with the general city law governing plastering; other

(Continued on Following Page)

LET'S TALK ABOUT YOUR JOB PROBLEM

Do You Want Someone To Talk To?

- ★ To tell you the best way to get into Civil Service.
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Yonkers Opens Two State-Wide Tests

(Continued from Page Sixteen)
laws and departmental orders, keep records, write clear, accurate reports; perform related work.

Requirements
Candidates must be competent plasterers of at least 10 years' practical experience as required by the General City Law.

Subjects and Weights
Written, weight 40; Training, experience and personal qualifications, weight 30; Practical, weight 30. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service.

Junior Civil Engineer

Salary: \$2,160 up to but not including \$3,120 per annum. The eligible list may be used for appropriate positions in a lower grade. Vacancies: Occur from time to time.

Duties
Under direct supervision with little opportunity for independent or unreviewed action or decision, to perform elementary civil engineering work in the investigation or development of civil engineering projects, the design, lay-out, construction, inspection, testing, operation, or maintenance of civil engineering works or equipment for tunnels, bridges, schools, public buildings, highways, sewers, rapid transit railroads, etc.; or in scientific civil engineering research; keep records and make reports; perform related work.

Requirements
An engineering degree recognized by the University of the State of New York prior to certification (June, 1942 graduates are eligible); or graduation from a four-year day high school and eight years' satisfactory practical experience in civil engineering; or a satisfactory equivalent; general knowledge of the fundamental principles of civil engineering, of physics and mathematics, and of the ordinary sources of civil engineering information; ability to prepare field notes or data for plans and reports; ability to use drafting instruments, instruments of precision and mathematical tables required in the performance of civil engineering work.

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Subjects and Weights
Written, weight 50; Training, experience and personal qualifications, weight 20. Training, experience and personal qualifications will be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$2. Applications: File by Dec. 29.

Life Guard (Men) Temporary Service

This is a list for temporary employment only and will remain in existence for not more than four years. All rights to employment from this list will expire at the date of the expiration of this eligible list and there will be no preferred list for temporary employment created from this list. Appointment will be made on the absolute basis of standing on the list each year during the life of the list and when the list has expired all rights to appointment expire therewith.

Salary: \$5.00 per day. Vacancies: 350 to 400 per season. Ages: 19 through 27 on the closing date for the receipt of applications. This position requires extraordinary physical ability.

Duties
To perform the usual duties of Life Guard on the ocean bathing beaches under the jurisdiction of the City of New York.

Requirements
One season full time paid experience as life guard, swimming instructor or position of a similar nature in an established swimming pool, in a beach, school or club; or the equivalent or a B.S. Degree in physical education with special training in life saving, or letterman on high school or college swimming teams. A severe qualifying medical-physical test will also be given. Minimum height, 5 feet 7 inches. At the time of filing, candidates will find medical-physical requirements posted on bulletin board.

Subjects and Weights
Prior to the regular tests, candidates will be required to demonstrate ability to swim in surf, to operate a catamaran for rescue purposes, to break hold, to dive for bodies and technique in land carry and in approved methods of resuscitation. Practical test, weight 100, 75 per cent required.

Medical and Physical Requirements
As posted on Commission's bulletin board must be met. Candidates may be rejected for any deficiency, abnormality or disease that tends to impair health or usefulness, such as defective vision, heart and lung diseases, uncontrolled hernia, paralysis and defective hearing. Persons must be free from such physical or per-

sonal abnormalities or deformities as to speech and appearance as would render their admission to the service undesirable. Fee: \$1. Application: File by Dec. 29.

Playground Director, Grade 1 (Male)

Salary: Up to but not including \$2,100 per annum. Usual starting salary is \$1,260 per annum. Vacancies: 53 at present.

Duties
To direct and conduct games, dancing, dramatization and other recreational activities and to give instruction in various forms of athletics and gymnastics in playgrounds under the Department of Parks; to be responsible for proper control and administration of these and all other functions connected with the playground. Ages: 18 through 29 on the last day of filing.

Requirements
Graduation from a senior high school and either (a) completion of an accredited course of at least one year in recreational or health education as a major subject on a college level, or (b) two seasons paid experience as an instructor, counselor or coach in organized recreational work, or a satisfactory equivalent or combination of the foregoing.

Subjects and Weights
Written, weight 40; Oral-practical, weight 60. The passing grade will be set in accordance with the needs of the service.

Medical and Physical Requirements
No disease, injury or abnormality that tends to impair health or usefulness. Candidates must pass severe medical examination. Fee: \$1. Applications: File by Dec. 29.

Stenographer, Grade 2 (Male)

Salary: \$1,200 up to but not including \$1,800 per annum. Vacancies: 1 at present in the Office of the Chief Medical Examiner.

Duties
To take dictation, prepare typewritten transcripts of the same, perform incidental secretarial and clerical work. Candidates may be required to operate dictaphones and similar office devices. In the office of the Chief Medical Examiner, stenographers are required to take dictation at autopsies in the various mortuaries of the City.

Requirements
Candidates must be graduates of a senior high school, or have the equivalent in education, training and business experience. They must be able to take dictation at the rate of 120 words per minute. The dictation will include scientific terminology. Candidates must furnish their own notebooks, pen, ink, and typewriting machine. Those using stenotyping machines will so state on their applications, and will be required to furnish their own stenotyping machines and paper. The Commission is not responsible for machines nor will allowance be made for late arrival or defective condition on the day of the examination.

Subjects and Weights
Practical, weight 100. The passing grade will be set in accordance with the needs of the service. Fee: \$1. Applications: Issued and received from 9 A. M. Dec. 9 to 4 P. M. Dec. 29, 1941. Applications mailed and postmarked up to and including 12 midnight on the last day for receipt of applications will be accepted by the Commission.

tests for Junior Laboratory Assistant, Laboratory Helper, and Hospital Nurse. The remaining 2 tests in the series, open only to residents of one year's standing, are Incinerator Attendant and Maintenance Man (Machinists Shops). Buffalo's Civil Service Commission has also opened a new series of tests, open only to those who have lived in Buffalo for two years. The titles are Filter Operator, Inspector (Sanitation), Rodman, Supervisor of Automobiles, and Laboratory Technician. Applications must be filed by January 7 at room 1001, Buffalo City Hall.

Below are details on the two Yonkers tests open to residents of any part of New York State:

Senior Laboratory Technician (Tissue Work)

Appointment expected in the Bureau of Laboratories, Department of Public Health, \$1,501-\$1,800. Fee, \$1. File by January 10 at room 405, City Hall, Yonkers.

This examination is open to residents of New York State. The examination will be held in Yonkers and Albany but applications are available only at the Civil Service Office in Yonkers.

Duties
Do specialized technical work of advanced or complex character in histology; related work.

Requirements
Either (a) four years' paid experience in laboratory work, two years of which must have been in histological technique, and graduation from senior high school; or (b) three years of experience outlined in (a) including the two years of specialized experience, and satisfactory completion of two years of college work including courses in chemistry, biology and related sciences; or (c) one year's laboratory experience in histological technique and graduation from a college or university of recognized standing from a four-year course for which a bachelor's degree is granted, with specialization in chemistry, biology and related sciences; or (d) an equivalent combination.

Basis of Rating
Written, 5; training and experience, 5.

Junior Laboratory Technician (Serology)

Appointment expected in the Bureau of Laboratories, Department of Public Health. Fee, \$1. File by January 10 at room 405, City Hall, Yonkers.

This examination is open to residents of New York State. The examination will be held in Yonkers and Albany but applications are available only at the Civil Service Office in Yonkers.

Duties
Do technical but sub-professional laboratory work in serology; related work.

Requirements
Either (a) two years' paid experience in a public health laboratory of which six months must have been in serology and devoted to routine technique involved in the New York State Approved Quantitative test for Syphilis, and graduation from senior high school with courses in science; or (b) one year's experience outlined in (a), including the six months of specialized experience and satisfactory completion of two years of college work with courses in chemistry, biology, bacteriology, and related sciences; or (c) an equivalent combination.

Basis of Rating
Written, 5; training and experience, 5.

U. S. Tests

Investigator

Salary: Head Investigator, \$4,600; principal investigator, \$3,800; investigator, \$3,200. For employment in the material division, air corps, War Department. Applications will be issued and received until further notice at the U. S. Civil Service Commission, 641 Washington Street, New York City.

Duties
Under general direction and supervision of the military officer in charge, to perform responsible investigational work for the purpose of safeguarding military information and protecting Air Corps projects and materials against loss by theft, willful destruction or sabotage; to investigate the cause of damage to or destruction of property; to make investigations of violations of pertinent laws, rules, and regulations and of persons suspected of participation in sabotage or other subversive activities; to assemble pertinent information and present it in the form of comprehensive written reports; to present evidence in connection with criminal prosecutions instituted as a result of information developed during investigations; and to perform other related duties as assigned.

Requirements
Two to six years' experience, a good part of which must have been of a supervisory nature as (a) an

(Continued on Following Page)

State Tests

Assistant Tabulating Clerk

State and County Departments and Institutions. Usual salary range \$1,200 to \$1,700; appointment expected at minimum but may be made at less. Several appointments expected in the Albany offices of the Division of Placement and Unemployment Insurance. Fee, \$1. File by January 23. Test will be held after February 1.

Requirements
Either (a) four years' office experience, of which six months must have been in tabulating machine work including the operation of Hollerith power-driven sorters and printers, and the other various types of tabulating equipment in common use; or (b) six months' tabulating machine work, including the operation of Hollerith power-driven sorters and printers, and the other various types of tabulating equipment, will be accepted in lieu of the required experience in tabulating machine work.

Basis of Rating
Written examination on the duties of the position or practical test in the operation of Hollerith Alphabetic Tabulating Equipment, or both; 7; training and experience, 3. Note: If eligible, candidates may compete also for Junior Key Punch Operator.

Junior Key Punch Operator

State and County Departments and Institutions. Usual salary range \$900 to \$1,400. This list will also be used for appointments to the positions of Junior Tabulating Clerk. A number of appointments expected in the Albany offices of the Division of Placement and Unemployment Insurance. Fee, 50 cts. File by January 23. Test will be held after February 1.

Requirements
Either (a) four years' office experience, of which three months must have been in the operation of electric key punch machines; or (b) three months' experience in the operation of electric key punch machines, and graduation from senior high school; or (c) equivalent completion of an acceptable course in key punching will be accepted in lieu of experience. Candidates must be able to demonstrate their ability to operate the Hollerith electric numeric key punch which will be used in the performance test.

Basis of Rating
Performance test in key punch operation, 10. Note: Candidates who claim eligibility by reason of having completed a course in key punch operation must submit with their applications a statement signed by the person in charge of such course certifying that the course has been successfully completed by the individual in question. Note: If eligible, candidates

may compete also for Assistant Tabulating Clerk.

Motor Vehicle License Examiner

Bureau of Motor Vehicles, Department of Taxation and Finance. Usual salary range \$2,100-\$2,600. Fee, \$2. Six immediate appointments expected at \$2,100. (As a result of the last examination, there were 16 immediate appointments and 26 subsequent appointments during the 4-year life of the list.) Appointees will be required to wear uniforms furnished at their own expense (approximate cost, \$90). File by January 9, 1942. Test will be held February 14, probably at 1 p. m.

Requirements
Age: Candidates must not have passed their 45th birthday on the date of the written examination. Physical and Medical: Candidates must not be less than 5 feet 6 inches in height and weigh not less than 135 pounds stripped. They must have good hearing; not less than 20/40 vision in each eye, with or without glasses; must be mentally sound and alert; physically strong, active and well proportioned, and free from any physical defect that would have a tendency to incapacitate.

Experience and Character: Candidates must be and have been licensed to drive automobiles driven by internal combustion motors for a period of five years since January 1, 1932, and must state on the Civil Service application from what state license to operate a motor vehicle was obtained for the past five years. They must be of good character; never convicted of a felony or any violation of law or ordinance for which a mandatory revocation of driving license would follow; never have had a license to drive in New York State or elsewhere suspended or revoked. They must have integrity, reliability, and the ability to meet and deal effectively with people, to secure cooperation and avoid antagonisms; must be neat in appearance, courteous, and must possess good judgment.

Basis of Rating
Written, 7; training and experience, 3.

Prior to certification from the eligible list a qualifying practical test in driving and a physical examination may be required.

Upstate Tests

A series of seven open competitive exams—two of them open to residents of the entire State and three to Westchester County residents—has just been announced by the Yonkers Civil Service Commission. Exams are available at room 405, Yonkers City Hall, where they must be filed by January 10.

The State-wide tests are for Senior Laboratory Technician (Tissue Work) and Junior Laboratory Technician (Serology). Residents of Westchester are eligible for the

Lab Course Given

A hospital laboratory course will be offered by Textile High School beginning February 1, 1942. The course will consist of chemistry, physics, physiology, bio-chemistry, typing, office-practice and special training in biological, physical, and chemical testing. Designed to help provide a supply of hospital laboratory technicians, the course will give to boys and girls scientifically bent much valuable training. All those interested should see Mr. Lebowitz, head of the science department any day between 1 p. m. and 3 p. m., at the school, 351 W. 18th Street.

Navy Yard

Recent retirements in the Navy Yard include machinists Johnston Gibson, George Oberle, George Seeger, and electrician John Skelton. Seeger's 34 years and 6 months was the longest record of the four.

Regular Veterans

John M. Launders of Mitchell Field Post, American Legion, addressed the Regular Veterans' Association Friday, December 19, at the Central Queens Y.M.C.A., 89-25 Parsons Boulevard, Jamaica, L. I.

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U. S. Tests

(Continued from Preceding Page)

investigator of major criminal activities for a federal, state, or municipal agency; (b) as an investigator with a federal plant protection organization or other responsible plant protective agency carrying on a wide scope of investigative and protection activities (c) as an investigator in a criminal investigative agency whose operations are nation-wide in scope (d) as an investigator of cases of major destruction of property by violence for a large railroad or other large industrial or commercial concern (e) as a supervisory investigator with a private plant protection organization.

Basis of Rating

No written test. Candidates will be rated on their education and experience as outlined in sworn statements in their applications.

Junior Inspector, Trainee, Ordnance Material

Salary, \$1,440. For employment in various federal agencies in New York and New Jersey. Age limits 18 to 53. Applications can be obtained and must be filed at the office of the U. S. Civil Service Commission, 641 Washington street, New York.

Duties

As trainees in the capacity of under inspector of ordnance materials, to receive training and instruction in the fundamentals of the inspection of ordnance materials to determine compliance of such materials with technical specifications.

Requirements

At least one year of an engineering course in a college of recognized standing or at least two years of resident study in a college or technical school above the secondary grade, including at least six semester hours credit each in mathematics, chemistry, or physics.

Basis of Rating

Competitors will be rated on the subject of mechanical aptitude tests on a scale of 100.

GENERAL

Chemist (Explosives), \$2,600 to \$5,600. Chemical Engineer (any specialized branch), \$2,600 to \$5,600. Physicist (any specialized branch), \$2,600 to \$5,600. Senior Floriculturist, \$4,600. File by January 3. Senior Floriculturist, \$4,600. File by January 3. Senior Plant Pathologist, \$4,600. File by January 3. Radio Monitoring Officer, \$2,600 to \$3,200. File by June 30, 1942. Airport Traffic Controller, \$2,000 to \$3,200. Airport Traffic Control Examiner, \$3,500.

Metallurgical engineer, \$3,800; also principal, \$5,600; senior, \$4,600; associate, \$3,200. Metallurgical \$3,800; also principal, \$3,600; senior, \$4,600; associate, \$3,200. Applications will be rated as received until December 31, 1941. Principal meteorologist, \$5,600; senior meteorologist, \$4,600; meteorologist, \$3,800; associate meteorologist, \$3,200; and assistant meteorologist, \$2,600; applications will be rated as received until December 31.

Multilith cameraman, platemaker and multilith press operator. Rated as received until June 30, 1942. Alphabetic card-punch operator, \$1,200.

Artistic lithographer, \$1,800. Associate air carrier inspector (operations), \$3,800. Inspector, engineering materials. \$2,300. Inspector, engineering materials (aeronautical), \$2,300. Inspector, engineering materials (optical), \$2,000. Inspector of clothing, \$2,000. Inspector of coal, \$3,800. Inspector of hats, \$2,000. Inspector of textiles, \$2,000. Inspector of ordnance materials, \$2,300. Inspector (powder and explosives), \$2,300. Inspector (ship construction), \$2,300. Inspector (signal corps equipment), \$2,600.

Instrument maker, \$2,200.

Junior communications operator (air navigation), \$1,440. Junior communications operator (high speed radio equipment), \$1,620. Junior copper plate map engraver, \$1,440.

Junior graduate nurse, \$1,620. Junior meteorologist, \$2,000. Applications will be rated as received until June 30, 1942.

Junior stenographer; junior typist, Washington, D. C., only. Junior stenographer, \$1,440, and junior typist, \$1,200. Open for men only for employment in the various government agencies in the State of New York.

Horizontal sorting machine operator, \$1,260. Appointment in Washington, D. C. only.

Link trainer operator instructor, \$3,200; link trainer operator, \$2,900. Civil Aeronautics Administration. Student physiotherapy aid, \$120 w. m.; apprentice physiotherapy aid, \$1,440.

Senior medical officer, \$4,600; medical officer, \$3,800; and associate medical officer, \$3,200.

Head photographer, \$2,600; senior photographer, \$2,000; assistant photographer, \$1,620; under photographer, \$1,260. Last filing date is June 30, 1942.

Tabulating machine operator, \$1,260 to \$1,440 a year.

Junior veterinarian, \$2,000. Technologist, \$2,600 to \$5,600. Last filing date is December 31.

Pharmacologist, \$2,600 to \$4,600. Last filing date is December 31.

Research chemist, \$2,600 to \$5,600. Last filing date is December 31.

Blueprint operator, \$1,260 to \$1,440. Last filing date is June 30, 1942.

Under mimeograph operator, \$1,260. Senior radiosonde technician, \$2,000.

Junior soil conservationist, \$2,000. Last filing date December 31.

Coal mine inspector, \$2,600 to \$4,600. File by December 31.

Inspector, plant protection, \$2,000 to \$4,000.

Industrial specialist, \$2,600 to \$5,600.

Agent, trade and industrial education, \$3,800 to \$4,600.

Staff dietitian, \$1,800.

Radio mechanic-technician, \$1,620 to \$2,300.

Technical and scientific aid (including optional branches), \$1,800 to \$2,000. File to June 30, 1942.

Junior physicist, \$2,000.

Communications operator, \$1,440 to \$1,620.

Junior laboratory helper, \$1,440.

Medical officer, \$3,800.

Medical technician, \$1,800.

Metallurgist, \$3,800. (Dec. 31, 1941.)

Negative cutter, \$1,800.

Pharmacologist, \$3,800. (Dec. 31, 1941.)

Physiotherapy aid, \$1,800.

Procurement inspector, \$2,300.

Public health nurse, \$2,000.

Regional agent, trade and industrial education, \$4,600.

Second assistant (marine), \$2,190 to \$2,650.

Shipyards inspector (various specialties), \$3,200.

Staff dietitian, \$1,800.

Technologist (any specialized branch), \$3,800. (Dec. 31, 1941.)

Under tabulating machine operator, \$1,260.

Coal mine inspector, \$3,800; senior, \$4,600; associate, \$3,200; assistant, \$2,600.

Dental hygienist, \$1,620.

Medical guard attendant, \$1,620; medical technical assistant, \$2,000.

Senior blueprint operator, \$1,440; junior, \$1,260; senior photostat operator, \$1,440; junior, \$1,260. For appointment in Washington, D. C., only.

Under mimeograph operator \$1,260. For appointment in Washington, D. C., only.

Specialist in maternal and child health, various grades, \$3,200 to \$5,600.

Inspector, engineering materials (aeronautical), various grades, \$1,620 to \$2,600.

Graduate nurse. Optional branches: general staff duty and psychiatry, \$168.75 a month. Panama Canal service only.

Air carrier inspector (operations), \$3,800. Associate Air-Carrier Inspector (operations), \$3,500. Civil Aeronautics Administration, Department of Commerce.

Trainee, traffic controller (airway and airport), \$1,800. Civil Aeronautics Administration, Department of Commerce.

Assistant veterinarian, \$2,600; junior veterinarian, \$2,000. Bureau of Animal Industry, Department of Agriculture; United States Public Health Service, Federal Security Agency and War Department.

Procurement inspector, various grades; \$1,620 to \$2,600 a year. Material Division, Air Corps, War Department. Twelve optional subjects.

Junior administrative procurement inspector, \$2,900; Material Division Air Corps, War Department. Twelve optional subjects.

Inspector, ordnance material, various grades, \$1,620 to \$2,600. Ordnance Department at Large, War Department, New York Ordnance District and Rochester Ordnance District.

Border patrolman, \$2,000. Border Patrol, Department of Justice. File by February 2.

Junior communications operator (high speed radio equipment), \$1,620.

Instructor, various grades, \$2,000 to \$4,600. Optional branches: Radio engines; internal combustion engines; motorcycles; automotive (chassis less engine); radio operating and radio electrical. War Department.

Junior communications operator (high speed equipment), \$1,620. War Department.

Public health nurse, \$2,000. Indian Field Service, including Alaska. Department of the Interior, United States Public Health Service, Federal Security Agency.

Graduate nurse, general staff duty \$1,800. Indian Field Service, including Alaska, Department of the Interior.

Senior inspector, naval ordnance materials, \$2,000; inspector, naval ordnance materials, \$2,300. Optional branches: optical or fire control instruments, naval guns and accessories; munitions and ordnance units; associate inspector, naval ordnance materials \$2,000; assistant inspector, naval ordnance materials, \$1,800, and junior inspector, naval ordnance materials, \$1,620.

Assistant air-way traffic controller, \$2,300.

Senior flight supervisor, \$3,800. Flight supervisor, \$3,200.

Senior ground school supervisor, \$3,500. Ground school supervisor, \$2,900.

Drafting

Engineering draftsman; \$1,620 to \$2,000. Applications will be received until December 31, 1941.

Naval Architecture

Naval architect: \$2,600 to \$5,000. June 30, 1942 is last filing date. Marine engineer: \$2,600 to \$5,000. June 30, 1942 is last filing date. Shipyards inspector: \$2,300 to \$3,800.

Medical

Medical officer, \$3,200 to \$3,800. Medical guard attendant, \$1,620. Medical technical assistant, \$2,000. Dental hygienist, \$1,620. Junior graduate nurse, \$1,620. Junior public health nurse, \$1,800. Public health nurse, \$2,000. Graduate nurse, general staff duty, \$1,800. Medical technician, \$1,620 to \$2,000. Junior laboratory helper \$1,400.

Engineering, Also Ordnance and Explosives Inspection

Engineer, \$3,800. File by June 30, 1942. Junior engineer, \$2,000. File by June 30, 1942. Chief engineering aid, \$2,600; principal, \$2,800; senior, \$2,000; engineering aid, \$1,800. Last filing date June 30, 1942. Senior engineering aid (topographic), \$2,000. Applications will be rated as received until December 31, 1941.

File by January 8: Office Appliance Repairman, \$1,680. Senior Electrician, \$1,860. Electrician, \$1,680. Head Investigator, \$4,600. Principal Investigator, \$3,800. Investigator, \$3,200. Principal Field Representative (Apprenticeship), \$2,600 to \$4,600.

(Continued on Following Page)

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The following defense positions are available in private industry. If you feel that you can qualify for any of these jobs, telephone the designated interviewer at the New York State Employment Service. Applications from those employed in essential defense industries will not be considered.

Commercial

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Legal Stenographer - Numerous openings for stenographers who have had law office experience. (Ask for Miss Murphy).

Burroughs Bookkeeper (Male) - Firm moving to Pennsylvania in few months. Must be willing to transfer. (Ask for Miss Murphy).

Stenographer (Female) - Age 20-22. Single. To do routine stenography and typing. Must live in Bay Ridge section, Brooklyn. (Ask for Miss Corcoran).

Designers of Structural Steel and Reinforced Concrete - Must have recent experience on heavy industrial buildings, power plants, bridges, etc. Must have worked for consulting engineering firm or steel fabricators. Experience with architectural or general contracting firm not acceptable. Must be citizen. (Mr. Pope.)

Electrical Draftsman - Recent experience in drafting and detailing of lighting circuits diagrams on commercial or residential work in metropolitan area. Must be citizen and have two years' residence in New York City. (Mr. Moore.)

Electrical Engineer - For experimental and development work on radio equipment. Must have E. E. degree from a recognized college of engineering or equivalent experience. (Mr. Pope.)

Mechanical Engineer - Must have at least five years' experience on experimental or development work on aircraft motors. For design, development and detailing of aircraft engine installation, hydraulic control, etc. (Mr. Pope.)

Marine Draftsman - Experienced on hull, structure, or mechanical equipment of deep water cargo and passenger ships. Experience on small pleasure crafts not acceptable. Must be citizen. (Mr. Moore.)

Aeronautical Draftsman and Engineer - Must have recent experience on aircraft. May consider professional training of college grade in place of experience. Must be citizen. (Mr. Moore.)

Industrial

(Phone LExington 2-8910)

Boilermakers (Shipbuilding) - Able to perform all machine and hand operations, read blueprints, and do own layout. Able to roll tubes. Must be citizen. (Mr. Hawes.)

Blacksmith - Coal fires only. Will accept hand hammer experience, but prefer steam, electric, or air hammer. To make chains, clips, brackets, and other marine parts. Layout experience preferred but not essential. Must be citizen. (Mr. Hawes.)

Coppersmiths (Marine) - Experienced in marine work. Kitchen equipment and related lines not acceptable. Must be citizen. (Mr. Hawes.)

General

(Phone PLaza 3-4250)

Fire Chief - To organize and supervise a fire-fighting company at an army base outside of territorial United States. Must have had excellent experience with fire fighting company as chief or as a responsible officer, or must have had other similar experience. A fire engineer with an insurance company might qualify. The job involves full responsibility for determining the size of staff and types of equipment needed, and requires ability to train and discipline personnel. Knowledge of the latest methods of fire prevention and control are absolutely necessary. Must be citizen. (Mr. Musso.)

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 Eron School-853 Broadway, at 14th St. GRamercy 7-5923
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ACCOUNTING MACHINES
 Accounting Machines Institute-221 W. 57th St.-Day and Evening Classes.
 IBM Hollerith, Printers, Sorters, Key Punchers.-Circle 5-6425.

AUTO DRIVING INSTRUCTION
 Bill's Auto Driving School-171 Worth St. (opp. State Bldg.)-Worth 2-6990.

AVIATION PRODUCTION MECHANIC
 Delehanty Institute-11 E. 16th St.-Day and Eve. Classes-300 hr. Course. STuyvesant 9-6900.

BENCH ASSEMBLY—AVIATION
 Delehanty Institute-11 E. 16th St.-Day and Eve. Classes-100 hr. Course-STuyvesant 9-6900.

BUSINESS MACHINES
 Delehanty Institute-115 E. 15th St.-Day and Evening Classes-Card Punch, Comptometer-STuyvesant 9-6900.
 Comptometer School-299 Broadway.....WOrth 2-5393

CIVIL SERVICE
 Delehanty Institute-115 E. 15th St.-Day & Eve. Classes-STuyvesant 9-6900.
 Schwartz School-147 Fourth Ave.-Police, Fire-Entrance and Promotion-GRamercy 3-0808.

DRAFTING
 New York Drafting Institute - 276 W. 43d St. - Day and Evening Classes. Wisconsin 7-0366.
 Manhattan Technical Institute - 1823 Broadway (59th) - Day and Evening Classes-Circle 5-7857.
 Mondell Institute-230 W. 41st St.-Day & Evening Classes-Wisconsin 7-2066.

FINGERPRINTING
 Delehanty Institute-115 E. 15th St. - New class forms Friday, 8 p. m. STuyvesant 9-6900.
 New York School of Fingerprints-22-26 E. 8th St.GRamercy 7-1268

MACHINE SHOP
 Delehanty Institute-11 E. 16th St.-Day & Evening Classes - 200-300 hr. Courses-STuyvesant 9-6900.
 Lutz-Machine Shop Practice-1043 6th Ave., N. Y. C. - Day & Evening Classes-PE 6-0913.
 Practical Machinist School-109 Broad St.-Machinist school only. BO. 9-6498.

RADIO—TELEVISION
 Radio Television Institute - 480 Lexington Ave. - Laboratory Training - Day and Evening Classes-PLaza 3-4585-Dept. L.

SECRETARIAL SCHOOLS
 Delehanty Institute—Day and Evening Classes. Branches in Manhattan, Jamaica, Newark—Main office, 120 W. 42d St.—STuyvesant 9-6900.
 Bowers-228 W. 42d St.—Graded Speed Classes—BRyant 9-9092.
 Riverside Business and Secretarial School - 2061 Broadway (72d St.) - Intensive, Beginners, Advanced Classes - Day-Evening - TR. 4-2191.
 Washington Business School-130 W. 42d St.Wisconsin 7-8811
 Complete Secretarial Courses-Including Comptometer.
 Mary A. Mooney, Browne's Business College-7 Lafayette Ave.-Brooklyn-NEvins 8-2941.

TABULATING MACHINE OPERATION
 Delehanty Institute-115 E. 15th St.-Day & Eve. Classes-STuyvesant 9-6900.
 Accounting Machines Institute-221 W. 57th St.-Day and Evening Classes.
 IBM Hollerith, Printers, Sorters, Key Punchers-Circle 5-6425.

WELDING
 Delehanty Institute-11 E. 16th St.-Day and Evening Classes - 224-hr. Course-STuyvesant 9-6900.

X-RAY and ANALYTICAL TECHNICIANS
 Harvey School-384 E. 149th St.-Day and Eve. Classes-MOTt Haven 9-6655.

Bill Prepared To Raise State Pay

ALBANY. - Republican legislative leaders have taken the initiative in the plan to boost salaries of State workers next year. They announced this week that they will introduce a bill when the Legislature convenes next month providing for pay increases for all State employees earning under \$2,500 a year. This would affect about 42,000 of the State's 50,000 workers.
 Assembly Speaker Oswald D. Heck explained:
 "The percentage of increase would be based upon the cost of living index, which will be determined as of a certain date. Whether there will be a flat increase for all affected or whether the percentage of increase will vary with the block-salaries will have to be decided later. In any event, so far as the Republicans in the Legislature are concerned, we can assure the State employees they have our support for any increases to meet higher living costs."
 Heck said that GOP leaders have not consulted Governor Lehman, although it is known that the Governor himself has been considering a number of different pay-boost proposals.

Civil Service Car Owners

PROTECT YOUR RIGHT TO DRIVE

Under the new N. Y. Motor Vehicle Responsibility Act effective January 1, 1942, your right to drive is in danger of being lost if you cannot furnish sufficient security when you are involved in an accident causing death or bodily injury in excess of \$25.00.

INSURANCE will protect you under the law. See these reputable and reliable Insurance Agents at once. **THEY WILL PROTECT YOU.**

- Manhattan**
EDWARD J. DONOHUE
 391 East 149th Street
 Bronx, N. Y. MELrose 5 6466
- Bronx**
PAUL MOFFETT
 100 Haven Avenue, N. Y. C.
 Wadsworth 8-8075
- Brooklyn**
WILLIAM J. O'BRIEN
 2488 Grand Concourse
 Bronx, N. Y. RAYmond 9-1277
- Colonial Realty Co., Inc.**
 6903 4th Ave., Brooklyn, N. Y.
 SHore Road 5-6300
- MELVILLE A. KELSEY**
 147 Broadway, Brooklyn, N. Y.
 STerling 2-1964
- Queens**
DROESCH & SONS, INC.
 146-07 Jamaica Avenue
 Jamaica, L. I. JAMAica 6-5300
- HALLERAN AGENCY**
 137-44 Northern Boulevard
 Flushing, N. Y. FLushing 3-1100
- JOSEPH J. REDDY**
 28-10 Bridge Plaza South
 L. I. City STilwell 4-1450
- EMILY M. RICHARDS**
 109-14 Ascan Ave.
 Forest Hills, L. I. BO. 8-4040
- WILLIAM M. SMITH**
 40-06 Main St., Flushing, N. Y.
 FLushing 3-0900-1-2
- Staten Island**
JOHN G. BAINBRIDGE
ROBERT S. BAINBRIDGE
 ESTABLISHED 1911
 30 Bay St., St. George, S. I.
 GBaltair 2-6655

CLASSIFIED ADVERTISEMENTS

(Rates: 40c for each six words. Minimum 3 lines. Copy must be submitted before noon on Friday preceding publication.)

Beauty Culture

ATTENTION! Ladies Regular \$7.50 Individual Oil Permanents only \$3. Experts on difficult hair. Mr. Charles, MU. 2-0041. Strand Beauty Shop, 12 East 42d St.

Apartments

BARBOUR HOUSE-330 W. 30th-A Residence for young men and women. Rates include breakfast-dinner. Delightful lounges. Bowling, dancing, bridge; congenial atmosphere.

BEAUTY REST Salon's \$5 Oil Waves only \$3. Attended by Experts. Beauty Rest Salon, 505 Fulton St. Bklyn. MAIN 4-9034. Opposite May's Dept. Store.

Brassieres and Corsets

Registered - SPENCER - Corsetiere
 Designs created especially for you. Style and Surgical Garments. Appointments your home or mine. Miss Lillian J. Kerr, 698 Sterling Place, Brooklyn, MAIN 2-0698.

Dancing Instruction

THE ANDERSON STUDIO of DANCING. All types of dancing taught. Toe, Tap, Acrobatic, and Ballroom. Babies - Children-Adults. 168-02 89th Ave., Jamaica. Rpublic 9-6418.

Entertainment

ALL BALLROOM DANCES. Modern Dance. Class, Private. Dance Sessions Every Saturday, 3-5:30. Morelle, 108 4th Ave. (12th St.) ORchard 4-1903.

Foods

IF IT SWIMS we have it. Fresh Sea Food for Shore Dinners. Frogs' Legs, Brook Trout, Maine Lobsters. Petrosino Bros. Washington Market. BA. 7-5399.

Funeral Directors

COMPLETE FUNERALS as low as \$125. Free chapel. Financed to meet conditions. Chas. Peter Nagel, 352 E 87th St., N. Y. C. ATwater 9-2221.

Furs

PAUL GRABOIS. Specialist in re-styling, repairing. New coats and jackets to order at reasonable prices. Storage, glazing, ironing. 210 W. 29 St. LA. 4-9634.

Hair Removed

ELECTROLYSIS - SUPERFLUOUS HAIR painlessly removed by doctor. Your home at no extra cost. Finest references. NEvins 8-4281.

Help Wanted—Agencies

A BACKGROUND OF SATISFACTION in personnel service since 1910. Secretaries, Stenographers, File-Law Clerks, Switchboard Operators. Brody Agency (Henriette Roden, Licensee), 240 Broadway. BRaclay 7-8135.

Hospitals

MATERNITY. \$65 up. General Surgery. Member of Associated Hospitals. Compensation cases accepted free. Prospect Hospital, 730 Kelly St. Bronx, N. Y. DAYton 9-6600.

Hypnotist

HYPNOTIST. available for lecture and demonstration to private and public groups. RAPHAEL H. ROSENBLUTH, 11 W. 42d St. PENn. 6-2916.

Supermen Elect John Benedetti

John Benedetti was elected president of the Sanitation Eligibles association for the coming year at a meeting in P. S. 27, Friday night. Benedetti succeeds Johnny Mandel who held office since the resignation of Abe Donner, first president of the organization. Other officers elected were: First vice-president, Sam Mogilefsky; second vice-president, Meyer Strumwasser; treasurer, Louis Rapacillo; financial secretary, Paul Gregor; recording secretary, Jerry Basil; sergeant-at-arms, Salvatore Sorrentino; legal advisor, William Krauss; chairman of the membership committee, Frank Murphy.

American Identification Society

The Grand Chapter of the American Identification Society held its regular meeting last night, Monday, December 22, at the 23rd Street Y.M.C.A., 215 W. 23rd Street. Norman A. Crews is president of the organization; Leonard Heyman, treasurer.

Instruction

FREE Trial Lesson. Learn to play the Accordion at the De Bellis Accordion School, Accordians furnished, 130 West 4th St. and Sixth Ave. CH. 3-3420.

SPANISH conversation, private lessons, \$1.50. Groups \$1. Afternoon, evenings. South American Lady. Madame De Edgar MU. 4-2893.

SWIM for health and safety - Instructions to men, women and children. Women's Swimming Assn., 470 West 24th St. CH. 2-2227.

Massage

CORRECTIVE MASSAGE INSTITUTE. Baths - 24 West 23th St. Reducing, Body Corrections, Gymnasium. Special hours: 9 A.M. to 1 P.M., 5 for \$3. Phone MURray H.M. 6-9181.

ULRICH MASSAGE STUDIO. 31 E. 60 St. Special for ladies-10 treatments, \$20. Separate department for men. Vapor cabinets, vibrators, rollers. REgent 4-3688.

Music Instruction

INSTRUCTION IN THEORY. piano and harp. Beginners and advanced. Children and Adults. Moderate rates. Elena Sodero, 1995 East 19th St., Brooklyn. ES. 5-8614.

CONSERVATORY OF MUSICAL ART Chartered by Board of Regents 1908. B. VAN VALKENBURGH, Director. Classical and Modern Music Taught. 363 Fort Washington Ave. Cor. 176th St. Catalogue upon application. Auditions free. WADSwORTH 3-9876

Nursing Homes

NURSING care, board, room, private home; porches, grounds; doctor's supervision; diets. Non-sectarian; \$18-\$22 weekly. Mrs. Pragnell, 2886 Valentine Ave., Bronx. FORDham 5-1544.

WHITE NURSING HOME
 Ideal home for aged and convalescents; spacious rooms with home atmosphere; registered nurses. 2739 Bedford Ave. MANSfield 6-9639.

Optometrist

Have Your Eyes Examined Today
 Finest glasses at lowest prices. Special courtesy given to civil service employees and families. Dr. J. L. Lozea, 100 Canal St. WA. 5-8816.

Pawnbrokers

LIBERAL LOANS on Personal Property, Jewelry, Watch Bargains. G. Edelstein & Co. Oldest Established Bronx Pawn Brokers, 2629 Third Ave., at 141st St. MO. 9-1055.

LIBERAL LOANS on Diamonds, Watches, Jewelry, Silverware, Clothing. Special courtesy to civil service employees. Confidential Service. Edelstein Bros., 252 1st Ave. (14th St.) ALgonquin 4-1638.

Quilts and Pillows

CALL Wm. Mailman, APplegate 6-7330 to renovate or make to order your quilts and pillows. Expert workmanship. Reasonable. 900 Sutter Ave., Brooklyn, Mr. Mailman.

Ravioli

BRUNO RAVIOLI CO.-Home made style Ravioli, Macaroni, Spinach-Egg-Noodles, etc. Fresh made. Deliveries to all boroughs. 363 W. 42nd St. Circle 6-9043.

Repairs and Services

WE MEND all types of household articles (clothing excepted). Bring them in for free estimate. Repairs, Inc., 32 East 57th St., N. Y. C. PLaza 3-6281.

THERE'S no need to throw that broken doll away. It can be repaired like new. New York Doll Hospital, 1137 Second Ave. VOLunteer 5-0181.

LOOK NEAT. Your laundry receives the individual attention it deserves. We call and deliver. Mrs. Horn's Hand Laundry, 235 East 69th St., RE. 4-6510.

SOFA and Chair reupholstered like new. \$29 - New material, new springs and new fillings - 5-year guarantee. Master-Bilt, 235 E. 123rd St. LEHigh 4-1166.

OLD dolls reconstructed, made like new and dressed; also new character dolls. Favorite military uniforms and others. Very reasonable. Phone Virginia 7-5380.

FOUR-STAR HAND LAUNDRY offers excellent work, efficient service. French Dry Cleaning. Civil Service Discount. Call and Deliver. GRamercy 3-1569, 404 East 10th St., N. Y.

Social Rooms

(VICINITY Rockefeller Center). Civil Service Parties Welcome. Restaurant service, low rentals. International Geneva Assn., Clubhouse Bldg., 128 West 52nd, CI. 7-0857, Mr. Ludwig.

Travel

FLORIDA-Bedroom apts. \$200 season. Viole, 307 So. W. 11th St., Miami, Fla.

Waste Paper

ALL GRADES of wastepaper bought for cash. Files, old records. Guaranteed destruction. Troiano & Defina, 225 South St. WOrth 2-2061.

Wines and Liquors

FOR choice wines and liquors, all popular brands, conveniently located for Civil Service patronage. L. J. Newman, 304 Broadway. WOrth 2-2065.

U. S. Tests

(Continued from Preceding Page)
U. S. Tests Announced This Week
 File by January 15:
 Junior Occupational Analyst, \$2,000.
 Personnel Assistant, \$2,300-\$3,500.
 File by June 30, 1942:
 Technical Assistant (Engineering), \$1,800.
 File by December 31, 1942:
 Engineer, \$2,600-\$6,500.
 Engineering Draftsman, \$1,440-\$2,600.

File until further notice:
 Junior Engineer, \$2,000.
 Public Health Nursing Consultant, \$2,600-\$3,200.
 Junior Astronomer, \$2,000.

There are less applicants than ever before—your chances of getting a civil service job are greater than ever before. Apply now!

Merit Men

(Continued from Page Twelve)
 the meantime, Dewey's investigators had "snooped" around, and stolen the money.
 "I don't believe you, Fritz," said Lockwood, "but you have a right to go before the Grand Jury tomorrow and swear out a complaint. Then we'll have to prosecute our men. But you must sign a waiver of immunity."
 "O.K.," said Fritz. Next morning he appeared before the Grand Jury, was handed a waiver of immunity. It read:
 People of New York vs. John Doe
 "Yah, yah," ejaculated Kuhn, "if I sign dat ting now, tomorrow I'm John Doe." He wouldn't sign.
 "And," twinkles Paul Lockwood, "a few days later he was John Doe."
Newspaperman
 Lockwood's story-telling ability springs from a background in journalism. When he was 14 years old, he got a job on the Brooklyn Eagle reporting high school sports. "I was a big kid, looked much older than my years, so I was soon covering college sports too.
 He worked on the Eagle throughout his high school days, then entered Columbia to study mechanical engineering, switched off to a general course because he liked writing better. With his college degree tucked away, he became a reporter for the old World. This was the time when there was a mass slaughter of New York papers—the Mail, the Globe, the Standard-Union. "The whole thing look economically un-sound," thought Lockwood, so he cast around for some other field to get into.
 In those days young men thought there was money to be made in the practice of law. A newspaper friend of his told him he would study law.

So He Became a Lawyer
 "If you can do it, I can do it," said Lockwood. They made a bet on who would quit first. "I paid a year's tuition at Fordham," relates Paul, "he paid a month's tuition at N.Y.U. At the end of the month he quit. But I had invested too much cash, so I had to go through with it.
 And that's how Paul Lockwood became a lawyer.
 Today, as executive officer in the District Attorney's office, Lockwood is responsible for important decisions. He is the liaison officer who maintains contact with the police, with the FBI, and with agencies all over the United States. As such, he is in large part responsible for the excellent public relations of the Dewey staff.
Lockwood on Crime
 About crime, Lockwood has a curious approach:
 "Crime is puzzling. Often I think: Why did that poor devil do what he did? The usual explanations don't always fit."
 And this:
 "Frequently I feel deep pity for everybody in the case—perpetrator as well as victim. In time, you lose the viewpoint of an eye for an eye and a tooth for a tooth. Many times, the criminal is a weak individual who's been tossed around by life and gets into one jam after another."
 And this:
 "One of the secrets of our success is that we know how to get the confidence of everybody in the case."
 Lockwood zoomed way up in public esteem during the recent New York City elections. He was one of the four men named by Dewey "as a possible successor. The Democrats selected Frank S. Hogan, another assistant and close friend of Paul's, as their candidate. Lockwood might have maneuvered for Republican and ALP nomination. He didn't. He stuck by Hogan. And that is something of the measure of the man.

Employment Interviewer Among New State Lists

SENIOR STATISTICS CLERK
Albany Office
Department of Agriculture and Markets
(Promotion)
1 Seiff, Harry B., 80.85
Salary: \$1,600-\$2,100

ASSISTANT MAIL AND SUPPLY CLERK
Albany Office
Department of Agriculture and Markets
(Promotion)
1 Gordon, Melvin, 85.15
2 Stewart, John, 81.10
3 O'Brien, John, 82.27
4 Weissbrod, Charles, 78.92
Salary: \$1,200-\$1,700

ASSISTANT CLERK
Albany Office
Department of Agriculture and Markets
(Promotion)
1 Stupler, M., 91.71
2 Nash, Mildred M., 87.93
3 Gordon, Melvin, 87.29
4 Stewart, John F., 85.94
5 Israel, Clara, 85.68
6 O'Brien, John, 85.25
7 Hill, Ruth, 81.78
8 Smith, Regina, 84.77
9 Weissbrod, Chas., 81.55
Salary: \$1,200-\$1,700

PRINCIPAL SUPERVISOR OF VOCATIONAL REHABILITATION
Education Department
(Promotion)
1 Bohlin, G. Samuel, 91.76
2 Voorhees, Nelson A., 89.84
3 Porter, Edgar B., 89.29
4 Murray, Ray T., 87.94
5 Arnold, David J., 87.42
6 Gibley, John J., 85.68
7 Clifford, Paul T., 84.93
8 Salzman, Louis, 84.08
9 Meyer, Garrett, 83.14
10 Ruffed, Bern C., 81.37
11 Klein, Charles T., 80.49
Salary: \$4,000-\$5,000

ASSISTANT MILK SANITARIAN
Health Department (Promotion)
1 Klosser, Geo. G., 85.14
2 Heffernan, Francis, 83.44
3 Pressler, Donald, 80.94
4 Springstead, Carl, 79.94
Salary: \$2,100-\$3,000

CHIEF
BUREAU OF PUBLIC WORKS
Labor Department
(Promotion)
1 Doyle, Peter A., 86.66
2 Davis, Stephen C., 78.09
Salary: \$4,000-\$5,000

SENIOR DRAFTSMAN
Division of Engineering, Public Works Department
(Promotion)
1 Lang, Geo. F., 85.58

ASST. EDUCATION EXAMINER, PHYSICAL SCIENCE
Education Department
(Open Competitive)
1 Pearsall, Anna, 78.25
2 Sheer, L., 76.10
Salary: \$2,100-\$3,000

SENIOR DRAFTSMAN
Division of Highways, Public Works Department
(Promotion)
1 Krafczak, Jos., 80.27
2 Choules, James, 88.30
3 Quinn, Francis, 87.84
4 Sholtes, Chas. A., 81.90
5 Mains, Marcus, 81.65
6 Siedles, Robt. C., 81.45
7 Cross, Jr., E. C., 83.45
8 Malhouse, George E., 83.25
9 Walters, Richard, 83.05
10 Curtain, Francis, 82.45
11 Martin, Bertis, 82.43
12 Williams, C. E., 81.05
Salary: \$2,600-\$3,500

ASSISTANT SELF-INSURANCE EXAMINER
New York Office, Labor Dept.
(Promotion)
1 Kagan, Bertha, 81.57
2 Gentile, John, 83.44
3 Shubert, Selig, 79.80
Salary: \$2,200-\$2,700

INSURANCE FUND BRANCH MANAGER
State Insurance Fund
(Promotion)
1 Stisser, Clarence, 86.89
2 Cantor, David L., 86.03

3 Smith, Jos. E., 85.70
4 Foley, Dan. B., 85.43
5 Brown, Edw. W., 83.83
6 Judge, John P., 82.00
7 McLaughlin, C., 81.90
8 Smith, John V., 81.61
9 Way, Alfred W., 81.16
10 Cryan, Francis J., 80.56
Salary: \$2,800-\$3,550

COURT ATTENDANT
Kings County
(Promotion)
1 Opre, Ralph C., 89.30
2 Meek, Geo. T., 87.64
Salary: \$3,540

PRINCIPAL ACCOUNT CLERK
Bureau of Accounts
Department of Audit and Control
(Promotion)
1 Clark, Fred, 89.03
2 Devine, John, 89.50
3 Sullivan, Wm. A., 87.74
4 Pearson, Francis, 82.09
5 Prantz, Benj., 81.43
Salary: \$2,400-\$3,000

SENIOR MILK SANITARIAN
Health Department
(Promotion)
1 Colvin, Claude H., 84.96
2 Hohl, Nelson J., 84.45
3 Klosser, Marcellus, 82.96
4 Alexander, Wade, 82.36
5 Miller, John F., 82.25
Salary: \$3,120-\$3,870

SUPERINTENDENT OF CARDIAC NURSES
Health Department
(Open Competitive)
1 Clyde, Fran., 83.50
Salary: \$3,120-\$3,870

ASSOCIATE PHYSICIAN
Division of Tuberculosis, Health Department
(Promotion)
1 Weber, Geo. W., 84.627
2 Mikol, Edw. X., 82.729
3 Douglass, Richmond, 82.737
4 Katz, Julius, 80.911
5 Eberly, Albert, 80.329
6 Beck, Fred, 80.122
Salary: \$5,200-\$6,450

PAROLE OFFICER
Department of Correction
(Promotion)
1 Dunlavey, Emmet H., 82.70
2 Hendler, Martha, 82.48
3 O'Toole, Robert J., 82.27
4 Baker, William J., 81.31
5 Rose, William G., 81.13
6 Bowles, M. H., 80.29
Salary: \$2,400-\$3,000

ABSTRACT CASHIER
County Clerk's Office, Onondaga County
(Promotion)
1 Clyde, Benj., 86.75
Salary: \$1,800

MACHINE OPERATOR
Veteran Relief Bureau, Onondaga County
(Open Competitive)
1 Barnum, Raymond H., 96.35
2 Rust, June, 93.91
3 Martin, Mary M., 82.99
Salary: \$1,100-\$1,300

CHIEF
BUREAU OF FIELD SERVICE
Albany Office, Education Dept.
(Promotion)
1 Osborne, Maurice G., 87.931
2 Sears, Wendell, 81.967
Salary: \$5,200-\$6,450

ASSISTANT PRINT DEVELOPER
County Clerk's Office, Erie County
(Open Competitive)
1 Law, Irving P., 92.90
2 Laug, Edw. J., 78.00
3 Wallace, Harold, 79.80
4 Braun, Don., 76.20
Salary: \$1,200-\$1,500

EMPLOYMENT INTERVIEWER
Division of Placement and Unemployment Insurance, Labor Department
(Promotion)
1 Warsaw, Raymond, 83.548
2 Hayden, Frank E., 85.498
3 Daugherty, Allen, 81.785
4 Daugherty, Dorothy, 91.795
5 Sofer, Loretta, 92.690
6 Robinson, Ruby, 90.748
7 Epstein, Meyer, 90.349
12 Bullock, Wm H., 88.149
13 Richardson, Florence, 87.649

8 Schenck, Earl, 90.011
9 Cederman, Frances, 88.399
10 Alhstein, Milton, 88.248
11 Allen, Lois, 88.140
14 Foster, Ethel, 87.449
15 Meyer, Augusta, 87.291
16 Small, Clarence, 86.961
17 Anderson, Ann, 86.920
18 Meltzer, Freda, 86.398
19 Slavitsky, Mollie, 86.309
20 Fogler, Roy, 86.249
21 Joslyn, Alexander, 86.162
22 Drummond, Francis, 86.149
23 Callender, George, 86.098
24 Hill, Agnes E., 86.061
25 Butler, J. Francis, 86.009
26 Avery, Charles E., 85.959
27 Kaudy, Robt. M., 85.649
28 Speidel, H. A., 85.499
29 Katz, Mary, 85.488
30 Thomas, Charles H., 85.311
31 Gold, David, 85.298
32 Schleich, Harold, 85.298
33 Haecker, Eleanore, 85.139
34 Remacle, Leo, 85.139
35 Havens, Lola E., 85.099
36 Oyer, H. P., 84.999
37 Donleavy, John, 84.844
38 Donovan, Gertrude, 84.802
39 Maingan, Marie, 84.749
40 Stenberg, S., 84.691
41 Saphirstein, Naomi, 84.659
42 Brandhoff, Harry, 84.599
43 Slavin, Leo, 84.598
44 Skula, Stephen S., 84.511
45 Fates, Stephen, 84.399
46 Frank, Geo. J., 84.349
47 Brauk, Harvey G., 84.299
48 Johnson, Mary E., 84.299
49 Packs, Valerie, 84.239
50 Burke, William, 84.188
51 Baxter, Chas. F., 84.095
52 Papert, Esther, 84.019
53 Seher, Wm. H., 84.011
54 O'Brien, James, 84.011
55 Clancy, Laura, 84.011
56 Kaitenbach, Gilbert A., 83.961
57 Gordon, Elise, 83.948
58 Sherman, Mammie, 83.894
59 Sawyer, Geo. J., 83.894
60 Jones, Arthur, 83.848
61 Goldberg, Sidney, 83.699
62 Messina, Anthony, 83.699
63 Nathan, Aaron, 83.698
64 Oims, Ida, 83.684
65 Leckowitz, Samuel, 83.611
66 Engelmann, Fred, 83.589
67 Sann, Anna, 83.488
68 Denman, Ruth, 83.442
69 Feldstein, Irma, 83.406
70 Aymong, Nestor, 83.348
71 Burr, Margaret, 83.248
72 Gross, Alfred, 83.248
73 Lepie, Stan, 83.248
74 Dumorty, Ella, 83.209
75 McCormack, Mary, 83.048
76 Bressler, Beatrice, 83.048
77 Rick, Robert, 83.018
78 Platt, Ruth, 82.998
79 Nawa, Joseph, 82.961
80 Oxer, Emeline, 82.898
81 Barber, H. O., 82.898
82 Rodell, Charles, 82.861
83 Hartman, Samuel, 82.848
84 Waldenberger, Thos., 82.843
85 Seeger, George, 82.848
86 Schuler, Marshall, 82.798
87 Rubenstein, P., 82.794
88 Skolnik, Benjamin, 82.785
89 Eichenholz, Mayrice, 82.744
90 Gallagher, Grace, 82.711
91 Brosseau, Francis, 82.697
92 Sandler, John, 82.648
93 Hicks, Russell, 82.648
94 Rowley, James, 82.597
95 McBee, Ethelweyne, 82.597
96 Guranick, David, 82.498
97 Haber, Ruth, 82.488
98 Walter, Ed., 82.431
99 Lomonaco, John, 82.398
100 Gryaska, Eleanor, 82.349
101 Greenwald, D. R., 82.348
102 McCarthy, Francis, 82.348
103 Wolfe, Augusta, 82.332
104 Ehrlich, Leonard, 82.330
105 Smilow, Samuel, 82.311
106 Hall, Edgar, 82.299
107 Detric, Doug., 82.298
108 Berham, Dor., 82.296
109 Heidrick, M. S., 82.261
110 Lambrecht, Jessie, 82.248
111 Poppr, Henry, 82.167
112 Markowitz, Simon, 82.151
113 Rubenstein, William, 82.067
114 Schrad, Irving, 82.059
115 Davis, Anna, 82.048
116 Ehrsaul, Lawrence, 82.019
117 Jacobs, Max, 81.998
118 Kelly, Fran. J., 81.948
119 Kibbey, Richard, 81.944
120 Montgomery, Duke, 81.898
121 Lawitt, Milton, 81.811
122 Lavine, Morris, 81.798
123 Rafferty, Wm. G., 81.798
124 Gordon, Sam D., 81.795

125 Seel, George, 81.780
126 Gold, Harry, 81.763
127 Farrell, Leo, 81.761
128 DiFranco, Salvalor, 81.761
129 Seider, Irving, 81.731
130 Erdos, Cecelia, 81.690
131 Zielinski, C., 81.621
132 Coffey, Mary, 81.611
133 Clark, James B., 81.608
134 Johnston, Clyde E., 81.594
135 Barnes, Alice, 81.554
136 Murtaugh, Wm., 81.552
137 Zimmerman, Ben., 81.469
138 Willmarth, M., 81.448
139 Deich, Otto, 81.46
140 Stessel, Joseph, 81.411
141 Feinstein, Hyman, 81.407
142 Lesser, Irving, 81.389
143 Conway, Alan, 81.318
144 English, Gerald, 81.298
145 Steele, David, 81.289
146 Schatz, Morris, 81.207
147 Katz, Francis, 81.158
148 Webster, James, 81.144
149 Schpak, Max, 81.095
150 Scheidel, Marg., 81.095
151 Teplln, David, 81.098
152 Rosen, Morton, 81.049
153 Tannenbaum, Sam., 81.019
154 Freudenthal, Estelle, 81.002
155 Capone, Salvatore, 80.983
156 Murray, Thelma, 80.949
157 Diaco, John, 80.908
158 Wittels, Sylvia, 80.873
159 Alpert, Max, 80.845
160 Koff, George, 80.845
161 Condon, Edith, 80.831
162 Kins, James, 80.807
163 Gardner, Morris, 80.794
164 Tinagero, R. L., 80.794
165 Karger, Jacob, 80.729
166 Preistadt, Meyer L., 80.661
167 Fox, Wm. D., 80.661
168 Boselacker, H. C., 80.648
169 Warrall, Wm. A., 80.595
170 Gurslin, Joseph, 80.561
171 Murov, Herman, 80.548
172 Kroneich, Chas., 80.548
173 Gillis, N., 80.548
174 Spaulding, James, 80.533
175 Blinick, Sidney, 80.417
176 Slatnick, Estelle, 80.414
177 Schiff, Harry M., 80.439
178 Roht, Geo., 80.396
179 Noonan, John, 80.361
180 Stahl, Leonard, 80.326
181 Youngstein, Charles, 80.307
182 Certner, Harry, 80.298
183 Ferruzzi, Ralph, 80.251
184 Mahar, Joseph, 80.249
185 Mencher, Sidney, 80.248
186 Schoffmann, Irwin, 80.248
187 Lebensold, Henry, 80.235
188 Staples, Robert, 80.198
189 Ray, Allen, 80.149
190 Schwartz, Lillian, 80.128
191 Duggan, Martin, 80.093
192 Pogran, Arthur, 80.093
193 Reiser, Eugene, 80.055
194 Feltner, David, 80.048
195 Kain, Edward, 80.036
196 McGrath, Thomas, 79.999
197 Geist, Rose, 79.961
198 Schultz, Sylvia, 79.955
199 Armeny, Teresa, 79.919
200 Leary, John, 79.861
201 Lombardo, Vincent, 79.848
202 Lansing, Wm., 79.813
203 Schulz, Wm. J., 79.813
204 Zuckerman, H., 79.789
205 Rosenthal, Miriam, 79.784
206 Leiken, Paul, 79.711
207 Fitzgerald, A., 79.694
208 Satz, Louis W., 79.693
209 Patis, Jacob, 79.620
210 Trichwasser, Julius, 79.333
211 Young, Milton, 79.298
212 Caine, Edward, 79.294
213 Atlas, Mona, 78.821
214 Murphy, Jas. M., 78.598
215 Grumsmith, Morris, 78.584
216 Botwinick, Henry, 77.283

PRINCIPAL STATISTICS CLERK
Division of Placement and Unemployment Insurance, Labor Department
(Promotion Units)
(Promotion)
1 Trapin, Aurska, 84.098
2 Grossman, Harold, 82.348
3 Promer, E. Phil., 82.275
4 Schwartzman, Max, 80.427
5 Tafler, Paul, 80.282
6 Schein, Bernard, 78.558
7 Eichenbaum, Sol, 77.945

PRINCIPAL HEARING STENOGRAPHER
Division of Placement and Unemployment Insurance, Labor Department
(Promotion)
1 Musnick, Herman, 85.722
2 Herrick, Winifred, 85.338
3 Cassidy, John P., 84.611

4 Fromm, Paul, 84.320
5 Miller, Morris L., 82.595
6 Kahn, Robert, 81.339
7 Cadner, Dolores, 80.356
8 Damico, Angelo F., 77.491

SENIOR STENOGRAPHER, MENTAL HYGIENE
Albany, New York and Buffalo Offices
(Promotion)
1 Osborn, Marion E., 88.986
2 Young, Pauline J., 86.495
3 Lull, Edith, 86.280
4 Stratton, Grace, 86.065
5 Hutchinson, Grace, 85.628
6 Countryman, Esther, 84.993
7 Hurst, Ruth Y., 83.91a

Supervising Medical Social Worker
Social Welfare Department
Erie County
(Open Competitive)
1 Lyons, Cath. M., 83.80
2 Kay, Eliz. L., 79.80
3 Greenberg, Sarah R., 79.10
4 Burbank, Ethel R., 78.10
Salary: \$1,800-\$2,100.

Assistant Chief Special Agent
Mental Hygiene Department
(Promotion)
1 Cronkhite, Frank, 91.96
2 Wiley, E. David, 81.15
Salary: \$3,120-\$3,870.

Assistant Deputy Clerk, Grade D
Kings County
(Promotion)
1 Rose, William M., 94.01
2 Breen, James D., 93.44
3 Kelly, Daniel E., 92.79
4 Dixon, Michale D., 92.26
5 Lee, John E., 91.73
6 McKeone, James E., 91.06
7 Williams, Alfred, 90.68
8 Lind, Herman H., 89.21
9 Goldberg, Harry A., 87.84
10 Flynn, Daniel M., 87.27
Salary: \$3,750.

Senior File Clerk
Department of Public Service
(Promotion)
1 Fladkoff, Helen, 84.840
2 Ryan, Gen., 83.980
3 Bulman, Mary A., 82.800
4 Macken, Flo. M., 82.770
5 Kimah, Marg., 81.531
6 Hammes, Joseph M., 80.570
Salary: \$1,600-\$2,100.

Assistant Librarian
State Library, Education Dept.
(Promotion)
1 Goldstein, Fannie, 86.36
2 Hemstreet, Marion, 85.65
3 Lansing, Ethel E., 84.24
4 Cohen, Ida M., 83.81
5 Kleinhaus, Ger. H., 83.10
6 Scontos, Mildred, 83.10
7 Smith, Hilda, 82.91
8 Lindsey, Mary S., 81.09
9 Greene, Laura A., 80.91
Salary: \$2,400-\$3,000.

Assistant Stenographer
Albany Office, Education Dept.
(Promotion)
1 Cassidy, Ethel, 90.425
2 McCauley, Ethel, 88.220
3 Myerson, Thelma, 86.538
4 Gowie, Vivian E., 84.405
5 Schloss, Stella, 83.522
6 Rixen, Ad., 82.930
7 Walsh, Marion, 82.853
9 Ruff, Mildred J., 82.845
9 Casscles, Elinor, 81.538
Salary: \$1,200-\$1,700.

Assistant Stenographer
Main Office, Div. of Engineering, Public Works Department
(Promotion)
1 O'Mara, Julia, 88.119
2 Burkart, Flo. M., 86.844
Salary: \$1,200-\$1,700.

Senior Printing Clerk
Albany Office, Insurance Dept.
1 Ellsworth, William, 81.673
2 Mullen, Thos. J., 80.939
Salary: \$1,600-\$2,100.

Assistant Stenographer
Department of Audit and Control
(Promotion)
1 Patterson, Doris, 87.614
2 Minnock, Kathryn, 86.590
3 Killeen, Cath., 85.654
4 Mealy, Florence, 85.593
5 Foley, Alice, 84.932
6 Marchand, Aline, 84.809
7 Shermata, Mary, 84.801
8 Shermata, Mary, 84.801
9 Vloesberg, Eliz., 82.035

10 Legge, Jane C., 79.442
Salary: \$1,200-\$1,700.

Jr. Insurance Service Investigator
State Insurance Fund
(Promotion)
1 Traynor, T. P., 85.119
2 Cahn, Jos. W., 83.734
3 Hession, J. J., 81.384
4 Nichols, Daniel, 80.642
5 Greenfield, M. R., 80.073
6 Emden, Benj. G., 78.734
Salary: \$1,800-\$2,300.

Assistant Clerk, Labor Relations Board
(Promotion)
1 Baehr, Robt. N., 88.624
2 Szkutnik, Amelia, 85.823
3 Kantor, Mollie, 85.429
4 Loranzo, Theresa, 85.043
5 Lipscher, Beatrice, 84.903
6 Murphy, Catherine, 84.837
7 Collins, Cath. M., 84.414
8 Magner, R., 83.629
9 Dunmer, Ann, 80.217
Salary: \$1,200-\$1,700.

Associate Physician, Cardiac Diseases, Health Department
(Open Competitive)
1 Rutecki, D. D., 84.840
2 Husa, Betty, 81.000
3 McKee, Thelma, 79.920
4 Ostund, Elvira, 79.930

Investigator, Department of Public Welfare, Rensselaer County
(Open Competitive)
1 Arnesen, Flor. J., 82.74
2 Duncombe, Hazel P., 82.320
3 Wickes, Wilton G., 82.20
4 Reynolds, Berniece, 81.40
5 Crane, Ralph H., 80.80
6 Ryan, Helene F., 80.70
7 Hart, Josephine, 80.32
8 Egan, M. Inez, 80.20
9 Slattery, Eliz. M., 80.18
10 Haber, Gus M., 80.09
11 Emery, Nan, 79.88
12 Livingston, Sanford J., 79.80
13 Calvey, Mary, 79.48
14 Barrett, Margaret M., 79.21
15 Leffler, Dolores, 78.90
16 Ryan, Kathryn L., 18.56
17 Nible, Raymond C., 18.23
18 White, Philip F., 18.10
19 Yaggle, Marla G., 17.50
20 Monroe, Marlan, 76.80
21 Honan, Mary S., 76.20
22 Marchese, Ann C., 76.18
23 Noonan, Mary M., 75.60
Salary: \$1,200-\$1,500.

Visitor, Division of Child Placing, Monroe County
(Open Competitive)
1 Shaut, Kathryn, 88.60
2 Hart, Blanche J., 86.80
3 Sandgrund, Ger. T., 85.70
4 Cummings, Jane S., 84.80
5 Keene, Mary D., 84.20
6 Foley, Mary M., 83.80
7 Rubin, David S., 83.10
8 Martin, Helen, 82.00
9 Dodge, Anne, 81.90
10 Cording, Ruth B., 81.80
11 Alessi, Vincent A., 81.40
12 Hemmer, Jo. D., 81.30
13 Tracy, Frank, 81.30
14 McCagg, Ruth N., 81.20
15 Boldt, Bernice A., 80.90
16 Cronoy, B. L., 80.90
17 Lerner, Lorraine, 80.50
18 Reilly, Eileen A., 80.30
19 Motta, L. J., 80.00
20 Parks, John K., 79.90
21 Lynch, Merv., 79.60
22 Janczewski, J. P., 79.50
23 Wobus, Cath. E., 79.50
24 St. George, Ann, 79.50
25 Clark, Jas. D., 79.40
26 Newberry, Ira B., 79.30
27 Imeale, Anna D., 79.20
28 Keefe, Laurence, 79.10
29 Curtis, Jean, 79.00
30 Gorges, John A., 78.90
31 Gyles, Evelyn, 78.80
32 Murray, Mary C., 78.80
33 Guadana, Mary, 78.60
34 McNeil, Jean, 78.60
35 Forquer, Rita E., 78.40
36 Trimby, Lucille K., 87.10
37 Groves, Helen R., 77.90
38 Polts, Wm. G., 77.90
39 Kinsley, Ray A., 77.80
40 McMahon, Jos. F., 77.70
41 Schumacher, Dorothy M., 77.60
42 Welch, Bernadette, 77.40
44 Gunn, Lois E., 77.00
45 Dawson, Jane, 76.90
46 Caldwell, John J., 76.60
47 Sullivan, Mary A., 76.20
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Opportunities for mechanically-minded youngsters to get city apprentice jobs—and learn while they earn—received a boost last week-end when preliminary filing figures showed that only 285 had applied for the apprentice (automotive trades) test, in the current series of the Municipal Civil Service Commission.

According to the announcement, 50 vacancies now exist in the Sanitation Department's central automotive repair shop. Should the war emergency call up for military service further employees of the department, more jobs may be available.

Requirements for the test are simple: graduates as well as seniors from vocational high school in automotive trades are eligible, or those with equivalent training. The Commission will be lenient in admitting applicants; therefore those boys who have tinkered about cars although they have had neither formal training nor experience are urged to file.

The wage maximum is 25; since the State Labor Law forbids employment before 18, no appointments will be made before that age. However, those below 18 may take the test, then receive appointments if reachable when they make that age.

Filing deadline for the test is next Monday, December 29. Full details appear on page 16.

Manual for Sanitation Men

General order number 167, the official snow orders of the Department of Sanitation for winter of 1941-1942, provides an interesting manual of instruction to sanitation men and department employees concerned with snow removal work. It contains the official instructions on the registration and hiring of emergency snow laborers, the handling and use of snow equipment, instructions on the organization of snow removal forces, rules and regulations concerning the use of hydrants and the coordination with the forces of the borough president's office.

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Subway Workers Must Supply Tools

The Civil Service Commission, at its meeting last week, approved the request of William Jerome Daly, secretary of the Board of Transportation that candidates on the eligible list for maintainer's helper, group B should be required to furnish a kit of tools and a chauffeur's license if they wish to accept positions in the bus section of the BMT division.

In recommending approval of Mr. Daly's request, Fred C. Hedin, examiner in charge of subway exams for the Civil Service Commission, said that such a requirement would be similar to a requirement that a conductor or patrolman purchase a uniform after appointment.

The cost of the kit of tools is estimated by transportation officials at approximately \$20.

The shortages in Civil Service are getting ever greater. Requirements for civil service jobs are being lowered. Your chances of landing a civil service position are better than ever before.

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Bargain Buys For Leader Readers

By BILL BENNETT

Know Airplanes

Civilian defense workers should know airplanes these days. Aerospace, the 948 page world's aeronautical annual, becomes essential to police, firemen, air raid wardens and other public officials who have the care of our people in their charge. Aerospace contains photographs and complete descriptions of the whole world's planes including German, Japanese, Italian, English, Russian and those of the United States. Recognized as the most comprehensive aeronautical authority, Aerospace is now in use by all governments and military services as well as by the aviation industry as a whole.

Make 'Em Fit

Here's good news for those of you who have trouble getting shoes to fit properly because of unusual sizes. Cross & Cross at 80 Chambers street, the agency for Hine & Lynch shoes, carry sizes from 5 to 13 and widths from AAA to EEEE in stock.

Last-Minute Shoppers

For you last minute Christmas shoppers, which we all are to some extent, there's a gift suggestion for every member of the family at Friedrich Bros., 1357 First avenue. Being the largest radio and electric store on the east side they offer you big selections, best quality and special prices. Drop in today and see their big holiday display.

Gifts

A full line of gifts, toys, greeting cards and stationery awaits your choice at the Eugene H. Tower Stationery and Printing Corp. Tower's, who have been catering to Civil Service employees for many years, sell more greeting cards than any other stationery store in New York. There are two large selling floors for you to roam and choose your cards and gifts.

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Made over and sterilized equal to new
Authorized Agency for
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KINGSTON AVE. Wine & Liquor Co., Inc.
Consult Us for Advice on Your Requirements for Banquets—Parties—Other Social Functions
Special Price on Case Purchase FOR PROMPT DELIVERY CALL
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PRICES AS LOW AS ANYWHERE IN THE CITY
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Presenting a Unique Home Service
For less than you spend on laundry alone, you can now rent fresh laundered sheets, cases, towels and other linens. SAVE MONEY!
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Let the
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Investigate Your Heating Plant
We Sell No Fuel—We Save It
No Miracles—Only Common Sense
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No Obligation or Cost to You

YOU CAN'T AFFORD TO LOSE
the use of your car and your driver's license. You must have insurance AFTER JAN. 1, 1942
Act now and insure with
Perfect General Brokerage Co.
982 Findlay Ave., Bronx, JIS. 8-6749
Any Kind in Any Company

Where Do Your Chances for Appointment I Stand?

The following are the latest certifications from popular State lists in New York City and Albany. P denotes permanent; T means temporary.

Table listing job categories such as Junior Clerk, Junior Stenographer, Assistant Clerk, etc., with columns for location, salary, and number of appointments. Includes sub-sections for latest permanent appointments.

Eight municipalities in New Jersey conducted referenda on the question of the adoption of Service for their local government employees at the general election on November 4. Three municipalities of the eight, Fairlawn, Fort Lee, and Ventnor, adopted the measure.

SKI TRIP to Speculator, N. Y. **5 DAYS** All Exp. \$29.50 Dec. 27 to Jan. 1. Gala New Year's Eve Party **SKI-SCAPE TOURS** PARK CENTRAL HOTEL PE. 6-3777 Cl. 7-2473

RESORTS New Windsor, N. Y.

WINTER VACATION Plum Point. Shoot the works and point for Plum Point—for a day, a week, or longer. It'll do you good... **plum point** ATTRACTIVE RATES FREE BOOKLET New Windsor, N.Y. FREE BOOKLET Newburgh 4270

Restaurants "ASK THOSE WHO EAT HERE" The Old Reliable **Greenstein's Dairy & Vegetarian RESTAURANT** We Serve a Full Course DeLuxe Dinner from 4 P.M. to 8 P.M.—55c We Bake on Premises Orders Delivered from 10 to 12 A.M. and 2 P.M. to 6 P.M. 332 Broadway (near Worth St.) WO. 2-9061 New York City

PAPPAS Restaurant and Cocktail Lounge WINES & LIQUORS SEAFOOD - STEAKS - CHOPS Over 25 yrs. in Greenwich Village 254 W. 14th St. WATKINS 9-9421 Catering to Civil Service Employees

MAMA RITZ KOSHER Dairy and Vegetarian Restaurant Serving Civil Service Employees for 23 Years De Luxe Dinner 5 to 8 P.M.—55c Orders Delivered to Your Office Between 10-12 A.M. and 2-6 P.M. 327 Broadway (Nr. Worth St.) New York City WORTH 2-8272

IMPORTANT: PLEASE READ THIS

The highest numbers certified on New York City eligible lists for permanent, temporary, and indefinite positions at various salary ranges appear below. Do not add these figures. The first column contains the name of the eligible list; the second column, the department to which the list was certified; the third column, the salaries of the positions to be filled. The fourth column shows whether the certification was to a permanent, temporary or indefinite position. The fifth column shows the highest number reached and the last column, the expiration date of the list. Readers should remember that certification does not necessarily mean appointment as many more names are always certified than there are vacancies.

The Civil Service Commission does not notify eligibles when they are certified. If your number is lower than the number reached on your list and you have not been notified yet, don't worry about it. The department to which you were certified will notify you when you are about to be reached for appointment.

Large table with columns: Title, Department, Salary, P.I.I., Latest, List Expires. Lists various job titles like Able-Bodied Seaman, Accountant, Clerk, etc., with corresponding departments and details.

Nite Life

Here are 1942 New Year's Eve prices. They are quoted on the basis of "per person" and include dining, dancing and favors: ASTOR HOTEL—Grand Ballroom... \$8.00—Grill... \$6.50. BAL TABARIN... \$5.00—BEACHCOMBER... \$5.00-\$7.50. BARBIZON-PLAZA—Les Charmettes... \$5.00—Cocktail Lounge, \$1.50 minimum. BILL BERTOLOTI... \$6.00—BELVEDERE HOTEL... \$5.50. BOSSERT HOTEL—61 Room... \$6.75—BUTLER'S TAP ROOM... \$3.50-\$5.00. CAFE SOCIETY—Downtown... \$1.00 to \$3.50; minimum and cover charge—Uptown... \$1.00 to \$3.00; minimum and cover charge. CARAVAN... \$3.00 minimum—CASTLEHOLM... \$7.50—CHA-TEAU MODERNE... Open house. CHIN LEE... \$5.00—CINDERELLA... \$3.00 minimum—CLUB FROLICS... \$3.00 minimum. COMMODORE HOTEL... \$9—COPACABANA... \$7.50-\$10-\$12.50. DIAMOND HORSESHOE... \$5.50, \$7.50, \$10.00, \$12.50—EDISON HOTEL GREEN ROOM... \$8.00—18 CLUE... \$3.00 cover charge. EL CHICO... \$6.50—ERNIE'S... \$3.00 minimum—FAMOUS DOOR... \$3.50 minimum—GOVERNOR CLINTON HOTEL... \$7.50. GREENWICH VILLAGE INN... \$5.00, \$6.50—HAVANA MADRID... \$6.50 to \$8.50—HURRICANE... \$5.00 and \$7.50. ICELAND RESTAURANT... \$4.00 and \$3.00—JIMMY KELLY'S... \$7.50—Rhumba Room, \$5.00—LA CONGA... \$6.50, \$7.50 and \$3.50. LA MARTINIQUE... \$10.00—Lounge... \$5.00—LE COQ ROUGE... \$10.00—LEON & EDDIES... \$8.50—LEXINGTON HOTEL—Hawaiian Room... \$7.50—LINCOLN HOTEL BLUE ROOM... \$7.50. McALPIN HOTEL... \$6.90—McGINNIS OF SHEEPSHEAD BAY... Open house—NEW YORKER HOTEL Terrace Room... \$10.60. OLD ROMANIAN RESTAURANT... \$7.00—PARK CENTRAL HOTEL Cocoonut Grove... \$6.00 to \$10.00—PENNSYLVANIA HOTEL... \$8.50—PIONEER CLUB... \$3.00 minimum—RAINBOW ROOM... \$15.00—GRILL... \$7.50—RAINBOW INN... \$6.00. RIVERSIDE PLAZA HOTEL... Open house—RUSSIAN KRETECHMA... \$7.50 and \$6.00—ST. MORITZ... \$8.00—ST. GEORGE HOTEL, Bermuda Terrace, \$6.00; Ballroom, \$4.50. SAVOY PLAZA HOTEL... \$8.50—STORK CLUB... \$10.00—SWING CLUB... \$2.50 minimum—TAFT HOTEL... \$6.00—TONY PASTOR'S... \$4.00—VILLAGE BARN... \$7.50—WIVEL... \$6 & \$7. In New Jersey—CHARLIE'S, Little Ferry, \$5.00—MELODY CLUB, Union City, \$6.00, \$7.00—TOP HAT, Union City, \$7.50 and \$5.00.

Advertising Guild Annual Ball The American Advertising Guild, Local 20, UOPWA, CIO, is holding its annual AD Arts Ball on New Year's Eve at Manhattan Center, 34th street and Eighth avenue. The ball, this year appropriately renamed the Fighting AD Arts Ball, will be an all-night burlesque on advertising. Kidding the ads in costume and parodies of well-known advertising slogans are the order of the evening.



LEADING SHOWS OF THE WEEK **MUSICAL** Featuring Henry Sylvern's Orchestra and Vocalists **Monday Through Saturday** 10:00 A.M.—Musicolorama 11:45 A.M.—Sing and Swing 1:45 P.M.—Winstrumentalists

SPORTS Don Dunphy, This Year's Discovery in Sportscasting. —Keeps Sports Fans Posted on Latest Events 4:00 P.M.—Monday Through Saturday—Sports News 4:30 P.M.—Thursday—Highlights of Sports 1:00 P.M.—Friday—Sports Personalities 1:15 P.M.—Saturday—Between Rounds

NEWS 9:45 A.M.—"Copydesk"—Monday Through Friday Maurice C. Dreicer and Senator Phelps Phelps, News Commentators 1:00 P.M.—Sunday—Waverley Root 8:15 A.M.—Tuesday, Wednesday and Thursday Civil Service Leader News

News Bulletins Broadcast Throught the Day as Received

1000 "On Your Dial"

Amusement Parade

By Joseph Burstin

Film of the Week

"H. M. PULHAM, ESQ.," M.G.M.'s film version of J. P. Marquand's best-selling novel, with Hedy Lamarr, Robert Young and Ruth Hussey in the starring roles, heads the holiday program at the Radio City Music Hall.

Directed by King Vidar, "H. M. Pulham, Esq." is the story of a young Bostonian who seeks to escape the mould of tradition in which he is cast, finds the one great love of his life, then is forced back to the conventions of his class. He marries the woman his family had chosen for him, then, at middle age, discovers he cannot recapture the romance of his lost youth.

Robert Young appears in the title role, a part which carries him from boyhood to a settled business man of middle age. Miss Lamarr, playing an American girl for the first time, appears as Marvin Myles, a straightforward advertising woman with whom young Pulham falls in love. Ruth Hussey takes the part of the girl Pulham marries, a conservative Boston aristocrat.

On the stage, a two-part Christmas spectacle composed of the Music Hall's celebrated annual production of the pageant of "The Nativity," and a festive stage show produced by Leon Leonidoff



JIMMY DURANTE

Who is teamed with Phil Silvers in the new Warner's slapstick comedy, "You're in the Army Now," opening Christmas Day at the New York Strand Theatre.

titled "Kris Kringle's Carnival" which features, in addition to a host of other performers, Van Leer's world-famed troupe of 22 blooded trained horses.

THIS WEEK'S OPENINGS

Stage Plays

TONIGHT - "Letters to Lu cerne." By Fritz Rotter and Allen Vincent, at the Plymouth Theatre. In the cast are Katharine Alexander, Phyllis Avery, Nancy Wiman and Mary Barthelme. Producer is Dwight Deere Wiman.

THURSDAY - "Banjo Eyes." A musical comedy by Joe Guilan and Izzy Ellison, at the Hollywood Theatre. Cast includes Eddie Cantor, Romo Vincent, Lionel Stander and Audrey Christie. Produced by Albert Lewis.

SATURDAY - "Clash By Night." By Clifford Odets, at the Belasco Theatre. In the cast are Tallulah Bankhead, Joseph Schildkraut, Lee J. Cobb and Katherine Locke. Producer, Billy Rose.

"ADVENTURES OF MARCO POLO." An entertainment for children by Saul Lancourt, at the New Yorker Theatre.

SUNDAY - "In Time to Come." By Howard Koch and John Huston, at the Mansfield Theatre. Cast includes Richard Gaines, Russell Collins, House Jameson and Nedda Harrigan. Producer, Otto L. Preminger.

Motion Pictures
Christmas Day
ROXY THEATRE - "Remember The Day." Starring Claudette Colbert.
N. Y. STRAND THEATRE - "You're in the Army Now." With Jimmy Durante and Phil Silvers.
LOEW'S CRITERIAN THEATRE - "Sundawn." With Gene Tierney, Bruce Cabot and George Sanders.

Stage Plays

Rehearsals of "All in Favor," the new comedy dealing with the more or less frenzied activities of a boy's club in Washington Heights, began yesterday under the direction of Elliott Nugent. The play, which was written by



NEDDA HARRIGAN

who will play Mrs. Wilson in "In Time to Come," the Otto L. Preminger production about Woodrow Wilson, opening at the Mansfield Theatre on December 28.

Lou Hoffman and Don Hartman, is being presented by Mr. Nugent in conjunction with Robert Montgomery, the motion picture star, and Jesse Duncan. It is scheduled to open in New York during week of Jan. 12. . . . Some months ago Gertrude Lawrence undertook the sale of souvenir books for "Lady in the Dark" at the Alvin Theatre. The proceeds of this sale went to support a Gertrude Lawrence canteen providing hot food for people aiding in the work at the British War Relief Headquarters. Last night, Miss Lawrence announced that hereafter the proceeds will be donated to the American Naval Relief Fund. . . . The Theatre Guild announces that Patterson Green's comedy, "Papa Is All," will open at the Guild Theatre on Tuesday evening, Jan. 6, as the third subscription production of the current season. . . . "Hope For a Harvest" now at the Guild with Fredric March and Florence Eldridge in the leading roles, will move to another theatre Jan. 5. Louis Soring has taken over the role of Mr. Appopolous in "My Sister Eileen," at the Biltmore Theatre.

Stage Plays

Max Gordon presents

JUNIOR MISS

A New Comedy by Jerome Chodorov and Joseph Fields—Based on the stories by Sally Benson Directed by Moss Hart

LYCEUM Theatre, 45 St. E. of Bway. CH. 4-4256 EVES., 8:40. MATS., DEC. 25, 26, 27, 29—JAN. 1 & 3

HERMAN YABLOKOFF'S 2 YIDDISH MUSICAL SMASH HITS
Special XMAS-NEW YEAR'S Mat. & Eve.—Fri. Eve., Sat. & Sun. Mat. & Ev.

SKULNIK in live Trilling's new musical Comedy Hit LIVE AND LAUGH Tues. 7:30-9:30 2nd. AVE. THEATRE 2nd Ave. & 2nd St. OR. 4-2448	Belle MYSELL Munt SEREBROFF Edmund ZAYENDA Miriam KRESSYN Max BOZHYK in Jos. Rumshinsky's new Romantic Operetta Success My White Flower Tues. 7:30-9:30 PUBLIC THEATRE 2nd Ave. & 4th St. GR. 5-1505
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Night Club

MAKE YOUR RESERVATION, CALL AL. 4-1414 FOR ANOTHER . . .

HAPPY NEW YEARS EVE PARTY

FUN! FROLIC! FAVORS! NOISEMAKERS! TWO ORCHESTRAS! FULL COURSE DINNER

Per Person **7.50** IN THE MIRROR ROOM

Lavish Revue
THE ORIGINAL
JIMMY KELLY'S
181 SULLIVAN ST.

Per Person **5.00** IN THE RUMBA ROOM

LEADER'S BEST PLACES TO DINE AND DANCE

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Anthony Trini Orchestra
PALMER'S ROYAL RANGERS
DIANE FONTAINE AND OTHERS
HOME OF THE HOBBY HORSE RACES
Join in the fun with Sq. Dances & Musical Chairs,
10 Star Acts. 3 Shows Nicely. Dinner from \$1.25
NEW YEAR'S RESERVATIONS NOW

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COLUMBUS AVE., at 83rd ST.
STEVE MURRAY—JUNE SAYRES
ADDED TIP, TAP and TOE
EDITH DELANEY—LOVELY MILRAY GIRLS
MAKE YOUR NEW YEAR RESERVATIONS NOW

CHATEAU MODERNE

Finest Luncheon, Special Cocktails
DINNERS — SUPPERS
ENTERTAINMENT—Gabriel Von Host.

CINDERELLA

NEW YEAR'S EVE, \$3.00 Min.
SMILING Jerry Baker Singing Star of WMCA
52 West 8rd St. (Greenwich Village)
No Cover—No Minimum. GRam. 3-5304
★ Glamorous Girl Revue. Bobby Sands Orch. Bill Casendes, M.C. - 3 Shows Nicely.

GREENWICH VILLAGE INN

FIVE SHERIDAN SQUARE
GREENWICH INN FOLLIES
GLAMOUR GIRLS—3 Shows Nicely
DINNER, \$1.50—No Cover—No Min.
BANQUET FACILITIES 2-6165

★ JOIN THE PARADE OF SATISFIED PATRONS ★
★ TO BROADWAY'S BIGGEST NITE CLUB ★

ICELAND RESTAURANT

DINNER \$1.09 INCLUDING DELICACIES
SMORGASBORD DESERT - COFFEE
SMASH HIT REVUE—2 ORCHESTRAS
3 SHOWS, 7:30 - 11:30 - 1:30 - DANCING
NO MINIMUM - NO COVER EVER
BEER ON DRAUGHT—LIQUORS POPULAR PRICED
UNEXCELLED BANQUET FACILITIES UP TO 1,000
B'way, 52nd - 53rd Sts. Circle 6-9210

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EXCELLENT FOOD, MUSIC NIGHTLY.
LARGE AND SMALL BANQUET ROOMS
AVAILABLE FOR CIVIL SERVICE SOCIALS
85th ST. and LEXINGTON AVE., N. Y.

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99-7th AVE. SOUTH
Chelsea 2-9044
★ NUT-SEY FAGAN—GLAMOR GALS
★ 3 SHOWS NICELY—DELICIOUS DINNER \$1.25
★ Our New Host - Bernard Bernardi

PASTOR'S

3RD ST. AT 6TH AVE.
★ THELMA NEVINS ★ ★
★ GEORGIE MANN - MURKY MALLORY
★ JANICE WALKER - PAT ROSSI
Dinner \$1.00. Wingy Carpenter's Or. GR. 3-8839

PIONEER

New Winter JAMBOREE
with CHUBBY SMITH and His Merry Makers
BILLY SAFFORD, M.C. SHOWS
191 WORTH ST. (Heart of Chinatown) WO. 2-8705

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W. 52d St. Frankie Meadows • Bobby Sargent, M.C.
35 W. 52 St. Mae Kennedy - Helen Darrel and All Glamour Girl Show - Dinner \$1.25—Continuous Entertainment, No Cover. No Minimum. Joe "Gardener" Scheibel. TELEPHONE ELDORADO 5-7951

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Famous for its food. DINNER FROM \$1. Lively 55-Minute Show Nightly at 7:30, 10:30, 12:30. Gypsy and Dance Orchestras. Continuous Music and Dancing from 6 P. M. to Closing. No Cover. No Min. L'ONGARRE 3-6115
New Year's Eve Reservation \$6.00—10 Course DeLuxe Supper Show

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Coney Island
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Coney Island ES. 2-7088
New Year's Eve \$2 Min. Per Person
JERRY BROWNE, M.C. and 3 Colorful Revues Nicely
Free Parking. No Cover. No Min.

CHARLIE'S

New Jersey
ALL-NITE CLUB
Morgan Sisters, Ruth Turner, Andrew Sisters, Big Girl Show, 2 Bands, Dancing til 6 a.m., Din. \$1. Never close

Movies

Movies

CLAUDETTE COLBERT "REMEMBER THE DAY"

with JOHN PAYNE A 20th Century Fox Picture

PLUS A BIG HOLIDAY STAGE SHOW BUY DEFENSE BONDS

ROXY

Seventh Ave. and 50th St.

SHOWPLACE OF THE NATION Radio City Music Hall ROCKEFELLER CENTER

J. P. Marquand's brilliant, best selling novel brought to thrilling life on the screen

"H. M. PULHAM, ESQ."

HEDY LAMARR ROBERT YOUNG RUTH HUSSEY

A Metro-Goldwyn-Mayer Picture

The Music Hall's Great Christmas Stage Show

The beloved pageant of "THE NATIVITY" and . . . "KRIS KRINGLE'S CARNIVAL," Leonidoff's spectacular new revue filled with highlights of music, gaiety and dance, featuring all the famous Music Hall Ensembles and many special performers. FIRST MEZZANINE Seats Reserved in Advance Phone Circle 6-4600

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In Person

WILL OSBORNE and His Orchestra

Plus!

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BING CROSBY - MARY MARTIN

Brian DUNLEAVY - Carolyn LEE

in

"BIRTH OF THE BLUES"

A Paramount Picture

IN PERSON

ORRIN TUCKER AND HIS ORCHESTRA

featuring

WEE BONNIE BAKER

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