

**Civil Service
LEADER**

**Important Story
for
Typists - Stenos**

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Vol. 2 No. 34

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BUREAU DE PUBLICATION

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RETURN TO ROOM 136

181 Police Promotions 200 Patrolman Appointments

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Death-Blow to City-Wide Promotions?

Court Decision Has Wide Effect on Civil Service Workers

The decision last week by the Court of Appeals holding that city-wide promotions are invalid has a vast effect on Civil Service employees. For the benefit of all persons in the city's service, The Leader has made a careful analysis of the decision. It follows below:

Considerable confusion has resulted from the announcement of the Municipal Civil Service Commission that its practice of certifying for promotions on a city-wide basis will be continued, despite the decision of the Court of Appeals last week in the Cornehl and Charavalle cases.

The Commission apparently contends that the facts in the Cornehl case were such as to enable it to apply the city-wide promotion plan in cases where there was no open competitive eligible list in existence and no departmental promotion list available either. In the Cornehl case the Commission had held an examination for accountant. There was no departmental promotion list for the Welfare Department for that position. The Commission therefore certified the city-wide promotion list for accountant, ignoring the competitive list for the same position.

The reasoning of the Commission would seem to be rational as to its application of the Cornehl decision except for the fact that in the Charavalle case which the Court of Appeals decided the same day there was no competitive list that stood in the way of the city-wide promotion list. The inference would seem to be warranted that the Court of Appeals intended to hold that city-wide promotion lists were not authorized by the Civil Service law.

However, the opinion of Justice Callahan in the Appellate Division in the Cornehl case made it clear that an open-competitive list may not be used when it was practicable to fill the position by promotion. He made it clear also that whether or not there were employees in the lower grade available for departmental promotion was not the criterion upon which city-wide promotion lists may be used. The opinion expressly holds that city-wide promotion lists are taboo and unauthorized by law.

Status of Appointees

What then is the status of persons already appointed from city-wide promotion lists before the Appellate Division decided the

case? What about promotions made after the decision? The Appellate Division opinion indicated that those who had already been promoted from city-wide lists before its decision in the Cornehl case was handed down could continue to hold their new positions. Apparently those promoted from city-wide lists after the decision are in a less fortunate position, perhaps, but it is expected that they will be permitted to hold their promotion places except where the litigation involved the specific positions.

What will be the effect of the Commission's certification for promotions on a city-wide basis from now on? The status of those hereafter promoted from city-wide lists may be subject to legal attack, it is feared.

Mixed Feelings About It

The decision of the Court of Appeals was received by employees with mixed feeling. Those in the larger departments appeared to be pleased. Others in the smaller agencies where blind alleys exist are not happy about it. They see their hopes for promotion through city-wide lists dashed.

The Civil Service Commission is

trying to find some way of meeting the issue of city-wide promotions within the scope of the law. It plans to seek a re-argument of the Cornehl case by the Court of Appeals. If the Court does not modify its stand on city-wide promotions, the Commission may adopt the plan of giving employees already in the service greater experience credit for positions in the "promotion areas" and thus give a decided advantage to employees in the service as contrasted to outsiders even though the examination may be an open competitive one. The effect of this practice would be virtually similar in result to city-wide promotions ahead of original entrance appointments. Departmental promotion examinations will, of course, not be affected by this plan.

It is expected that the Commission will seek legislation authorizing city-wide promotions if the Court of Appeals does not change its decision after re-argument of the Cornehl case. A bill to accomplish that very result in anticipation of the Court decision was introduced in the last few days of the legislative session but failed of passage.

No Double Standard

The Municipal Civil Service Commission cannot use a double-standard in determining whether a candidate passes one of its examinations, the Court of Appeals ruled last week in the case of Borodkin vs. Kern.

In the exam for Supervisor of Park Operations, the Commission at first said that the pass mark would be 75 per cent; but on the day of the written part, candidates were told that the pass mark would be that of the 30th ranking competitor.

The petitioner, Morris Borodkin, who was represented by Albert B. Breslow of 270 Broadway, received 77.4 percent on the exam, but was failed because he was not among the top 30. He sued to win a place on the eligible list and won in the lower courts and has now been upheld by the highest tribunal in the State. The Court ordered the Commission to administer other parts of the test to Borodkin.

Lecture Course On Accounting

The first of 18 lectures on "Application of Accountings and Auditing Procedure to Municipal Problems" was held Monday, May 5 in the annex of the Manhattan High School of Women's Garment Trades, 15th street and 2nd avenue, Manhattan.

The training course, open to senior bookkeepers, accountants, and junior accountants, is sponsored by Joseph D. McGoldrick, comptroller of New York City. Joseph M. Cunningham, first deputy comptroller, is chairman of the course.

En Masse, They Donate Blood

A group of Sanitation eligibles will donate their blood to the American Red Cross, en masse, Saturday, May 10 at 4 p. m. at the Presbyterian Hospital, 167th street and Broadway. Some eligibles have already given their blood and others will contribute on different dates. Approximately forty eligibles have volunteered to donate, according to officials of the Blood Bank of the American Red Cross.

The blood will be processed and the plasma extracted and placed in containers at 150 degrees below zero. The blood will be used for the Army and Navy exclusively. Both the Army and the Navy have requested the American Red Cross to collect 100,000 pints of blood. If eligibles, civil service employees, or any one else would like to contribute, they can do so by getting in touch with Miss Julius at the American Red Cross, 315 Lexington avenue.

The Sanitation Eligibles baseball team is holding outdoor practice. Games will be scheduled in the near future. The eligibles expect to produce a team of "supermen" which will be able to beat the highly-publicized Department of Sanitation team.

SANITATION WORKERS

The LEADER stories about labor conditions in the Sanitation Department have been temporarily suspended. Official agencies are investigating the conditions already described in these columns, and the LEADER will not impair such investigation by "tipping off" those involved. The LEADER promises its readers a full report shortly, including revelations that may startle the city. We welcome further information from Sanitation employees. As in the past, everything will be treated in strictest confidence.

(Housing and Buildings). Junior Civil Service Examiner (Civil Service Commission). Junior Civil Service Examiner (Engineering), Civil Service Commission. Power Maintainer, IND Division, N.Y.C. Transit System. Road Car Inspector, IND Division, N.Y.C. Transit System. Tailer (City-Wide). Ventilation and Drainage Maintainer, IND. Labor Class Change of Title to Plumbers' Helper (Parks). Laborer (Open only to residents of Orange County).

3,055 City Provisionals

At last week's end there were 3,055 provisional employees in the city service, excluding the Department of Welfare, a survey by the Municipal Civil Service Commission shows. Of the total, 1,967 were in competitive class position and 1,088 in labor class.

During the week 179 provisional appointments were made to vacancies for which lists are not in existence.

There are 663 provisionals in the Department of Welfare.

Transit Board Appointments

Eligibles, Salaries, "Appropriate" Jobs Will See Changes

By BURNETT MURPHEY

A number of new policies regarding appointments to the Board of Transportation were adopted this week by the Municipal Civil Service Commission to overcome problems which have arisen in the past.

Henceforth the Commission will prepare copies of eligible lists for the Board's use, so that the latter can keep an accurate check of how many appointments have

been made, the number of names remaining on the list, etc. Periodically, the Commission will advise the Board on changes of address of eligibles and other actions affecting the persons on the lists.

Eligibles accepting appropriate jobs from eligible lists will not be offered appointment later to the position for which the original exam was given, except in cases where the job pays \$2,120 or more a year above the incumbent's salary.

May Be Stricken From List

Eligibles who indicate they will accept a job at the time of certification and then refuse it when the appointment is actually offered will be stricken from the list for 90 days, according to another policy adopted this week.

During the 90-day period no certificates at all will be made of those eligibles who have first accepted, then refused jobs.

On another matter the Commission agreed to reconsider, after disposition is made of the current certification, whether it will again certify the list for fireman

as appropriate for laborer, car cleaner or porter.

Salary Problem

Meantime, the Commission and the Board have agreed on a method of handling the problem created by the wide range of salaries paid, in some cases, for the same type of work. Thus, the range among the IRT, BMT, and IND Divisions for railroad clerk is from \$49 to \$72 an hour. Rather than recertify an employee who is appointed at a lower salary to a higher one when a vacancy occurs, the two agencies have agreed to promote the worker to the better paying job. For example, if an eligible is certified to the BMT at \$50 an hour and a vacancy occurs at \$60 an hour on the IRT, he will be given the higher paying job automatically.

A thoroughgoing analysis of the salary ranges on the three lines is now being made by the Board with a view to bringing about a readjustment. An official of the Board told The LEADER this week that some action and the adjustments could be expected "shortly."

47 Examinations Ordered By N. Y. City Commission

A series of 47 new examinations—23 competitive, 22 promotion, and two labor class—have been ordered by the Municipal Civil Service Commission. Dates for the receipt of applications have not been set for these tests but, as soon as they are, full official requirements will appear in The LEADER.

The complete listing of tests ordered by the Commission follows:

Competitive

- Administrator for the Department of Education, Bureau of Plant Operation and Maintenance.
- Assistant Director of Public Assistance (Care of Homeless and Transients).
- Barber.
- Car Maintainer—Group E, NYC Transit System.
- Chemist.
- Chief Air Traffic Control Operator.
- Chief Dental Supervisor.
- Civil Service Examiner (Civil Engineering).
- Director of Air Traffic Control and Airport.
- Director of Cancer.
- Inspector of Housing, Grade 2.
- Junior Actuary.
- Junior Civil Service Examiner (Civil Engineering).
- Junior Engineer (Civil), Grade 3.
- Junior Engineer (Electrical), Grade 3.
- Junior Epidemiologist.
- Mechanical Draftsman (Electrical), Grade 3.

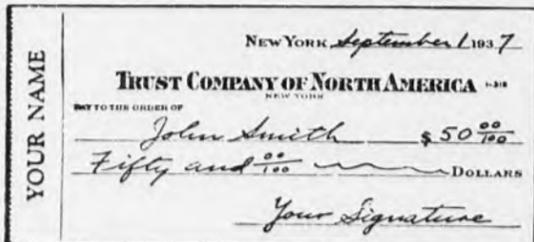
Promotion

- Air Brake Maintainer, IND Division, N.Y.C. Transit System.
- Assistant Resident Buildings Superintendent (Housing), Grade 2 (Housing Authority).
- Assistant Superintendent of Telegraph (Police).
- Borough Superintendent of Buildings (Department of Housing and Buildings).
- Car Maintainer—Group E, IND Division, N.Y.C. Transit System.
- Chemist (City-Wide).
- Chief, Fire Department.
- Chief Towerman, IND Division, N.Y.C. Transit System.
- Electrical Draftsman, N.Y.C. Tunnel Authority.
- Foreman of Bridge Painters, Office of the President, Borough of Manhattan.
- Foreman of Porters (Department of Public Works).
- Foreman (Turnstiles), IND Division, N.Y.C. Transit System.
- General Foreman (City-Wide).
- Inspector of Boilers, Grade 3 (Housing and Buildings).
- Inspector of Dock and Pier Construction, Grade 3 (Docks).
- Inspector of Housing, Grade 3

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Applications Ready Now for Fireman Exam

Written Test of Intelligence; Physical Test of Strength, Agility, Endurance

Filing opens today, Tuesday, May 6, for the new competitive test for Fireman. Approval of the announcement of the test was given suddenly by Mayor LaGuardia late last week after he had held up the exam for a number of weeks.

Exclusive information about the Fireman test has appeared in many previous issues of The LEADER, including a description of the events to be given on the physical exam, samples of previous fireman questions, the method of grading the new exam, and other information. The statement in another paper last Friday that filing had already opened on the test was erroneous. The first day of filing is Tuesday, May 6.

In this issue The LEADER publishes for the first time the complete official requirements for firemen candidates.

The announcement of these requirements by the Commission follows:

The eligible list may be certified for appropriate positions. The present list for Fireman will expire on December 15, 1941.

Salary:

Entrance salary \$2,000 with statutory increases to \$3,000—the 4th year. Appointments are usually made at the minimum salary of the grade. However, during the probationary period candidates for the position of Fireman may be compensated at the rate of \$1,200 per annum.

Vacancies:

Approximately 360 at the present time.

Age Limits:

Candidates must be 21 years of age on date of appointment. No application will be accepted from any person who has passed his 29th birthday on the date of filing his application.

Requirements:

Applicants must not be less than 5 feet 7 inches in height and must

approximate normal weight for height. Required vision—20/20 for each eye, separately, without glasses. Proof of good character will be an absolute prerequisite to appointment, in accordance with the provisions of the administrative code. Persons convicted of a felony are not eligible for pensions in the Fire Department. Any wilful material misstatement made will be cause for disqualification.

Subjects and Weights:

Written test, 50; physical test, 50. The written test will be held first and will be designed to reveal the aptitude, intelligence, initiative, reasoning ability, common sense and judgment of the candidates. The pass mark in the written test will be the score of the candidate who ranks 5,000 and the pass mark on the entire examination will be the score of the candidate who ranks 2,500 in final standing on the list. Credit for specialized training not to exceed 4% on the final grade will be awarded after all candidates have completed the test, for training at the college level in relative fields which will include among others, engineering, physics, chemistry or specialized training in methods of fire fighting and administration, and, on a uniform scale, for disciplined formal athletic training, such as participation in organized college or professional athletics. Such credit, not to exceed 4% in any case, will be awarded only to those candidates who have been successful in open competition in securing a place on the final list.

Medical and Physical

Requirements

Medical and physical requirements as posted on the Commission's bulletin board must be met. The competitive physical test will mark a departure from the physical tests heretofore given by the Commission for this position. It will be designed to determine competitively the strength, agility, stamina, coordination and endurance of candidates by tests which will be conducted chiefly outdoors or in an adequate indoor space. 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, hernia, paralysis and defective hearing. Persons must be free from such personal or physical abnormalities or deformities as to speech and appearance as would render their admission to the service undesirable. Candidates are warned to have teeth in perfect condition at the time of medical examination. Defective teeth are cause for rejection. Examination by a qualified dentist is a wise precaution in advance of this examination. Candidates rejected medically will receive only two opportunities for re-examination thereafter. All remediable defects must be cleared not later than six months from the date of the publication of the list. Medical examination may be required prior to the physical test and the Commission reserves the right to exclude from the physical examination any candidate who is deemed medically unfit. Candidates must appear for the physical test in good physical condition and will take the same at their own risk of injury, although the Commission will make every effort to safeguard them. Auto driver's license may be required at time of certification. Fee: \$1.

Applications:

Issued and received from 9 A.M. May 6 to 4 P.M. May 26. Applications mailed and postmarked up to and including 12 midnight on the last day for receipt of applications will be accepted by the Commission.

Test in June

Paul J. Kern, president of the Commission, told The LEADER this week that the written test for fireman would be held in June and that the physical events would get underway late in July or early in August. He added that the complete eligible list would be ready shortly after the present one expires on December 15.

Additional Important Information for fireman candidates will appear in The Leader next week.



The "Ladder Climb" will probably be part of the agility test in the coming Fireman exam. The candidate must scale the ladder without letting his feet touch the rungs—and he must do it in a matter of split seconds. Even the strongest men may slow down on this unless they train the proper muscles.

College Clerk Oral Tests

They'll Continue Through May

Oral exams for college clerk candidates began last week and will continue daily in groups of thirty through May, and probably until the end of the year. It isn't often that the Municipal Civil Service Commission gives oral tests for clerical jobs, but inasmuch as college clerks come into contact with students, and appearance and personality factors are considered important, they are being tested on these attributes.

40 Vacancies

There are about 40 vacancies for college clerks. The first appointments from the list of 1,083 names will probably be made by the end of the month.

Practical tests in stenography and typing will be given on May 17 for those eligibles who elect to take them. Others not qualifying in stenography and typing will be certified only for general clerical positions and not those as secretary.

While there are only 40 vacancies at the present time, a fairly large number of others are expected during the life of the list. Also, the Commission may use the list for appropriate jobs and make appointments from it to the general title of clerk, grade 2, when the present register for this position is exhausted.

An official of the Commission called the list "a very high class one" this week, indicating that it would be used as much as possible.

College Clerk Eligibles To Form Association

Eligibles on the new list for college clerk who wish to form an organization should write to Box W. S., Civil Service Leader, 97 Duane street, New York City. As soon as enough replies are received an organizational meeting will be called.

Explains Subway Retirement System

Pension Head Calls New York's System Most Liberal

Transit workers under unification receive more liberal pension benefits than they were able to obtain as employees of privately operated railroads, Ralph L. Van Name, secretary of the New York City Retirement System, declared in a radio address last week.

Van Name appeared over WNYC

on a program sponsored by the Municipal Civil Service Commission. He said subway workers may retire 10 years earlier than under systems previously available if they join the city pension system. In addition, he declared, their retirement allowance is as much as two-thirds greater.

As employees of the city, said Van Name, transit workers are privileged to become members of

the retirement system and this offers insurance and pension protection in case of old age, disability or death.

How It Works

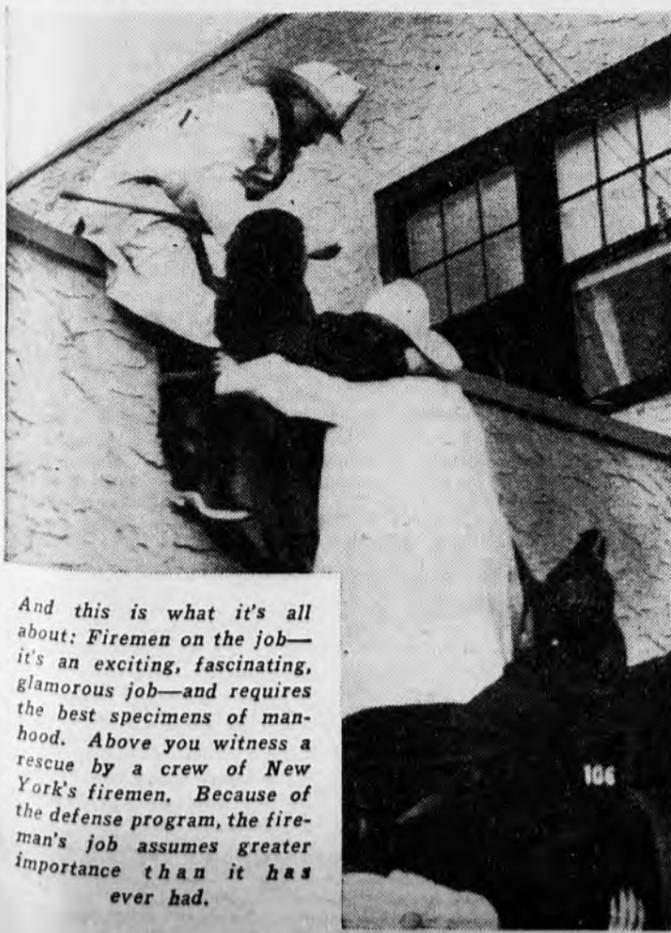
In explaining the way the system works, Van Name continued:

"You may retire as soon as you reach either the age of 55 or 60, depending upon what you elect as your retirement age at the time you join. Upon retirement, you will receive monthly payments. The cost of one-half of these benefits is contributed by you in the course of your employment and the remainder is paid for by the city. To receive these payments, you do not have to prove disability or financial dependency.

"If you retire at 55 and have had 30 years of service or retire at 60 and have had 35 years of service you will receive about one half of your 'average salary'. This 'average salary' is based upon the five best consecutive years since you became a member. Thus, under the Retirement System you may retire 10 years earlier than under the Railroad Fund or Social Security. In addition the retirement allowance is as much as two-thirds greater for each year.

"After 10 years of membership, if examination by the Medical Board of the Retirement System shows you to be sufficiently disabled, you will be entitled to a retirement allowance. The amount of such allowance will be in proportion to your years of service, salary and age and will be paid to you for life or until you are able to assume profitable employment.

"If you are disabled as a result of an accidental injury received in the performance of duty through no fault on your part, you are entitled to a pension of three-fourths of your pay, paid for entirely by the city. The total of all payments you made still remain to your credit. You have a right to this benefit if on disability from ac-



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cident any time during your membership and at any age.

"After membership of 10 years or less, your estate or beneficiary will be paid upon your death the total of all your payments with compound interest at 4% plus a cash sum equal to a year of your salary, paid for entirely by the city.

"If death occurs in the performance of duty, the city will pay your widow, or your children who are under 18, or your dependent father or mother an annual pension of one half of your final salary. This is paid for entirely by the city. In addition, the total of all the payments you made, plus compound interest at 4%, will be paid to your estate or beneficiary.

When Leaving Service

"If you leave the service, you may collect the entire amount of your payments with compound interest at 4% regardless of length of service.

"If there is a lay-off or reduction of force and you are dropped from service without fault or delinquency on your part, you are entitled to a retirement allowance based on your length of service, average salary and age as soon as your name appears on a civil service preferred eligible list.

"After three years of member-

ship, you may be entitled to borrow as much as 40% of your total payments.

"The New York City Employees Retirement System is admittedly one of the more liberal pension systems in existence and in financial soundness bows to none. It offers you an excellent means of building up a life income and offers you and your family protection against death and disability. Delay in joining may mean possible hardship in the future. The law states that you must join within six months after the Civil Service Commission has classified you in the competitive class. However, you may join any time prior to that date. It is suggested that you join immediately and begin to earn additional service credit and protect yourself and your dependents."

Additional details of the pension system and how it affects subway workers will be broadcast by Mr. Van Name on a similar program Tuesday, May 5.

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By CHARLES SULLIVAN

Stenos Are Doing Clerk Work

Question: How Will New Card Punch List Be Used?

WASHINGTON.—The U. S. Civil Service Commission will soon announce new tests for female stenographers and typists and punch card operators, but what some personnel officials in Washington can't understand is the fact that the Commission often certifies expert stenographers,

typists, and punch card operators to them to do plain, everyday filing and clerk jobs.

It just doesn't make sense—particularly when complaints are heard daily in federal departments that they are unable to get good stenographers, typists and punch card operators—and yet these skilled workers have been assigned by the hundreds to unskilled jobs.

The commission, up until several years ago, held junior clerk and file clerk exams to recruit untrained persons to do straight clerical work. The depression

came, thousands looked to the government for work and tens of thousands applied for the clerk exams that didn't require specific knowledge. The Commission abolished the tests and since then it has been certifying junior professional assistants, accountants, investigators and anyone else who would take them to ordinary clerks' jobs.

Labor is getting scarce in Washington and some officials here believe it'll be only a matter of time until the commission reverses its present policy of certifying high grade personnel to low-grade jobs.

A Digest of News for Investigator Eligibles

Active on many fronts, the general investigator eligibles have apparently several concrete results in the round of "bargaining" with the U. S. Civil Service Commission. The General Investigator Eligibles Association, as a result of its various activities, hopes to include in its membership a majority of the 60,000 persons on the investigator lists. This would make it far and away the largest organization of its kind in the country.

Among the actions taken by the eligibles, and the results, are these:

"Irregular" Procedure

They have contended that because "irregular" procedure resulted in certain immigration patrol eligibles being appointed to the border patrol while others have been discarded regardless of original standing, the lists affected should receive preferential consideration for other appropriate positions. In answer to this contention, the Commission has replied that its action was not prejudicial, and cited Civil Service law allowing it to use "selective certifications"—that is, to pick and choose eligibles who have certain distinct qualifications for jobs not originally anticipated. The Commission admitted that unusual features existed, including "material alteration in the duties of the positions involved." In answer to this, the eligibles claim that the rule cited was improperly applied, and the action is prejudicial to the eligibles.

"We point out," says Louis A. Sigaud of the eligibles, "that when there is material alteration of requirements after 250,000 candidates take a written test; it is not wise for the Commission as a matter of fundamental social morality to remain indifferent to regrettable consequences resulting from 'unusual' but 'proper' acts."

Commission's Viewpoint

The Commission stated originally that since nearly all the original border patrol vacancies were filled from the immigration patrol register, the eligibles "as a group" received in full the appointments contemplated. The eligibles, however, claim that the appointments weren't made in the order of ratings and thus the merit system suffers. The Commission calls this a strained interpretation of language. And there it stands at this point.

The Investigator Eligibles Association states that there is no indication of its eligibles being used for clerical or office positions as promised by the Commission.

The Association in a recent letter to the Commission asked that it be kept informed of the exact date when each list expires. The letter inquires whether the Commission has made any decision as to the extension of lists. The Association is planning a campaign to make sure that the lists are extended.

The LEADER will keep eligibles fully informed of all news of interest to investigator eligibles.

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Important A Tip to Typists, Stenos And Card Punchers (Exclusive)

Interested in working for the United States government? Watch for the biggest typist-stenographer exam in many years. It will be announced any day now—probably early this month, within a week or two. The interesting thing about this proposed test is that it will remain continuously open—you'll be able to apply whenever you think your ready! Such an exam is now available for men. Those who have filed for the New York steno-typist exam which closed last week will be able to file again for the federal exam without in any way prejudicing their positions so far as the New York district exam is concerned.

At the same time—probably within the next two weeks—keep your eyes open for a new card punch exam. In previous issues, The Leader has given the requirements of the previous exam. It is entirely possible (but don't bank on it absolutely) that the requirements will be easier.

The typist-steno exam for which filing closed last week called for no written test; only a practical one. The Leader cannot at this point say whether the forthcoming federal typist-stenographer exam will have the same requirements. The probability is they won't vary greatly.

Together, this group of forthcoming exams represents a real opportunity to clerical workers. Begin preparing now!

Here's an indication of the fight to get and keep card-punch operators on the job in Washington: The Civil Service Commission decided that card punch jobs should pay \$1,260. The Census Bureau hired more than 4,500 operators and paid them \$1,260 salaries.

The War Department needed punchers so it upped the ante to \$1,440 and offered punchers probational indefinite status which will lead to permanent Civil Service status after six months, something the Census temporary workers can't get. Census workers started to resign.

Now the Census Bureau will meet the competition. On May 16 it'll raise the base pay of punchers to \$1,440, but under its "bonus" system the punchers who perform better-than-average work will be permitted to earn up to \$1,620. Meantime, 175 punchers who have sorry production records will be fired soon.

U. S. Department Provides For Dismissed Employees

A bulletin recently issued to employees in the Department of Commerce is of broad interest to all federal workers. And while the policies are only those of the Department of Commerce, they reflect fairly accurately the present personnel practices of most U. S. departments. The bulletin deals with the problems of employees who lose their jobs. The main provisions follow:

1. Whenever any bureau of the Department is reducing forces due to completion of work or depletion of funds, the employees that are released shall be informed of all possible agencies where application may be made for subsequent employment, and be endorsed in accordance with their efficiency ratings for employment for which they are eligible. It is not expected, however, that either the Bureau or the Department shall maintain a re-employment office.
2. No employee shall lose his job because of reduction in force as long as vacancies exist within the agency to which such employees may be transferred.
3. Preference in Rehiring
4. If during the period of reduction of the force there should

arise an opportunity for additional employees, preference in rehiring shall be given to those who have been separated if such persons are known to be available and qualified.

4. In establishing separation ratings the determination shall be based primarily upon the records of the six months immediately prior to the date of dismissal.
5. Race, sex, or religious beliefs shall not be determining factors.
6. Separation ratings shall so far as practicable be based upon objective records of production where such records are available, but in no instance is it expected that the ratings shall be solely determined by such records. Such records shall be supplemented by and, where desirable, replaced by factors arrived at by immediate supervisors of employees in consultation with employees affected.
7. Separation ratings shall be made known to the employees affected immediately after they are determined and an opportunity given to such employees to discuss the ratings with their supervisor and/or the reviewing officer.
8. Any employee who, on his own initiative or through proper representation, has appealed his separation rating in advance of the receipt of dismissal notice,

Up in the Air
 The new State Department of Commerce, established May 1 with Dr. Martin P. Catherwood as commissioner, is still somewhat up in the air on the matter of its staff. The bill creating the department provided that all Civil Service employees of the State Planning Division be taken into new division, and employees from the Bureau of State Publicity are expected to be continued on the job as well.

Jitters
 Employees in many federal agencies have the jitters. They are fearful the agencies in which they are employed will be ordered to move out of the city. The Budget Bureau is studying a decentralization plan of Washington but so far no conclusions have been made. It's generally conceded that something must be done soon to make room in Washington for defense agencies.

Ramspeck Act May Not Be Extended to Field
 Extension of the classification act to federal field jobs is apparently in the distant future. The Ramspeck Act provided for extension of the uniform pay scale act which would raise the salaries of thousands of federal employees in field jobs. House and Senate debate on the Ramspeck bill brought out figures it would cost the Government around \$10,000,000 annually to raise field salaries in line with the classification act. However, a study, still uncompleted, since passage of the bill indicates that it would cost nearer \$40,000,000 a year to extend the act.

shall be entitled to be put upon furlough (leave of absence without pay) instead of being separated until his case is determined.

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CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

Hospital Attendant Test Opens; Advice to Eligibles

Application Blanks Ready Thursday; Test Scheduled for June 21

Beginning on Thursday of this week and continuing until Tuesday, June 3, application blanks for the new Hospital Attendant test will be available at the New York City offices of the State Civil Service Commission, 80 Centre street, and at the Albany office in the State Office Building. The test itself is scheduled for Saturday morning, June 21.

As exclusively reported in recent issues of The LEADER, the same simple requirements of the 1940 tests still hold. That is, men

and women between eighteen and forty-five are eligible without needing to meet formal training or experience qualifications of any kind. Complete requirements appear on page 10.

It is likely that the 100 offices of the State Employment Service will also handle applications, as well as the twenty-six State hospitals. Mail applications will be sent if six cents and a self-addressed envelope are forwarded to the Examinations Division, State Department of Civil Ser-

vice, Albany. A filing fee of fifty cents is charged.

See editorial, "The Attendant Test," on page 6.

Short-Answer Type

The test will again be the short-answer type, containing 100 true-and-false and multiple-choice questions on the duties of the Hospital Attendant. Of the 16,250 who took the previous exam, nearly 15,000 got seventy-five per cent or better.

The present Hospital Attendant list, established January 1 but already exhausted for certain institutions, must by law stay in existence for at least one year, or until Dec. 31, 1941. Because of the difficulty of finding persons

willing to take the Attendant job, it is likely that the present list will be continued well beyond that date although there's nothing definite on it yet. The legal limit of a list is four years.

The Civil Service Commission will meanwhile extend every effort to mark the June 21st papers and get the list out as quickly as possible. Already the Commission is going outside of individual zones to canvass eligibles for appointment in certain institutions, notably Wassala State School. Provisional appointments will have to be made if no acceptances are found.

Advice to Eligibles

Here is the best available advice

at this writing on what eligibles on the present list should do:

If you are low on the list and will accept appointment in only one or two institutions, take the new exam, as the present list may be abolished before you are called.

If you have expressed willingness to work in a number of hospitals, there is no need for you to take the new test, as the present list will be used before the new one.

Candidates for the new test as well as eligibles on the present list with any question should address Question, Please? CIVIL SERVICE LEADER, 97 Duane Street, New York City.

Grading on Unemployment Referee Test Continues

While the courts ponder over the fairness of the recent Unemployment Insurance Referee test, officials of the State Civil Service Commission continue to mark the 2,500-odd papers submitted last November 16. It is known now that without using an adjusted marking scale, the Commission confidently expects a list of at least 500 eligibles to be established.

Immediately following the test, a number of candidates protested vigorously in communications to The LEADER and the Commission. Examiners took a sampling of the papers with the thought in mind that an adjusted scale be used. However, the large number of passing candidates predicted by the sampling has changed their minds.

Final briefs in the Firshein v. Reavy case, which seeks to throw

out the test on the grounds that it was unfair, inappropriate, etc., were filed last week.

Other DPUI Lists.

Other news on pending DPUI lists:

Payroll Examiner and promotion to Senior Payroll Examiner are both finished, but still being held up for minor details. They're expected any day now.

The final batch of experience interviews for Employment Counsellor will be held in New York City next week. The list probably won't be out until the first of July.

Experience is being rated on Junior Economist, but it's too early to predict when the list will be out.

The promotion to Principal Clerk should be established by June 1.

500 Will Be Added to Tax Department

Five hundred additional employees will join the payroll of the State Department of Taxation and Finance within coming months to put into effect the automobile insurance law signed this week by Governor Lehman. Although the personnel set-up is still the subject of conferences among tax officials, it is known that referees will have to be hired, along with clerks and stenographers and probably others. The LEADER will publish complete data on the lists to be used as soon as such information is available.

The new measure, known as the Page-Anderson financial responsibility bill, requires compulsory insurance for all motorists involved in accidents where the property damage or personal injury amounts to at least \$25. Estimates have it that some 500,000 reports will have to be sorted to find those meeting this minimum. For the work, \$250,000 will be made available July 1.

10 to Lose Jobs

On the other side of the ledger, the department will be forced to drop ten tax examiners at the end of June because of the Legislature's refusal to continue the emergency tax. The most recently appointed Examiners will be laid off even though they may be working in other divisions of the department.

With the beginning of the racing season and the second year of pari-mutuels, a few temporary Tax Examiners will probably be taken on. However, the bulk of the work is to be done by five men in this title who perform other duties during the winter season.

Many State Lists Expected During Coming Weeks

You won't find any State eligible lists in this issue of The LEADER because the State Civil Service Commission didn't establish any during the past week. During the next week or two, though, the Commission is expected to set up a whole flock of new lists. Among them:

Open competitive lists for Supervisor Toll Collector, Westchester County; Senior Laboratory Technician; Executive Officer, ABC Board, Ulster County; Psychiatric Museum Curator, New York Psychiatric Institute; X-Ray Technician, Oneida County; Junior Aquatic Biologist, Conservation Department.

Promotion lists for Junior Compensation Claims Auditor; Senior Insurance Examiner; Junior Compensation Claims Investigator; Principal Hearing Stenographer.

State Trooper List

The State Trooper list is now expected by the first of June. The old list automatically went out of existence on April 23, one year after establishment. The Division of State Police is speedily making its investigations of candidates who passed the written and physical parts of the test. Candidates who passed the written and were drafted before they could take the medical will be examined physically following their discharge from the army.

Prison Guard physicals are now starting their second week. Examiners are in New York City until Saturday. The physicals are being administered down to about number 700 among New York City eligibles, and down to about number 1,000 upstate. All who took the

exam—those who receive passing marks as well as failures—will be notified upon establishment of the list, now expected by June 1.

FIREMAN

Applications now being received. Mental examination expected in July or August. A careful reading of the official notice will convince any young man that, regardless of education, he cannot hope to pass sufficiently high to be within the first 5,000 unless he has had specialized training. Moreover, the physical test is expected to be the most difficult ever held for Fireman, and inasmuch as a person must rate within the first \$2,500 only those who are skillfully trained can hope for success.

While the medical examination is held last, it is useless for anyone to begin preparation until he ascertains his medical fitness. A physician is in attendance at our main building day and evening, who will examine any applicant without charge and advise him as to his chances of qualifying. Mental classes are meeting three days and physical classes two days weekly at hours to suit the convenience of the student.

We advise anyone between 18 and 29 who is interested in taking this test to call and be examined without charge by our physician and if he so desires, he may attend a mental class or observe a physical one in session.

PATROLMAN

Many young men are interested in taking the examination for Patrolman and our suggestion is that they also compete in the Fireman test, thereby doubling their chances. For instance, a youth of twenty-one may take the Fireman examination and attain a position of 300 on the list, whereas in the Patrolman test, he may be 2,000, with the result that he will be appointed much earlier in the Fire Department and when reached on the Patrolman list, the time that he has served in the Fire Department will be credited as Patrolman Service.

Office Appliance Operator

These attractive positions offer an entrance salary of \$1,200 with automatic increases of \$120 a year. However, regardless of a person's ability to operate alphabetic key punch or bookkeeping machines, there will not be an opportunity to display this skill unless the applicant passes a qualifying written test.

We offer to those who meet the experience or educational requirement, a course in preparation for this mental test. Classes form Wednesday, May 7 at 8:30 P.M., Wednesday and Friday thereafter at same hour.

Examinations Expected in Near Future

- MOTOR VEHICLE LICENSE EXAMINER: Class forms Tues., May 6, 8:30 P.M.
- MOTOR VEHICLE INSPECTOR (BUS): Class forms Tues., May 6, 8:30 P.M.
- CARD-PUNCH OPERATORS: Prepare for Next Exams and Openings in Commercial Field.
- STATIONARY ENGINEER'S LICENSE: Class now forming.
- FINGERPRINT TECHNICIAN: Class Forms Tuesday, May 6, at 8 P.M.
- JR. ACCOUNTANT (Prom.): Class meets Tues., 6:15 and 8 P.M., and Thurs., 6:15 P.M.
- POST OFFICE CLERK-CARRIER; RAILWAY POSTAL CLERK

EXAMS FOR WHICH APPLICATIONS HAVE CLOSED

- ASST. SUPERVISOR, GR. 2: Wed. and Fri., at 7:30 P.M.
- BOOKKEEPER, GR. 1: Tues., Thurs. and Fri., at 6:15 P.M.
- CITY ELECTRICIAN: Wednesday, at 8:30 P.M.
- Asst. FOREMAN (Sanitation) Class meets Thurs., 1 p.m. & 3 p.m. Lecture repeated Fri., 8 p.m.

JR. STENO—JR. TYPIST (FEDERAL)

Applications now closed. Classes for Stenography and Typing meet TUESDAY and FRIDAY at 6:30 P.M. at our Secretarial Branch, 120 West 42d Street, N. Y. C., and at JAMAICA BRANCH, 90-14 Sutphin Blvd., MONDAY and THURSDAY at 7 P.M.

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Governor Signs Important Civil Service Measures

Governor Lehman last week gave his O. K. to four of the most important Civil Service bills laid before him by the Legislature. They were:

The Fite Bill—This bill extends Civil Service to those portions of the State where the merit system is as yet not in effect. Under its terms, counties have until July 1, 1942, to select from among these three forms of Civil Service administration: county commission, county personnel officer, administration by the State Commission. The extension job must be completed by July 1, 1943. Present employees at work one year before the rules are extended are blanketed in without examination.

The Page Bill—This bill guarantees certain rights of drafted Civil Service employees in State, county and local services, although the one-month salary clause was eliminated before the session ended. They are guaranteed their jobs on their return without loss of time service, increments, sick leave, seniority, or pensions.

The Halpern Bill—This bill changes the existing discipline

mechanism, under which an appointing officer now must either let misconduct go unpunished or dismiss the employee. The new set-up provides these penalties for incompetency or misconduct: reprimand, fine up to \$50, suspension without pay up to two months, reduction in grade, or dismissal. Employees have the choice of appealing either to the courts or to the State Commission. Local as well as State employees are covered.

The Hampton Bill—This bill prohibits the discharge of veterans or volunteer firemen from welfare posts except for misconduct or incompetency, and then only after a hearing. This bill has a serious effect on the situation in New York City, where 109 vets are working.

The Governor also approved the Ostertag Bill continuing the salary Standardization Board until December 1, 1945.

Most important among the bills disapproved was the Mahoney bill which would have ended oral exams in promotion tests.

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Civil Service LEADER

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Advertising Rates on Application

MEMBER, AUDIT BUREAU OF CIRCULATIONS

Tuesday, May 6, 1941

Sanitation Eligibles Get Unfair Treatment

AT FIRST appearance the Mayor's budget appeared to give some employees in the Sanitation Department a break by combining the class A title with the class B one and giving all men in the former group a raise of \$60. That's o.k. But by creating the new title of Junior sanitation man, the Mayor has, in effect, made the entrance salary in the department \$1,200 and \$1,500, instead of the former \$1,860.

The long time effect of this measure is to lower the entire salary scale in the Department. Men who expected to start work at \$1,860—the salary announced for the jobs when they took the exam—now will get only \$1,200 and \$1,500. Needless to say, the difference is a great one.

The cat seems to be definitely out of the bag. The budget is now in the hands of the Council and nothing can be done to change it upward.

But sanitation eligibles and employees should begin serious efforts now to persuade the city administration to make the entrance salary \$1,920, the rate for class B employees, rather than \$1,200 and \$1,500.

The men who passed the sanitation exam were praised to the skies as the best examples of merit selection. This is no way for the city to treat them.

The New Attendant Test

NEW YORK STATE is about to open a new examination for Hospital Attendant. That's surprising news when we recall that a 15,000-name list was established only a few short months ago. Yet that long list has been so rapidly depleted that for some institutions it is already exhausted.

The eligibles on the present list are themselves largely responsible. Many of them quit the job after a few hours; they don't like the work. Others refuse to live inside the institution even though the announcements specifically stated that the salary was \$54-\$66, with maintenance. Others insist on working only in certain institutions. Still others took the exam just for the fun of it. This has created a serious problem. The State Commission, already financially hard put, must find money elsewhere to run another tremendous exam.

The LEADER hopes that the success of the coming Hospital Attendant list will be greater than that of the present list. We urge every one interested in the test to learn beforehand exactly what he will be expected to do should he be appointed, and under what conditions he will work. If he then thinks that he won't accept a job, our advice is: *please don't file*.

The transfer of the Hospital Attendant job from the non-competitive to the competitive class was considered a major step forward for Civil Service in New York State. So far it's been frankly disappointing. Let's hope that the situation changes with the new list.

McCRARY ON BRITISH CIVIL SERVICE

Only two men in all England can say "No!" to Churchill—and one of them is a Civil Service employee.

Read the story of Civil Service in England in next week's Civil Service LEADER.

CIVIL SERVICE IN WAR-TORN ENGLAND

an interview of Reagan McCrary, chief editorial writer of the N. Y. Daily Mirror, by Seward Brisbane, editor of The LEADER:

Are Civil Service employees doing a good job of running the war-torn British empire? And what is it like to work for the government when your country is in mortal danger? To be a postman or stenographer or sanitation man when the bombs are falling around you?

Reagan McCrary, who has recently returned from England, had been asked by Editor Seward Brisbane to interview officials and Civil Service employees in Britain. The results of these interviews will appear in next Tuesday's issue.

It's an article important to every Civil Service employee, every official, every eligible, and every applicant. It answers the question that's been in the minds of all Civil Service people: "What happens to us in war time?"

Don't miss it!

Don't

Repeat This!



ONE OF every four successful candidates on the Foreign Service exams comes from Harvard. . . . That attorney has decided to bring that elected city official up on disbarment proceedings. . . . Federal hospital employees are paying for meals they don't eat. . . . The DPUI is becoming more and more mechanized. . . . Experts have just discovered that the seal on the dollar bill is only an approximation of the seal of the United States. . . . That Ellis Ranen article on management-employee relationships in public service will appear as a pamphlet. . . .

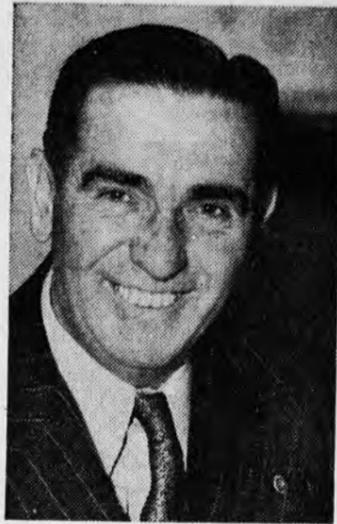
Ersatz Dept.

Scientists of the U. S. Public Health Service are working on substitutes for quinine and opium, supplies of which have been seriously cut off by the war. . . . Employees in certain federal departments who go on the road must lay out funds for their expenses in advance. . . . An upstate post office is being abolished as a way of eliminating the job of a Republican office-holder. . . . A federal official who's opposed to the government's policy of sending out so many pamphlets telling the people what to eat, suggests establishment of the FGA—Federal Goat Administration. He continues: "The goats would eat the pamphlets, which would turn into milk, which would be more nourishing to the people who now get the pamphlets."

What's In A Name

Minor Washington problem: Working for the government are two officials named Carroll L. Wilson. They both have black hair, wear glasses, hail from Boston, and entered the federal service at the same time. And this is the payoff: one was born in Rochester, N. Y., the other in Rochester,

Merit Men



EVERYBODY KNOWS Meyer Jacobs. His acquaintance among people in Civil Service is literally tremendous. His 30 years in New York City's employ have given him the opportunity to participate in many enterprises and to form some interesting opinions about Civil Service.

Meyer Jacobs is a friendly man. He greets you, upon first meeting, in a manner that puts you immediately at your ease. And as you speak to the man, you feel completely free with him—even when you learn that he's been a Latin teacher, a tennis champ, a school principal, a lawyer, a world-wide traveller who spent three intimate days with General Almazon in Mexico last year during the crucial election there.

His position in the city service is that of Chief Clerk in the New York Supreme Court, First District. But he reached this post through an amazingly circuitous route. A born New Yorker, educated in New York City's schools, he began his career as a play-

ground director. Mr. Jacobs even today shows in his sturdy carriage the strength that must have been his in youth. A brilliant athlete, he pulled down many a tennis trophy. But he felt that his playground work provided no stepping stone to something better, so he went to school at night, and finally emerged with a law degree from Brooklyn Law School. Civil Service examination netted an appointment as abstractor and verifier in the Register's Office, and it wasn't long before Mr. Jacobs found himself clerk in Surrogate's Court. Here he served until 1920. Since 1920, he has held his present position, and now receives top salary in the title.

Not content to remain tied down to the humdrum duties of a single job, Jacobs has taken on a dizzying round of activities. Early in his career as a city employee, he served as chairman of the Civil Service Department in the Eron School, evening session. He has held a Board of Education position as principal of the Eastern Parkway Community Center. He has written a volume on legal practice, contributed articles to many publications, organized and aided a variety of philanthropic and religious ventures. Those who know Jacobs say he has never hesitated to give of his energies for any desirable cause.

After so many years in the service, Meyer's knowledge of Civil Service procedures is, as may be expected, vast. And the knowledge has been of real aid to him in his work. He has great regard for the merit system, and feels that it could be extended even to certain policy-making positions.

Still a comparatively young man, what's ahead for Meyer Jacobs? To this interviewer he would only say that he's interested in doing as good a job as he can in his present work. But as we left his office, a policeman winked to us: "We're plugging him for judge," said the cop.

Minn. . . . Add odd Civil Service names: Irving Landfish, who works for the Navy Department; Morning Star, an eligible on the Laundry Worker list. . . . A Rhode Island legislator holds that by torturing the meaning of the expression "policy-making position," an elevator operator might be included. He reasons: "After all, an elevator operator has to make the decision of riding up or down!" . . .

Teacher News

A teacher in a midtown secretarial school told students to file applications for the federal Junior

Steno-Typist tests. When school was out, the pupils hurried down to Washington Street and got on the end of a long line. At the head of the line was a familiar figure—their teacher. . . . The wanton killing of Patrolman Ed Maher by the "mad dog" Esposito has made many cops eager to leave the force in as few years as possible. That's why they're changing to the 20-year retirement. Maher served over 30 years. . . . Albany is the oldest city in the U. S. operating under its original charter. . . .

letters

Objects to New Postal Exam

Sirs: In regards to your request for opinions concerning holding a new examination for Post Office Clerks, I believe that it would be most unfair to the Post Office eligibles to hold an examination at the present time and also a needless expense to the government.

There are hundreds of eligibles on the Brooklyn and Queens Eligible List who have received marks of 95% and over and who have waited for years for an appointment but to no avail.

Don't you think it unnecessary to hold an examination for these

positions when there are so many eligibles who received such splendid marks?

How unfair it is to find men who took the same examination and received marks of 85% working steadily, while men who receive 95% on the same examination have no chance of appointment because they live in Brooklyn or Queens.

I would suggest that the Civil Service Commission canvass the Brooklyn and Queens Post Office lists and offer them appointments in the city irrespective of borough location. I am sure the Civil Service Commission would not find it necessary to hold another examination, and at the same time obtain an efficient group of men.

POST OFFICE ELIGIBLE.

Any further opinions?—EDITOR.

Vet Preference

Sirs: May I take exception to the appeal in a recent LEADER by Mr. Mullaney that discharged draftees get some preference on Civil Service tests?

While I appreciate and sympathize with the plight of those who leave the army to find no job awaiting them, I don't believe that preference is the solution. The chief blight on Civil Service today is the system of veteran preference. The purpose of Civil Service is to get the most capable and efficient persons for public jobs, without other considerations. Now those like Mr. Mullaney would so extend this system of preference that merit would become a dead letter as far as Civil Service is concerned, I

hope that The LEADER will have no part in pushing such a suggestion.

Here's a suggestion, though. The government is guaranteeing the jobs of draftees, and will put temporary workers on in their place while they are in service. Let us so strengthen the draft act so that private corporations will have to do the same thing. In that case there will be absolutely no reason at all for any suggestions of preference for returning draftees.

WILLIAM STORM.

The LEADER would be interested in hearing additional viewpoints on this.—EDITOR.

Opposes Uniting U. S. Eligibles

Sirs: I have read Mr. Sigaud's letters suggesting that U. S. eligibles unite. The suggestion is an unusual one—but will you tell me just what can be gained by such a move? The interests of various eligible groups are not always the same—in fact, they are sometimes opposed, as when two groups of eligibles seek the same jobs.

WILLIAM ALEXANDER.

Rooked?

Sirs: Are we going to get rooked by the Mayor? When we took the Sanitation exam, the Civil Service Commission made what is essentially an agreement with us. We were to get \$1,860 a year in pay. Now we discover we may have to enter at \$1,200.

SANITATION ELIGIBLE.
See Editorial.—EDITOR.

POLICE CALLS

By BURNETT MURPHEY

When Is an Injury Sufficient?

The police pension fund has the final authority to determine whether an injury which forces a member of the force to retire is service-incurred or inflicted by other reasons. This was the ruling of Supreme Court Justice Benvenga in a suit brought by former policeman Margaret L. Hickey, who contended she was entitled to two-thirds pension rather than the one-half she was awarded. Policewoman Hickey injured her foot in a fall and later became disabled. The city contended her permanent disability was the result of other causes not relating to police duty. The medical board of the pension fund said the injuries were not service-connected but upon her protest the question was submitted to two doctors. They each took an opposite view and a third was called in. He declared that the injury was service-connected; but despite the two to one verdict, the pension fund still refused to grant the higher allowance. The city argued that the doctor's report was a recommendation which was not, however, binding. The court upheld this view.

PBA Nominations

Nominations for officers of the PBA will be made next Tuesday, May 13 at the regular monthly meeting of the delegates at the Hotel Commodore. President Joe Burkard declared this week that "I am confident I'll be a winner, strictly on my record." There will probably be four nominations for the president's post, but Burkard seems assured of winning out.

Overtime Bill

Councilman Louis Cohen, Bronx Democrat, reintroduced a bill last Tuesday to provide for hour for hour overtime compensation for men called for emergency duty. This bill, which now becomes number 470, was in the Council last fall, but it has been somewhat amended.

Draft Won't Delay Sergeant Test

Despite the fact that a second selective service registration for men who will become 21 by July 1, is slated for sometime in June, this fact is not expected to delay the exam for sergeant. An erroneous newspaper story placed the date for this registration on June 14, the date set for the sergeant's test. Had this happened, the number of extra patrolmen needed to handle the registration would probably have caused postponement of the exam. However, no date for this registration has been set yet and the chances are that the sergeant's exam won't be postponed.

Defense Training Program

The Police Department has begun a defense training program for members of the force and twenty Lieutenants have been assigned to give lectures on Civilian defense. The Lieutenants will cover the various precincts and lectures will be given at 8.20 a.m., 3 p.m. and 4.20 p.m. Special lectures will be given at Police Headquarters at 5.10 p.m. in the lineup gallery. Three months will probably be necessary to reach all men in the department. The course will last for six days.

Cops Ought to See London

When London was taking its heaviest bombing last fall, Fire Commissioner James J. McElligott sent three of his men to England as observers.

The work of firemen in England during the blitz has been widely publicized. Equally important is the work of English bobbies.

This column believes that it is important for official observers from the New York City police force also to go to England and see for themselves how the British cops organize and operate for defense in a time of emergency.

If a crisis comes, involving this country, the wide experience of New York City's Police Department is going to be called on by police departments all over the country for aid and advice. Tentative plans are already underway to establish a special training school in New York for police from other cities so they can learn how to handle the kind of emergencies that might occur if we were at war.

In view of this it would be wise if the New York City Police Department sent observers to London and other English cities. The information they could obtain there would be invaluable when and if it might be needed here.

Police Anchor Club

The Police Anchor Club will hold its annual Orphan Day Outing at Steeplechase Park on July 2.

St. George Communion

The fourth annual Communion and Breakfast of the St. George Association of the Police Department was held on Sunday, May 4. Communion was held at St. Thomas Church on Fifty-third street and breakfast followed at the Hotel Astor.

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Park Topics

By B. R. MEEHAN

Promotion to Gardener

The written test will be held at Stuyvesant High School, 345 East 15th street, Manhattan, on Saturday, May 17, at 9:30 p. m. The duration of the exam is one session of about 3½ hours. Candidates have been advised to bring admission card, pen, blotter, ink and watch.

According to official requirements, candidates will be expected to know methods of propagating bedding plants; construction and maintenance of lawns; preparation of soil for all forms of planting; planting, pruning, cultivating, spraying and general care of all forms of plant material; supervision of assistant gardeners, laborers and others assigned for work in lawns and other planted areas. Filing closed on March 24.

Study Series No. 22

Directions: The following questions are designed to test the candidate's knowledge of gardening parlance. On the line in each of the following, write the word to complete the definition.

250. Soil neither acid nor alkaline in reaction is referred to as —.

251. — is a light, porous rock of volcanic origin used for rock garden construction.

252. Partially or wholly decomposed animal or vegetable matter in the soil usually black or brown in color is called —.

253. — is the temporary process of placing trees or shrubs in trenches.

254. — are shallow wooden boxes in which seeds are sown.

255. — Ornamental seed pods of Roses are called —.

256. — Uprooting of perennial roots caused by the raising and displacement of the upper surface of the soil caused by alternating freezing and thawing of winter is referred to as —.

257. — is the removal of plant buds, so that those remaining may benefit by larger bloom.

258. Soil that crumbles readily is — soil.

259. The joint or intersection of a stem at which a leaf is borne is —.

260. The artificial shaping of trees or shrubs into other than that of its natural form—usually into grotesque shapes—is called — work.

261. Thinning out and spacing of small seedlings to enable each plant to have sufficient space in which to develop is termed —.

262. — is a solid bulk-like, scaleless fleshy underground stem emitting roots at the base.

263. — is the firming of soil about the root system of newly transplanted shrubs and trees to prevent formation of air pickets in the soil below.

264. — is a leaf bud, enclosed within fleshy overlapping scales, emitting roots from the base.

265. A living plant affording lodgment or food for parasitic plant is called a — plant.

266. The — is the trunk of a tree.

267. A — is a short, fleshy underground stem bearing buds or eyes.

ANSWERS

The following are answers to Study Series No. 21, which appeared in last week's LEADER:

239. (a) 240. (b) 241. (d) 242. (a) 245. (d) 247. (d) 249. Acid nos. 1-2-4-5-7-9-10; alkaline nos. 3-6-8.

Five Boro Assistant Gardeners to Meet

The next meeting of the Five Boro Assistant Gardeners Association will be held Tuesday evening, May 6, at 8:30 p. m., at the City Court House, 52 Chambers street, Manhattan.

All assistant gardeners are invited to attend. The report of the committee appointed to study the budget question will be rendered.

Change of Name

Robert A. McLain to Roberta McLain Bruce.

Request Denied

A request by SCMWA that temporary Playground Directors appointed from the temporary preferred list established in 1929 be given permanent status was denied by the Civil Service Commission last week.

Certification Approved

April 22 was the approved certification date of the eligible list of Climber and Pruner as appropriate for temporary employment as Assistant Gardener, in the Department of Parks at \$5.50 per day.

Maintainer's List to Fill Park Vacancies

The Civil Service Commission, in order to obtain eligibles for filling vacancies in the position of General Mechanic, in the Park Department, is using the list of Maintainer's Helper, Group B.

A number of eligibles are expected to qualify from this list by selective certification.

The practical oral test was held on Tuesday, April 29.

Park Supervisors To Hold Dance

The annual entertainment and dance of the New York City Park Supervisory Employees Association will be held at Manhattan Center Ballroom, 34th street and Eight avenue, Wednesday evening, May 28.

Music is by Dan King and his famous orchestra. Entertainment at 11 o'clock by the World's Fair Review.

Subscription prices are \$1 for gentlemen and 50 cents for ladies. Dancing until 2 a. m.

Advance tickets can be obtained from President John J. Devlin, 1254 Franklin avenue, Bronx, New York.

Mental Hygiene Notes

By JOHN F. MONTGOMERY

Hudson River Notes

Jud Manning has just been elected president of the Hudson River State Hospital bowling league. Others chosen: Wallace Burgess, vice-president; Frank Sheridan, treasurer; Frank Van Tassel, secretary. . . . John Leydon retired Thursday after serving as a conscientious and reliable employee since Aug. 11, 1910. . . . Hudson River's ball team won't play this year in the Mid-Hudson League.

At Harlem Valley

The golf course is now open, and employees are invited to join the local golf association. Officers for the year are Dr. George B. B. Young, president; Raymond A. Kinny, vice-president; Margaret Mullen, secretary-treasurer. . . . Recent resignations: Mrs. Mary Finer, Martha McConchie. . . . Marion Bird just left her job as stenographer to accept a similar post at Matteawan State Hospital.

Swan Song

Yesterday was the final day at Wassaic State School for George Burgin, athletic director for the past three years. He starred on the school's baseball and basketball aggregations. . . . Tay Smith has been picked to head the women's bowling league for the coming year. Other officers: Mrs. Flossie Coons, vice-president; Helen Matuk, secretary-treasurer; Nellie Innocent, manager; Hazel Guernsey, sergeant-at-arms.

Community Chest

Hudson River State Hospital employees are again cooperating with the Poughkeepsie Community Chest drive. Dr. Wirt C. Groom is chairman of the hospital effort, with Carleton G. Nuhn co-chairman, Otto V. Faust and Mary M. Senkler general assistants, and Mrs. Marguerite F. Smith office assistant. These are solicitors:

George Hein, Katherine Riddle, Mary Meighan, Anna Kenney, Mrs. Anna Leonard, Ruth Protheroe, Benjamin J. Nuhn, Olive

VerValin, Edith Hurley, Karl P. H. Wilson, Dr. James P. Kelleher, Howard Chase, Mae Gelton, Mrs. Gladys E. Russell, Raymond Puff, George W. Magee.

Also John Whalen, Arthur Schoonmaker, John Hart, Mrs. Katherine Wood, Frederick Conrad, Aaron Decker, John Livingstone, George Lozier, Mrs. Maringstone, George Lozier, Mrs. Marie Eiert, Arthur Sullivan, Sadie M. Galbraith, Carlton G. Nuhn, Carl Weil, Donald Holden, A. McKee, August Eitzen, Mrs. Margaret Kohler and Walter Murphy.

Progress of the List

Here are latest reports on the progress of the Hospital Attendant list:

In zone 4, questionnaires have been sent out to eligibles down to number 14,150, close to the bottom. For jobs in institutions within New York City's five boroughs, the latest man certified is 4,257, the latest woman 1,227. Appointments have gone down to 3,962 among the men and to 1,054 among the women.

Outside New York City, certifications have reached down to 12,764 for the men and to 8,701 for the women. The lowest appointments are 10,899 among the men and 7,822 among the women.

A total of 159 (106 men, 53 women) permanent appointments have so far been made in zone 2, along with two temporary appointments. The number of certifications is 317, with 35 outstanding. The last number certified is 8,818 (1,225 in the zone) and the last appointment is 7,818 (1,076 in the zone.) Questionnaires have been sent out to 8,818 (1,225 in the zone) among the men and to 3,524 (470 in the zone) among the women.

In zone 3, 319 eligibles have been certified. Of this group, 145 were appointed, 107 refused appointments or failed to report, six failed the medical before appointment and 13 afterwards, five were rejected because of previous employment records. The 43 most

recent certifications have not yet been accounted for. Lowest man certified is 13,713 (994 in the zone) and appointed is 13,344 (975 in the zone). Among the women, lowest certification is 14,835 (1,045 in the zone) and lowest appointment 14,155 (1,015 in the zone).

Scroon Manor

Civil Service vacationists have been notified that Scroon Manor Hotel and Country Club will open May 10 this year. Guests will have free use of the nine hole golf course during the months of May and June.

All the exams—New York City, New York State, and United States — open at this time are listed on the exam pages. For complete examination news, follow The LEADER'S exam pages regularly.

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Question, Please?

by H. Eliot Kaplan
Contributing Editor

When a List Ends

J. H.—Except in cases where the Commission specifically terminates an eligible list, the general practice in the federal service is to permit appointments to be made from the old list until a new list has been established. The Commission sometimes permits the list to "expire" where the better qualified eligibles have been appointed and the remainder of the list is not deemed satisfactory. In the New York state and city services the life of an eligible list is fixed by law at not less than one year and not more than four. The Commission may after one year's life of a list terminate it by superseding it with a new eligible list. It is doubtful whether the Commission may under the New York law terminate a list before its full statutory life and permit the employment of provisional appointees.

Deserter from CCC

T. Y.: Just what the attitude of the Civil Service Commission will be to a person who has deserted a CCC camp is beyond our conjecture. It will probably depend upon the circumstances and explanation of your conduct, as well as the nature of the position to which you seek appointment. You may be reasonably sure that the Commission will view the matter with disfavor, especially for such positions as policeman, fireman, etc.

He Waived His Rights

I. P.: When you accepted the title of sweeper in the Sanitation department after you had served as an extra auto truck driver on a four-day basis for more than a year, you waived your right to continue as auto truck driver after the positions were classified under the

new titles of sanitation man. You are now presumably a sanitation man in class B, and are not entitled to automatic "promotion" to class A merely because of your earlier employment as auto truck driver. You will be entitled to consideration for promotion on the same basis as all other class B sanitation men.

Can't Transfer From One County to Another

J. M.: Eligibles on a county list are eligible for appointment solely to positions in the county for which the examination was held. Transfers from one county position to another county are not permissible except in the rare cases where the statute expressly authorizes such transfers. Westchester County policemen are not eligible for transfer to the Nassau County police force, even though both examinations may have been held by the State Commission and were similar. The examination held for Nassau was under the auspices of the Nassau County Commission, not the State Commission.

When a Disabled Vet Can't Perform Duties

J. X. J.: A disabled veteran may be required to perform the same duties that are required to be performed by all other employees serving in the same class or grade of position. If the disability is such as to render the veteran unable to perform the duties of the position satisfactorily the disabled veteran, like any other employee, may be demoted or dismissed or retired from the service. Where the nature of the work is such as to place an undue burden on the disabled veteran, and there are a number of other employees available to "absorb" the more trying

tasks assigned, it would seem only fair that the department relieve the disabled veteran of as much of such burden as possible. The disabled veteran does deserve that much consideration at least, for so long as it is the policy of the State to grant prior consideration for employment to disabled veterans every reasonable consideration ought to be extended to them.

Conscientious Objector

H. F. B.: I do not believe that an employee of the federal or state government would impair his Civil Service status merely because he has stated in his draft questionnaire that he is a "conscientious objector" but willing to perform non-combatant service in any capacity. That would not seem to be a just ground for disciplinary action if the employee has acted in good faith. I'm afraid you are unduly worried.

Replacing P. O. Subs

A. J. S.: A person appointed from a Civil Service list as substitute in the post office to replace a substitute who is absent on military service, is kept as long as the man whose place he is taking is away, even if the eligible list is terminated and a new list established during that time. He does not acquire permanent status, however, because of his service. It is clearly understood that he is only employed for the duration of the military service. When the employee absent on military duty returns, the temporary employee goes back on the eligible list if it is still in existence. If the list has expired he must take a new examination, the same as anyone else, in order to get on the new eligible list.

In doubt? Ask The LEADER Free Information Bureau.

Postal News

By DONALD MacDOUGAL

Oldsters Out

The referendum of the Letter Carriers Association to eliminate the oldsters as national officers has won out. The present officers—a number of whom are over the maximum age limit of 65—will serve until September. Then they can't run again.

The Ball Starts Rolling

The Joint Conference of Postal Employees is soon to begin its program of publicity. Purpose: to see longevity finally put through. The plans are something terrific—and if they don't succeed, then your reporter just doesn't know what, by gad!

Radio Section

Senators Mead and McCarren are both scheduled to appear on the radio next Friday evening to discuss salary increases for postal workers. By the way, speaking at the recent mass of the Post Office Holy Name Society, Senator Mead said that longevity will be the next piece of postal legislation to pass. And he should know.

Ask 65c

The Motor Vehicle employees would like to see restored the pay rate of 65c an hour for substitute driver-mechanics. They're sponsoring bills to accomplish this.

Report Card

Postal workers are rated every six months in knowledge, cooperation, diligence, personal appearance, speed. The grades they must get put to shame the kind of marks that go in high school or college. For a postal man, excellent means 95 or better; 90 to 95—good; 85 to 90—fair. A carrier must maintain a rating of 90. If he doesn't, he's got to state why. If postal men would like an article on the rating set-up, just drop us a card, and maybe we'll run one.

Men Wanted

The Railway Mail employees would like more men added to the service. They say that a survey of the West Side Terminal and the Pennsylvania Terminal shows 90 new regulars are required.

No More Substitutes?

Watch in the near future for a story on the complete elimination of substitution. We don't say it's coming—but a strong attempt will be made.

The Works

For purposes of efficient supervision and administration, the entire United States is grouped into 15 divisions whose designations closely follow those of the Army Corps areas. Thus, New York State, except for the main line of New York Central, is in the Second Division. Each division is under the supervision of a superintendent, and each division prints weekly "General Orders" which contain pertinent information and changes in routing and train schedules. In operation, for example, a clerk in the Second Division who distributes Virginia mail would receive each week a Third Division General Order, Virginia being mostly in the Third Division. This would acquaint him with all changes in distribution so that he could operate most efficiently. In addition, these General Orders contain all corrections to the Postal laws and regulations applicable to the Railway Mail Service, and since railway postal clerks are examined once a year on their knowledge of PL & R, strict attention must be paid to these corrections.

Largest

The largest railway post office in the United States is the Boston and New York RPO, embracing three full 60-foot cars. The smallest car (of which there are many) consist of 15-foot one-man crew cars. And in these 15-footers there is space for distributing letters, dispatching newspapers and letter packages, and storing pouches of mail. All in all, a masterpiece of space utilization.

Sports Department

Step up and take a bow, Al Grahn of the Penn Terminal, for having proved yourself the RMS Annie Oakley in the last pistol shot... The baseball team, thrown for a loss by the transfer of Al Cannon to Philadelphia, has been heartened by the return of first sacker Oscar Nocks... Seventeenth Annual RMS Bowling League banquet will be held on Saturday evening, May 24, at the Hotel Picadilly on West 45th street... And the annual golf tournament will be golfed at the Oceanside Golf Links, Oceanside, L. I., on Monday, June 2. Prizes will be awarded for best score with handicap, low gross, hole-in-one, and what may well be the most contested award, the booby prize... Nothing to report from the hoop-rolling team.

Congressman to Congressman

Congressman M. Michael Edelstein not only appeared in support of the Longevity bill, but this week wrote a letter to the Chairman of the Committee on Post Office and Post Roads. Mr. Edelstein's support should be doubly effective, since he is a member of the House Civil Service Committee. Here, in part, is the letter he sent to Romjue:

"Your long experience as a member and chairman of this Committee no doubt has made you fully familiar with the fact that the Postal Service of the United States would not have achieved its noteworthy rank without the unflagging and unselfish efforts of the many thousands of postal employees. Whether in city or country post offices, on ships at sea or fast mail trains, whether under the blistering sun, the freezing winds, they do not falter in the completion of their work.

"No matter what job a postal employee has, his work is a constant drain on both his physical and mental energy. For his reward he is paid on a salary scale not revised since 1926. Even now, as part of the defense program, we are considering a tremendous increase in our Federal income tax as well as the imposition of many new service and sales taxes. The cost of living has gone up and will climb even higher. Post office employees can look forward to no salary increases which will compensate for these reductions in their net income.

"The least we can do for them is to make meaningful the saying 'well done, thou good and faithful servant.' After long years of faithful service they are entitled to the modest reward of a slight increase based on not less than the completion of a decade of service. In our armed forces, longevity pay has long been the rule, and on a much more liberal basis. We can do no less for our civil servants. The Postal Service is as good a place as any to start on this meritorious policy.

"I respectfully request, therefore, that this Committee report out a bill to provide longevity pay for all Postal employees which will give \$100 per annum over base pay after the completion of ten years service and an additional \$100 per annum for each additional five years service, but no credit shall be given in excess of thirty years. Of course, in computing such service, credit should be given for service as a substitute."

Study Questions—Court Attendant

These Will Help You in Coming Test: Part 6

In preparation for Saturday's Court Attendant tests, The LEADER has been publishing excerpts from previous tests in this title. Below are the answers to the questions from the 1935 test that appeared in last week's issue, along with additional questions. Answers appear at the bottom of column three.

- Answers
- | | |
|-----------|-----------|
| 31. True | 41. False |
| 32. False | 42. True |
| 33. False | 43. True |
| 34. True | 44. False |
| 35. True | 45. False |
| 36. False | 46. True |
| 37. True | 47. False |
| 38. False | 48. True |
| 39. False | 49. True |
| 40. True | 50. False |

QUESTIONS

Circle the "T" after those statements you believe to be true, and

the "F" after those you consider false.

- The person who has charge of the estate of a deceased is called a testator. T F
- A child under 12 years of age is presumed to be incapable of committing a crime. T F
- The legal title to property cannot, under any circumstances, pass under a deed before the deed is delivered. T F
- Service of a summons on Sunday is void. T F
- The defendant's plea to an indictment must be oral. T F
- A corporation cannot be charged with the commission of a crime. T F
- If a person receives a suspended sentence, he is acquitted of the charge for which he was tried. T F
- Only personal property is

subject to attachment. T F

- The granting of a new trial places the parties in the same position as if no trial had been held. T F
- If there is a quorum present, a person may be indicted by any majority vote of the grand jury. T F
- A defendant in a criminal case who has recovered a judgment against a prospective juror in a recent negligence action may exclude him from the jury for that reason. T F
- A court attendant may, without a warrant, arrest a person when a felony has in fact been committed and he has reasonable cause for believing that the person to be arrested committed it. T F
- If a defendant in a criminal case refuses to answer an indictment, a plea of guilty must be entered. T F
- If a defendant is indicted for a misdemeanor, trial may be had in his absence if he appears by counsel. T F
- The consent of both the counsel for the people and the counsel for the defendant is necessary in order to allow a jury, upon retiring for deliberation, to take with them papers which have been removed as evidence. T F
- The members of a jury may not take notes on the testimony for use in their deliberation. T F
- The legal qualifications for a grand juror and for a trial juror are the same. T F
- A jury must deliberate until they reach a unanimous verdict. T F
- A court may not receive the verdict of a jury on Sunday. T F
- A grand juror who, except when lawfully required by a court or officer, discloses in what manner he or any other grand juror voted upon any matter before them, is guilty of a misdemeanor. T F

Court Attendant Answers

- | | |
|-----------|-----------|
| 51. False | 61. True |
| 52. True | 62. True |
| 53. True | 63. False |
| 54. True | 64. True |
| 55. True | 65. True |
| 56. False | 66. False |
| 57. False | 67. True |
| 58. False | 68. False |
| 59. True | 69. False |
| 60. False | 70. True |

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Teachers Newsweekly

Review of the Week

Filing date for the \$6,000 post of Assistant Director of Music has been extended to June 16. Although a nation-wide call was issued for candidates, only five applicants responded from outside the New York City school system. Requirements call for a baccalaureate degree, plus 30 hours in approved graduate courses and 6 years' teaching or supervising the teaching of music. Incidentally, popular songs selected for future classroom or assembly singing must first meet the approval of Dr. George H. Cartlan, director of music. Dr. Cartlan isn't opposed to popular songs, but he will approve only those in good taste... which sounds like a good idea. Associate Superintendent Frank J. O'Brien has been formally assigned the supervision of the education of all handicapped children. A total of 432 candidates have filed applications for the trade and technical license examinations to be held this month. In many of these trade subjects there are more vacancies than applicants. Three men have filed for the 28 vacancies as teacher of Aviation Mechanics, for example. The Board of Higher Education has passed resolutions that competitive examinations, written or unwritten, are not practicable in determining fitness for faulty appointment or promotion. The Association of Chairmen of Classical

Languages is holding Latin vocabulary bees in each borough this week. Winners will be entered in a city-wide contest at Townsend Harris High School on the fifteenth. Speaking of Townsend Harris, the transfer of Freshman teachers whose classes have been eliminated from the budget to other high schools won't be effected as easily as Mayor LaGuardia anticipated. In his budget speech, the Mayor directed the Board of Education to absorb these teachers. It so happens that these teachers are employed, not by the Board of Education, but by the Board of Higher Education, two distinct bodies. The 40-year-old Townsend High School is not a high school as such, but the secondary division, or preparatory school, of City College.

Whalen, Huggard Nominated

Nominated for the two \$10,000-a-year assistant superintendent vacancies by the Board of Superintendents last week were Dr. Frank D. Whalen, chairman of the Joint Committee of Teachers Organizations, principal of Junior High 37 in the Bronx, and Miss Ethel F. Huggard, acting member of the Board of Examiners, principal of P. S. 162, Brooklyn. As head of the Joint Committee, Dr. Whalen is the spokesman for numerous teachers organizations. He is 49 years of age and has been

in the school system 25 years. He received his A.B. from St. Joseph's Seminary and College in 1913, his M.A. from Fordham in 1930, his Ph.D from Fordham in 1933. He has been a high school English teacher, elementary school assistant principal, principal, junior high school principal and, for the past few months, acting assistant superintendent.

Miss Huggard possesses an A.B. from Hunter College and an M.S. from City College. Appointed a 1A-6B teacher in 1913, she became an upper grade teacher in 1917, an assistant principal in 1923 and principal in 1925. For the past several years, she has been assigned at various times as an acting member of the Board of Examiners, by Harold C. Campbell, superintendent of schools.

Names Added to Drafting List

The following names have been added to the eligible list for license as teacher of Mechanical Drafting in Day High Schools: Charles I. Burns, Brooklyn, 76.3%; Jacob Spinner, 601 Troy Avenue, Brooklyn, 70.17%; George Kligfield, Brooklyn, 70.17%; Philip H. Cole, Brooklyn, 67.67%; Nathan H. Brook, 65.22%; David Kohan, Bronx, 60.35%. The licenses of four eligibles, Burns, Spinner, Kligfield, and Kohan, were awarded subject to their meeting the preparation requirements within a period of three years.



You and I

by May Andres Healy

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

FOR seven long years we have worked for State Aid for Kindergartens.

Once before this bill was vetoed by Governor Lehman — we weren't discouraged then! We won't be now! His veto a few days ago will only make us work harder for State Aid for this important phase of childhood education.

Agitation for the enactment of this bill was not confined to the efforts of professional organizations, parents' groups, and educators, for at the last election candidates for the State Legislature in all parts of the State were asked to favor such legislation by the voters. SUCH INTENSE INTEREST ON THE PART OF THE ELECTORATE COULD NOT HAVE GONE UNNOTICED BY GOVERNOR LEHMAN!

The majority party in the State Legislature was so impressed by the sincerity and necessity of this plea that it lent its full support so that the bill was passed unanimously in both houses.

Governor Lehman is not quite fair when he claims no funds were provided for the cost of this bill. Three Rapp bills were passed at request of the Rapp Committee investigating state aid, the leaders pointing out that the saving effected, \$1,800,000, would pay for the Ehrlich State Aid for Kindergartens Bill.

No funds were necessary in the current budget for this Ehrlich Bill—it provided to take effect July 1, 1942.

Kindergartens Vital

People in all walks of life contend that kindergarten training is vital to a child's education.

The State Department of Education issued a report written by Commissioner Morrison, after he had made a very comprehensive study of childhood education, in which he emphatically states the necessity of kindergarten training as foundation in a child's education.

Commissioner Morrison points out that such training saves the state a great deal of money, for it eliminates failure in the elementary grades by enhancing a child's ability to pass through them without them repeating grades. This report is quite detailed and quotes many upstate superintendents to the above effect.

In the veto message the Governor claims that more and more state money will be needed for the National Defense. I disagree with this statement, as defense is definitely a national issue. BUT, speaking of defense, what one department in the educational system is more important and vital to the nation, than the proper care of its young children?

In every newsreel and newspaper we are shown young children being cared for by nursery schools and kindergartens, because the parents are occupied in defense work for the nation.

In time of trouble young children will be sent to havens of safety and must be cared for by trained kindergartners.

In the kindergarten the first lessons in democracy are taught, and such an investment is worth many times the cost of this bill—Young plastic minds are ready to receive proper training and such impressions are retained throughout their lives. Now is the time to indoctrinate the young!

Welfare Department News

By HENRY TRAVERS

Greater New York Fund

Joseph A. McNamara at Central Office is handling arrangements for the solicitation of funds for the Greater New York Fund and James F. Higgins is in charge of collection and accounting.

Clothing

The boys and girls in the D.O.'s are busy with clothing allocations these days — WPA manufactured and cash allowances. The WPA clothing is for infants, children, misses, women and men. Other WPA items include sheets, towels, pillowcases, mattresses, pads and blankets.

"Work Experience That Counts"

Is the title of a new CCC booklet which has been distributed to the case and occupation units. It emphasizes the opportunities for work experience and training in the CCC. Like all CCC literature, it is an effective piece of education.

Annual Report

The Department's annual report for 1939-40 is now being completed by Commissioner Hodson. It probably will be the best report the Department has yet issued. It's due in two or three weeks.

People and Things

Vincent Marcellino, attorney in the Legal Division, left for a vacation yesterday. He will spend part of his time visiting his brother-in-law, Captain Louis Clements of the Medical Corps at Fort Bragg, North Carolina, and then he plans to do some deep sea fishing off the Florida coast. Vincent is accompanied by his

charming young wife and his young son. . . . Sidney Chester, social investigator in D.O. 5, is seriously ill from pneumonia at the Crown Heights Hospital in Brooklyn. . . . Gertrude Baskind, secretary to the administrator of D.O. 5, returned to her desk last week. She had been away on maternity leave. Gertrude Schnipper, who had been pinch hitting for Mrs. Baskind, has been transferred back to Central Office, where she will be secretary to Miss Adele Hamerschlag. . . . Townsend Hand, director of the Division Relations, dug out his golf clubs last week in preparation for beating par on more of the local golf links. Tom, in case you didn't know, usually piddles around in the low seventies. . . . Miss Reba Strumeier, secretary in the Personal Division, is sporting a big diamond solitaire. Can this mean another June wedding is in the offing? . . . Anna G. Podell, stenographer, is now stationed in the Legal Division. Anna has a long and varied career in social work. She was the first receptionist with T.E.R.A. in New York City, worked under State Commissioner of Welfare David Adie and also was with Miss Mary Gibbons, First Deputy Commissioner of Welfare in the New York City area office. . . . Joe Higgins, lawyer in the Legal Division, expects his call to active duty as a reserve officer will be coming along any week now. And girls! Joe, who is red-headed, six feet four inches, tall and handsome, is still a bachelor! . . . Dorothy Downing, supervisor in Special Investigations, has developed into another Miami booster. . . . Hy Feuerstein, lawyer in the Legal Division, is enthusiastic about daylight saving. It gives him time to get in an hour of tennis

practice down on the Brighton Beach tennis courts before dinner every evening. Built like Big Bill Tilden, Hy has the same smashing serve and his long reach enables him to make almost impossible returns. . . . Hilda Greenberg, secretary in the Legal Division, has moved from mid-town Manhattan to the Bronx. A recent bride, Hilda took a furnished apartment until she could find just the things she wanted to furnish her own home.

The Picnic

Notes on D.O. 5's annual picnic at Alley Pond Park, which space prohibited our using last week:—The clerk's baseball team defeated the social investigators' nine by 7 to 4 with three home runs piling up the score. The home run kings were Frank Allegra, file clerk; Hy Rosner, statistical clerk, and Joe Nicolette, porter. Martin D'Essen, social investigator, who brought as guests Professor C. Stoddart of the Economics Department of Brooklyn College and Mrs. Stoddart, reports that they had so much fun that they wish to be invited to the next D.O. event on the calendar. David Bernstein, clerk, whose Packard makes up in size anything it may lack in stream-lining, has offered to take as many co-workers as can pile in to the next picnic, provided it also is held at Alley Pond.

Sports Department

Vincent T. Cerra, captain of the Department of Welfare's bowling team, has done it. He's led his boys to top place in the B1 Division of the official Municipal Bowling League — despite giving heavy handicaps to the competing teams.

Vincent's stalwarts include William Carr, Alexander Delmonico, Joseph Kocarnik, Ward Stalnaker and the alternate, John Dennehy.

The final ratings for the B1 Division teams are:

Team	Won	Lost
Dept. of Welfare	49	32
Boro. Pres. of Bklyn.	46	35
Dept. of Markets	46	35
Dept. of Correction	46	35

Six other teams finished in various positions behind the four above contending teams.

Bill Carr had the highest average in the League—185+. Vince was the third highest man, with 176+.

The boys are ready to take on the winner of the B2 Division, Dept. of Public Works, on the afternoon of the Municipal Bowling Dinner, at Capital Alleys, N. Y. C.

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Examination Requirements

City Tests

Director of Medical Social Service (Grade 4)

Amended notice. File by May 26. Candidates who filed in March need not file again. Fee, \$5. Salary: \$6,000.

Duties

To be responsible to the Commissioner or his deputy for the administration of the medical social service program of a department.

Requirements

Two years of experience in medical social work, and three years of administrative experience, plus an AB degree.

Basis of Rating

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

Director of the Bureau of Child Hygiene

Department of Health. Salary: \$6,000. File by May 26. Vacancies: one.

Duties

To administer the Bureau of Child Hygiene which includes the supervision of physicians and the clinical staff of the School Health Service.

Requirements

An M.D. degree. One year of postgraduate training in pediatrics and pediatric experience in hospitals approved for residencies in pediatrics. In addition, two years of experience in a responsible position identified with the planning and administration of a health program related to children.

Basis of Ratings

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

Housekeeper (Women)

Department of Hospitals. File by May 26. Fee \$1. Salary: \$1,200 to \$1,800.

Duties

To supervise the work of the housekeeping personnel in a hospital or institution. The work includes assignment of duties, the requisition and distribution of supplies, linens, etc., the inspection of work to determine that prescribed standards of efficiency and cleanliness are met and other related work as required.

Requirements

Two years of experience in the supervision of a housekeeping unit in an institution or hotel or residence hall which has a capacity of at least 100 rooms; or graduation from an accredited school of nursing; or a satisfactory equivalent.

Basis of Ratings

Written, 50; training, experience and personal, 50.

Interpreter

Salary: \$1,560. Fee, \$1. File by May 26.

Duties

To act as an interpreter in judicial, quasi-judicial and administrative proceedings in the inferior city courts and various municipal agencies as the occasion arises; make written and oral translations of documents; perform clerical work; attend judicial officers at court sessions, etc.

Requirements

Each candidate must elect to be examined in at least three of the foreign languages set forth below. However, any candidate may elect to be examined in as many more than three languages as he chooses provided that he pays an appropriate fee therefor. Lists will be set up for every combination of three or more foreign languages. Examinations will be held in the following languages: Armenian, Bulgarian, Carpatho-Russian, Croatian, Latvian, Lithuanian, Norwegian, Polish, Portuguese, Rumanian, Russian, Serbian, Slovak, Slovenian, Spanish, Syrian, Turkish, Ukrainian, Yiddish.

Basis of Ratings

Written translation of English into each foreign language, 25; written translation of each foreign language into English, 25; practical-oral for each foreign language, 50. The passing grade for each language will be 70.

Junior Administrative Assistant

Director of the Division of Commodities Distribution. Amended notice. Applicants who filed last July need not file again.

Salary: \$3,600. Fee, \$3. File by May 26.

Duties

Administration, direction and control of the operations and activities of the Commodities Division of the Department of Welfare.

Requirements

Five years of recent experience in the distribution and storage of large quantities of food or clothing. This must have been administrative in character and of a nature which qualifies the candidate for the duties of the position.

Basis of Ratings

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

Laboratory Assistant (Bio-Chemistry)

Salary: to \$1,500. File by May 26. Fee, \$1.

Duties

Under supervision, to make chemical analyses of blood, tissue, urine and other body fluids and to perform related duties.

Requirements

A B.S. degree in chemistry, plus either one year of experience in a laboratory of a recognized hospital or in a research laboratory performing the duties outlined above or a master's degree in bio-chem-

istry or high school graduation and four years of experience in a laboratory of a recognized hospital or research laboratory.

Basis of Ratings

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

Office Appliance Operator, Gr. 2 (I. B. M. Alphabetic Key-Punch Machines)

File by May 26. Fee, \$1. Salary: \$1,200 to \$1,800.

Duties

To act as Key Punch Operator on an Alphabetic Duplication Punch or an Alphabetic Printing Punch machine.

Requirements

One year of experience or one year of formal training in a school accredited by the University of the State of New York in the operation of I. B. M. Alphabetic Printing Punch, or on an I. B. M. Alphabetic Duplicating Punch machine.

Basis of Ratings

Practical, weight 100.

Office Appliance Operator, Gr. 2 (Remington - Rand Bookkeeping Machine)

File by May 26. Fee, \$1. Salary: \$1,200 to \$1,800.

Duties

To check cash books and tax rolls, to prove the accuracy of the assessment lists and controlling accounts; transcribe by machine all uncollected assessment and current taxes to loose-leaf ledgers; post payment of taxes by machine, etc.

Requirements

One year of experience or one year of formal training in the operation of a Remington Rand Bookkeeping machine. Candidates in the practical test will be tested in the operation of the Remington Rand machine, model 83, including the setting and adjusting of vertical and cross totalizers. They must be touch typists and have a good knowledge of bookkeeping.

Basis of Ratings

Practical, weight 100.

Senior Buyer, New York City Housing Authority

File by May 26. Salary: \$4,600. Fee, \$4.

Duties

To be responsible for the purchase of materials and supplies, refrigerators, gas and electric ranges, shade materials, paints and paint supplies, etc.

Requirements

Ten years' experience in purchasing the items listed amounting to at least \$1,000,000 annually.

Basis of Ratings

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

Superintendent of Camp LaGuardia (Men)

Amended notice. Candidates who filed in December need not file again. Salary: \$3,600. Fee \$3. File by May 26.

Duties

Under the director of shelter care to be resident superintendent responsible for the complete care and rehabilitation program for the 1,000 unattached or homeless men assigned to Camp LaGuardia.

Requirements

An A.B. degree, or equivalent training, and five years' full-time paid administrative, institutional, or social welfare experience of a character to qualify for the duties of the position.

Basis of Ratings

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

Accountant (City-wide promotion)

Amended notice. File by May 19. Fee, \$2. Salary: \$2,400 to \$3,000. Date of exam: July 26.

Duties

To execute, according to general instructions, the detail work connected with audits and investigations and reports thereon, and to carry on independently audits and investigations of minor scope.

Requirements

Open to all Junior Accountants regardless of salary and to bookkeepers receiving \$1,800 or more who have served for one year in the service and six months in the position, on the date of the exam.

Basis of Ratings

Record and seniority, 50; written, 50.

Foreman Auto Machinist (City-Wide Promotion)

Salary: \$2,580. Fee, \$2. File by May 26. Date of test: June 7.

Duties

Supervision of automotive repair shop handling major repairs and overhaul on approximately 600 automotive units, and 400 lawn mowers, pumps and other gasoline powered equipment.

Requirements

Open to all permanent employees in the titles of Auto Machinist, Auto Mechanic, Auto Mechanic (Electrical), and Electrical (Automobile) who have served one year in the service and six months in the title on the date of the exam.

Basis of Ratings

Record and seniority, 50; written, 50.

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 office, 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.

Applications 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.

Foreman Auto Mechanic

Salary: \$2,580. File by May 26. Fee, \$2. Open only to employees of the Parks Department.

Duties

Supervision of garage, servicing up to 200 automotive units and 150 units of lawn mowers, pumps and other gasoline engines and automotive equipment.

Requirements

Open to all permanent employees in the titles of Auto Mechanic, Auto Machinist, Auto Engineman, Park Foreman, and General Park Foreman who have served one year in the service, and six months in the title on the date of the written exam.

Basis of Ratings

Record and seniority, 50; written, 20; practical, 20; training, experience and personal qualifications, 10.

Junior Accountant (City-wide Promotion)

Amended notice. Candidates who filed in April need not file again. File by May 19. Salary: \$1,800 to \$2,400. Fee, \$1. Date of written test, October 4.

Duties

To execute the detail work connected with audits and investigations and reports thereon.

Requirements

Open to bookkeepers, senior bookkeepers and all persons in grades 2 and 3 of the clerical service who have served one year in the service and six months in the title.

Basis of Ratings

Record and seniority, 50; written, 50.

Housekeeper (Women)

City-wide promotion. Second amended notice. Candidates who filed in October and December need not file again. Fee, \$1. File by May 26. Salary: \$1,200 to \$1,800.

Requirements

Open to all nurses who have served for three years in the Department of Hospitals, and to all hospital attendants and hospital helpers who have served three years in the Department, one year of which must have been as a supervisor of a housekeeping unit in one of the various hospitals.

Basis of Ratings

Record and seniority, 50; written, 30; oral, 20.

Senior Accountant (City-wide Promotion)

Amended notice. Candidates who filed in April need not file again. Fee, \$2. File by May 19. Date of written test: July 26.

Duties

To carry on independently audits, examinations, and investigations of the widest scope, to prepare reports thereon, devise and install new methods of accounting, etc.

Requirements

Open to all accountants and bookkeepers receiving \$2,400 or more who have served one year in the service and six months in the title on the date of the written test.

Basis of Ratings

Record and seniority, 50; written, 50.

Senior Supervisor, Grade 4 (City-wide Promotion)

Amended notice. Candidates who filed in April need not file again. Salary: \$3,000 to \$4,200. File by May 19. Fee, \$2. Date of written exam: June 28.

Duties

The administrative control and supervision of a division or subdivision of a welfare agency.

Requirements

Open to all supervisors, grade 3, in all departments and to social investigators in the Board of Child Welfare and in the Division of Old Age Assistance and of Dependent Children, Department of Welfare, who have served in the title in the social service at the rate of pay of at least \$1,800 for six consecutive months on the date of the written test and who have had one year of responsible supervisory experience during the past five years.

Basis of Ratings

Record and seniority, 50; written, 25; education, experience and personal qualifications, 25.

License for Refrigerating Machine Operator

Ten tons capacity or less. Applications issued and received continuously. Open to all applicants. Fee, \$5.

Scope of Examination

This exam will consist of an oral and practical test. The oral will investigate the candidate's knowledge of the operation of the particular type of refrigerating equipment that he is to operate; his knowledge of the safety rules and precautions to be observed in its operation. The practical will be conducted on a small semi-automatic compression system consisting of a commercial condensing unit and a simple evaporator.

License for Refrigerating Machine Operator

Unlimited capacity. Open to all applicants. Fee, \$5. File by June 26.

Scope of Examination

This examination will consist of a written and a practical test. The written test will investigate the candidate's knowledge of the Rules of the Board of Standards and Appeals for refrigerating systems; his knowledge of the operation, main-

tenance, and repair of compression and absorption refrigerating systems; the safety precaution that should be observed in operating refrigeration machinery; and his knowledge of related matters. The practical test will be given for those candidates who pass the written test. This practical test will be held in a large refrigerating plant and will test the candidate's knowledge of the practical operation, maintenance and repair of refrigerating machinery. Applicants must pass this test to qualify for the license.

License for Special Rigger

Applications received continuously

Fee, \$5. The license for special rigger permits the holder thereof to hoist or lower any article, not exceeding one thousand two hundred pounds in weight, on the outside of any building or structure.

Candidates must have at least one year's experience of a character to qualify for the type of hoisting to be performed.

In addition to the above experience, candidates must be citizens of the United States of America, at least twenty-one years of age and of good character. The Municipal Civil Service Commission will thoroughly investigate all statements in the application.

If the applicant is to do business under the name of a corporation he must give the name and address of the corporation, the date on which it was incorporated and the office which he holds in said corporation. If the applicant is to do business under the name of a partnership or under a trade name he must furnish at the time of investigation a certificate of the trade name certified by the County Clerk.

Before the license is issued by the Department of Housing and Buildings the candidate will be required to produce satisfactory evidence that he carries workmen's compensation insurance, public liability insurance or bond and property damage insurance or bond.

All certificates of insurance shall be made out in the name of the Commissioner of Housing and Buildings, City of New York, or the Department of Housing and Buildings, City of New York. All certificates of insurance shall be for full coverage and no specific location and shall contain a clause whereby the insurance company assumes full responsibility for failure to notify the Commissioner of Housing and Buildings five (5) days prior to any material change or cancellation.

The examination shall be an oral and practical test. The oral test will investigate the candidate's knowledge of rules and regulations governing hoisting and rigging in New York City, weights of various materials to be hoisted, knowledge of safety measures and accident prevention and related matters. The practical test will investigate the candidate's ability to perform rigging operations similar to those in which he will be engaged in practice. The pass mark will be 70 per cent. Examinations will be held from time to time as conditions warrant.

State Test

Hospital Attendant

State and County Institutions. Usual salary range \$54-\$66 a month, plus maintenance for self but not family. Salary increases \$4 a month at the end of every six months of service until it reaches \$66 at the end of 18 months. Automatic time service payments further increase the salary to \$86 a month in a period of years. There are opportunities for promotion to other competitive positions in institutional service, and some Hospital Attendants may enter the Nurse Training Schools. Open to men and women. Age limits: 18-45. Fee, 50 cents. File by June 3. Exam will be held June 21.

Duties

To perform routine ward work in the care of patients and their quarters in State hospitals and other institutions for the mentally and physically ill, mental defective, and epileptics; and to do related work as required. Examples: Personally bathing patients either in tub, in shower, or in bed; personally bringing trays of food to patients, watching them in the dining room or actually feeding them; personally assisting patients in getting dressed and undressed; personally keeping patients and their beds, clothes, and quarters clean; personally changing or assisting patients in changing their clothes when they have soiled them, personally changing soiled bed linen and preparing it for the laundry, and scrubbing and cleaning beds and rooms when these have been soiled by the patients; assisting with housecleaning of wards and rooms; keeping order and maintaining the welfare of patients; watching over patients and reporting upon their actions and conditions; overseeing the activities of patients while at work and during recreation, assemblies, and meals; assisting doctors and nurses in preparing patients for treatments and attending them while undergoing prescribed treatments; distributing clothing, laundry, supplies; courteously attending and escorting visitors; when required, assisting in the dining room, kitchen, and laundry; assisting with outside maintenance and operation of institution, buildings and grounds other than ward service; personally working on the lawns, in the coal yards, in snow removal or helping on the farm or garden in its planting, cultivation and harvesting.

Requirements

Candidates must be able to speak, read and write the English language understandingly; they must have the ability to understand and carry out simple oral and written directions; to oversee the work,

amusements, and exercise of patients; to keep simple written records and make simple reports; to size up and adapt themselves to situations arising in the performance of the work; to accept discipline, and to get along well with others. Candidates must have good moral character, temperate habits, reliability, cheerfulness, tact, patience, neat personal appearance, sympathetic attitude toward the mentally and physically ill, and willingness to live in an institution. (There are no quarters available in the institutions for wives or children.) Candidates must be in good physical condition; possess satisfactory vision and hearing, and be physically proportioned within the range of the accepted standards. Candidates must undergo and pass satisfactorily a thorough medical examination at time of appointment. For the purpose of character investigation, candidates must submit the names of not fewer than three reputable persons (not rela-

(Continued on Page Eleven)

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Training for Fireman Exam

An Interview With Prof. Francis P. Wall

"The physical test for Fireman will consist of the best features of the recent physical examinations for Sanitation and Patrolman," Professor Francis Patrick Wall, designer of the test, told The LEADER in an exclusive interview. "The test itself will be tough," Professor Wall admitted.

The strong competition for jobs in the city's uniformed forces is the reason why the test will be tough. The test is designed to give the city the finest physical specimens available."

8 Weeks to Prepare

Men who intend to file for this examination should start training at once. Professor Wall estimated it would take a candidate in good health at least eight weeks to prepare for the test. "It is going to be difficult for those who are not in good shape, but time, patience and practise will develop them if they are healthy individuals."

Asked by The LEADER how a candidate should train for the test, Professor Wall said, "The first thing he should do is to undergo a thorough medical examination by his own doctor to make sure that he's physically able. He may have a bad heart, or hernia, or some other defect. An examination by his own doctor at the very start is of the utmost importance. I cannot emphasize that too much."

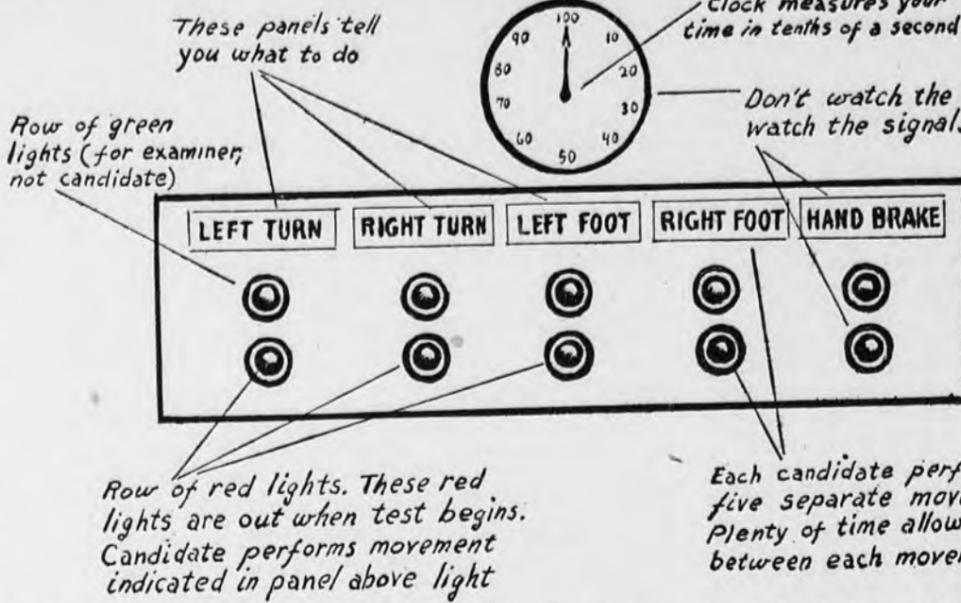
Once a candidate is assured by his doctor that he is free from

Few Takers for "Permanent" Job

Canvasses sent out by various State departments for "permanent" jobs lasting only a month or two are meeting with little response, The LEADER learns. The quirk, as explained last week, has come about through application of the new temporary-job law in the State service.

Under the law, temporary appointments are permissible only for one-to-six months. If the job lasts more than six months, it must be filled on a permanent basis, with the employee going on a preferred list as soon as the job folds.

Among other problems that have arisen are these: Does the employee get annual increments? Is he entitled to vacation and sick leave? How are salaries to be equalized.



The coordination test which fireman candidates may have to take—it hasn't been definitely decided—looks like this. The candidate sits in a cab which is like the driver's cab of a fire truck, and moves his arms and legs in response to signals from the cabinet shown above. The cabinet is situated about ten feet in front of the cab. The candidate must respond to the signals in a given number of seconds in order to pass the test.

physical defects, he should indulge in general body-building exercises for one week or ten days before he begins actual training. These general body-building exercises should be practised diligently for one-half hour each morning and one-half hour each night.

Four Factors in Training

The four factors which determine physical fitness are endurance, strength, agility and coordination. Both the sanitation and the patrolman examinations were designed to test a candidate in each of these factors.

Here's the way Professor Wall says a candidate can train to pass the endurance, strength, agility and coordination tests. First, endurance:

Candidates should jog from a mile and a half to three miles four days a week. Jogging builds up wind. They should continue jogging until the day of the test. Under no circumstances should candidates time themselves at the start. Candidates shouldn't be discouraged if they do better the first time than the second or third time out.

After three or four weeks of jogging, a candidate will be ready to run a mile against the clock. He should try to run in even quarters so that he will learn to pace himself properly. Pace is the most important feature. "There's no reason why a healthy man can't run a mile in five minutes," Professor Wall said.

The second factor in determining physical fitness is strength.

While the candidate is training for the endurance test, he can also prepare for the strength test. He can do this by lifting dumbbells "every day, seven days a week, including Sunday." The weight of the dumbbells at the start should be what the candidate can lift without strain, and should be increased until he is able to lift 80 pounds in each hand.

"The future fireman should make a real, serious job of training for this examination," Professor Wall said. "A good, healthy individual's standing on the list depends entirely on the amount of work he puts into his training."

In the last sanitation and patrolman examination, the agility

tests consisted of running, broad-jumping, hurdling, climbing walls and ladders, dodging and turning in a limited space and a specified period of time. Professor Wall stated that broad-jumping, hurdling and ladder climbing can be practised anywhere, in gymnasiums, playgrounds, back-yards or streets. Candidates should not minimize the broad-jump. "In the Police test," Professor Wall said, "the ten-foot broad jump disqualified more men than any other part of the agility test." "Many candidates," he said, "are already practicing for this part of the test in Boys' Clubs, Gymnasiums and civil service schools."

Coordination

The coordination test has only been given on the Sanitation examination. There is a strong possibility that it will be given again on the firemen's test. According to Professor Wall, a candidate can practice for this part of the test at home or in the driver's seat of an automobile. The equipment needed at home would consist of (1) a plate; (2) cards marked, "right turn," "left turn," "right foot," "left foot," "brake"; (3) a friend to hold these cards and flash them in front of him. The candidate could hold the plate in his hand as if it were a steering wheel and turn it to the right or left as the cards were flashed in front of him. The same thing could be done, more realistically, in a car. "Practice on this test will relieve tension at the time of the examination," Professor Wall said.

"The first 1,000 men who passed the sanitation exam were the finest physical specimens of any group in the country, if not in the world at the time they passed the examination," Professor Wall said. "The first 1,000 men who pass the fireman's physical test will be an even better group."

The Leader will run a series of articles in forthcoming issues giving candidates for the fireman exam precise information for training. This information is being obtained through interviews with Professor Wall and other eminent authorities in physical and mental training. If you're planning to take the test, don't miss these articles.

Laundry Worker List

Appears This Week; More Tests Coming

An eligible list for laundry worker, containing 2,546 names, was completed this week by the Municipal Civil Service Commission.

Now that the list is completed the Commission will proceed with conduct of literacy, medical and physical tests. These tests are not

competitive and count simply on a qualifying basis. This means that all candidates making 75 per cent on the tests go on the list. It is expected that the literacy part will be given within two weeks.

The Commission plans to examine all Laundry Workers as well as Hospital Helper candi-

dates on one day. The literacy test will simply determine a person's ability to read and write, and will not be difficult.

How Appointments Are Made

Since laundry worker jobs are in the labor class, appointments are made in the order in which applications were filed.

The Commission intends to start medical and physical examinations as soon as the literacy test has been rated. These will be given as the needs require.

First appointments from the list should be made within four to six weeks. The latest tabulation of the Commission shows that

there are 21 vacancies for laundry workers, but others are expected.

Because of space limitations, the list for laundry worker is not published in this issue. However, eligibles may examine the list in The LEADER'S office, 97 Duane street.

CORD Study Book for FIREMEN

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The outstanding authority on Fireman preparation for over 25 years. A 1941 preparation, including more than 800 questions and answers covering every phase of the examination. 130 pages. \$1.50

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U. S. Tests

(Continued from Page Eleven) for part of the required inspectional experience. Maximum age, 53 years. File until further notice.

Senior Inspector, Ordnance Material, \$2,600 a year; Inspector, Ordnance Material, \$2,300 a year; Associate Inspector, Ordnance Material, \$2,000 a year; Assistant Inspector, Ordnance Material, \$1,800 a year; Junior Inspector, Ordnance Material, \$1,620 a year. Requirements: Applicants must have had satisfactory experience in the inspection and testing of raw or ordnance materials. Collegiate training in mechanical or civil engineering or metallurgy may be substituted for experience. The degree of difficulty of work performed and length and specialization of experience vary according to the grade of the position. Maximum age, 55 years. File until further notice.

Toolmaker, \$7.20 to \$9.36 a day. Requirements: Applicants must have completed a 4-year apprenticeship or must have had at least 4 years of practical experience in the trade. Applications from those with only 2 years of experience will be accepted and may be certified for appointment as the needs of the service require. Maximum age, 62. Applications may be filed until further notice.

Public Health Nurse, \$2,000 a year. Requirements: Four-year high school course or 14 units of high school study; completion of a course in school of nursing; registered; completion of special course in public health nursing; one year or more of successful public health nursing experience. Additional credit for special experience. Maximum age: 40. File until further notice.

Junior Stenographer, \$1,440 a year. Open only to men. Requirements: The only requirements are that the applicants must meet the age limits and be U. S. citizens.

There will be an examination, as follows: Copying from plain (type-writing), counting 25%; general test, counting 25%; stenography, 50%. Dictation is at the rate of 96 words a minute. Any system or making notes, including the use of shorthand-writing machines, is acceptable, provided the notes are given to the examiner after being transcribed. The use of typewriter for making notes is not permitted. Applicants must supply their own typewriters and tables for the test. Any style of typewriter, except electric, is permitted. Maximum age, 53. File until further notice.

Upstate Test YONKERS

Laboratory Assistant (Mechanical)

Bureau of Laboratories, Department of Public Health. (One appointment expected at \$1,500) Fee, \$1. File by May 17 at Room 405, City Hall. Exam will be held June 7.

This exam is open to residents of New York State.

Duties: Maintain and repair mechanical and electrical equipment of the laboratory; supervise cleaning the laboratory; assist in performance of autopsies; feed and care for small animals; related work.

Requirements: Either a) one year experience in laboratory work involving maintenance and repair of mechanical and electrical equipment, and high school graduation with courses in chemistry, physics, or biology; or b) two years experience in a trade or in the care of such equipment, and high school graduation with courses in chemistry, physics, or biology; or c) an equivalent combination.

Basis of Ratings: Written, 6; training and experience, 4.

This advertisement is of unusual importance to all

FIREMAN CANDIDATES

A book has been prepared and is now being printed, that will be a distinct aid to all men who plan to compete in the coming Fireman examination.

HOME TRAINING FOR PHYSICAL CIVIL SERVICE EXAMS

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Commission Employees Work 1 Saturday in 8

The Municipal Civil Service Commission's staff is working on a staggered basis on Saturdays throughout the rest of the spring and summer. Each employee

works one Saturday in eight, and such departments as the certification bureau and information bureau will remain open with a skeleton staff. The examining bureau will continue to work on Saturdays whenever tests are scheduled.

Your Chances for Appointment

The latest certification of the Municipal Civil Service Commission are given below. An asterisk (*) with the "latest number" certified indicates that certification has been made during the past week. The letters P, T, and I stand for "probably permanent," "temporary," and "indefinite."

Candidates can determine the approximate date for a new examination by consulting the expiration date of the list, in the last column below. In some instances, however, a list is exhausted before its expiration date or the Civil Service Commission decides to abolish a list or not to hold another examination for a position.

Readers should remember that certification does not necessarily mean appointment. Usually more names are certified than there are vacancies. Anyone with a question on a certification should call or write to the Information Bureau, Municipal Civil Service Commission, 299 Broadway, New York City, Cortlandt 7-8880.

Table with columns: Title, Department, Salary, P.T.I., Latest No., List Expires. Lists various job titles like Able Bodied Seaman, Accountant, Clerk, etc., with their respective departments and exam details.

Is Your Exam Here?

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

COMPETITIVE

Administrative Assistant (Welfare): Rating of Administrative Procedure specialty will be completed in a week.

Asphalt Worker: The rating of the written completed. Other parts of the examination will be held shortly.

Baker: Rating of written test completed. Physical, mental and practical tests will be held in May.

Bridge Painter: 392 candidates filed. The written test will be held as soon as practicable. Experience papers have been rated.

Buildings Manager (Housing Authority): Written test is about 75 per cent rated.

Clerk, Grade 2 (Bd. of Higher Ed.): Oral tests began May 2. Practical tests will be held soon.

Cook: Practical tests will be given soon.

Court Stenographer: Rating held up pending clarification of court action.

Car Maintainer, Group F (NYC Transit System): Open competitive will be held soon. Promotion test is now being rated.

Dentist (Part Time): Appeals being considered. Ratings will begin this week.

Dietitian: Rating of qualifying experience completed. Written test will be held in May.

Jr. Administrative Assistant (Housing): All parts of written test completed. Oral tests will be held soon.

Jr. Administrative Assistant (Welfare): See Administrative Assistant (Welfare).

Junior Engineer (Signals) Grade 3: Rating completed. List will be published shortly.

Junior Psychologist: Rating of written test completed. The orals are now in progress.

Office Appliance Operator: Qualifying practical tests continue.

Playground Director (Female) Permanent Service: List will be published soon.

Power Distribution Maintainer (NYC Transit System): The written test has been held.

Stenographer (Law): The rating of the written test has been completed.

Stenotypist Grade 2: Practical test is being rated.

Supervising Tabulating Machine Operator (I.B.M. Equipment) Gr. 4: Written test being rated.

Telephone Maintainer (N. Y. C. Transit System): Written test being rated.

Turnstile Maintainer (N. Y. C. Transit System): Written test was held May 2d.

X-Ray Technician: Written test completed. Qualifying practical test to be held soon.

PROMOTION

Assistant Station Supervisor: Written test rated. The practical oral tests are in progress.

Assistant Supervisor, Grade 2 (Social Service): Examination will be held May 24. 2,643 candidates filed.

Bookkeeper Grade 1: 1,923 candidates filed. Written test will be held June 21.

Captain (Fire Department): Written test rated. Service records being computed.

Conductor: Written test completed.

Court Clerk, Grade 3 (Magistrate's Court): Rating of written test practically completed.

Court Stenographer: Rating of written test held up pending litigation.

Elevator Operator (Dept. of Hospitals): List published. Qualifying practical tests completed.

Gardener (Parks): 576 candidates filed. Written test will be held May 17.

Junior Administrative Assistant (City Wide): Key has been approved. Part I of written is completed.

Senior Supervisor, Grade 4 (Social Service): Written test will be held June 28.

Station Supervisor: Rating of written and oral tests completed. List will be published soon.

Supervisor, Grade 3 (Social Service): Written will be held May 24.

Sergeant (Police Department): Test will be held on June 14

Towerman: All rating completed. List will be published soon.

Train Dispatcher: Written test rated.

Yardmaster: Written test rated. Ready for practical test.

Coal Employees

Bituminous Coal Division employees - more than 1,000 - are working but funds aren't available to pay them their salaries. Congress must appropriate funds in a deficiency bill and it's probable that Congress will make the act retroactive in order to pay the employees' salaries.

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BULLETIN BOARD

All Civil Service organizations are invited to forward notices of meetings and events for appearance in the Bulletin Board. Please have your notice in by Friday of the week preceding date of the event. There is no charge for this service.

DONGAN GUILD OF STATE EMPLOYEES

The Dongan Guild of New York State Employees will conduct a retreat at the Bishop Molloy Retreat House, 178th street and Wesford Terrace, Jamaica, from May 9 to 11, beginning at 6 p. m., Friday and ending at 7 p. m., Sunday. Godfrey Schmidt is president of the Guild.

VETERANS' CIVIL SERVICE LEAGUE

Sanford L. Gore, attorney and vice-commander of the Veterans' Civil Service League, is heading a new drive to enlist veterans into the group, whether or not they are on Civil Service eligible lists. The purpose of the drive is to increase membership and to form an effective unit to press for legislation that would bring veterans into defense agencies.

"Despite needs and increases of personnel in the government due to the defense program and the gluing in of thousands of additional employees into the Federal Civil Service by Presidential Executive Order as a result of the Ramspeck Act, there are thousands of veterans who have qualified for Civil Service jobs who still remain unemployed," the league announced in launching its drive. "It remains therefore for veterans and ex-service men, whether eligibles on Civil Service lists or not, to rally around the Veterans' Civil Service League to assist in pushing its campaign to a successful conclusion."

STATIONARY ENGINEERS ELIGIBLE ASSN.

The next regular meeting of the City Stationary Engineers Eligibles Association will be held Tuesday, May 6, at Germania Hall, 158 Third avenue, at 16th street, Manhattan. The meeting is scheduled to start at 7 p. m.

FEDERATION OF ARCHITECTS, ENGINEERS, CHEMISTS, TECHNICIANS

The second in a series of lectures on city planning will be delivered on Wednesday, May 14, at 3 Beekman street, Room 600, under the auspices of the Federation of Architects, Engineers, Chemists and Technicians. All members of the group and their friends have been invited to attend.

Two other lectures in the series will be given on May 28 and June 11.

ATTENDANT-MESSENGER ELIGIBLES

The Attendant-Messenger Eligibles Association will hold its next general meeting at the Hudson Park Library, 10 Seventh avenue, South, on Friday, May 23, at 8 p. m. All eligibles have been urged to attend the meeting.

MANHATTAN COUNCIL, GREATER NEW YORK EMPLOYEES ASSOCIATION

The Manhattan Council of the Greater New York Park Employees Association will hold its next regular meeting at the Harlem Courthouse, 121st street, between Third avenue and Sylvan place, Manhattan, on Thursday, May 8, at 8 p. m.

Committee reports on the budget, the meeting of the Central Council and other important business will be presented.

YONKERS CIVIL SERVICE ASSOCIATION

The annual dinner-dance of the Yonkers Civil Service Association brought a crowd Wednesday night to Schmidt's Farm, Fort Hill Road, Greenburgh. Former president Raymond C. Kelly and David O'Connor and Mrs. Genevieve Higgins, retiring members of the board of directors, were guests of honor. Charles Duffy was chairman of the committee in charge.

SAFETY INSPECTOR ELIGIBLE ASSOCIATION

A letter to the United States Civil Service Commission urging that the State Safety Service Inspector list be considered for use by the federal government was read and approved by the eligibles, at a meeting Wednesday night at 63 Park Row, New York City. Each eligible present was given a list of absent eligibles to contact, with the hope that all on the list will take part in the association's work.

MAINTAINER'S HELPER ELIGIBLES ASSOCIATION

A general meeting of the Maintainer's Helpers Eligibles Association will be held at Washington Irving High School, Irving Place and East 16th street, on Thursday, May 8, at 8 p. m. The organization of the group will be discussed. All present and prospective members have been urged to attend the meeting. Eligibles may communicate with Ralph Crossman, 893 Brooklyn avenue, Brooklyn.

AUTO ENGINEMAN ELIGIBLES

Sixty eligibles attended the first meeting of the Automobile Enginemen's Eligibles Association at the Rand School on Tuesday, April 29. The following temporary officers were unanimously elected: Ira Mayer, chairman, Francis Mandeville, secretary, and Ralph Grossman. A committee consisting of N. Spade, S. Regan and R. Waldorf was named to draw up a constitution.

As soon as a constitution is approved an election of permanent officers will be held. The next meeting of the group is scheduled for Tuesday, May 13 at 8 p. m. in the Rand School.

CUSTODIAN ELIGIBLES

An election of officers will be held at the next meeting of the Custodian Eligibles on Thursday, May 8, at 8 p. m. in room 413, Pulitzer Building, 63 Park Row. Charles E. Ferguson, Jr., is secretary of the group.

SANITATION ELIGIBLES

The next meeting of the Sanitation Eligibles Association will be held Friday, May 23, at 8 p. m. at P. S. 27, Forty-second street near Third avenue, New York City. The executive committee is busy on the job report. A complete report on possibilities and progress of the list will be given at the meeting. All members are urged to attend.

What Every Sergeant Should Know

Study Material for Coming Police Test: Part 19

Question 19

How is the Police Department concerned in Parole and what departmental procedure is followed in regard to parolees?

A. Concern of the Department:

1. At one time in the history of the Police Department the commanding officer of each precinct assigned a competent sergeant to act as a parole officer.

2. These parole sergeants had under supervision released prisoners who resided within the confines of their respective precinct and had such persons report to the station house once a week.

3. Since the establishment of the New York City Parole Commission the Police Department has not been directly concerned in parole.

4. However the Police Commissioner is an ex-officio member of the New York City Parole Commission and is usually represented at the weekly meetings of this Commission by a Deputy Police Commissioner.

5. Parole is recognized by the Department as sound in theory but lacking in proper application in view of the fact that many persons while on parole commit serious crimes.

6. The Police Department at the present time is deeply concerned in parolees principally to protect society and to aid parole authorities in their work of rehabilitation.

7. The manual of procedure provides that courses of instruction in parole will be arranged by the

commanding officer, Police Academy.

B. Department procedure in regard to parolees:

1. The State Board of Parole and the Parole Commission of the City of New York furnish the commanding officer statistical and criminal identification bureau with a record of persons paroled whose residences are located within the city.

2. Forms D.D. 52b will be made out on parolees from the State Board of Parole and D.D. 52c on parolees from the New York City Parole Commissioner, in duplicate.

3. Photographs of parolees will be affixed if available in the criminal identification bureau.

4. A central file will be maintained at the criminal identification bureau.

5. Each precinct detective squad will maintain a complete, up-to-date file of parolees residing within its precinct.

6. Upon death of parolee or discharge from parole record removed from parolee file.

7. When parolee moves, if new address is within the city, detective squad commander of new precinct and criminal identification bureau notified. If outside the city only the latter notified.

8. File is kept locked. Contents are confidential and only for members of the Police Department, parole and correction authorities.

9. If parolee residing in the city is arrested and information is

known to detective precinct squad commander he will notify criminal identification bureau. If information of an arrest of parolee is known at criminal identification bureau, squad commander will be notified as well as parole authorities.

10. Parolees are not to be "hounded" by the police. Home or place of employment is not to be visited for purpose of supervision. Habits and conduct must be observed discreetly.

11. If parolee violates conditions of parole members of the force observing same will report it to his commanding officer who notifies criminal identification bureau who in turn forwards report to parole authorities.

12. Precinct Detective squad commanders are to extend full cooperation to visiting parole officers in the exchange of information. If any pertinent information is obtained regarding a parolee, criminal identification bureau is to be notified.

Question 20

Generally speaking, the Police Department takes more precautions to prevent robberies than any other serious crime. Explain why this particular crime is singled out, and the various precautionary measures taken by the Police Department to prevent this crime.

Answer this question as completely as you can. Then compare it with the answer which will appear here next week.

DPUI Promotion Tests

Exams Will Be Held Within Coming Weeks

First of a number of examinations for posts in the Division of Placement and Unemployment Insurance were announced this week when requirements for promotions to Assistant Typist, and Associate and Senior Examiner of Methods and Procedure were placed on DPUI bulletin boards throughout the State.

The DPUI had been holding off on exams pending decision on who should get the fees paid by candidates for its tests. The Social Security Board, which pays for DPUI exams, felt that it should receive any fees that go beyond the cost, while some State officials thought otherwise. The Condon bill, signed last week by Gov-

ernor Lehman, decided the issue in favor of the Social Security Board.

Typist Test

The Assistant Typist test is open to permanent employees of six months' standing in service 3, grade 1-a by the date of the exam. Employees who have served in the DPUI for one year and in addition meet experience qualifications will be admitted to the Examiner tests. Filing for the Senior Examiner test ends May 12, for the Associate Examiner, May 13, and for the Assistant Typist test, May 14. The Examiner tests are scheduled for Saturday, May 24, while the Typist test will probably be held some time this month as well.

Other Promotions

Other promotion exams about to be announced are Principal and Senior Statistician and Senior Stenographer. Open competitive tests are also in the offing, but the titles are as yet indefinite except for Training Assistant. Six jobs in this title are known to be in the tentative budget for the Training Unit, and the exam may be announced within the month.

The DPUI budget, still the subject of conferences among Division officials, must be approved by the Social Security Board be-

fore going into effect, and announcement of many exams awaits such approval.

DPUI Case

Recently-established promotion lists for Assistant Clerk, Assistant Account Clerk, and Assistant File Clerk are again being canvassed by the Division of Placement and Unemployment Insurance on the possibility that the courts may allow appointments before May 15, the start of the new payroll period.

The stay secured by Assistant eligibles who have been continued in "temporary" jobs was vacated last week by the Appellate Division, pending settlement of the issue of whether promotion or open lists should be used.

An Independent State Eligibles Association, located in Albany, has just urged eligibles on the open lists to contact its officials to discuss further action. Support from these eligibles is asked: Assistant Clerk, 600-2,000; Assistant File Clerk, up to 1,600; Assistant Account Clerk, up to 400.

Communications may be addressed to William R. Bebee, corresponding secretary, 215 Spruce street, Albany.

Mead, McNutt Call for Older Workers

The trend in defense jobs is toward a higher age limit. As reported in The LEADER last week, 65 is the acceptable top age on a number of U. S. jobs. The movement toward hiring older persons in order to avoid labor shortage was given impetus last week, also, by a resolution of Senator James M. Mead, which would direct the Secretary of Labor to investigate discrimination against older persons, both in government and private industry.

In response to the Mead resolution, Federal Security Administrator Paul V. McNutt indicated that the need for all types of factory workers throughout the country is now so great that age limits will have to be relaxed.

NEW YORK BUSINESS SCHOOL SOCIAL CLUB

The social club of the New York Business School held an entertainment Thursday night, April 24. Highlight of a successful show were the singing and dancing of Miss Sabina Walsh, Julia Maresco, Sabina Stann, and Helen Wasser, Pauline Carona, assisted by Rose Garavuso and Robert Fortier, decorated the room.

PATROLMAN ELIGIBLES

The next regular meeting of the Patrolman Eligibles Association will be held at Washington Irving High School, Irving Place and East 16th Street, Manhattan, on Tuesday, May 6 at 8:30 p. m. in the main auditorium.

All members of the group have been urged to attend the meeting.

Where Do I Stand?

The following are the latest certifications, in New York City and Albany, from popular State lists. P means permanent; T means temporary.

P-New York-\$900	860	85.825
P-Albany-\$900	3,036	81.85
T-New York-\$900	2,584	82.525
T-Albany-\$900	5,516	79.45
Junior Stenographer		
P-New York-\$900	991	86.30
P-Albany-\$900	2,353	77.30
T-New York-\$900	1,297	85.20
T-Albany-\$900	2,347	77.80
Junior Typist		
P-New York-\$900	1,021	87.70
P-Albany-\$900	1,937	85.00
T-New York-\$900	1,392	86.60
T-Albany-\$900	3,375	77.78
Assistant File Clerk		
P-New York-\$1,200	178	88.70
P-New York-\$900	100	89.50
P-Albany-\$1,200	119	89.20
P-Albany-\$900	1,214	85.40
T-New York-\$1,200	459	87.30
T-Albany-\$1,200	438	87.40
T-Albany-\$900	908	86.10
T-Albany-\$900	1,351	85.20
Assistant Clerk		
P-Albany-\$1,200	540	83.02
T-New York-\$1,200	248	89.21
T-New York-\$1,090	558	87.91
T-New York-\$900	437	88.37
T-Albany-\$1,200	1,146	86.54
T-Albany-\$900	3,883	83.20

P-New York-\$1,200	105	89.80
P-Albany-\$1,200	187	88.90
T-New York-\$1,200	1,164	84.10
T-New York-\$900	1,794	80.90
T-Albany-\$1,200	1,244	84.35
(from Sr. Steno. list)		
T-Albany-\$900	2,347	77.80
(from Jr. Steno. list)		
T-Albany-\$900	2,020	77.30
Assistant Typist		
P-New York-\$960	3,838	86.16
T-New York-\$1,160	222	87.199
T-New York-\$900	1,414	79.299
T-Albany-\$1,200	811	83.70
Latest permanent appointments from these lists are:		
Junior Clerk		
New York-\$900	523	86.45
Albany-\$900	2,827	82.225
Junior Stenographer		
New York-\$900	685	87.40
Albany-\$900	2,204	80.50
Junior Typist		
New York-\$900	732	88.60
Albany-\$900	1,811	85.40
Assistant File Clerk		
New York-\$900	105	89.50
Albany-\$900	1,068	85.70
Assistant Clerk		
New York-\$1,200	631	91.04
Albany-\$1,200	53	87.95
Assistant Stenographer		
New York-\$960	405	87.49
Albany-\$1,200	192	88.59
Assistant Typist		
New York-\$960	539	86.20
Albany-\$1,090	167	87.90

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Sanitation Title-Change

(Exclusive)

A committee of examiners of the Municipal Civil Service Commission is now at work on a new resolution to classify the titles of sanitation men, classes A, B, and C in line with the proposed changes outlined in the Mayor's executive budget. The Mayor asked for the creation of a new title, junior sanitation man, at salaries of \$1,200 and \$1,500.

No details of the reclassification necessitated by this proposal are available as yet, but according to the Mayor's instructions it must go into effect by July 1, 1941.

Observers believe the net effect of the creation of junior sanitation man will be to make the entrance salary in the Department \$1,200 and \$1,500, instead of the former \$1,860. Technically, appointments can be made directly to the present class B title at \$1,920, but in view of many other economy moves by the present administration, this seems unlikely.

Paul J. Kern, president of the Commission, declared this week that the lower entrance salaries might prevail only for the probationary period. A similar policy is followed in the Police and Fire departments, where appointments are made at \$1,200. The men stay at that salary for the six-months' probationary period, then are advanced to \$2,000.

However, the jump from \$1,200 and \$1,500, in the case of junior sanitation man, to \$1,920 is larger than ordinarily permitted in the city service. Therefore, the chances are that the men who enter at the two lower salaries will be allowed to advance only by promotions and with the help of increments, to which observers believe they will be entitled.

How Will Promotions Come?

Just how promotions would be effected is not clear. There is a possibility that the Commission might create an intermediate title of associate sanitation man at a salary somewhere between \$1,500 and \$1,920. Advancement to this title would probably be made on the basis of seniority.

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211 Fifth Ave. VANDERBILT 6-484

Amusement Parade

By SIDNEY GANS

three walls and has utilized the limitless possibilities of the screen to give complete expression to the most imaginative mind in the theatre—and now motion pictures—today.

Possibly there are parallels in the story of "Citizen Kane" to the real life, equally eventful story of the publisher who has taken exception to Welles. Publisher Kane has a castle and vast treasures, a chain of papers, a mistress and—an indiminishable belief in his own power. The picture opens with Charles Kane on his deathbed, surrounded by his treasurers. Then, with sudden speed and accelerating interest, the life of the publisher is retraced—his sudden acquisition of wealth, his first newspaper days, his political aspirations and the scandal that squelched them. But it is more than a story—it is possibly the finest projection of a character study the screen has seen.

It is not possible to write here all that "Citizen Kane" deserves. It must suffice that Mr. Welles' Mercury Players support him handsomely, that Gregory Toland's photography does Welles' imagination justice, and that here is the most important contribution to screen art and technique in many a day—even if it will embarrass certain papers to admit it.

"That Uncertain Feeling"

Ernst Lubitsch's name is listed as director of the Music Hall's new film, "That Uncertain Feeling." Which is certain indication that the offering is light and gay. After six years of wedded bliss, Melvyn Douglas and Merle Oberon find they are beginning to get on each other's nerves—and then the fun begins. The comedies dealing with domestic trials have been rather frequent of late, some good, some not so good. The hilarious situation in "That Uncertain Feeling" place it among the best of them.

Burgess Meredith is the third starring member of the cast, who helps in piling up the complications with his portrayal of "Sebastian." The dialogue contributed by Donald Ogden Stewart is witty.

The Music Hall's stage offering is a condensed version of "Madame Butterfly," which has already been proclaimed as one of the finest things ever done in that theatre.

"Great American Broadcast"

At the Roxy Theatre, "Great American Broadcast" is telling the story of the radio industry. Naturally, with 20th Century-Fox's usual story-tellers, Alice Faye and Jack Oakie, aided by John Payne, Cesar Romero and the Four Inkspots, among others, this story becomes fascinating and glamorous. As all musical films should be, this is a fast-moving romance with enough melody interspersed to make the most exacting Alice Faye fans happy. But as important to the "Great American Broadcast" as Miss Faye and her singing of the Gordon and Warren tunes is the clowning of Jack Oakie, who

steals most of the scenes with his really funny comedy.

New Strand Film

The Strand Theatre will offer as its new film Friday "The Wagons Roll At Night," which promises to be an actionful circus story. Its principal players are Humphrey Bogart, Sylvia Sidney, Eddie Albert and Joan Leslie. Tommy Tucker's Orchestra will be the stage attraction, with Victor McLaglen present as the "extra added attraction—in person!"

At The Paramount

"Reaching for the Sun" will open at the Paramount Theatre tomorrow, succeeding the enormously successful "Road to Zanzibar." In the cast of the new film are Joel McCrea, Ellen Drew and Eddie Bracken.

Alvino Rey's Orchestra and the King Sisters will be on the stage.

Palisades Dinner

The Palisades Interstate Park Commissioners will tender a testimonial dinner to Park Patrolman Wallace Mullen, on Wednesday night at Bear Mountain Inn, in recognition of the officer's activities in capturing escaped Sing Sing convicts on April 14th. The case attracted nation-wide attention at the time. The occasion will be marked by the presentation of a citation to the patrolman, who, with two officers, tracked down and disarmed the felons who earlier in the morning had killed a prison guard and a member of the Ossining police force.

Racing

The most exciting racing news of the week, of course, is the Kentucky Derby, with all its glamour and tradition. After that fine race there last Saturday almost any other mention of racing would be an anti-climax, but here are a couple of significant local items: The data on the experiment of the Daily Double which was featured at Jamaica until now, is being completed by the suspension of the "double" this week. Analysis of the two weeks, that with the "double" and that without, will then be conducted by the New York Racing Commission to see if the racing public is really in favor of this form of betting.

With Jamaica in its last week, Belmont, the next in succession, is putting the finishing touches on its preparation to take over the local racing burden when Jamaica's season is ended.

ON THE SCREEN

The Great Welles

Too important, too fine to let itself suffer from petty Hollywood politics and threats of boycott, "Citizen Kane" at last has been placed before the public. No matter what the personal motivations or aspersions, there can be only one verdict: here is screen art at its best.

It is as if Orson Welles has suddenly found himself free of the confining limits of the theatre's

Subway Sick Leave Bill Signed

Sick leave comes for all subway employees.

Late last week, Governor Lehman put his signature to the bill which puts into law the demands of New York's transit employees for a decent sick-leave policy. The bill was sponsored by American Federation of Labor unions in the independent subway systems, Bernard G. Brophy, President. The new law grants a minimum of 12 days sick leave with pay to all employees having a year's service. Sick-pay starts immediately with the leave of absence. Employees in the service less than one year get a day for each month of service.

The Mayor and the Board of Transportation opposed the bill, and the Board even introduced a liberalization of its own sick-leave policy—in order, according to one A.F.L. official, "to head off the bill." The Board's new policy would have granted to subway men (other than supervisory) 60 per cent pay for sick leave up to 20 days. But the proposal wasn't clear-cut, since it provided that sick-leave pay was to start only after the employee had been out five days under a doctor's care.

The Board of Transportation is the only department having a mandatory sick-leave policy incorporated into the law of the state. Appropriately 40,000 employees are affected.

3,500 to Take Court Attendant Exam

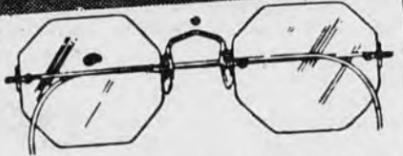
Close to 3,500 candidates will take the State Court Attendant test Saturday, in two New York City high schools and in a few cities upstate. The exam starts at 1 p.m., and will last about four hours. Along with practical questions on the work of the Court Attendant, candidates will face questions on arithmetic, civics, and English. American history has been eliminated.

Checking Service For Civil Employees

Civil service employees can use a special checking service at a minimum cost under a plan instituted by the Trust Company of North America, 115 Broadway. The plan is designed to facilitate the payment of bills with the maximum of ease, according to Mr. G. H. Reinhart, president of the bank.

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'38 Dodge 7-Pass. Sedan	450
'38 Packard 4-D. Trunk Sedan	475
'37 Buick "90" 7-Pass. Sedan	495
'38 La Salle 4-D. Tr. Sedan	525
'38 Buick "41" 4-D. Tr. Sedan	545
'38 Buick "66-S" Opera Coupe	545
'40 Plymouth 4-D. Tr. Sedan	625
'40 Chevrolet 2-D. Tr. Sedan	625
'39 Buick "41" 4-Dr. Tr. Sedan	645
'39 La Salle 2-D. Tr. Sedan	650
'40 Dodge 2-D. Trunk Sedan	675
'40 Packard "6" 2-D. Tr. Sedan	695
'40 Buick "48" 2-D. Tr. Sedan	775
'40 Buick "46-S" 5-Pass. Coupe	795
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Try the New "Sky Rider" & "Wall of Death"

FREE PARKING ALWAYS

200 Patrolman Appointments; 181 Promotions

Two hundred eligibles from the Patrolman list will be appointed on June 9 and 181 men in the Police Department will be promoted at the same time.

The decision to make these appointments and promotions was arrived at late last week end following conferences between Mayor LaGuardia, his executive secretary Lester Stone, and Police Commissioner Valentine.

The 181 promotions will be the largest single group to be advanced in recent years. Promotions will be made to every rank. The full schedule calls for 90 new sergeants, 49 lieutenants, 18 captains, 8 deputy inspectors, seven inspectors, six deputy chiefs, three assistant chief inspectors.

Announcement of the appointments breaks the deadlock that has existed since last July when 300 patrolmen were sworn in as rookie cops. Since that time no additional appointments have been made and the number of patrolmen vacancies has swelled to 733, the largest number existing at any one time since the LaGuardia Administration came to power.

Mayor Cites Draft

The reason for blocking appointments heretofore has been the draft, which according to the Mayor, threatens a serious problem because nearly a third of the 18,000 men in the department were eligible for military service. The Mayor tried to get the draft boards to issue blanket exemptions for cops and firemen but this effort failed. Actually, only four cops and one fireman have been drafted to date and in each case they have appealed their status.

No Fire Appointments

There are about 300 vacancies in the Fire Department, but no decision has been made to fill them.

The last eligible certified for patrolman was No. 360. Certifications have gone down to number 1175 on the same list for appropriate positions as special patrolmen in the Board of Transportation.

The appointment of the special patrolmen was made only recently and many of those men will now receive regular police jobs. In the future the Special Patrolman list will be used for the subway positions.

Following the appointments on June 9, it is expected that no additional ones will be made until the end of the summer.

While the new men will not bring the department up to quota (some 533 patrolmen vacancies will remain), the pressure caused by many retirements will be considerably eased.

Additional information concerning the new appointments and promotions will appear in **The LEADER** next week.

Secretary— A Fine Career For Young Men

The New York Business School is offering a course of study in preparation for mental civil service examinations. The course, designed specifically for civil service applicants, supplements existing secretarial courses.

The school has established a wide reputation in the commercial field. Its secretarial course is designed to develop resourcefulness, initiative, and mental alertness in the students. Success of these courses has been proved in the high number of placements immediately upon graduation.

C. E. Yost, principal of the school, advises young men, in particular, to train as secretaries. He points out that many of America's executives began their business careers as secretaries.

The field of civil service is wide open these days for capable male stenographers. As an indication of this, the U. S. Civil Service Commission is receiving applications for male typists and stenographers until further notice. Appointment officers in federal agencies in Washington are having a difficult time finding a sufficient number of qualified candidates.

Candidates for the forthcoming typist-stenographic examinations who are interested in receiving capable instruction may secure an interview with Mr. Yost at 11 West 42nd Street, New York City.

WANTED: More Desirable Girls to Train for Secretaries

The NEW YORK BUSINESS SCHOOL, 11 West 42nd Street (cor. 5th Ave.), New York, N. Y., states that they have placed every graduate from their school in very satisfactory positions and need more girls for this training to supply the demand for Secretaries.

An employer recently visited the school and asked for the Principal. He stated, "I now have four of your graduates in my offices and I need another." He said, "Tell me, how do you train your girls, who come right from high school, to become such well trained secretaries?"

My answer was, "Because our school has adjusted its direction to the realities of a secretary's position in the business office of today. You must realize that of every three to five girls now enrolled in some sort of secretarial course, only one will ever obtain a position in an office. **WE HAVE PLACED EVERY GRADUATE.**"

He asked, "Is competition so terrific?"

"Yes, it is," I replied.

"Then, is it true that your school has placed every graduate?"

"Yes, that is true. The New York Business School trains hundreds of girls each year and obtains good positions for all of those who finish the course."

"How do you do it?" he asked.

Here is the substance of what I answered:

The NEW YORK BUSINESS SCHOOL, by a careful study, learns exactly what sort of girls the better employers want and what qualifications they require. To obtain a desirable secretarial position today the girl must meet certain requirements.

THE NEW YORK BUSINESS SCHOOL CHOOSES ITS STUDENTS

First, she must be one of the three most intelligent girls among any average group of seven to ten. So, we accept only girls who are mentally superior, as determined by standard intelligence tests and a general knowledge test.

Second, the better offices also insist that a girl be able to take dictation at 120 to 125 words a minute and transcribe at 50 to 60 words a minute. Many intelligent girls do not have the coordination of ear, brain, and hand necessary for such speed. Many students, for example, who completed the regular course in a certain leading New York Secretarial School, are now sales girls in a department store. This school did not tell them in advance that they could never develop sufficient stenographic speed for a secretary.

The NEW YORK BUSINESS SCHOOL requires that every girl, before entering, take an I. Q. test to determine whether or not she is likely to develop secretarial proficiency. If the test reveals that she is not, this school advises her to take up some other type of work. Only, if she has a particular aptitude for shorthand and typewriting will we accept her as a prospective student, unless it is a case that she just wants a short course on her own responsibility, or what we call a brush-up course.

To obtain a desirable secretarial position today, besides being mentally superior and a proficient stenographer, a girl must also be personally attractive. I think it is a very poor method of obtaining students for a school to accept an unattractive girl or a girl whom the school cannot place into a position. The NEW YORK BUSINESS SCHOOL accepts only girls who have the qualifications for secretarial training.

Because our girls are superior to start with, we are able to prepare them in a relatively short time, nine to twelve months, for secretarial positions with organizations of high standing like the Vogue Magazine, Mutual Life Insurance Company, Advertisers Magazine, Chase National Bank, etc.

BEING INTELLIGENT ISN'T ENOUGH

Again, being a superior girl, isn't of itself, enough to obtain a good secretarial position. We cannot place our girls, however attractive, unless we give them special training. Most secretarial schools fall chiefly into one of two groups: Schools which emphasize just shorthand and typewriting, and schools which in addition to these stenographic subjects also teach subjects like commercial law, economics, etc. The really well-paid secretary spends an average of less than three-fourths of the day in taking or transcribing dictation. The rest of the time she performs other duties which qualify her for a secretarial position. This experience is obtained by the NEW YORK BUSINESS SCHOOL students by training them in our general offices after they have obtained a reasonable amount of speed in dictation. These office duties consist of mailing, editorial work, communication duties, filing, announcing visitors to the Principal, keeping financial records, and personal services for the employer.

If we ask secretaries what they have to do that they weren't trained to do, we learn that in seven out of every ten offices

the secretary has to handle the telephone and switchboard when the regular operator goes out to lunch. We insist that all our graduates become proficient in this particular branch of work. Many job seekers do not know how to operate the switchboard. Today, office work is largely performed on machines. A secretary has to know what the important machines are used for, so we ask our graduates to devote a certain amount of time to machines at the conclusion of their course. They will not necessarily become machine operators, but they will be qualified to operate these machines and supervise some of this work when they go to positions.

GETTING A JOB—SCHOOL OR EXPERIENCE?

The NEW YORK BUSINESS SCHOOL has an excellent course in machines; including the comptometer, billing machine, bookkeeping machine, dictaphone, multigraph, adding machine, switchboard, key-punch, in fact, all machines required in an office.

The question was asked the writer, "How can a girl just graduated from your school convince the prospective employer that she knows as much as the experienced girl he can engage for perhaps the same salary?"

I answered him that our school is very thorough. The speed we require is much higher than the average secretarial school and when our girls take a test, the employer tells us that they are well trained. This is due to a unique system our employment department has developed in solving this problem of training our girls for the positions they obtain.

As stated above, our graduates spend from two to four weeks in our offices preparing themselves for general office training. They are taught how to talk with the prospective employer. We ask them questions which the prospective employer would ask them and tell them how to answer. Above all, we teach them to show an interest in their work, just as though it was their own investment. Our employment department then sends them out on their own responsibility to apply for a position, feeling confident that they are well trained for these positions before they are sent out. With this experience behind our graduates, we know they are ready to apply for almost any secretarial or machine position.

Many employers make an exception regarding graduates from the NEW YORK BUSINESS SCHOOL because the school takes only girls who are employable and teaches them what the prospective employer wants, and also trains them in the technique of applying for a position. We do not allow our girls to accept a small salary as we have a limited minimum salary our graduates may accept. This is to protect the girl from accepting less salary than she should and it helps her get the job because the recommendation from the school informs the employer that she is worth what we say she is.

We have obtained and established favorable relations with the best business houses in the city and place all of our girls in the metropolitan section. Most all of our students are placed within a radius of ten blocks from the school.

We have the record of having placed every graduate from our school since it was organized, and when a firm has one of our girls, in many cases, they demand a second, third, fourth, because they know the one we sent them at first was satisfactory.

The following is a reproduction of an advertisement as it appears in the New York Telephone Directory. (Manhattan Red Book, Fall, and Winter edition, 1940. Page 931.)

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