

# Civil Service LEADER

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THE DRAFT**  
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## 5-PAGE SPECIAL SECTION **WAR JOB AND TRAINING SURVEY FOR 3-A MEN**

**Jobs Giving Deferred Status – Government Opportunities –  
White Collar, Skilled, Unskilled Jobs in Private Industry –  
How Draft Ruling Affects Civil Servants – How to Prove Your  
Citizenship – Career Training Schools** *Begins on Page 2*

**Exclusive**

## **U. S. EMPLOYEES FACE JOB LOSS AT WAR'S END**

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**Excellent Positions for Women**

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# WAR JOB SURVEY

A SPECIAL SECTION OF THE CIVIL SERVICE LEADER

LAST WEEK, 3-A men were suddenly stunned with the realization that their selective service status was as quicksand. You must be doing work that will help this nation win the war, said the War Manpower Commission—or fight. The alternatives were made to all men in the 18-to-38 age group, regardless of dependents.

There were plenty of questions, naturally; some could be answered, some couldn't. The LEADER, which has always considered every aspect of the manpower problem within its sphere of discussion, has made a first round-up of the situation as it appears now. We've gone to the War Manpower Commission, to the United States Employment Service, to the Selective Serv-

ice Bureau, to the Civil Service Commission, and to many private agencies. Our purpose was to find for our readers, insofar as that is now possible, (1) just where 3-A's stand; (2) where a 3-A man in a non-deferrable occupation can obtain a war job; (3) where this man can obtain training which will fit him for a war job.

On this and on following pages, we have set down some of the answers—not all, because all the answers aren't in yet. But we'll follow through on this, and keep you informed regularly. Meanwhile, if you have questions, send them in. We can't promise to clear up all your problems, or even to send you personal answers—but we'll try.

## Where to Go for a War Job

If your job falls into one of the non-essential positions outlined by the War Manpower Commission last week, these agencies will consider your application (remember that registration with these agencies, however, must supplement signing up with the USES unless you want to run into disfavor with your draft board):

**Vocational Service for Juniors**, 95 Madison Avenue, Manhattan—serves young men and women, 16 to 25, who need aid in determining what field to enter. Aptitude tests are given and the applicant's interests and background are considered in planning a training program. Occupational opportunities are discussed.

**American Red Cross**, 315 Lexington Avenue, Manhattan—considers the cases of former servicemen, able-bodied or disabled, or their immediate families living in the Bronx or Manhattan. Office hours are 9 a. m. to 12:30 p. m. Monday through Saturday.

**Salvation Army**, 120 West 14th Street, Manhattan—can be of service to those 17 or over seeking professional, commercial, technical and institutional jobs. Practical vocational guidance tips can be had through appointment only. Hours are 9 to 5 Monday through Friday, 9 to noon Saturday. There's another office at 535 West 48th Street, Manhattan, that offers service to applicants 18 or over, to industrial, manual and unskilled labor, service and institutional (same hours apply).

**Federation Employment Service**, 67 West 44th Street, Manhattan—takes care of Jewish applicants, 17 or over, interested in

professional, industrial and clerical opportunities. Hours are 9 to 5 Monday through Friday. The office is closed on Saturdays.

**D. A. K. Vocational and Employment Service**, 215 West 23d Street, Manhattan—serves German immigrants and descendants as well as refugees, with stress on placement of apprentice-trained workers. Hours are 9 to 5 Monday through Friday, 9 to noon Saturday.

**New York League for the Hard of Hearing**, 480 Lexington Avenue, Manhattan—offering aid to adults and juniors whose hearing is impaired. Deaf mutes will not be considered. Hours are 9 to 4 Monday through Friday, 9 to noon Saturday.

**Masonic Free Employment Service**, 317 Claremont Avenue, Brooklyn—taking care of Masons and immediate relatives. Hours: 9 to 1 Monday through Friday.

**YMCA**, 5 West 63d Street, Manhattan—serves both men and boys 17 or over, dealing mainly in executive and office work in skilled and unskilled trades. Hours are 9 to 5:30 Monday through Friday, 9 to noon Saturday. There's also a Monday session from 6:15 to 8:30 p. m.

**YMCA Sloan House**, 356 West 34th Street, Manhattan—offers help to residents of Sloane House, 17 or over, in commercial, professional, technical lines, skilled and unskilled workers. Hours are 9 to noon and 1 to 4 Monday through Friday, 9 to noon Saturday, and a special session of 6 to 9 p. m. Tuesday.

**YMCA**, 215 West 23d Street, Manhattan—taking care of men

and boys for sales jobs, office positions, skilled and unskilled trades. Hours: 9 to 5 Monday through Friday, 9 to noon Saturday.

**YMCA**, 8 East 3d Street, Manhattan—serving applicants 18 or over, skilled and unskilled. Hours: 9 to 5 Monday through Friday, 9 to noon Saturday.

**YMCA**, Harlem Branch, 180 West 135th Street, Manhattan—helping Negroes—men and boys—for all sorts of work. Hours are 9 to 5 Monday through Friday, 9 to 1 Saturday. There's a counseling service Monday, Wednesday and Friday 8:30 p. m. to 10 p. m.

**YMCA**, Carlton Branch, 405 Carlton Avenue, Brooklyn—aiding Negroes 18 or over living in Brooklyn, pointing them for industrial, domestic and personal jobs. Hours: 8:30 to 2:00 Monday through Friday, 8:30 to noon Saturday.

**New York Board of Trade**—see complete job listing on page 00.

**United States Employment Service**—serves as the central recruitment agency for all war industries. You'll find addresses of the various branches on page 00.

**United States Civil Service Commission**, Second Regional Office, 641 Washington Street—recruits men and women residing in New York and New Jersey for Government jobs. These jobs may be located anywhere in the United States, or even outside continental America. It is frequently possible to go to the offices of the Commission and be placed immediately on Government work. For most jobs; no written tests are held.

## Here's a Selection of Jobs Which Will Give Family Men a Deferred Draft Status

Men in the 18 to 38 bracket who have to get war or Government jobs or go into the army may have heard that "only laborer jobs are open," but actually they have a wide variety of fields in which to seek essential employment. Here's a partial selection. Outstanding among opportunities existing today:

**ELECTRICIANS:** Men with at least two years of experience in the trade who can pass a civil service performance test are wanted for Brooklyn Navy Yard jobs. Starting pay is \$9.12 a day. Must be citizens and not now doing war work of equal skill. Apply to the Recorder, Labor Board, Navy Yard, Brooklyn, at the Sands Street gate.

**TRAINEE BUSINESS MACHINE OPERATORS:** Government jobs in Baltimore, Md., paying from \$1,260 to \$1,532 for a 48-hour week. Rapid promotions. Chance to become alphabetical card punch operators if you have typing ability, or sorting or tabulating machine experi-

ence. Jobs in accounting operations division of the Old Age and Survivors' Insurance Bureau of the Social Security Board. Must be able to pass clerical and intelligence test and pay own way to Baltimore. Training period from 60 to 90 days, depending on ability. Apply at United States Employment Office at 10 East 40th Street, Manhattan (12th floor).

**ARSENAL LABORERS:** At Watervliet Arsenal, immediate appointments are being made at a salary of \$4.72 per day, with time-and-a-half for all work over 40 hours. This is heavy work, requiring good physical condition. Norman R. Miller, representative of the U. S. Civil Service Commission is interviewing applicants daily at 9 a. m and 1 p. m. at the main gate of the arsenal. Watervliet is upstate New York, so this may not offer much of an opportunity for New Yorkers.

**HELPER-TRAINEE, SHIPYARD:** Brooklyn Navy Yard is continually appointing helper-trainees at wages ranging from \$6.65 to \$7.12 a day. Overtime is paid at the time-and-a-half rate for all hours over 40 weekly. Applicants should apply in person at the Sands Street entrance to the Navy Yard, and ask for the Labor Board Office. Training is

given for a wide variety of specific trades within the yard, and there is a good possibility of advancement. Must be a 4-F, or married with one child, or have two children if wife is not living, or separated from her.

**TRUCK AND AUTO MECHANICS:** Men with some experience in the repair and maintenance of trucks and automobiles are in constant demand at the 87 Madison Avenue office of the United States Employment Service. Salaries ranging up to \$1 an hour are being paid with the usual overtime. A spokesman for this office stressed the fact that the Government considers transportation of vital importance to the war effort, and that men placed through this office would be satisfying the requirements of the new manpower ruling and doing essential work.

**AMBULANCE OR FIRE TRUCK DRIVERS:** Jobs paying \$1,800 a year outside of the continental United States with civil service status offered for the length of the job which will be approximately six months, are open at the USES branch at 40 East 59th Street. Applicants should have some experience driving fast emergency motorized equipment.

(Continued on Page Eighteen)

## General Bradley's Column

By Brigadier General John J. Bradley (Ret.)



## Draft and 3-A's

Below is a round-up of the major events of last week concerning men in the 3-A draft classification.

"What is your job?" That question is rapidly becoming all-important for deferment from military service.

Last Tuesday, big black headlines hit America's 3-A men—the lads with dependents—who had felt that the draft would pass them by: "Fight or Get War Job" said one. And that pretty well sums up the rapid-fire War Manpower Commission order to draft boards all over the United States. Americans suddenly learned that certain occupations and activities would not keep an 18-to-38-year-old man out of the Armed Forces after April 1, regardless of dependents.

"Non-deferrable" became a word that everybody understood.

The WMC memorandum issued lists (a) 29 occupations as "non-deferrable, regardless of the activity in which they are found" and (b) all occupations as non-deferrable in 19 manufacturing, 8 wholesale and retail trade, and 9 service activities.

And this is just a beginning. Facilities of the United States Employment Service were bilized to enable men with dependents to find war jobs. But the USES was "caught with its pants down"—had no word of the change until the public knew of it. It was pointed out that if the worker did not shift to a highly essential occupation or activity it would be probable that a future extension of the list might again make him subject to loss of deferrable status. Statements by USES and War Manpower officials only added to the confusion.

In announcing the new policy the War Manpower Commission stated four principles for the assistance of men whose occupations are affected by the order:

### Here's the Picture

- 1—Work in the listed activities affords the individual no deferment status and is relatively insecure, because more and more unessential activities will have to be curtailed as war production requires more raw materials, labor, transportation facilities, electric power, plant facilities, fuel, public services and the like.
- 2—As in all other cases, the worker should advise his local selective service board of any change of status.
- 3—Every worker affected by the order should consult with his United States Employment Service office for employment in a war job or for information as to training that will fit him for such a job.
- 4—Workers must not go to overcrowded defense centers unless the United States Employment Service has arranged a definite job.

### You Must Help the War

In filling the needs for the Armed Services, Paul V. McNutt, Chairman of the War Manpower Commission, pointed out that most deferments from military service have been made on the ground of dependency. "Dependency," he said, "is an important factor. But, to justify its acceptance as a grouped deferment, a worker must also be making a contribution on the home front."

### "Non-Deferrable" Occupations

The "non-deferrable" list released by the War Manpower Commission includes all occupations in the following activities:

#### MANUFACTURING

- |  |   |
|--|---|
| Curtains, draperies & bedspreads                 | Lapidary work   |
| Pleating, stitching, tucking and embroidering    | Ornamental gold and silver leaf and foil (non-industrial) |
| Trimmings, stamped art goods, and art needlework | Silverware and plated ware (non-industrial)               |
| Cut, beveled, and etched glass                   | Costume jewelry and novelties                             |

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# White Collar Openings Available in New York

If you're interested in filling any of the following positions, here's what you should do:

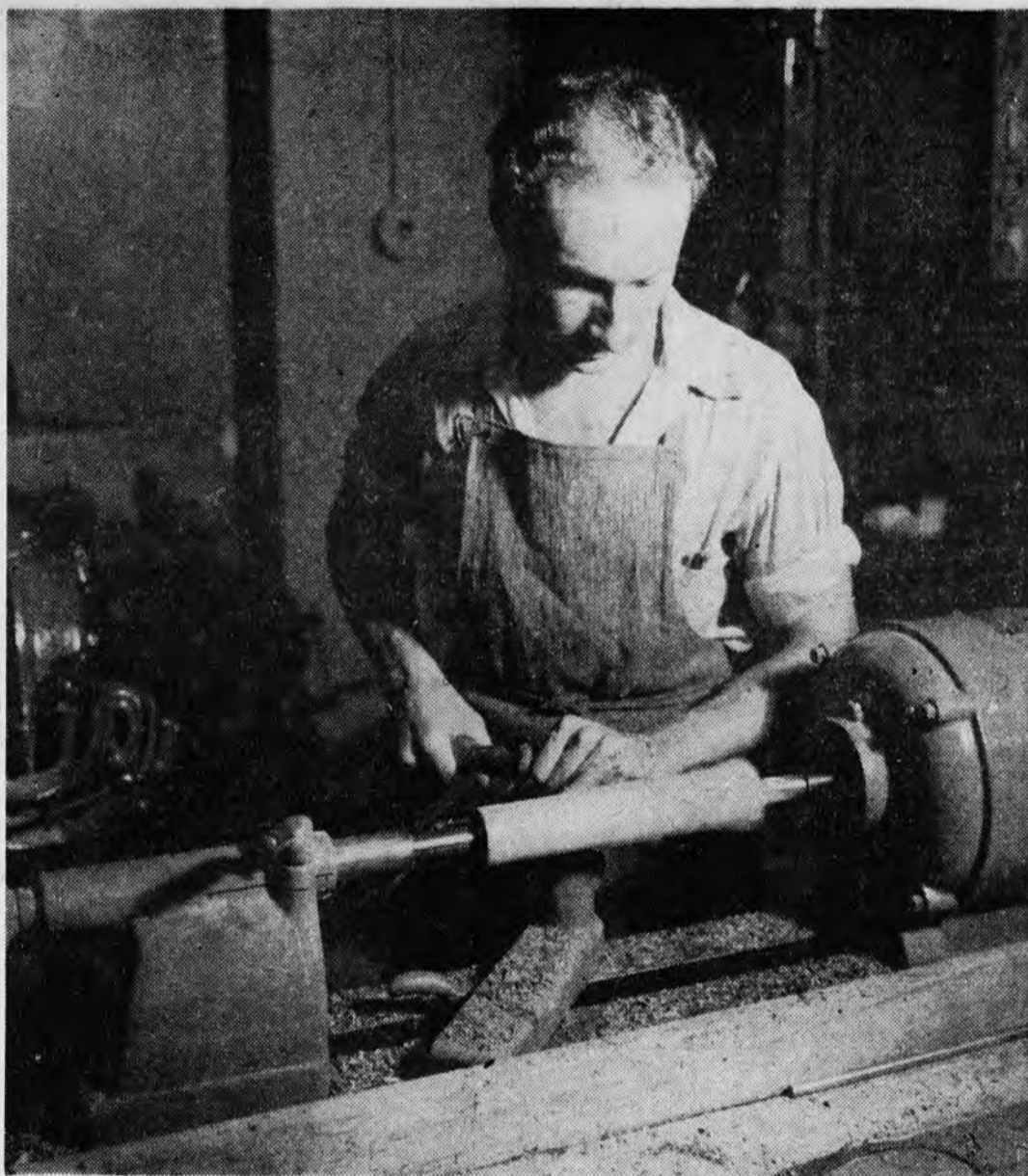
1. Send a one-page resume of your experience, education, and background to the New York Board of Trade, 41 Park Row, New York City, attention Hal F. Lee.
2. State in your application the number of the job you want (see below). At the top of your letter, place your name, address, and phone number, if any.
3. Your application will then be forwarded to the employer, who will communicate with you directly if he feels you are a good prospect. This activity is conducted by the New York Board of Trade as a public service.

(For the sake of completeness, jobs for women are included, too).

## Job Numbers

- 101 Export Import Sales Engineers want Resident Agent, Laredo, Texas. Salary, \$50 per week.
- 102 Bank: 3 Men with office experience, preferably with bond experience. Salary, \$1,600 per year.
- 102-A Bank: 30 Clerks, Salary, \$1,200 to \$1,500 per year.
- 102-B Bank: 5 Stenographers, knowledge of Spanish preferred. Salary, \$1,200 per year.
- 102-C Bank: Two Typists. Salary, \$1,200 per year.
- 103 Import-Export Co.: One Stenographer, Spanish Translation.
- 104 Magazine: Stenographer. Salary, \$25 per week.
- 104-A Magazine: Typist. Salary, \$20 per week.
- 105 Railroad: Male Clerk-Stenographer. Salary, \$157.50 per month.
- 106 Insurance: Clerks, Typists, Comptometer Operators, Key Punch Machine Operators, male and female. High School Graduates and Beginners considered.
- 108 Farm: Tractor Drivers, Hog Feeders, Butchers, General Farm help.
- 109 Insurance: Floor Messenger (Male). Salary, \$1,200 per year.
- 109-A Insurance: Accounts receivable clerk (female) Fire Insurance experience. Salary open.
- 109-B Insurance: File Clerk (Female) General Filing. Salary, \$840 to \$960 per year.
- 109-C Insurance: Typist-Clerk (Female) Salary, \$840 to \$960 per year.
- 110 Publishing: 2 (Male or Female) able to speak and write European, Portuguese. Salary open.
- 110-A Publishing: One person able to speak and write Japanese.
- 111 Office Equipment Company: Accountants (two) Male or Female, General Corporate. Salary open.
- 112 Semi-skilled labor: Paper box and paper board mill. Salary, 75c to 95c per hour.
- 112-A Paper Box Company: Male, general knowledge of general production problems, personnel and industrial engineering problems.
- 113 Periodical Distributors: (Female) Filing Clerk. Salary, \$20 per week (5 days—no Saturdays).
- 113-A Periodical Distributors: (Female) Clerk, Subscription Dept. Salary, \$20 per week (5 days—no Saturdays).
- 114 Export Corp: Spanish-English Steno., thorough knowledge of English and Spanish, correspondent, rapid typist, knowledge of imports and exports.
- 115 Mfg. Chemists: 3 Export Clerks (Spanish) (Male). Salary, \$150 per month.
- 115-A Mfg. Chemists: Dictaphone Operator (Spanish) Female. Salary, \$108.33 per month.
- 115-B Mfg. Chemists: Two Office Boys (17 years or over). Salary, \$78 per month.
- 115-C Mfg. Chemists: Invoice Pricer (Male). Salary, \$86.67 to \$108.33 per month.
- 115-D Mfg. Chemists: Two Order Pickers (Male). Salary, \$91 to start (per month).
- 116 Bank: Junior Clerks (Female over 17 yrs.). High School Graduates preferred but not necessary for general clerical work. Salary, \$70 per month.
- 117 Chemical Company: Shipping Clerk (Male). Salary, \$40 per week.
- 118 Hotel: Typists, Night Auditors familiar with N.C.R. Machine operation; Cashiers. Salary open.
- 119 Export and Import Company: Export Secretary, translate Spanish-English Consular Documents; Steno. Typist. Salary, \$25 to \$30 per week.
- 120 Bakers: Packer (no experience necessary). Salary, \$26 per week to start.
- 121 Bank: Female Messengers (3) High School Graduates, 17 or 18 years of age. Salary, \$18 per week to start.
- 121-A Bank: Stenographer, High School Graduate. Salary, \$25 to start.
- 121-B Bank: Salesman, College Education. Salary, \$2,000 to \$2,400.
- 122 Insurance: Female. File Clerks (4) experienced or beginners. Salary, \$70 to \$85 per month.
- 122-A Insurance: I.B.M. Operator (Female). Will train. Salary, \$70 to \$90 per month.
- 122-B Insurance: Typists, experienced or beginners. Salary, \$75 to \$100 per month.
- 122-C Insurance: Female. Assistant Sup-Mail Dept. Experienced or girl with business experience to train. Age 22-30. Salary, \$100 to \$110 per month.
- 123 Dye Company: (Male) Laboratory Assistants (9). Salary, \$88 to \$100 per month.
- 124 Publishers: Female Reporter. Salary, \$30 per week.
- 124-A Publishers: Librarian and Research Man. Salary open.
- 125 Drug Mfg.: File Clerk. Intelligent beginner, willing to learn. Salary, \$15 to \$18 per week.
- 125-A Drug Mfg.: Stenographer, intelligent beginner. \$15 to \$18.
- 127 Clerk-Steno.: Male. High School Graduate. Salary, \$157.50 per month. Railroad.
- 128 Record Clerk. Salary, \$18 per week. Lithograph Company.
- 128-A Typist. Salary, \$20 per week. Lithograph Company.
- 129 Key Punch Operators (2). Salary: Beginners, \$90. Experienced, \$110 to \$120 per month. Export Company.
- 129-A Remington Rand Bookkeeping Machine Operator. Salary, \$125 per month. Export Company.
- 129-B Elliott Fisher Operator. Salary, \$125 per month. Export Co.
- 129-C Elliott Fisher Operator, knowledge of Spanish. Salary, \$130 per month. Export Company.
- 129-D Mail Clerks—will train. Salary, \$90 per month. Export Co.
- 129-E Spanish-English Stenographer. Salary open. Export Co.
- 130 Typist—some experience in copy and layout and general office work. Salary, \$25 to \$35 per week. Paper Company.
- 131 Ediphone Operator. Prefers Experienced Girl—but will train. Salary, \$25 to start. Chemical Company.
- 131-A Typist. Billing Dept. Salary, \$20 per week. Chemical Co.

Should you desire further information about these jobs, come in to see Mrs. Mattie Miller (don't phone) at the Civil Service LEADER Office, 97 Duane Street, New York City.



The work you're doing must aid the war. If it doesn't, then your on the road to obtaining a war job or serving with the armed forces. These were the alternatives laid down last week by the Government. Dependency alone no longer ranks as an acceptable reason for deferment from the draft. In the photo above, a worker in a war plant is operating a lathe.

## How Does New Draft Ruling Affect Government Workers?

WASHINGTON. — Just how War Manpower Chairman Paul V. McNutt's new work-or-fight order will affect family men in Government remained uncertain here this week.

But there were strong hints that a majority of Government men may find themselves considered in non-essential activity—and therefore subject to the draft.

Reliable reports said that the President's draft committee is prepared to recommend that 3-B draft deferments (for family men in essential industry) be granted only to Government "key" men. However, the committee has not yet presented its recommendation. And there is still a possibility it will change its mind—or that the recommendations will be rejected.

**Government Service Included**  
In announcing his work-or-fight order, Mr. McNutt emphasized

again that the list of "essential" activities includes Government services. Also, he made plain that almost any job in an "essential" activity (except a few non-deferrible jobs specifically excluded) would qualify a family man for 3-B status.

However, if 3-B status is extended only to Government "key" men, it is plain that Government then will be on an entirely different plane than private industry.

### Must Justify It

Precisely how "key" men would be selected is not known here. It is believed, however, that the agencies would have to justify their selections to Civil Service Commission and War Manpower Commission.

Before the President's no-deferment rule went into effect, that was how "necessary men" were determined for 2-B deferments.

### Postal Workers Assured

Meanwhile, in New York City,

Col. Arthur McDermott, chief of Selective Service, has told the letter carriers that they need not worry about their status. Their work is not included among the non-deferrible occupations.

(See also lead story on page 6.—Editor).

## Mayor Asks How Draft Order Hits Employees

The LEADER has learned that Mayor LaGuardia last week inquired of the War Manpower officials just how the new draft order affects New York City employees.

The Mayor had not yet received an answer as The LEADER went to press.

## How to Get A War Job

Of course, you desire to comply with the War Manpower Commission order informing men between 18 and 38 that it's either a job to help win the war or a gun on your shoulder.

The way you go about solving this question is, first, to apply to your nearest United States Employment Service Office for placement. Otherwise you're likely to be drafted after April 1, whether you have 10 children or none.

### Where to Register

If you're in any of these non-essential positions or industries—curtains, draperies, bedspreads, pleating, stitching, tucking, smart goods, art needlework, custom tailoring or furs—you should register in the USES Needle Trades

office at 225 West 34th Street, Manhattan, or at 51 Nassau Avenue, Brooklyn.

If your work is in cut glass, beveled glass, etching glass, cut-ware, glass novelties, mosaic glass, stained glass, leaded glass, ornamental glass, decorated glass, jewelry, lapidary work, ornamental gold, silver leaf and foil (non-industrial), costume jewelry and novelties, decorative feathers and plumes, artificial flowers, frames, mirror and picture, greeting cards, picture postcards, jewelry cases, signs and advertising displays, greenskeepers and groundskeepers, messengers, errand boys, office boys, newsboys—you ought to register at the USES Industrial offices at 87 Madison Avenue, Manhattan; 205 Schermerhorn Street, Brooklyn, or 29-2751st Avenue, Queens.

If it's the wholesale and retail trade occupations with which you're concerned—auto-rental service, dance, music, photographic, theatrical or art schools and studios, gambling, interior decorations, night clubs, social-escort services, bar cashier, dance teaching, fortune telling—you

should apply at the USES Commercial and Professional office, 10 East 40th Street, Manhattan.

If you're in the following service jobs—parking lots, Turkish baths, massage parlors, clothing rental, porter service, bar boy, bartender, bathhouse attendants, beauty operators, bellboys, boot-blacks, busboys, butlers, charmen and cleaners, dishwashers, doormen and starters, elevator operators (passenger and freight, excluding freight elevators related to production), elevator starters (passenger and freight), gardeners, housemen, hairdressers, lavatory attendants, night club managers and employers, porters (other than those in railway train service), private chauffeurs, soda dispensers, ushers, valets, waiters (other than those in railway train service)—you should register in the USES office at 40 East 59th Street, Manhattan.

### Open Till 9

All USES offices in the city (the Staten Island office is at 25 Hyatt Street, St. George) are open until 9 p. m. from now on, starting their day at 8:45 a. m. to

(Continued on Page Four)



## Civil Service Training Opportunities

Through the United States Civil Service Commission, the Federal Government is sponsoring an intensive training program to enable unskilled workers to enter essential war work after a short, intensive training period. Trainees are paid from \$20 to \$27 per week while in training and are placed with various Government agencies when the training is completed. Women are preferred, but men who are not subject to the draft are also needed. For most of the jobs, the only requirement is passing an intelligence or mechanical aptitude test. If you are interested in any of the trainee jobs described below, apply at the U. S. Civil Service Commission, 641 Washington Street, New York City.

**Trainee, Junior Aircraft Communicator**—\$1,440 a year. Applicant must be able to type 35 words per minute by touch system.  
**Aircraft Mechanic Trainee**—\$100 a month.—Thirteen-week training period. Applicant must have either two years of high school; or be a grammar school graduate with 3 months of training or experience in any of the recognized trades.  
**Junior Engineering Aide**—\$1,440 a year. Applicant must have had science, mathematics, and drafting courses in high school; or have completed one year of college with courses in engineering, chemistry, mathematics, or physics.  
**Helper Trainee, Navy Yard**—\$6.16 to \$7.12 a day. Applicant must have had (1) six months of experience in any metal or wood-working trades or occupations; or (2) six months training in vocational high school in any of the metal woodworking trades; or (3) completion of any metal or wood-working Defense Training course administered through NYA or the U. S. Office of Education.

**Under Inspector of Engineering Materials (Trainee)**—\$1,440 a year. Six to eight weeks training. Applicants must pass mechanical aptitude tests.  
**Junior Inspector Trainee, Ordnance Materials**—\$1,440 a year.

## Lathe Hands Can Have These Jobs, 85 Cents an Hour

Second-class machinist and lathe hands to work at a minimum rate of 85 cent an hour are about to be taken on for essential jobs by the Essential Industries Corp. at 360 West 11th Street, Manhattan. The LEADER learned this week.

Currently only first class machinists, at from \$1 to \$1.50 an hour, depending on ability, have been acceptable. Second class workers means those with from three to four years of experience. Jobs call for seven days a week (rotating day off system weekly), ten and one-half hours a day, and time and a half overtime for over 40 hours. There are two shifts: 8 a.m. to 7 p.m., 8 p.m. to 7 a.m. Duties call for working on tool and aircraft parts.

Work can be had either at the Essential Industries building or at a subsidiary, Essential Tool and Die Corp., 155 Perry Street, Manhattan. You may apply at either place from 10 a.m. to noon any day except Sunday.

## U. S. Wants Traffic Men and Women

Hundreds of unusual office positions in the fascinating work of freight transportation. Traffic personnel urgently needed in the armed forces and government civil service. Also with railroads, private industries, motor carriers, steamship and air lines. War-important work that offers a permanent peace time career.

**THIS TRAINING ACCEPTED** by U. S. Civil Service Commission in lieu of general experience. Thorough intensive course using every technique of practical, on-the-job experience. Evening and Day Classes.

**FREE PLACEMENT SERVICE** Utilized by War Dept., Civil Service and well known Industries & Carriers. Write Today for Booklet G and Free Guest Ticket to a Class in Session.

**Academy of Advanced Traffic**  
 299 Broadway, N.Y.C. REctor 2-3374

Three-month full-time training course. Applicants must be high school graduates with training in mathematics and physics or chemistry; or must have completed two years of college work including one year of mathematics and one year of chemistry or physics.

**Mechanic-Learner (Female), Navy Yard**—\$6.16 to \$7.13 a day. Training as electrician, instrument maker, machinist, sailmaker, sheet metal worker, or ship-fitter. Applicants must be able to read and understand English and must pass a mechanical aptitude test.

**Junior Observer in Meteorology**—\$1,440 a year. High school graduates eligible.

**Junior Procurement Inspector, Trainee**—\$1,440 a year. High school graduates eligible.

**Dental Assistant Trainee**—\$1,320 a year. Women preferred. High school graduates eligible.

These and many other trainee jobs have been open during the past year. Though some of them may be closed at present, they will probably be opened again in the near future. Get your name on file with the Civil Service Commission so that they will notify you when recruitment is started again.

**Your country has a War Bond Quota to meet this month. Is your own household budget apportioned so that you will put 10% into War Bonds?**

# Uncle Sam's Own Training Opportunities, To Prepare You for War Industry Job

**1. New York City Board of Education** offers free training courses in war production work to all men and women over 17 years old. The courses are given during the day and night at vocational high schools in all boroughs of the city on a part-time or full-time basis. Duration of training varies with the type of course and with the expended time, effort, and ability of each trainee. Typical courses are:

**Machine Shop**—Bench and Drill Press, Engine and Turret Lathe Operation, Inspection, Maintenance and Repair, and many other skills.

**Radio and Communications**—Assembly, Inspection and Testing, Service and Repairs, and Communications.

**Instrument Making**—Assembly and Maintenance of instruments, making of small parts used in instrument construction, etc.

**Inspection and Testing**—Inspection of aircraft parts and machine tool products, and Testing of metals for hardness and compositions.

**Welding**—Gas and Electric Welding.

**Tracing**—Training in the use of Tracing and Drafting instruments.

A full list of courses and other information may be obtained from the **Division of Trainee Personnel**, War Industries Training Program, 110 Livingston Street, Brooklyn. For assignment to courses, apply at the United States Employment Service office at which you are registered.

**2. New York State Board of Education** is offering seven free full-time training courses in New York City.

**Lettering and Tracing**: National Technical Institute, 250 West 49th Street, Manhattan. Requirements: Men and women. Age: 18 to 45. Must have completed 8th grade.

**Machine Shop Practice**: National Technical Institute. Requirements: same as for lettering.

**Inspection and Testing**: New York University, 80 Washington Square East, Manhattan. Men: Age 26 to 60. Women: Age 18 to 50. High school graduates with courses in mathematics and physics.

**Marine Sheet Metal**: New York Trade School, 304 East 67th Street, Manhattan. Men: Age 15 to 35. Must have completed two years of high school.

**Ship Woodworking**: New York Trade School. Requirements: same as Marine Sheet Metal.

**Ordnance Inspection**: New York

Trade School. Women: Age 18 to 35. High school graduate.

**Oxy-acetylene Welding**: New York Trade School. Women: Age 18 to 25. Grammar school graduate.

Further information with regard to these courses can be obtained by writing to the **State Board of Education**, Suite 1209, 63 Park Row, New York City. The United States Employment Service also refers applicants to these training courses.

**3. Engineering, Science and Management War Training Program**: Organized by the U. S. Office of Education, ESMWT offers specialized training in fields essential to the war effort at 11 colleges and universities in New York City. The courses are free and are open to men and women who are already employed or with good prospects of employment in war industries. Requirements for admission vary for each course, though academic high school graduation is necessary for all courses. Write immediately to **342 Madison Avenue, New York City**, for Bulletin No. 6 which gives full information about all of the courses being offered now.

**4. Defense Training Institute**: Full-time training to prepare women and men whose draft status indicates indefinite deferment, for positions as testers, inspectors, engineering aides, laboratory assistants, draftsmen, and other positions on a similar level in war industries and for appointment by the Civil Service Commission. If you desire to enroll in one of the courses described below call in person at the **Defense Training Institute, 375 Pearl Street, Brooklyn**, or write for an application blank. The courses begin on February 8.

**Technical Course**—Open to citizens who are high school graduates with 3 years of English, 1 year of algebra, 1 year of geometry, and 1 year of chemistry or physics. The course takes twenty weeks on a full-time basis. Practically 100 percent of the trainees are placed in war industry through the Institute's placement service.

**Engineering Fundamentals Course**—In addition to the above requirements, applicants for this course must be college graduates. Then week, full-time course. Successful trainees are qualified for appointment by the Civil Service Commission to the position of Junior Engineer, Supplemental, at an entrance salary of \$2,000 a year.

## How to Apply for a Job With the Government

There are thousands of well-paid positions in the Civil Service which fall into the new classification of "essential" occupations. Some offer training opportunities, others are open without any special educational or experience qualifications, some are restricted to men who have done certain types of work, or have taken special courses.

Your first step is to find out what jobs are open.

The LEADER carries a listing of all examinations, City, State and Federal, when they are announced by the Civil Service Commissions. In addition, Federal openings are posted on the bulletin board of Post Offices and Federal buildings.

### Where to Go

The New York City Civil Service Commission at 96 Duane Street receives applications for positions in the municipal service for which there are vacancies to be filled, and posts a list of the positions for which applications are being received.

The State Civil Service Commission places its announcements in the Post Offices, and maintains an information service at 80 Center Street, where its offices are located.

However, if you're in a non-deferable occupation, you probably won't have time to apply for a City or State exam. Your best bet is Uncle Sam. The offices of the Federal Commission in New York City are at 641 Washington Street, Manhattan, and you may go there directly.

When you find a listing of a job for which you feel qualified, get the necessary application forms by mail or in person, fill them out carefully, and return them to the Commission. For State or City exams there is a small fee. You pay nothing to apply for a position with the Federal Government.

If the examination for which you have applied is a written or practical exam, you will be notified when to appear, and told what equipment is necessary—tools, typewriter, etc.

### Some Jobs Filled on the Spot

A number of war-time civil service posts are filled on the spot. In this case, you are interviewed and may be put to work immediately. Other jobs are filled by judging applicants on their sworn testimony of experience and education as shown by their applications. The announcement for each

civil service position lists the physical requirements, and any other special demands, to help you decide whether or not you are suited for the offering.

### The List

After an examination is held, a list is drawn up of all those who have passed, additional credit is allowed for veterans, disabled veterans receive special preference, and appointments for a probationary period are made from the list as vacancies occur in the order in which the persons have been rated. Federal appointments are on a war service basis, that is, for the duration only.

### Overtime

Practically every trade and profession is represented on the public roster today, and the civil service offers many opportunities for valuable war work. Under recent wage rulings, Federal overtime pay starts after the 40th hour in a week, and overtime adds about 21 percent to the listed salary for the jobs.

Government job opportunities now available are listed beginning on page 10.

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## Machine Workers Sought by Plant In Long Island

Tool-grinders and cutter as well as automatic screw machine and setup men are being sought by the Matam Corporation, 45-17 Pearson Street, Long Island City.

Applicants for fine precision work on Government orders must be citizens, have three years of experience, and a 3-A classification with dependents. You must know how to operate six and eight-spindle machines. Jobs pay from \$1.00 an hour up for 40 hours, with time and a half over 40—up to 60 hours. It's seven-day-a-week job if you want it that way, otherwise one day a week staggered into the schedule for time off. There are two shifts: 7 a.m. to 7 p.m. and 7 p.m. to 7 a.m. Apply in the Matam Corporation building.

(Open All Day Friday, February 12 (Lincoln's Birthday))

## Civil Service Courses

- CORRECTION OFFICER**—Tuesday at 8:30 p.m.
- POLICEWOMAN**—Tuesday at 6:15 and 8:30 p.m. Physical Classes, Day and Evening.
- JR. INSURANCE EXAMINER**—Monday and Friday at 7 p.m.
- PATROLMAN**—Classes Meeting Day and Evening.
- CLERK, PROM. (Gr. 3 and 4)**—Tuesday and Friday at 6:15 and 8:30 p.m.
- POLICE SERGEANT**—Class now forming.
- PHYSICAL TRAINING**—Open to Public. Low rates. Classes Mon., Wed., Fri.
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# Manpower, Selective Service Heads Tell How Draft Order Affects Various Groups

Out of a War Manpower Commission-Selective Service-United States Employment Service conference last week came the following important (and in some cases LEADER-exclusive) facts:

1. The new order prevailing upon married men with children from 18 to 38 to get war jobs or go into the armed forces doesn't apply with equal force to Federal, State or Municipal employees, who are considered workers in essential industries. Local draft boards in many cases will determine what in the last analysis constitutes an essential worker.
2. Those whose job falls among the non-deferrable occupations listed as immediately non-essential to the war effort who haven't the means of taking a full time training course may fall back on unemployment insurance if they enroll in a Board of Education class with the O.K. of the State Board of Education. NYA or private school training will not make an applicant eligible for insurance money.
3. The list of non-deferrables can be expected to expand continually, though the line is admittedly thinly drawn. While Parks Department gardeners are mentioned among the non-deferables, climbers and pruners must at the moment be considered essential workers because "the line has to be drawn somewhere."
4. A non-deferrable man in 3A who is engaged in a defense

training course that may last anywhere from three to six months should get himself in an essential job if he expects to have full protection.

These statements were made by Col. Arthur V. McDermott, city selective service director, who offered them in an exclusive interview with the LEADER in 11 West 42d Street, Manhattan, site of the press conference.

### Civil Service Essential

Said Col McDermott: "There's no reason why Federal, State and City workers should not be regarded as essential to the war effort. Hospital workers, transit people, public works employees are all doing their job keeping this country on the way to victory. Generally speaking, they're essential.

The problem still confronting manpower and Selective Service officials is how many civil service and Government workers can be classified as essential. For instance, how many porters will it be necessary to hold on to in the Department of Hospitals if sufficient replacements cannot be made? Also, what would constitute an essential Government mess hall in the case of a bus boy or kitchen helper?

### Many Jobs Open

Mrs. Anna M. Rosenberg, regional director of the War Manpower Commission, who guided the conference, announced there are 22,500 openings for job seekers in New York — 12,000 in industries or services contributing to the war effort. There are 10,500 in Nassau and Suffolk counties, not counting replacements, of which 6,000 should be open no later than April or May.

### Training

She pointed out that the National Youth Administration and the Board of Education, the two major free training agencies, can carry a continuous load of 20,000 trainees in comparison to 15,000 last year in the city, that "more training facilities will continue to be provided as they are needed." She said the USES office has placed 2,000 trainees in city schools in the last few days.

City schools have immediate training openings for 4,000 individuals; NYA for 1,000 persons. The Board of Education courses are generally from six to ten weeks, or less, depending on ability. NYA courses could be consummated in about a month.

Then, Mrs. Rosenberg revealed, there is also training-within-industry that continues to prepare those with some skill for war jobs.

Those seeking training, just as those hunting immediate war jobs, said Mrs. Rosenberg, should contact their United States Employment Service office (these offices are listed elsewhere in these pages).

### No Shortage in NYC

Mrs. Rosenberg caused no stir at all when she pointed out there's no labor shortage in the New York City area "except in certain occupations and skills" but she did say something newsy when she insisted "there are actual jobs for most of the unskilled now in the city." All they

have to do is to apply at the USES and expect to find a reasonable number of openings from day to day, she explained. Among lines calling for unskilled workers she mentioned aviation, hospitals, transit, machine shops.

Mrs. Rosenberg held that "there probably are between 200,000 and 250,000 unemployed in the City at the moment," that fairly accurate figures are currently being compiled from USES records, all of which aren't too faithful

a guide since not everybody in New York registers with the USES, official Government agency in that field.

"Workers should realize," said Mrs. Rosenberg, "that dependency is no longer a claim for exemption. It's the occupation and, in many cases, the job itself." She indicated a comprehensive list of these jobs is being compiled.

The main idea of the new order, she said, "is to enable the

armed services to meet their quotas and to get production going at a greater rate."

She and Col. McDermott stressed that applicants for war jobs should not rush out of town to areas saddled with housing and other problems.

### Don't Get Panicky

They emphasized, too, that those whose occupation isn't listed as non-deferrable should not become at all panicky, that their draft status remains what it has been.

Said Mrs. Rosenberg: "Only those will go who are not essential to the war effort. This goes for fathers, too, unless they convert their activities."

She held that the job situation is changing from day to day, especially in the shipyards, that workers should not get discouraged because of a slack during one day, that a system of priorities is being established for industries channeling workers proportionately throughout the country where they are needed, wherever possible; that discriminatory orders are not being accepted by USES offices.

Now turn to pages 10, 17, and 20 for more interesting information about war jobs in government and in private industry.

## General Bradley's Column

(Continued from Page Two)

- |  |   |
|--|---|
| Cutware  | Decorative feathers, plumes, and artificial flowers |
| Glass novelties                                  | Frames, mirror and picture                          |
| Mosaic glass                                     | Greeting cards and picture post cards               |
| Stained, leaded, ornamented, and decorated glass | Jewelry cases                                       |
| Jewelers' fixings and materials                  | Signs and advertising displays                      |
| Jewelry  |   |

### WHOLESALE AND RETAIL TRADE

- |                                |           |
|--------------------------------|-----------|
| Antiques                       | Florists  |
| Beer, wines, and liquors       | Jewelry   |
| Custom tailors and furriers    | Novelties |
| Candy, confectionery, and nuts | Tobacco   |

### SERVICE

- |  |   |
|--|---|
| Automobile rental service                            | Parking lots  |
| Dance, music, theatrical and art studios and schools | Photographic studios  |
| Gambling   | Turkish baths, massage parlors, clothing rental, porter service, and social-escort services |
| Interior decorating                                  |   |
| Night Clubs  |   |

All the following occupations are non-deferrable regardless of the activity in which they may be found:

- |  |   |
|--|---|
| Bar cashier  | Fortune tellers, including astrologers, clairvoyant, mediums, mind readers, palmist, etc. |
| Bar boy  | Gardeners   |
| Bartenders   | Greens keepers  |
| Bath house attendants  | Grounds keepers   |
| Beauty operators   | Housemen  |
| Bell boys  | Hairdressers  |
| Bootblacks   | Lavatory attendants   |
| Bus boys   | Messengers, errand boys, office boys  |
| Butlers  | Newsboys  |
| Charmen and cleaners   | Night club managers and employees   |
| Cosmeticians   | Porters (other than in railway train service)   |
| Custom tailors   | Private chauffeurs  |
| Custom furriers  | Soda dispensers   |
| Dancing teachers   | Ushers  |
| Dishwashers  | Valets  |
| Doormen and starters   | Waiters (other than those in railway train service)                                       |
| Elevator operators (passenger & freight, excluding industrial freight elevators related to production) |   |
| Elevator starters (passenger and freight)  |   |
| Errand boys (including messengers and office boys)   |   |

### Instructions to Draft Boards

Local boards are instructed that, beginning April 1, 1943, they "shall reconsider the status of all registrants who are known to be engaged in activities or occupations designated as non-deferrable by the Chairman of the War Manpower Commission." Local boards and Selective Service appeal agencies in considering the status of such registrants, it is emphasized, shall be governed by the general provisions of Selective Service Regulations as to procedure, notices, and appeals. This means that the local board will still have the main say-so.

April 1 was made the effective date in order to allow registrants in these non-deferrable activities and occupations time in which to transfer to an occupation or activity not on the non-deferrable list. After April 1 a thirty-day period for transfer will be granted to registrants who register with the United States Employment Service for that purpose and present evidence of such USES registration to their local boards.

Mr. McNutt stated that the lists of non-deferrable activities and occupations "will be amended and extended from time to time." Local boards and appeal agencies are cautioned, however, that no activity or occupation may be held by them to be the basis for denying deferment on the grounds of dependency or age unless it has been formally designated as a non-deferrable activity or occupation.

### "Must Use Common Sense"

All cases must be considered "with common sense," and the following grounds that may be accepted as reasonable excuses for temporary idleness or for being engaged in a non-deferrable activity or occupation: (a) Sickness of registrant or in immediate family of registrant; (b) Physical disqualifications; (c) Reasonable vacation; (d) Compelling circumstances that would not permit the change of employment without undue hardship to the registrant or his dependents.

### Plenty of Questions

Married men with children were asking plenty of questions, and Col. McDermott, who heads Selective Service in New York City, tried to answer some of them (but the War Manpower Commission boys in NYC frankly told me they just didn't have all the answers yet).

Col. McDermott said: June 1 is the earliest date at which men in non-essential industries will be inducted into the draft. The number of children a married man has doesn't matter (however, the draft boards must be careful not to impose undue hardships on families).

Proprietors of non-essential industries are affected just as much as workers in those industries.

McDermott couldn't quite explain the meaning of "reasonable vacation"; neither could Abe Savage at the War Manpower Commission. But draft boards will be allowed to interpret the words "reasonable vacation" as they see fit. Same goes for other exceptions—sickness, physical disqualifications, undue hardship. Look forward for trouble on this business of "interpretation."

Well, that's the picture as of now. It will change—and fast! For Congress is having a look at it.

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### Porters Needed At Naval Station

Porters for United States Naval Training Station jobs at \$100 a month, plus room and board, are wanted. No experience is required.

Jobs are open for men (no age limits) who are citizens, draft-deferred, and able to pass a physical exam. Social security card is needed.

It's a 48-hour work week, six days a week. Duties call for general cleaning and care of grounds, leading and unloading of supply trucks.

Job holders who live on grounds will sleep in barracks. Those who accept meals only will get \$110 a month.

Apply in the USES office at 40 East 59th Street, Manhattan.

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# FEDERAL CIVIL SERVICE NEWS

By CHARLES SULLIVAN

## Thousands of U. S. Employees To Lose Jobs at War's End

WASHINGTON — When the war ends, thousands of workers will lose their Government jobs. And if President Roosevelt approves, the Civil Service Commission soon will issue a regulation providing that they should be released in the following order:

- Group 1**—Temporary employees, including those given appointments for a specific period of a year or less under the War Service regulations.
- Group 2**—Status quo employees, including those who have failed

to obtain Civil Service status under the Ramspeck Act or other procedure open to them.

**Group 3** — War Service employees who have not completed a probationary period.

**Group 4**—War Service employees and "indefinite" employees who have completed a probationary period.

**Group 5**—Employees who occupy "permanent" positions under "probational permanent" appointments, but who have not completed a probationary period.

**Group 6**—Employees who occupy "permanent" positions un-

der "probational permanent" appointments, but who have completed a probationary period.

### How You'll Be Released

Within each major group, the order of release will be as follows:

1. Employees without military preference who have an efficiency rating of Fair.
2. Employees with military preference who have an efficiency rating of Fair.
3. Employees without military preference who have an efficiency rating of Good.
4. Employees without military

preference who have an efficiency rating of Very Good.

5. Employees without military preference who have an efficiency rating of Excellent.
6. Employees with military preference who have an efficiency rating of Good.
7. Employees with military preference who have an efficiency rating of Very Good.
8. Employees with military preference who have an efficiency rating of Excellent.

Within each of the eight sub-groups, order of release would be determined by length of service.

## Bill Requires Senate OK on Jobs Paying Over \$4,500; Called Spoils System Wedge

WASHINGTON. — A major threat to the entire Civil Service system, with everything it means to Federal workers, has developed here on the heels of a new bill introduced by Sen. Kenneth McKellar, of Tennessee.

Sen. McKellar's bill would require Senatorial confirmation for all Government employees making \$4,500 or more; in other words, for all those above Grade 11 in the CAF classification.

At the same time, it would terminate, as of June 30, the appointment of all employees now making \$4500 or more, and require confirmation before they could return to work.

### Many Oppose It

The Civil Service Reform league has come out strongly against the measure, denouncing it as a threat to the entire war effort.

The National League of Women Voters also has condemned it. Nevertheless, Congressional ob-

servers are predicting that the bill stands an excellent chance of passage. Indeed, they say it almost certainly would get a majority if presented this week.

### In Judiciary Committee

For reasons not entirely clear, the bill has been referred to the Senate Judiciary Committee where its chances are regarded as much better than had it been sent to the Civil Service Committee.

Worried Government administrators say the bill confronts the merit system with one of the greatest crises in its history.

### Would Bring Back Spoils

They point out that it would, in effect, bring back the old spoils system. Almost certainly, they say, it would cause political hacks to be placed in responsible Government positions.

It would frighten good men away from the Government. Especially now, when jobs are plentiful, few capable executives relish the thought of facing the Senatorial cross-examination that is usually a prelude to confirmation.

Also, it would cause many conscientious, able executives to be discharged, simply because they had incurred Senatorial displeasure.

And finally, it would take the incentive motive out of Government, because the man who worked up to a \$4500 job would never know whether or not the Senate would confirm him.

The War Manpower Commission already is saddled with a similar restriction. And high WMC executives say it is one of the principal reasons it has been so slow in swinging into action.

### FDR Against It

At the time he signed the WMC appropriation bill, President Roosevelt expressed opposition to the confirmation clause. For that reason, it is regarded as almost certain, he would veto it if it should be applied to Government as a whole.

Incidentally, there is a distinct possibility that Wendell Willkie and several other leading Americans will speak out publicly against the bill in the next few weeks.

## War Dept. Seeks To Improve Labor Relations

WASHINGTON — War Department, for many months a place of considerable civilian discontent, is making earnest efforts to improve its employee relations program.

A new statement, issued this week, puts the Department formally on record as to over-all policies. Also, it promises that grievance machinery will be created in the near future to handle complaints of employees—especially those who find themselves in conflict with their supervisors.

The new statement, applicable both in Washington and outside, says in part:

- 1—The Department will not discriminate against employees because of race, sex, color, creed, or national origin.
- 2—If employees are found to be unsuited for the duties to which assigned, an effort will be made to find other work for which they are better suited.
- 3—As vacancies occur, it is the intent of the Department to promote employees with suitable qualifications from within the same organizational structure where possible.
- 4—It is the intention of the Department to provide safe, pleasant, and healthful working conditions.
- 5—"Employees will consider that it is always the intent that they be treated fairly in all respects, and those who feel that they are not so treated are privileged to discuss freely and settle their problems with their supervisors." In the near future, the statement said, grievance machinery will be set up.
- 6—"Employees have the right to join or refrain from joining any group or union without interference, coercion, restraint or fears of discrimination, or reprisal."

## Mead Introduces New Overtime Pay Measure

WASHINGTON — As forecast last week, Senator James Mead (D., N. Y.) has introduced a new pay bill to supplant the stop-gap Federal pay adjustment act when it expires April 30. The new bill provides:

- 1—Overtime pay at time-and-a-half instead of time-and-one-quarter, as at present.
- 2—Elimination of the ceiling which restricts overtime pay to employees making less than \$5,000. Instead, the new bill would permit all employees to receive overtime pay on the first \$2,900 of their income.
- 3—A 15 percent bonus (instead of the present 10 per cent) for employees who can't work overtime.

By request, the new bill specifically excludes field employees of the Post Office Department. For them, Senator Mead has introduced a bill providing a flat \$300 wartime bonus.

## U. S. Eyes Training Plan To Reduce Steno Shortage

WASHINGTON — The stenographer shortage, currently growing worse every day in Washington's maze of Federal agencies, is forcing Government to new extremes.

Latest is a proposal that the Government set up its own central training center to train stenographers "from the ground up"—and pay them full salaries while they learn.

The new plan, still in the tentative stage, has been put forth jointly by the War Manpower Commission and the Civil Service Commission. They have asked the agencies to estimate their stenographers and typist needs for the next months. If the demand is sufficient, some sort of training program is considered inevitable.

### Refresher Courses

Also proposed, in addition to primary training, are refresher courses for sub-standard stenographers and typists already on the job.

These courses would be full-time affairs, for a minimum of two weeks.

### Many Unskilled Requests

As of this week, civil service has more than 6,000 unfilled requests for stenographers. And the number undoubtedly would be larger if the agencies had any hope that civil service could meet their demands.

In most Washington war agen-

cies, an ordinary stenographer can now start at \$1,800 per year base salary, plus approximately \$360 in overtime pay. Older agencies, however, still cling to a starting salary of \$1,600 per year, plus overtime.

### Free Transportation

War Production Board offers free transportation to Washington—by hiring the stenographer in the field and then transferring her here at Federal expense.

Federal Public Housing Authority has gone through its central office, unit by unit, to reassign stenographers who are working less than full time at stenographic jobs.

Board of Economic Warfare requires the boss who leaves town to notify his personnel office. Then his secretary either gets extra work, or is assigned to another office during his absence.

And in one unit of Labor Department, stenographers who have been promoted to better jobs are now required to return to their old positions for at least two hours per day.

## Agencies Must Supply Data

WASHINGTON. — Sen. Harry Byrd's economy committee now is requiring Federal agencies to submit monthly reports with detailed information on numbers of personnel, classifications, and promotions.

## What Happened When They Acted On Their Own

WASHINGTON.—Two Office of Price Administration officials (somewhat officious, by all accounts) took it upon themselves to advertise in New York and Philadelphia papers for stenographers willing to work in Washington.

The ads attracted more than 200 replies. But they produced only one girl who was actually willing to come here to work.

That one took a Civil Service stenographer examination. She failed. She did, however, pass the typist examination, thereby qualifying for a \$1,600 job.

Meantime, the two officials (they acted without the knowledge of OPA's personnel office) face probable disciplinary action.

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# Civil Service LEADER

Independent Weekly of Civil Service and War Job News

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MEMBER AUDIT BUREAU OF CIRCULATIONS

Tuesday, February 9, 1943

## Last Week

OF COURSE, like everyone else, civil service employees were anxious to learn just how the government directive weakening 3-A draft status affected them. There were many answers, but as of now, perhaps the only answer is confusion, as the LEADER learned by questioning many of the important officials, we'll just have to wait for further clearing-up.

We wonder if the manner in which the War Manpower Commission sprung the order is best for the American people. The "work or fight" tone—with Army service made to appear like a kind of penalty — somewhat soured us... The mad scramble of "non-deferrables" to get into war jobs was a pathetic thing... Perhaps a straight work-draft might have been better, with the U.S. placing men where they could best be used to help the war.

In Congress, a bill came up which could sweep into the ashcan the advances of the merit system over the past 60 years... The measure calls for Senate confirmation of every U.S. job paying over \$4,500... What an opportunity for packing government agencies with political hacks!... What a chance for Senators to "get back" at employees they don't like!... One section of the bill calls for Senate review of every such job now being held... Can you imagine what will happen if this bill goes through?... Good men will hesitate to apply for government work if they know it means they must face a Senatorial inquisition... No wonder every civil service group is opposing this bill... Shame, Senator McKellar, for having introduced it.

In New York City, the transit situation hasn't improved... The Transport Workers Union, however, is blazing away with all guns to garner public support... The Mayor won't arbitrate... But lots of hard-thinking citizens have said publicly that's the only way to approach the problem... And as for transit headman John Delaney, he acts as though the subway system were a feudal domain.

NYC employees got no hope last week that they might expect alleviation of the cost-of-living situation. Comptroller McGoldrick issued a report pleading "no money"—but the report doesn't justify the conclusion that pay raises shouldn't come through... In fact, the Comptroller makes some damaging admissions about the use of city accruals—that is, cash allotted for employee pay—which then gets turned over for other purposes...

## letters

### "Honest" Overtime Pay—What It Means

Sirs: I read in today's issue of the LEADER your article covering Senator Mead's "honest overtime pay" to civil service employees. I, and many other government employees at the Brooklyn Army Base come under this category with respects to our overtime pay.

For example: Per annum employees whose base pay is \$2900 or over, the overtime is computed on the basis of 1/360 of \$2900 times 1½. The higher your base pay the lower the overtime will amount. Now the rub is this, the War Dept. issued a bulletin, ORDER "U," making up a schedule of breakdown of how much an employee can make in the fiscal year. The unfairness of this order limits your gross income to \$5000. For instance, a base salary of \$3000 cannot earn more than \$2000 in overtime, or \$3800 is limited to \$1200, an so on. The higher your salary bracket is the less you can earn on overtime, in spite of the fact, that

you are putting in all the hours required of you. This schedule of gross income is broken down monthly, but the local finance department went a step further, and broke it down to semi-monthly. There are cases where one can make in the first or last half of the month, his whole month's overtime, and the first or second half of the month make considerably less than the maximum schedule, yet what he is paid is the schedule amount, and what is over and above this amount will never be paid back. I am working at a designated location where I am required to put in never less than 100 hours of overtime a month. For December and January I had to give up over \$100, because it would have brought my gross earning schedule over \$5000, (I am not sure) yet the War Dept. by Order "U" is limiting our income to \$5000. It is impossible for any one to get \$5000, because of the retirement, victory tax and bond deductions. In the department I am employed, the ped diem employees can make and amount of overtime within their

*Don't*

## Repeat This!



Of Things That Were  
*Abe Kasoff, the Sanitation boy, has lost one of his most important lieutenants—Pat White. . . . Second Acting Commissioner Piccirillo, of Welfare, was skipped over when a new First Deputy had to be selected—but he takes it in good grace. . . . One of the busiest telephone wires in New York belongs to Abe Savage, of the War Manpower Commission. Yet he has only one extension. . . . When Mayor LaGuardia enters City Hall, two cops shield him, one on either side. . . . But nobody escorts him up the steps to the Hall. . . . Col. McDermott has sent a personal letter to the NYC mailmen assuring them they're not included in the "non-deferrable" class. . . . Nobody had included them, but they were worried. . . . OWI, in Washington, is sore as blazes at the condition which permits small-town local draft boards to refuse deferments to key men, even when the President's office requests it. . . .*

### Of Things to Come

A big new development is in the works of concern to NYC employees... Sorry we can't tell what it is, but expect it in two weeks... We predicted here some time ago that it wasn't all hotsy-totsy between the Mayor and Health Commissioner Stebbins... The words that passed between them last week weren't of the best... Governor Dewey prefers cigarettes, which he smokes in a long silver holder... But both of the party leaders in the State Senate, GOP's Joe R. Hanley and Democrat John J. Dunnigan, shun the weed in any form... The Governor's official recompense includes \$400 for bedding and \$700 for laundry... A New York City official will quit his important post within the next month... .

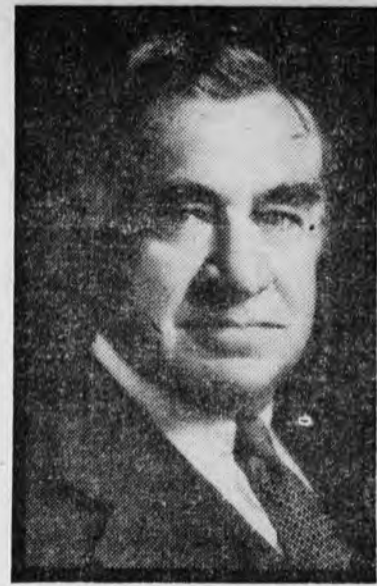
JACK ARTHUR.

### Condemns Comptroller

Sirs: I see by the papers that the liberal controller Joseph D. McGoldrick has asked the City Council to postpone increases to ill paid city employees till next year. Why don't he and others like him cut their salaries down? How does he expect us low-paid employees to keep up with the high cost of living? I think it is about time that all city employees got together and show these dictators that this is still the United States of America, where people live as human beings.

2 CITY WORKERS.

# Merit Men



JOHN CHARLES RIEDEL is one of those men in municipal service who watches mayors come and go, while he just does his job to the best of his ability.

Since 1939, he has been chief engineer of the Board of Estimate, and a member of the City Planning Commission, and annually heads several dozen subcommittees appointed by the Board.

Originally appointed to the city in 1901, during the first days when it became obvious that trained engineers would be of more value to the city than political wardheelers, he has watched New York more than double in population, and has seen what were mere dreams of thirty years ago, materialize into reality.

When he first started to work in Brooklyn as assistant engineer on sewer-building projects, the rattling cobblestone road was the pride of the city. The sewer system was hardly worthy of any superlatives.

Since then, he has supervised work which has used over fifty million dollars to improve New York and make it a better place in which to live.

### High Citation

He is one of the three civic employees to be honored by an award from the pre-war French government after a delegation of engineers came from Europe to study our methods of handling the problem of growing cities.

The citation, making him a "Member d'Honneur of the So-

ciete des Ingenieurs Professionnels of the Republic of France" was in an honored spot in his office. The files in his engineering office in the municipal building unfold an inside picture of the growth of the world's largest city. As real estate promoters and streams of immigrants have spread the population out to suburban sections of the metropolis, the city has had to make plans for such prosaic, but necessary items, as roads, sewer water pipes, etc., and Mr. Riedel is largely responsible for the fact that a unified plan has been followed.

His only creed of public service has been to "make the city a better place for people to live in" and he is one man who has practiced what he preaches.

In addition to the work which he has accomplished, he has educated many engineers who have gone into the field of municipal service.

Back in 1898, he was assistant head of the Physics department at Cooper Union. He has always kept his connections with the school, and today is Special Lecturer in City Planning at the Institute. Just to keep himself occupied, he also has a post in the faculty of Brooklyn Polytechnic Institute, where he lectures on Engineering Economics.

### Literary Output

His literary output has been large, but readers are confined to that select group which enjoy such works as: "Paper on the Flatbush Sewer System" which won a prize from the Municipal Engineers of New York; "Paper on the Design and Construction of the Flatbush-Flatlands Avenue Sewers," which was another prize-winner, and scores of contributions to scientific and technical journals.

His club connections show his interest in his work. American Society for Testing Materials and its committee on Manufacturing Masonry Units and committee on Vitrified Pipe; past presidency of the National Society of Professional Engineers, N. Y. State Society of Professional Engineers and Nautical School Alumni Association (where he finds time to learn about the sea?) and the Cooper Union Alumni Organization, are hardly roof-raising organizations, but they indicate Mr. Riedel's importance in his field. The city owes him a debt of gratitude for his long years of faithful service, and his energy today lies the fact that he is starting well into his fifth decade of work for one boss... The people of New York.

# QUESTION, PLEASE

### Refusing Temporary Appointment

S. M.: If you are on a State civil service list for permanent appointment and are offered a temporary position, you may refuse it and your name will be kept on the list until you are reached for permanent appointment. Should you accept the temporary job, you do not lose your chance for permanent appointment. Your name is retained on the list until such time as you are reached for a permanent appointment.

### Filing Application

H. T.: When a date is specified as the last day for filing an application, the Federal Civil Service Commission means just what it says. It is not sufficient to mail the application at that date, since the application must be on file with the Commission on the date specified. This differs from the practice of the New York City Civil Service Commission. In mailing a letter it is well to remember that it takes longer to deliver a registered letter than it does one sent by regular mail. If the fault of a late receipt does not lie with the Commission, no excuse will avoid the usual ironclad rule of the closing date, and the application will not be accepted.

### Why the Oral Test?

R. J.: The oral examination that is, the personal interview of the Federal Civil Service Commission's examining board, is used only for those tests where it is found advisable to supplement paper tests by observation measuring personal capacity and personality. Misfits, eccentrics, and others with glaring personality defects are often able to rate very high on a written test. The position is such that the employee has to be in constant contact with people, it is obvious that he would be totally unsuitable to the position. His adequacy or inability is determined at the oral test, where such defects are more apparent.

### Question Please?

In order that this column may serve you as efficiently as possible, will you please indicate, by asking civil service information whether you are referring to City, State or Federal, since there may be great variation in the regulations depending upon the branch of civil service. Also, will you please give us your full name and address if you want an answer. Often the question is not of sufficient general interest to merit space in the column, and we try to send you a personal reply if we have your name and address. (We cannot, however, guarantee a personal reply in all cases.) No name is ever used in the column.



# POLICE CALLS

## Temporary Patrolmen

If you read the Special Orders regularly you may have noticed that the heads of the line organizations applied for and received a leave of absence without pay for February 1, 2 and 3. These officers spent their leaves in Albany where, together with representatives of Firemen's organizations, they ganged up on the Ostertag-Hammond bill which would permit the appointment of temporary policemen and firemen.

The Ostertag-Hammond bill originally not only permitted the appointment of temporary members of police and fire forces, but provided for the same benefits for death and injuries as are received by the regular members. The age limitation was set. The salary was left open (but not to exceed, in N.Y.C. \$2,000). There would be no pension benefits for temporary members under the original draft of the bill.

The officers of the line organizations concentrated their efforts in changing some of the provisions of the bill so that it would apply only for the purpose intended. They did this by camouflaging for changes in the bill that would make it impossible for any local government to profit financially by the appointment of temporary policemen or firemen. They asked that these temporary employees be given the same pay and pension rights as regular members of the departments. The insistence on the same pension rights is to compel the city to make the same pension contributions to the Pension Fund for these temporary members as it does for the permanent members. A saving of about 10 per cent of the temporary member's salary would be effected by the city if these members were not given pension rights. But the line organizations do not want it to be profitable for the city to continue the institution of temporary employees and the best way they can think of to make the city discontinue the practice is to remove the profit motive.

An imposition of a 35-year age limit was also asked by the line organizations.

## Pension Burdens

This may come as a shock to many but there is a group of patrolmen who have nothing to gain by legislation increasing the salary of men on the force—legislation which the P.B.A. is trying to put through in Albany. These men are cops now

in the armed forces. Whether they are in the old pension plan and pay five or six per cent, or in the new pension plan and pay from 11 to 14 per cent, they must continue their pension payments in order to receive credit for the time that they serve in the armed forces. Since most of the men on military leave are the younger men who pay the extremely high pension rate, there are very few who are able to keep up with their pension payments while away.

To illustrate the financial headache, suppose we take a member of the first class appointed under the new pension system—in June, 1940—and paying a rate of 12 per cent. Assume he was drafted in January, 1942, and wants to receive credit in the Police Department for the time of his absence. In that event he has to continue his payments into the Pension Fund at the same rate and in the same amount as though he were actually receiving his salary from the Police Department each payday.

This drafted patrolman was receiving \$2,000 salary at the time of his being drafted, and at his pension rate of 12 per cent he had to contribute \$20 per month. In June, 1942, however, he would have received an increase to \$2,250 salary, and so he had to increase his pension payments to \$22.50 per month. In June, 1943, the members of the class with whom he was appointed will receive an increase to \$2,500 salary, so he has to increase his pension contributions to \$25 per month.

The two salary increases mentioned are the regular increases that come with the advancement in grade. Let's assume that the P.B.A. is able to get a 15 per cent increase for patrolmen and that this is accomplished by June, 1943. In that event the drafted patrolman we have been speaking about will have to pay 12 per cent on \$2,825 salary. That is, he will pay \$28.25 monthly instead of \$25. He will actually lose money because someone else is getting more money.

We have assumed that the drafted patrolman is making monthly payments to the Pension Fund. He does not have to do this, of course, but the alternatives are losing credit for all the time he served in the Army, or else trying to make up the payments after he returns to the Police Department.

This should illustrate clearly what should be one of the first duties of the P.B.A. to the men in the armed forces. Legislation

has been introduced by some groups to relieve civil employees of their pension obligations during their military service. The P.B.A., representing as it does the group of civil employees with the highest pension rate in the State, ought to be the most active in this field.

In the event that pension relief is not obtained for patrolmen in military service, and if the P.B.A. does get a pay increase for its members, it will be incumbent upon the P.B.A., according to some opinion, to set aside a sum of money to reimburse these patrolmen for the difference in the pension contributions that they would have to pay.

## Outside Jobs For Patrolmen?

A letter from a patrolman says that we were a bit hasty in saying, last week, that the Court of Appeals decision vitiating a city rule that city employees may not hold outside jobs did not apply to Patrolmen. He quotes at length from the opinion of the Appellate Division which was affirmed by the Court of Appeals and from the City Charter. He makes out a good case for his point that the Police Commissioner has no authority to forbid outside employment to cops.

We didn't say, of course, that Patrolmen were expressly excluded from the provisions of the new decision. We pointed out the distinctions between the case of the Patrolmen and that of the ordinary civil employee. Pretty plainly we said that a cop who can find the time to do so should be permitted to engage in outside activities which do not interfere with his job.

But the legal end of this matter is something we would like P. B. A.'s competent attorney, James Tully, to speak about.

## NAG Department

We pick Green Umbrella to win the Plainclothesmen's Handicap. Sergeant's List, though much touted by Butch and Louie, is a false alarm. The touts themselves have no faith in Sergeant's List. Joe Renege is riding Green Umbrella and we suspect Butch and Louie are betting on him.

## Success Story

There was once a patrolman who knew somebody who knew somebody.

So he got a 15-day clerical assignment.

Then he got a typewriter.

Then he got an office.

Then he got an assistant.

Now he is a bureau.

ated. A full report of this conference will be made to the organization at the next meeting at Manhattan Centre on February 17.

Board of Trustee member Benjamin Weiner, has turned his change-of-address card in. Now he gets his mail c/o United States Army P. O. He's still at Dix as this is written, waiting for the classification officer to find out which branch of the army has the most need of his services. Wonder if he said "No Tanks" when they asked him if he had any preferences?

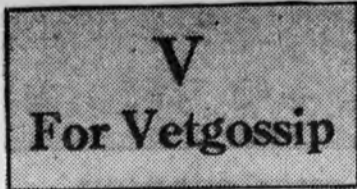
## The Distaff Side

A call from a young lady the other day, reminded us that young ladies—and some not so young—made their entrance into the Postal world during the late holiday rush. When the rush subsided, they were thanked for their kindness in helping Uncle Sam out of a tight spot, paid off, and let out. That is, most all of them were, but a few somehow were kept on.

Some of those who were let go, seemed to have enjoyed their short experience as post-gals, and wonder how the one's who stayed on were selected.

Rumor has it, that the one's who are still cashing P. O. paychecks are the one's who happened to have an uncle in the right spot.

They were given hopes that they would get first chance to fill military leave vacancies when the P.M. gives the order to hire gals, but according to the post office, any woman who writes in and asks to be considered for a postal job, when and if, has an equal chance with those who've already learned the routine.



# V For Vetgossip

By ARTHUR RHODES

## Internal War

Certain folks up at the Vet agency at 346 Broadway delight in sniping at one another through the system of distributing error, or pink, slips.

This is the system that has perpetuated juicy warfare among employees for too long a period and maybe it's about time somebody—including the boys in Washington—thought of some way of alleviating its trouble spots.

While on the surface the idea of having verifiers check on coders' errors is desperately all right, the chances are all too appealing for a verifier who doesn't like a coder's lip rouge to make downright sure that the coder's error doesn't pass without notice.

Here's the trouble: when a coder turns verifier, revenge is often the goal.

The way employees have been telling me the story, constant warfare exists throughout the building as a result of the pink slip business.

## That Mail Bag

Writes a Vet Individual. "In stead of making life even more miserable for the kindergarten kids by picking on the supervisors, why don't you start on the government agencies crying for stenographer—real evil in the 'Vets'? With Government going so far as to train them, there are several hundred working in the Vets offices at 346 as clerks. Although most of us were originally appointed as either stenographers or typists, the majority have been assigned clerical duties. Shouldn't something be done about this?"

## Says Constant Reader

"So much has been published about the rare 'Big, Bad Big-wigs' that maybe it would surprise a few readers to know of the other chiefs—who are in the majority. There's Miss Mary Hibbs on the ninth floor (N-5, I think). Very competent, and as alertly decent to everybody as a lofty ideal. Very good-looking, too—nice features, well-formed head and figure—all this punctuated with charm and intelligence—a regular Duchess of Windsor type. Wot more do you want? ? ?

## Draftsman Pay Starts at \$40 per

Mechanical draftsmen with three years experience, who would like to get into war work in New York City have an opportunity at the Hamilton Radio Corporation, 410 6th Avenue, near 14th Street.

Salaries start at \$40 a week, with usual overtime pay over 40 hours. No. 1 A-s can be considered and 3 A-s taking these jobs will be eligible for the desired 3-B deferment. There is no age limit, but applicants must be citizens.

There is also an opening for stockroom assistants at the plant. Those with some experience in handling radio parts will get the preference.

Applicants will be received on the fourth floor at the above address between 9 and 5. Ask for Mr. Landay. Men with longer experience may qualify for positions at higher salaries with this company.

## New Employment Office To Open in Brooklyn

A report was received this week by The LEADER that the metal trades section of the United States Employment Service, now concentrated at 87 Madison Avenue, Manhattan, is about to be located for Brooklyn residents at 205 Schermerhorn Street and for Queens residents at 29-27 41st Avenue, Long Island City.

The Manhattan office will continue to service those in Manhattan and the Bronx. Staten Island has its own office in St. George.

If there are a few arrogant ones, let others 'scratch' them—I won't spoil my cutex on 'em."

Retorts Rhodes: I definitely agree that there are some supervisors who not only possess elegant figures but elegant minds. As a matter of fact, C. J. Reichert, boss of the whole place, is as grand a character as you'd want to meet (though I'm not talking about C. J.'s figure).

## What, Another?

"We on the third floor West wing greatly appreciate your column 'V for Vetgossip,' and would like you to send a few orchids to Mrs. Mary Engroff, supervisor, who is the best of them all. We defy any others who disclaim this! Also be informed that by official word we, in this section, now have the windows opened five minutes at 10:30 in the morning, and five minutes at 3:30 in the afternoon. Took official word to have it done! Those guests of ours from the seventh floor certainly must have blossomed in a hothouse. Fresh air does not agree with them."

Retorts Rhodes: Fresh air apparently doesn't agree with a lot of supervisors, too. Wonder what they do breathe that makes many of them what they are? The trouble with many supervisors is that they're extremists. They often prefer to keep windows closed until nearly the suffocation point in the working areas, yet some have been known to open them wide in the rest room to freeze folks out of there. As for Mrs. Engroff, the lady has my congratulations, if that means anything.

## Only Two?

"There should be at least additional wash bowls and three or four 'soap-aters.' There are at present only two wash bowls and one liquid 'soap-ater' for over 150 girls on the second floor, West."

Retorts Rhodes: Outrageous!

## Humanity

Boss Reichert has a heart as large as two or three aircraft carriers. Just to prove it again: "I don't want to discourage them from crowding up a little on the main floor near old man Cohen's candy stand. He has to make a living, too, you know."

## My Big Month

That CIO group, United Federal Workers of America, is speeding up the campaign to organize Vet Workers. With J. Cyril Fullerton, Ann Dolan and Selma Lahue serving as members of the union's grievance committee, a further organizational session was held February 3 in U.F.W.A. headquarters at 25 West 23d Street, Manhattan, where announcement was made of impending conferences with the management. . . . What ever happened to H. A. Braden's three and one-half hour overtime problem? Certain folks on the seventh floor still have compensatory time off due them, if Mr. Braden cares to abide by his own established precedent. . . . Boss Reichert unexpectedly came in the other day and promptly went home to recover from his serious flu attack again. C. J.'s weight is down to here. . . . E. J. Beaulac, assistant director of insurance of the central office in Washington, has been hogging C. J.'s chair lately. . . . Why is it, then, when you ask who's taking C. J.'s place, you're referred to T. M. Anderson? . . . The rumor is that Dick Conley of N 8 intends to get himself a cop's uniform. . . . Since Faithful Correspondent of N 3 refuses to believe I'll keep his name a great secret, making it impossible for me to contact him by mail, I'll have to explain it right here: please send first as well as last names of everybody you mention, even as to Miss or Mrs. and just where they work and what they do (aside: who's Rita?).

Washington Irving High School, 17th Street and Irving Place, is offering a series of courses designed to meet the needs of those who are preparing for entrance into the war production program. Registration is at the school, any night from 6:30 to 8:30. Courses cover academic fields, arts and trades, pre-induction studies, and mathematics.

## High School Gives War Training

# POSTAL NEWS

## Kushelewitz Korner

The Kushelewitz korner of sour salary situations under the new payroll plan comes through again, with Richard Roe being the guy who gets clipped this week. Here's what happens:

Being the month of February, John Doe takes three days off in one week. At this month's pay rate, he gets docked \$6.25 per day, or \$18.75 . . . plus \$8.72 in overtime which John doesn't get, he loses a total of \$27.47.

Richard Roe, who works next door to him, has even worse luck. Maybe he enjoys Sunday too much, but he takes Mondays off for two weeks in a row. Each Monday costs him the same \$6.25. That's \$12.50 for two days off, which isn't too bad, but each week he gets \$8.72 over-time pay separated from his check, which costs him \$29.94 for 2 days off. Well in the final analysis it costs the second guy exactly \$2.42 more to take a two-day vacation at his own expense than it would have cost him to take three days, if he had Kushelewitz to help him figure the angles.

## OK, Abe, Here's the Plug

A. S., the big boy who acts as mouthpiece for Br. 36, NALC, makes sure that his gang gets their publicity, so here goes. Last Sunday, the boys heard reports from the National Capital when President Kushelewitz told about the big doings in Washington, when the postal men came out for the Mead S. 360 and O'Brien H. R. 1366 bills which

will put that badly needed \$300 bonus in the pockets of the men who can sure use the extra dough.

Ed Rockwell, chairman of the gala, extravagant, super-fine musical miracle which is more commonly known as the Letter Carriers' Annual Ball, reported all sorts of wonders in prospect for the night of February 20, when the big event comes off. The committee has been busily chasing from one night club to another—not to get drunk, but to line up a list of entertainers guaranteed to knock the crowd for a loop. Enough talent has already been signed up for a two-hour show. The ticket committee reports that the dollars are flowing in, and they're a little worried that paper rationing may keep them from printing enough tickets to meet the demand.

Max Mansfield, secretary of Branch 36, is the proud recipient of a gold watch. George Bergen, superintendent of Station G, was the presenting officer. He is a former bag toter and member of Branch 36.

## More Sub Problems

Last week, officers of Local 10 met with the post master and big-wigs of the Post Office Department to discuss the problem of substitutes and temporary employees. Everybody came out of the conference room beaming. Seems the employees and the bosses see eye to eye this time. . . .

Indications are that soon all the subs will find themselves permanent employees, and the "temps" will be gradually elimin-

# Examination Requirements

## NEW YORK CITY CIVIL SERVICE EMPLOYMENT OPPORTUNITIES

For the following examinations, applications may be obtained at the offices of the New York City Civil Service Commission, 96 Duane Street. Applications may be obtained and filed by mail. If filed by mail, only postal money-orders will be accepted in payment of the application fees.

### OPEN COMPETITIVE

#### Assistant Maintainer

Salary: To, but not including \$1,800 per annum.

Applications: Issued and received from 9 a.m. Feb. 1, to 4 p.m. Feb. 17, 1943.

Fee: \$1.00.

Vacancies: At present 4 at \$1,500 per annum, and 2 at \$1,650 per annum.

Duties: Under supervision to repair, overhaul, and maintain typewriting machines and other office appliances; perform related work as required.

Requirements: Not less than one year of satisfactory experience along the lines outlined under duties; or a satisfactory equivalent.

(Candidates who believe that they meet these minimum requirements on the basis of the quality of their training and experience are requested to file application. If their applications are not accepted, the fees will be refunded.)

Subjects and Weights: Practical, weight 100.

#### Clerk, Grade 1

(For appointment only at Seaview Hospital and Farm Colony on Staten Island, Department of Hospitals.)

Salary: Up to, but not including \$1,200 per annum, increments to \$1,199.99. Usual salary at entrance \$960.

Applications: Issued and received from 9 a.m. Feb. 1, to 4 p.m. Feb. 17, 1943.

Fee: \$0.50.

Vacancies: The list resulting from this exam will be certified for positions in Seaview Hospital and Farm Colony only, Department of Hospitals, and persons appointed from this list will not be eligible for transfer to other departments or institutions while they hold the Grade 1 positions.

Duties: To perform, under supervision, in a City hospital routine clerical work and elementary office duties, including the operation of mechanical devices such as the mimeograph and addressograph, and similar simple appliances; assist with telephone information and with the reception of the public; act as messenger in minor errands, and perform related work as required.

Requirements: Minimum age 16 at appointment. If working papers are required, they must be produced before appointment.

Subjects and Weights: Written, weight 100. The test will include tests of mental alertness, vocabulary, spelling, arithmetic, capacity to follow written instructions, elementary office practice, and other appropriate information. The passing grade will be set in accordance with the requirements of the service.

#### Dietitian

Salary: To, but not including \$1,440 with maintenance. Up to \$1,500 without maintenance.

Applications: Issued and received from 9 a.m. Feb. 1, to 4 p.m. Feb. 17, 1943.

Vacancies: Occur from time to time.

Duties: Under direction to requisition and inspect all foods in City hospitals and institutions; plan menus, both general and special; supervise the preparation and serving of all dietaries; perform related work as required.

Requirements: Candidates must be graduates of a senior high school and must have had at least two years of formal training in home economics, with a major in foods and nutrition or institutional management, in a recognized school or college; or a satisfactory equivalent. Additional credit will be given to those candidates who have had training in hospital dietetics.

(Candidates who believe they meet the minimum requirements on the basis of the quality of their training and experience are requested to file application. If their applications are not accepted, the fees will be refunded.)

Subjects and Weights: Written, weight 50; training, experience and personal qualifications, weight 50. Training, qualifications, and experience may be rated after an examination of the candidate's application and after an oral interview or some other investigation as may be deemed necessary.

#### Office Appliance Operator, Gr. 2

(Remington Rand Bookkeeping Machine)

Salary: \$1,200 up to, but not including \$1,800 per annum. Appointments are usually made at the minimum salary of the grade. The eligible list may be used for appropriate positions in a lower grade.

Vacancies: There are 11 permanent and approximately 20 military leave vacancies. Other vacancies occur from time to time.

Duties: To check cash books and tax rolls, to prove the accuracy of the assessment lists and controlling accounts; transcribe by machine all uncollected assessments to loose-leaf ledgers; post payment of taxes by machine; and perform other related work as may be required.

Requirements: Candidates must have had at least three months' experience 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 No. 83, including the setting and adjusting of vertical and cross totalizers.

(Candidates who believe they meet these minimum requirements on the basis of the quality of their training and experience, are requested to file applications. If their applications are not accepted, their fees will be refunded.)

Subjects and Weights: Practical, weight 100.

#### Office Appliance Operator, Gr. 2

(Key Punch Operator) Salary: \$1,200, up to, but not including \$1,800 per annum. The list may be used for appropriate posi-

tions in a lower grade.

Applications: Issued and received from 9 a.m. Feb. 1, to 4 p.m. Feb. 17, 1943.

Fee: \$1.00.

Vacancies: Occur from time to time.

Duties: To act as a Key Punch Operator on the Remington Rand Powers Key Punch Machine; to sort and tabulate the cards punched; and to perform other related work as required.

The practical test will be held on the 90-column machine.

Requirements: Candidates must have had at least three months of experience in the operation of the Remington Rand Powers Key Punch Machine.

(Candidates who believe they meet these minimum requirements on the basis of the quality of their training and experience are requested to file application. If their applications are not accepted, the fees will be refunded.)

Subjects and Weights: Written, qualifying; Practical, weight 100. The passing grade will be set in accordance with the needs of the service.

### PROMOTION EXAMS

(Applications will be received from 9 a.m. Feb. 1; closing dates vary for the various examinations.)

Assistant Landscape Architect—(Parks Dept.): Exam will be held on March 23, 1943.

Assistant Landscape Architect—

## UNITED STATES CIVIL SERVICE

# EMPLOYMENT OPPORTUNITIES

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

Positions have been recently announced by the United States Civil Service Commission or urgently needed to be filled.

Information and forms for applying for positions may be obtained from the Commission's Local Secretaries at first or second-class post offices, from Regional Offices, or from the United States Civil Service Commission, Washington, D. C. Applications must be filed with the Commission's Washington office. In New York City, the address is 641 Washington Street.

There are no written tests, and no maximum age limits for positions listed unless otherwise stated. Salaries are annual and basic, and do not include added compensation for overtime. The present standard 48-hour Federal work week includes 8 hours of overtime, and present overtime compensation increases the basic salary by about 21 percent of that part of the basic salary not in excess of \$2,900, provided the increment does not make the total compensation more than \$5,000 a year.

Applications are not desired from persons engaged in war work unless they may use higher skills in the positions sought. War Manpower Commission restrictions on Federal appointments are posted in first or second-class post offices.

Radio Intercept Officers, \$2,000 and \$2,600.—Persons with 2 to 4 years of appropriate college study in engineering, or in physics; or with 1 to 4 years of appropriate radio technical experience, who can transmit and receive 16 to 20 words per minute in International Morse Code. Duties include participating with the Army Air Forces in effecting and checking radio silence during air alarms, and performing various monitoring assignments.

Engineering Draftsmen, \$2,440 to \$2,600.—Men, women with drafting experience or with drafting training gained from a high school, technical school, college, or war training course.

Economists, Economic Analysts, \$2,600 to \$6,500.—Persons with at least 5 years of appropriate college training or experience in economics and economic analysis. Specialized Fields: Commodities, Industries, Marketing, International economics, General economic conditions and trends, Public utilities, Public regulation of business, Economic theory, other fields (to be indicated by the applicant).

Staff Dietitians, \$1,800.—College graduates who have had appropriate college study in dietetics and have completed an approved graduate training course as student dietitian or have had appropriate experience. Duties: To have charge of preparation and service of food from a main kitchen or in a ward; to cooperate with physicians in dietetic treatment of patients; to

## How to Apply for a Test

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

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

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

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

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

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

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

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

(N.Y.C. Housing Authority): Exam on March 23.

Bookkeeper, Grade 1: Exam on March 13—

Board of Assessors  
Board of Transportation  
N.Y.C. Housing Authority  
Civil Service Commission  
President Borough of Queens  
Comptroller's Office  
Finance Department  
Fire Department  
Health Department  
Board of Water Supply  
City Sheriff

Chemist (Toxicology): Exam on March 11.

ing in statistics and statistical analysis. Specialized Fields: Industries, Commodities, General economics, Prices, Mathematical statistics, Labor markets, Transportation.

Traffic and Transportation Specialists, \$2,600 to \$6,500.—Persons with at least 3 years of experience in either railroad (including street railway), highway (including local bus), water (inland and ocean), air traffic or transportation. Duties: To make and direct programs to expedite movement of local, intrastate, interstate, and ocean freight and passenger traffic, and to coordinate existing equipment and facilities.

Training Specialists, \$2,600 to \$6,500.—Persons qualified to plan training programs for a variety of technical and professional personnel in a Government department; also to act as consultants on training policies; to assemble data on training programs. Specialized Fields: General (Diversified techniques); Motion picture techniques; Trade and industrial.

Engineers, \$2,600 to \$8,000.—Persons with at least 5 years of appropriate training and/or experience in engineering.

Junior Engineers, \$2,000.—College women especially. Those lacking previous engineering study may qualify by completing a special tuition-free Government-sponsored, 8-week E. S. M. W. T. course.

Dental Hygienists, \$1,620.—Registered graduates of a recognized school of oral hygiene who have had 2 years' oral hygiene experience, to assist dental surgeons in hospitals, clinics, and relief stations.

Physiotherapy Aides, \$1,620 and \$1,800.—(1) Persons who have completed a full course in an approved school of physiotherapy, or full course as apprentice physiotherapy aide in an Army hospital; (2) Persons who have a full 4-year college course with major study in physical education, to administer massage, electrotherapy, actinotherapy, and hydrotherapy.

Medical Technicians, \$1,620 to \$2,000.—Persons qualified to (1) identify

(Continued on Page Eleven)

### DEAFENED!

THE NEW TEST GEM V-4

Good hearing is essential for your war time task... at the front, in war production or civilian defense. Use a hearing aid if you have one.

Hear better! Feel better! Work better! Gem will test your hearing with the New Gem Wearable Crystal Vacuum Tube Hearing Aid. Operates in any position. You will quickly appreciate its many outstanding advantages. Its individual tone and volume control, its comfortable "feel" and its low price are certain to win your approval.

Write today for special home trial offer and booklet "C.S." Gem Ear Phone Co. 47 W. 34th St., New York

## In Case of FIRE!

Is your property fire insurance - protection complete? Partial protection is false economy... Check up on this today—tomorrow may be too late. Complete protection costs little but may mean a lot.

For complete information call The Farm Bureau Mutual Fire Insurance Co. COLUMBUS, OHIO 101 Park Ave., N. Y. C. MU 6-1559

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Buy More War Bonds

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City Employees Service  
41 Park Row Telephone REctor 2-1731  
New York

**MATHEMATICS - PHYSICS**  
For War Service  
Refresher & Advanced Courses  
For Men and Women  
Starts Monday Eve., Feb. 15  
NEW YORK Y.M.C.A. SCHOOLS  
58 W. 63d St. (nr. B'way) SU. 7-4900

Readers of The LEADER!  
**The COMBINATION BUSINESS SCHOOL, 139 W. 125 St., N.Y.C.**  
offers 108-hour instruction and practice in touch typewriting for \$12.50 to anyone who brings this advertisement to the school on or before March 1st, 1943.

**ARTHUR LESSAC**  
"A Remarkable Teacher" —(N. Y. Times)  
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Complete, practical course for men and women. Individual instructions. Write for Booklet 'L'. Licensed by State of New York

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THOMPSON AND THOMPSON REALTY CO

**BAYSIDE NEW BRICK Bungalows**  
\$6,190-\$6,790  
Show House  
158-02 26th Avenue, cor. Utopia Biv'l.  
Egbert at Whitestone FL. 3-7707

Announcing  
**MAPLE GROVE MEMORIAL PARK**  
QUEENS BOULEVARD  
KEW GARDENS, L. I.  
Non-Monument, Non-Sectarian, Perpetual Care  
Special Low Predevelopment Prices at This Time



# Chance to Become Trainee Traffic Controller

## U. S. Tests

(Continued from Page Eleven)

Announcement 128 of 1941 and amendment.

### Scientific

See also Announcements 163, 256 and 279 under "Engineering."

ASTRONOMER, Junior, \$2,000. Naval Observatory, Washington, D. C. Announcement 179 of 1941 and amendment.\*

CHEMIST (Explosives), \$2,600 to \$5,600. Announcement 162 of 1941 and amendment.\*

JUNIOR CHEMIST, \$2,000.

CHEMICAL AIDE, \$1,800. (Open to both men and women). Announcement 274 (1942).

CHEMIST, \$2,600 to \$5,600. Announcement 253 (1942) and amendment.

GEOLOGIST, Junior, \$2,000. Announcement 249 (1942) and amendment.

INSPECTOR, Power & Explosives, \$1,620 to \$2,600. Ordnance Department, War Dept. Announcement 104 of 1940 and amendments.

METALLURGIST, \$2,600 to \$5,600. Announcement 235 (1942) and amendment.\*

METALLURGIST, Junior, \$2,000. Announcement 254 (1942) and amendment.\*

METEOROLOGIST, \$2,600 to \$5,600. Announcement 237 (1942) and amendment.\*

METEOROLOGIST, Junior, \$2,000. Announcement 127 of 1941 and amendment.\*

PHARMACOLOGIST, \$2,600 to \$4,600. TOXICOLOGIST, \$2,600 to \$4,600. Announcement 186 (1942) and amendment.\*

PHYSICIST, \$2,600 to \$5,600. Announcement 236 (1942) and amendment.\*

PHYSICIST, Junior, \$2,000. Announcement 255 (1942) and amendment.\*

TECHNICAL and SCIENTIFIC AIDE, \$1,440 to \$2,000. (Open only to women). Options: (A) Grades Radio, Explosives; (B) Grades below \$2,000 also Chemistry, Physics, Metallurgy, Fuels.

Announcement 133 of 1941 and amendments.\*  
TECHNOLOGIST, \$2,000 to \$5,600. Any specialized branch. Announcement 183 (1942) and amendment.

### Trades

Positions exist at Ordnance, naval, and Air Corps establishments. The salaries shown below vary according to the place of employment.

INSTRUMENT MAKER, \$7.44 a day to \$1.24 an hour. Announcement 162 of 1940 and amendment.\*

LENS GRINDER, \$5.92 to \$3 a day. Announcement 158 of 1940 and amendments.\*

LOFTSMAN, \$1.04 to \$1.12 an hour. Announcement 159 of 1940 and amendment.\*

MACHINIST, \$1,800 a year to \$1.05 an hour. Announcement 161 Revised, 1941 and amendments.\*

SHIPFITTER, \$6.81 to \$8.93 a day. Announcement 160 of 1940 and amendment.\*

TOOLMAKER, \$7.20 a day to \$1.05 an hour. Announcement 133 Revised, 1941 and amendments.\*

\* Urgently needed for war work.  
\*\* Newly announced.

### Trainee Traffic Controller

AIRWAY and AIRPORT

Men and Women

\$2,178 a Year

(Salary for a 48-hour week—Based on pay of \$1,800 a year for a 40-hour week.)

1. FILE TODAY: Secure Application Form 57 from any first or second-class post office and mail to the

Director, Second United States Civil Service Region, Federal Building, Christopher Street, New York City.

Applications may also be secured by mail from the Director at the above address.

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

### II. WHAT YOUR JOB WILL BE:

You will be working at an Airway Control Center or an Airport Traffic Control Tower, where your assignments, though simple, will be important because they are necessary if persons traveling by air are to travel safely. Much of the travel done in connection with our war effort is by air.

### III. HOW YOU WILL LEARN TO DO THE JOB:

You will receive expert training from specialists at a school in Flushing, New York City. There you will train in classes for about 3 months. After that, you will get "on-the-job" training at Control Centers and Towers. During this entire period you will receive your regular pay and will be transported free of charge from school to field stations.

### IV. WHERE YOU WILL WORK:

After a complete course of training, you will be sent at Government expense to an airport located reasonably near (2 to 10 miles) to one of the cities listed below:

- Connecticut: Bridgeport, Hartford.
  - District of Columbia: Washington National Airport.
  - Maryland: Baltimore.
  - Massachusetts: Boston.
  - New Jersey: Newark.
  - New York: Buffalo, Jackson Heights (La Guardia Field), Niagara Falls.
  - Pennsylvania: Harrisburg, Philadelphia, Pittsburgh.
  - Rhode Island: Providence.
  - Vermont: Burlington.
  - Virginia: Norfolk, Richmond.
- All airports are accessible by public transportation.

### V. A REAL OPPORTUNITY:

By becoming a war service employee of the Civil Aeronautics Administration, Dept. of Commerce, you will not only be serving your country in an important position, but will be acquiring knowledge which may be of great use after the war. The field of aviation is expanding. Perhaps this will be an opportunity to enter that field and make it your life's work. From time to time, as vacancies occur, there will be opportunities for promotion to positions paying from \$2,400 to \$4,200 a year.

### General Information:

1. YOU CAN QUALIFY if you have had both of the following:

- (a) Graduation from a standard 4-year high school course, or completion of 14 units of high school study; and
- (b) Two years of progressive full-time, paid experience in the field of aircraft traffic control, operations or radio voice communications.

BUT you can substitute, for each year of the high school study, 6 months of progressive full-time, paid experience in the field of aircraft traffic control, operations or radio voice communications; or 50 hours of solo flying time (within the most recent 10 years).

You can substitute, for each year of the required 2 years of experience, any one of the following:

- (1) 2 years of study in a college or university of recognized standing.
- (2) Possession of private pilot certificate.
- (3) Possession of a senior control-tower operator certificate.
- (4) 6 months intensive training, or equivalent, in the field of aeronautics in a technical institute, aeronautical school, defense training course sponsored by the Office of Education, or other institution giving specialized instruction in aviation subjects.
- (5) Completion of civilian pilot training ground school course.
- (6) 100 hours of solo flying time (within the most recent 10 years).

2. Applications will be received until the needs of the Service have been met.

3. Appointments will be known as War Service appointments. Such appointments generally will be for the duration of the war and in no case will extend more than six months beyond the end of the war. Persons receiving war service appointments do not thereby acquire a classified (competitive) civil service status.

4. Applicants must be citizens of or owe allegiance to the United States.

5. On the date of filing application, applicants must have reached their 20th birthday, and must not have passed their 45th birthday. Maximum age limit will be raised for persons who furnish proof of honorable discharge from the armed forces.

6. Physical Requirements: General Requirements—Applicants must be physically capable of performing the duties of the position and be free from such defects or diseases as would constitute employment hazards to themselves or danger to their fellow-employees or others. The determination as to whether an appointee meets the physical requirements for the particular position to be filled will be the responsibility of the appointing officer.

Speech—Applicants must be able to speak the English language clearly and distinctly in such a manner as to be easily understood over the telephone. They must have no dis-

cases or malformation of the nose or throat which would interfere with or be aggravated by the performance of these duties.

Vision—A visual acuity of at least 20/20 (Snellen) in each eye separately, without correction, and an average depth perception of 30 millimeters or less, with or without glasses; Provided, that if the vision in either or both eyes is not poorer than 20/50 (Snellen) and is brought up to 20/20 (Snellen) or better in each eye by glasses, or if the depth perception is greater than 30 millimeters and be corrected to at least 30 millimeters by glasses, an applicant may be qualified in either event on condition that the correcting glasses be worn while he is on duty. An applicant must have: (1) No diplopia; (2) Not more than one diopter of hyperphoria; (3) Properly balanced eye muscles with an abduction of 3 diopters or more; (4) Sufficient accommodation to pass a prescribed test based primarily upon ability to read official aeronautical maps; (5) Normal fields of vision; and (6) No pathology of the eye.

Hearing and Equilibrium—Ordinary conversation must be heard at a distance of at least 15 feet with each ear. An applicant must have no disease of the mastoids; no unhealed perforations of the ear drum, and no disturbance of equilibrium.

Nervous System—An applicant must have no disease of the mental or nervous system and no abnormality of the personality.

Important Note—Applicants for these positions will be required in addition to meeting the above requirements to obtain a medical certificate of physical qualifications as defined by the Civil Aeronautics Administration for the position of Air Traffic Control Tower Operator before assigned to duty. Appointees will be required to re-qualify in physical examinations given at intervals of twelve months throughout their employment. Those who fail to obtain renewal of medical certificate at any time by reason of physical disability will be subject to reassignment to a position not requiring this certificate if such position is available. If no such position is available, appointee will be subject to retirement for disability or separation from service. A rigid physical examination will be made by a Federal medical officer, or other duly licensed doctor of medicine, before appointment. Persons who are offered appointment must pay their own expenses in reporting for duty. If, upon reporting at the place of assignment they are found ineligible because of physical defects, they cannot be appointed and no part of their expenses in returning home can be borne by the Government.

7. No written test is required. Applicants' qualifications will be judged from a review of their experience and training.

8. Men and women may apply for this examination. However, selection will not be made of an eligible who is subject to induction in the military or naval service within a short time after his name is selected for appointment. This is in view of the fact that no deferment can be given, and it would not be feasible to make the appointment and be forced to terminate the services of such appointee within a short time.

9. All salaries are subject to a deduction of 5 percent for retirement annuity.

(Continued on Page Seventeen)

**GIRLS BE PATRIOTIC**

Keep your defense job BUT prepare for your own future when this war is won. You can now take a modeling course on your days off, or after hours, because our 11 experts are willing to adjust their time to yours. Come in at once for your free aptitude test. There is no obligation.

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# Have YOU Found Your Job in the War Effort?

ARMED FORCES  
WAR PRODUCTION  
GOVERNMENT SERVICE

- What to know what jobs you qualify for?
- Want to know what kind of training you need?
- Want to know how to prepare for the test?
- Want to know your chances for appointment?
- Want to know how to apply for these jobs?

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## JOB-GUIDANCE SERVICE

And Call for a Personal Interview at 97 Duane Street, N.Y.C.

**ABSOLUTELY FREE**

WITH A \$2.00 YEARLY SUBSCRIPTION TO THE "LEADER"  
*Nothing More to Pay!*

Here's What the FREE Job-Finding Service Gives You!

### 1.—Personal Interview

An expert compiles a record of what you have done, tries to tell you what you can do best in the war effort. If you can't come in, we'll conduct the interview by mail.

### 2.—Vocational Guidance

The first interview endeavors to uncover hidden abilities which may fit you for government work. Later, vocational guidance is at your service to answer your questions about civil service jobs, duties, requirements, opportunities.

### 3.—Training

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

### 4.—Jobs Open

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

### 5.—How to Prepare

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

### 6.—Question Service

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

We Invite Your Questions on Civil Service Matters

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## Civil Service LEADER

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We will return \$1 to you for any corset you deposit in our 'salvage depot' when purchasing another. Age or condition is unimportant! BUY NOW, SERVE NOW. SAVE NOW, in one voluntary, patriotic gesture. Limitless selection from

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**What's New?**

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# CIVIL SERVICE IN NEW YORK CITY

## Court Rules on Control of Salary Grade

A Supreme Court decision ruling that the salaries for the various grades of civil service employees in the City of New York, are under the control of the State Civil Service Commission, rather than the Board of Estimate was handed down by the Supreme Court last week. The decision came in the case of Burri and others against the City.

The court action had been brought after registered nurses in the Health Department had their salaries cut by the Board of Estimate. The city is planning to appeal the case, as the present ruling would open the way for numerous suits by employee groups who had suffered salary deductions.

## It's Sure Tough

A large number of men on the eligible list for appointment to the Police Department are fuming because they're caught in one those funny situations which pop up in civil service now and then.

Here's the fix they're in. Now they are in 2-B because they're engaged in essential war work. As long as they are in 2-B, the police force which is crying for men and more men can't take them. If they quit their jobs to join the force, they get thrown back in 1-A, and the P. D. isn't taking men in 1-A.

After one year, the list expires and if they've had to turn down the offered appointment, they're just out of luck. Same applies to men in military service who have to decline appointments; doesn't seem fair.

# Appointment Chances Good For Men on Police Captain List

Leading event in the Police Department last week, was the announcement of the lucky—and smart—152 Lieutenants who passed the captaincy examination.

The leading question is: How many of these men will be moved up? And when?

Judging from past performances, about 100 appointments can be expected during the four-year life of this list. It is expected that the twenty-one vacancies now existing will be filled within the next few weeks. That's the opinion of one high-ranking

official in the department.

At the normal rate of advancement, number 50 should be reached in a little under two years, with the hundredth man being called just before the list expires. However, if the legislation permitting the appointment of "duration" and "temporary" police is passed in Albany (and it is expected to pass) it should create a need for more officers in the department. This would accelerate the rate of promotion, and give those farther down on the list a chance for the higher rating.

## Younger Men Do Well

The younger lieutenants in the

department did surprisingly well on the examination. Lieutenant William J. McQuade, thirty-first on the list, has been on the force only twelve years, while Lieutenant John Wynne, number eight, has only one year's more service. Top man was Lieutenant August W. Flath, of the Chief Inspector's Office at Headquarters, who cracked the exam for a mark of 88.125. Lieutenant Francis W. Lent, who received his lieutenantcy only one year ago, rates mention with his number 50 on the list.

Lieutenant Michael F. Harling, sixth on the list, was appointed to the force in 1927, and Lieutenant William F. Patten, number 17, in 1929.

No spokesman at headquarters would make any conjecture as to possibility of those on the lower third of the list receiving appointments. But this is wartime—and anything can happen.

[Now turn to Police Calls on page 9 for additional material of interest to members of the P.D.—Editor.]

## Police List Awaits Action In Albany

Men on the New York City Special Patrolman list, who have been expecting their appointments to the regular police force with the expiration of the eligible list for Patrolman P. D. are still hoping that their situation will be clarified.

The Municipal Civil Service Commission, and the Police Department are both waiting for the bill in Albany which would permit the appointment of "temporary" and "duration" police to be either passed or dropped before making any decision.

If the list is certified for the Police Department, it will create the problem of fitting in those men who have taken other city jobs from the No. 2 list, and finding substitutes for them in their present posts.

It is also possible, that when the legislators have acted, the Civil Service Commission may order another examination for the Police Department. However, no such conclusion is definite at this time.

Reports from Albany indicate that there will be some positive action on the Hammond Bill, which creates the war-time police, perhaps sometime this week.

[See also story in Police Calls page 9.—Editor.]

# Councilmen Denounce McGoldrick 'City-Can't-Afford-Raises' Report

City Council reaction this week was mostly denunciatory toward Comptroller Joseph D. McGoldrick's report to Council that there just isn't money in the City treasury for general cost-of-living pay increases at this time.

Here's what a number of Councilmen had to say regarding the report:

**Councilman William A. Carroll:** "A most outrageous document. There are plenty of accruals in the treasury to meet the request for cost-of-living increases so badly needed by civil service employees. But what can you expect from the Comptroller? He just naturally is 'playing ball' with Mayor LaGuardia. He isn't going to admit there's money for these necessary adjustments until the people squeeze it out of him and his boss. Of course, pressure should continue on the Mayor and the Board of Estimate. But the crime remains."

**Councilman Anthony J. DiGiovanna:** "The Mayor comes before the City Council and outlines a pleasant financial picture in many ways; then he turns right around and asks Joe McGoldrick to submit a report detailing how ter-



Comptroller Joe McGoldrick got a lashing two ways last week.

rible is the economic condition of the City. It's time that this

jockeying of figures to present convenient answer comes to an end. Civil service workers aren't in a mood to continue to take this sort of high class juggling any longer. The time for meeting the rapid rise in the cost of living is now—now."

**Councilman William R. Hart:** "It's obvious that this whole thing is a stall from beginning to end. The Mayor and the Comptroller never had any intention of giving general raises. They'll have to be forced into it, shamed into it, if they're to do anything at all. Sure the money is there for almost every conceivable purpose—but not for enabling struggling city workers to meet the swiftly changing economic situation. What can we poor Councilmen do in face of such opposition. Our hands are tied."

**Councilman Joseph T. Sharkey,** majority leader, said he had "no comment to make," despite his recent announcements that he was "very much in favor of pay raises for city employees at this time."

**Councilwoman Genevieve B. Earle,** minority leader, held that she "wouldn't comment until the report, now on my desk, is digested."

## Police Dept. Makes 250 New Appointments

The 250 men who had expected their appointments to the Police Department would materialize on February 1, will become members of the department this week.

The last of the medical tests was held last Friday.

Of the 552 eligibles, 294 were able to satisfy the draft requirements (3-A, married before September 16th, 1940). A small number were eliminated by the medical examination. The medical examination, incidentally, was considered unusually mild by those who took it.

# No Cash, Says McGoldrick; Plenty, Answer Employees

One of the strong points in the City employees' arguments for a wage increase, has been the fact that accruals to the City, from military leaves and other sources would provide most of the money needed to grant such raises. In his report on the City's financial situation to the Council last week, Comptroller McGoldrick admitted, "The above accrual figures indicate a possible surplus." But he

explained this away with the fact that there was no telling what the future might bring.

Employee groups feel that many of the figures quoted in his report are designed to paint a pathetic picture of the city's financial structure while soft-pedaling any cheerful aspects.

Some points stressed in the McGoldrick report:

1—Going back to 1938 for inspiration, he announced the sad news that \$159,739,411 remains in unpaid realty taxes due the city.

2—A somewhat confusing combination of sales taxes, state payments, and emergency taxes produced another frightening \$25,000,000 deficit.

3—Making it sound simple, comptroller suggested that the subject of "increased compensation" be deferred.

Independent surveys of the financial position of New York City, including an analysis which appeared in the LEADER on January 19, have showed that the budget should be able to carry the extra pay burden without undue difficulty. These were dismissed by McGoldrick as talk of "windfalls."

\$29,000,000 was given as the sum which pay raises would add to the city's expense account. The State, County, and Mun-

icipal Workers of America have issued a carefully-worked-out analysis of the city budget, directly contradicting McGoldrick's findings. That organization, however, prefers to hold its fire at this time, awaiting a hearing on February 10, at which time, according to one spokesman, "we will rip apart all this talk about the city's being too poor to raise our pay." Indications were that the SCMA analysis will play havoc with the administration's case.

**How the Money Could Be Raised**  
Using McGoldrick's \$29,000,000 figure, Henry Feinstein, president of the Federation of Municipal Employees, outlined several means by which this sum could be raised:

1—\$35,000,000 could be saved by re-financing city bonds at lowered rates of interest. In some instances, says Feinstein, as much as 5 per cent can be saved on interest payments.

2—Roughly the same amount can be raised by increasing the taxes within statutory limits, by utilizing the city's unused taxing power.

3—\$25,000,000 is available in military and other accruals which can be used immediately to meet salary increases.

Borough president Nathan of Manhattan, who started the payroll raise ball rolling with his announcement that he favored a increase for lower paid city employees, and knew where the money was, is out of the city, and could not be reached for comment on the McGoldrick report.

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Brisk Response To City Tests

The office of the New York City Civil Service Commission reports a brisk demand for applications for the four tests which will be given in the near future.

The open competitive exams for which applications are being received until Feb. 17, at 4 p. m., are: Assistant Maintainer, \$1,800 a year; Clerk, Grade 1, at Seaview Hospital and Farm Colony Hospital on Staten Island; Dietitian, and Bookkeeping and Key Punch Operators.

Recently, city examinations have drawn few applicants, with the State and Federal positions offering more attractive prospects and higher pay.

If They're Agin' It, They Should Write, Says Sharkey

The park employee per annum bill, introduced by Vice-Chairman Joseph T. Sharkey, was scheduled to be considered by the Civil Employee Committee of the Council on Wednesday, February 10th, at 1.30 p. m.

When he originally introduced the measure, Mr. Sharkey said that he would not push the bill if it would "harm a single park employee." Mr. Sharkey told The LEADER last week, that every communication he had received from Park Department employees on the bill had expressed approval and that he had therefore felt justified in supporting it. However, two organizations are on record as opposing the bill—the SCWMA and the Civil Service League.

Provisions of the bill would place park attendants and watchmen on a per annum basis, instead of the present per diem arrangement under which they work.

The Civil Service League, headed by John J. Hughes, contends that the bill in effect will reduce the earnings of attendants and watchmen.

The League claims that at present watchmen can earn a maximum of \$1,740, which would be reduced to \$1,500, and attendants would be cut from \$1,740 to \$1,500.

The Greater New York Park Employees Association is on record as favoring the bill.

Salaries as proposed in the Sharkey bill are as follows:

- Watchman, \$1,200 to \$1,500. Attendants, \$1,200 to \$1,620. Assistant Gardener, \$1,700. Gardener, \$1,800 to \$1,980.

Mayor's Six-Day Week Edict Falls Down Again

A widespread suspicion existed this week that Mayor LaGuardia's new order to re-enforce the six-day week order of some time ago is being winked at, and winked at with vim and vinegar.

While Sanitation not only maintained a six-day front but actually went into seven days because of the immensity of snow in the city, and while such departments as Purchase and Public Works insisted "it has always been a six-day week with us," the prevailing belief was that more than a few departments are complying with the Mayor's edict in a manner more convenient to department heads and employees than to the Mayor.

An Example

Welfare, for example, continued to pack six full days of work into a five and one-half day period, thus in effect complying with the Mayor's edict but actually permitting employees the same break as they have received during the past several months, during which time the LaGuardia edict was recognized but not strictly followed. What happens here is that hours are lengthened during the week to arrive at the same total that would be obtained by fiddling around on Saturday afternoons.

One city official, in fact, told The LEADER "all you have to do is to contact departments on a Saturday afternoon to prove how impossible it is to follow out the Mayor's order honestly."

As far as the Department of Licenses is concerned, Commissioner Paul Moss refused to comment at all on what is going on at the moment; indeed, he asked to be forgotten.

But Mr. Moss—the only thing employees are trying to forget is the six-day week, wherever this is feasible.



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Civil Service Military Group The Civil Service Military Association, according to an announcement received from Sergeant A. J. Berman, has suspended its activities for the duration as practically its entire membership is now on duty with the armed forces.

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Park Employees Union Criticizes Per Annum Bill

A meeting of the Park Employees Union, C.I.O., held last week, unanimously adopted a resolution calling for action to strengthen the per annum bill recently introduced into the City Council by Councilman Sharkey.

A report delivered at the meeting pointed out that per diem status is unfair to the employee, and destructive of morale. The new bill recognizes this. However, it was pointed out that the bill as it now reads raises four questions:

"Why is it necessary to slash the present maximum of \$1,800 for watchmen and attendants to \$1,500 and \$1,620 respectively? "Is the present period of rising prices and sinking salaries the time to cut wages down? "Although the proposed per annum salary of \$1,700 for assistant gardener is fair, why are they completely deprived of any increments and in fact are frozen at the \$1,700 level? "Why is this group discriminated against and deprived of any of the privileges of the Mandatory Increment Law? "Gardeners Dissatisfied

Gardeners also questioned limiting their increments to only 1 1/2 over the proposed per annum of \$1,800. They pointed out that all other competitive employees receive an average of 4 increments.

The meeting questioned the inclusion of a "uniform clause in the bill. As one laborer put it: "We can't buy enough food for our families on our present salaries. We can't even clothe our children. They don't say a word about wage increases. And now to top it all off, they want us to buy uniforms!" It was voted to send a committee, headed by Jack Bigel, district organizer, to see Mr. Sharkey and urge these four amendments to the bill:

1. Present maximums for watchmen and attendants to remain.
2. Four increments for assistant gardeners and gardeners.
3. Deletion of "uniform" clause pending wage adjustments that will enable the employees to afford the cost.

Study CORNER

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FOREIGN TRADE—PRINCIPLES AND PRACTICES. By Grover G. Huebner and Roland K. Kramer. (D. Appleton-Century, \$4.00).

Divided into four basic parts the text deals with general theory, general foreign promotions, internal organization and methods and financial practices. Only the latter part, which must deal with the current measures of exchange and produce control, appear to be dated, but these are, for that very reason currently most valuable.

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MATHEMATICS TAKE WINGS. By E. E. Kramer (Barrie & Edwin).

Three pamphlets prepared as an aviation supplement to secondary mathematics for the 9th, 10th and 11th year, these are designed to bring teaching into use with recent recommendations of the C. A. A.

METEOROLOGY FOR SHIP AND AIRCRAFT OPERATION. By Peter Kraght (Cornell Maritime Press, \$3.00).

A textbook for training and reference, for the use of aviators, aerial navigators and mariners. With emphasis on practical rather than the theoretical side it gives a lucid explanation of basics like humidity, temperature, atmosphere pressures, vertical and horizontal winds, cumulus and other clouds, precipitation, warm and cold fronts, cyclonic and anti-cyclonic wind systems.

TECHNICAL HANDBOOK FOR SOLVING PROBLEMS IN SHOP OR FACTORY. By Edward H. Lang (Prentice-Hall, Inc., \$1.00).

Designed to assist in the training of the new army of machinists, sheet-metal workers, electricians, etc., this handbook assembles the most commonly used data, such as conversion factors, elements of problem solving, logarithms, simple physics, instruction squares and roots, etc.

SHIPBUILDING BLUEPRINT READING. By Joseph L. Tomlinson (American Technical Society, \$3.00).

A straightforward presentation of what it takes to read and understand the symbols and abbreviations which commonly appear on ship print, it ignores much of the conventional blueprint reading rigmarole. Ship arithmetic, ship terms, working drawings, symbols, typical prints are described and discussed then followed by test questions and exercises.

A SHORT ENCYCLOPEDIA FOR NURSES. By Evelyn C. Pearce (E. P. Dutton, \$3.50).

For reference rather than reading, this dictionary of medical terms gives a therapeutic background as well as a simple definition. Simple enough for the layman, it is sufficiently complete to give a good understanding of the mysteries of medical jargon.

POPULAR MATHEMATICS. By DENNING MILLER (Coward McCann, \$3.75).

Thorough and more adequate than most of the recent popular books on the subject, this volume combines many of the "human interest" sidelights which mathematics for the millions so intriguing with a much more basic coverage of the subject. The chapter titles sing their simplicity - Arithmetic Without Long Division, Pick Em Up and Lay Em Down (Geometry), Much Ado About Nothing (Algebra), The Brightest Pebble on the Beach (Calculus), etc.

Bill Would Set Up Uniformed Force In Correction

A bill to establish a uniformed force in the Department of Correction, and to provide for advancement of its members on the basis of merit and seniority, was introduced in the Council last week, by Councilman Anthony J. DiGiovanna, of Brooklyn. The bill was referred to the Committee on Civil Employees.

The bill would provide for promotional exams, open only to members of the department, and would limit appointments to higher posts to persons certified from lists resulting from these examinations.

A previous bill with similar provisions, was passed by the Council and sent to the Board of Estimate which placed it in the hands of the Committee of the Whole. No further action was taken by the Board, as the Civil Service Commission objected to certain features of the proposed measure.

Transit Police Meeting. The New York City Transit Police Association will hold its regular monthly meeting on Wednesday, February 10th, 8 p. m., at Wedermann's Restaurant, 160 Third Ave. N.Y.C. All members are requested to attend.

Firemen's Wives Meet. The next meeting of the Firemen's Wives and Widows' Association of New York will take place February 10 in the Capitol Hotel. Prospective members are invited to attend this meeting, which starts at 8:30.

Chemist List Revised. The Municipal Civil Service Commission at its meeting last week reviewed a list for Junior Chemist in the Department of Health. The list had previously been rescinded.

Paper is scarce. Help save it by placing a standing order for The Civil Service LEADER with your news-dealer. Buy from the same dealer each week.

NEW YORK CITY HOSPITAL NEWS

A Scout Is Helpful

This week this column feels just like a Boy Scout who has done his good turn, or a little boy who has got a gold star on his report card for good conduct.

Here's what happened: A letter came in from a worker of the night shift at Morrisania Hospital with a reasonable (it seemed) complaint against the system whereby the night-shift workers who put in hours from 11 p. m. to 7 a. m., have to hang around for two hours in order to get their pay, and sometimes don't get off until ten or so.

Seems, said the letter, that the office opens at 9 a. m., and the office help, being human like all of us, take a few minutes to get started. Result is the poor people who've been working all night have to stand around—no place to sit—and wait.

Well, this writer left his desk and ambled over to the Health Department offices and told about the letter. Health Dept. phoned the hospital superintendent who explained that a girl had been sick, etc., and etc., and etc., but in the future, The LEADER was told, the payroll office will be open at 7:30 a. m., so that the night shift can get their pay and get home in time to send their kids, or their hubbies, or their wives off to work or school.

Hero. The Hospital Department has its own hero in the person of 28-year-old Edward Bykowski,

WELFARE NEWS

I Hope I'm All Wet, But—

All the talk in the rooms with the big conference tables about how happy the department is that it hasn't had to lay anyone off yet, makes it seem as though the axe is being sharpened. The important line on the chart, which indicates the case load, is rapidly dropping down towards the lower right hand corner.

It might not be a bad idea for some of the come-latelies to begin following the war-job lines in the LEADER—just in case.

The Sub-Bosses

All the new acting commissioners are busy these days trying to get themselves reorganized, and finding out just who belongs to whom in the department.

Here's the lineup according to the latest announcement: Edward E. Rhatigan as first deputy, is Director of Public Assistance and Personnel Officer. Here's what he is:

- 1) Administrator of Division of Personnel. 2) Chairman of Personnel Rating Board. 3) Liaison Officer with Civil Service Commission and other city departments in all personnel matters. 4) Supervisor of suspensions, demotions, firings, hearings, etc. Joseph P. Piccirillo, 2nd deputy, gets: 1) Division of Veteran Assistance. 2) Building management and procurement. 3) Public solicitations. 4) Commodities distribution. 5) School lunch program. 6) Departmental War activities. H. J. Rosner, assistant to the commissioner, is director of the Bureau of Finance, and keeps track of the important dollars and cents angle of things.

For the Brain Trust

Those smart people who can't ever get enough education have a chance to apply for the Commonwealth Fund Fellowship at Columbia's School of Social Work. Advanced study in psychiatric social work is being given... applications for the scholarships close March 1.

Wedding Bells, Etc.

Evira Tumolo, secretary to the 2nd deputy comm., is somewhere

formerly a hospital helper, who was wounded in the Battle of the Solomons. The East Side boy has been recommended for a decoration by his commanding officer.

More From the Mailbag

One letter from a hospital worker says that the Hospital employees are more humane than most of the city employees by sticking to their jobs and taking care of the sick instead of beating it off to far better paid outside work. Suggests that this wage scale might help:

- Single man—\$25 per week. Married man, \$40 to \$50 per week. 5-day, 40-hour week, plus overtime. Free uniforms. One month's vacation each year.

Like lots of other letters lately, this one complains about the food, and that everybody doesn't eat as well as everybody else. Also suggests that full pay be given to employees hurt while on duty, and a general pay raise for all employees in the less than \$1,000 class.

Central Office

Seems as though most of the girls are walking around with the sniffles. Put our detective on the trail, and he ended up with a good explanation. The "execs" all wear heavy clothes and keep their windows open. The outer offices are hot, and when the girls walk in for dictation or something, they walk out with a cold. How about giving the girls a break? It's better for a few bosses to feel a little warm, than for a bunch of poor girls to have to walk around with red noses—especially with the man situation being what it is these days. First executive to have a cold-free staff is eligible for the drawing for one coffee bean.

out in sunny California, honeymooning with her brand new husband, and getting used to being called Mrs. Peters.

Gertrude Brenner, who takes her notes from Ellis Ranen, is in the warm Virginny climes, visiting her husband, who wears a serial number starting with U.S.A.

And Vivian Doar, Community Relations, is vacationing with her husband who wears a looey's bars out in Arizona (could we use some nice hot desert winds on 23rd St. these mornings, brr?)

This may be ultra viries (there must be a lawyer floating around the office, ask him what it means) but who's the pretty girl with the green blouse floating around the 10th floor? Yeah, even reporters are human!

About the Boss

And you'll be interested to know that we're hearing kind words about how top-man Arnstein is catching on—and doing a job. Has lots of people pleasantly surprised. It's even said he wasn't afraid to talk back when somebody (guess who) wanted to do something not in the best interests of the employees.

Suggest Public Hearing Before Budget Gets OK

The Brooklyn Citizens League and Civil Service Legislative Council this week came out for full support of the bill now in City Council providing that city departments hold public hearings before sending annual budget estimates to the Budget Director's office.

It is at these hearings that suggestions may be received from citizens and interested groups. No public hearings are now held by department heads on their budgets, even if requested by organizations, except in some cases where required by law, or where departments are required to present their budget estimates for the year to the Budget Director.

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LEGAL NOTICE

FINE ARTS BAG CO.—Substance of limited partnership certificate signed and acknowledged January 30, 1943, and filed in the New York County Clerk's office February 1, 1943: Character of business is manufacturing, buying, selling, jobbing, repairing and distributing ladies hand bags of all makes and descriptions both retail and wholesale, etc. Location, 10 West 33d Street, New York City. General partner, Dick Missirlian of 80-31 180th Street, Jamaica, Borough of Queens, City and State of N. Y. Limited partner, Charlotte Missirlian, 80-31 180th Street, Jamaica, Borough of Queens, City and State of N. Y. Term of partnership, February 1, 1943, until December 31, 1943, and thereafter from year to year. Contribution of limited partner is undivided interest in all assets of Fine Arts Bag Co., Inc., 32.6%. Contribution of general partner, Dick Missirlian, is all assets of Fine Arts Bag Co., Inc., 67.4%. Partnership agrees to assume and pay all obligations of said Fine Arts Bag Co., Inc., a New York corporation. Limited partner has agreed to make no additional contribution. Contribution of limited partner, increased by gains credits but not withdrawn or decreased by losses, returned upon termination of partnership. In accordance with terms of paragraph "V", Profits or other compensation by way of income which said limited partner shall receive by reason of her contribution is 30% of the net distributable profits of the copartnership. Limited partner is not given right to substitute an assignee or contributor in her place. Partners are not given right to admit additional limited partners. Limited partner is not given the right to priority over other limited partners as to contributions or as to compensation by way of income. No right is given to remaining general partner or partners to continue business on the death, retirement or insanity of a general partner. Limited partner is not given right to demand and receive property other than cash in return for her contribution. Dick Missirlian (L. S. O.), Charlotte Missirlian (L. S.)

STATE OF NEW YORK DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of SETH PARKER FOOD PRODUCTS COMPANY, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with section one hundred and five of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, this first day of February, one thousand nine hundred and forty-three. THOMAS J. CURRAN, Secretary of State, By FRANK S. SHARP, Deputy Secretary of State.

### State Announces Promotion Tests

The State Civil Service Commission, last week, announced a number of promotion examinations.

The examinations for which applications may be filed until Feb. 20, are:

**CHIEF**, Department of Police, North Castle, Westchester County. Salary range from \$2,775 to \$3,000.

**LIEUTENANT**, Department of Police, same locality. Salary range from \$2,500 to \$2,700.

**MOTION PICTURE INSPECTOR**, State Education Department. (Exclusive of State Hospitals.) Usual salary from \$2,100 to \$2,600. Appointment expected at the minimum, but may be made at less than \$2,100.

**KITCHEN KEEPER**, Department of Correction (Department-wide, but preference given to employees of the unit in which vacancies occur). One appointment is expected at Woodbourne. Salary \$2,500 without maintenance.

**SUPERVISOR OF CASE WORK**, Juvenile Division, Erie County Probation Department. Usual salary from \$2,600 to \$2,800.

Filing fee for the above examinations is \$2.

# Governor Announces Program To Increase Employee Pay

## But There's a "Bug" in the Plan—Jobs May Go

ALBANY—Salary increases aggregating more than \$4,000,000 a year, including a pay raise for some State police, are proposed by Governor Dewey in the executive budget he submitted to the Legislatures.

But this good news is offset by the Governor's frank disclosure that many positions probably will be abolished although he will do all possible, he indicated, to see that the incumbents of those jobs are given essential duties.

At one point in his budget message he said: "Any service not essential to the war effort and civilian requirements should be temporarily suspended. This is essential to the conservation of the manpower and resources of this State for more important uses. Waste, in any phase of governmental operation wherever discovered, should be speedily removed."

Because of the fact that many

items for personal service are carried in lump sums, the Governor said he could not until the end of the next fiscal year tell how much would be spent for mandatory pay increases under the Feld-Hamilton Career Law. He estimated, however, that the amount would be between \$1,500,000 and \$2,000,000 covering individual increases ranging from \$30 a year to \$400 a year.

Mr. Dewey estimated that it will cost \$200,000 to increase the salaries of employees in the junior professional, clerical, agricultural and general construction services. These persons, most of whom are getting \$300, the beginners' salary or slightly more, will be increased to \$1,200 a year.

The lower paid members of the State police are going to get a raise, too; the entrance salary for a trooper is \$900, an unattractive amount in these times; it was pointed out. The Governor said he has put aside in the form of

a sinking fund sufficient to cover the increase for the State police who will be affected, but since the adjustment involves commutation it will take a little study to work out the solution. In any event, the troopers, it appeared, will get a salary or better than the pay of attendants in the State institutions.

### Insitution Employees

So far as the institution employees are concerned, they are assured of an increase this year of at least \$100, in addition to full commutation, the Governor pointed out. He said the task of putting all these employees under the Feld-Hamilton Law, where they will get automatic pay increases every year like thousands of office and administrative employees might not be fully worked out by April 1 but that in any event they are sure of getting the \$100 pay boost in one form or another.

Mr. Dewey feels that his admin-

istration would be of little public value unless it could improve the efficiency of the State government which he has frequently said he believes has grown stale in 20 years of Democratic control. One of the devices he may use will be the fuller use of lump sums for running bureaus and divisions under which method items for jobs disappear from the budget, thus giving the budget director much leeway in abolishing and consolidating and re-adjusting jobs and duties.

On this score he said, "It is my intention that the expenditure of the sums appropriated shall be subject to strict budgetary management throughout the year."

The Governor already moved to abolish the transit commission and in his budget message he added that he is urging a slash of \$322,660 in the cost of supervising safety responsibility. These reductions will be translated into job cuts. He said that Attorney General Goldstein is also economy-minded and had agreed with the Governor to abolish the jobs of 20 Assistant Attorneys General at a saving of \$80,850 a year.

Paper is so rec. Help save it by placing a standing order for The Civil Service LEADER with your news-dealer. Buy from the same dealer each week.

### State Commission Meets in NYC

A meeting of the State Civil Service Commission is to be held at its office in the State Office Building in New York City, on Wednesday and Thursday, February 10th and 11th. The session is expected to begin at 1:00 p.m. on Wednesday.

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# New Budget Plan Gives Dewey Vast Powers Over State Jobs

ALBANY—As a first step in his plans to reorganize the administration of many departments, Governor Dewey has substituted lump sum appropriations for line items in several important bureaus and divisions, some of them under control of other elective officials than himself, his executive budget discloses.

Under the lump sum method, long advocated by Assemblyman Abbot Low Moffat, chairman of the Ways and Means Committee,

the Governor and his Budget Director are given virtually absolute power to create or abolish jobs, determine pay scales, assign functions, transfer funds, and administer personnel with an iron hand—unhindered by the log-rolling of legislators through the medium of "line-items" which the Legislature could place in or take out of the budget. Civil service protection is directly threatened by this device.

In the budget for the Audit and Control Department under State Comptroller Moore, for instance, all line items for the Employees Retirement System Fund have been eliminated and a lump sum of \$425,000 is substituted. The same is true of the Municipal Accounts Division in the same department which has been given a lump sum.

Similar action has been taken with some bureaus in the Department of Taxation and Finance.

At one place, the Governor

## Flood of Civil Service Bills Continues in Legislature

The following civil service bills have been introduced in the State Legislature:

378. BRADY—Provides that annual rate of compensation, including maintenance and commutation in lieu thereof, paid to any employee holding position in one of the services or occupational groups of State employees under \$40, Civil Service Law, shall not be less than \$1,200 during year beginning April 1, 1943, and ending March 31, 1944. Ways and Means Committee.

390. CREWS—Provides no employee in civil service competitive class shall be suspended because of abolition or consolidation of offices or where position is made unnecessary, while any other employee with less years of total service, performing same or similar duties, in same or any other grade in same department, is retained in serv. com.

391. CREWS—Provides that hearing on charges for removal of employees in competitive civil service shall be held by officer or body having power of removal or by deputy or employee so designated who shall make record of hearing which with recommendations shall be referred to officer or body for review, instead of on appeal. Civil Service Commission.

392. CREWS—Provides all persons employed by State shall be paid after Jan. 1, 1943, increased compensation at rate of 15 percent a year for those receiving less than \$2,100 and at rate of 10 percent for those receiving \$2,100 or more; appropriates \$5,000,000. Ways and Means Committee.

418. KREINHEDER—Provides that persons promoted to positions in competitive civil service class from positions in lower grade shall not be required to serve probationary period and shall be deemed permanent employees. Civil Service Com.

431. BUTLER—Grants to all regular classified civil service employees of State or civil divisions, sick leave with pay at rate of 15 working days a year, leave to be cumulative but not to exceed 6 months a year; excepts members of uniformed police or fire department of a city. Labor Com.

432. CATENACCIO—Provides that employees in clerical, stenographic and office administrative service of State earning less than \$1,200 a year shall be increased beginning Jan. 1, 1943, to \$1,200 a year; appropriates \$350,000. Ways and Means Com.

433. CREWS—Provides that any employee in grade 2-A of custodian and domestic service of State earning less than \$1,200 a year shall be increased beginning Jan. 1, 1943, to

\$1,200 a year; appropriates \$2,000,000. Ways and Means Com.

476. ARCHINAL—Provides that person holding civil service position in lower grade in State Department, shall not be barred from promotion to fill vacancy by failure to meet physical requirements if when entering service he was physically qualified and provided he isn't incapacitated. Civil Service Com.

496. EHRlich—Extends unemployment insurance provisions to State employees, except elected public officers, provides for payment into fund of amount equivalent to benefits paid to employees during applicable base year. State is not to be required to maintain records of social security account numbers. Labor Com.

501. GANS—Provides employees appointed to positions from lists promulgated by a municipal civil service commission, except employees of education boards, receive all rights privileges and benefits in positions to which they have been appointed as granted to employees of specific city in which commission is authorized to act. Civil Service Com.

510. MURRAY—Provides that employees appointed from list promulgated by municipal civil service commissions, except employees of education and transportation boards, receive all rights, privileges and benefits in positions to which they have been appointed, as granted to employees of the specific city in which commission is authorized to act. Civil Service Com.

531. HALPERN—Provides that annual rate of compensation, including maintenance and commutation in lieu thereof, paid to any employee holding position in one of services or occupational groups of State employees under \$40, Civil Service Law, not be less than \$1,200 during year beginning April 1, 1943, and ending March 31, 1944. Civil Service Com.

532. HALPERN—Changes effective date from July 1 to April 1, 1943, of provision changing grades and salaries of positions in insurance examining groups. Civil Service Com. (Same as Chap. 936 of 1942.)

533. DICOSTANZO—Provides that employees in clerical, stenographic and office administrative service of State earning less than \$1,200 a year shall be increased beginning Jan. 1, 1943, to \$1,200 a year; appropriates \$350,000. Civil Service Com.

534. DICOSTANZO—Provides that any employee in grade 2A of custodian and domestic service of State earning less than \$1,200 a year be increased beginning Jan. 1, 1943,

to \$1,200 a year; appropriates \$2,000,000. Civil Service Com.

565. DICOSTANZO—Provides all persons employed by State be paid after Jan. 1, 1943, increased compensation at rate of 15 percent a year for those receiving less than \$2,100 and at rate of 10 percent for those receiving \$2,100 or more; appropriates \$5,000,000. Finance Com.

580. HALPERN—Provides prohibition that no public officer or employee shall serve on a grand jury in New York City shall not apply to members of a school board. Judiciary Com.

581. HALPERN—Provides that person holding civil service position in lower grade in State Department, shall not be barred from promotion to fill vacancy by failure to meet physical requirements if when entering service he was physically qualified and provided he shall not be incapacitated. Civil Service Com.

402. HALPERN—Provides Promotion to fill vacancy in competitive civil service class need not be limited to persons in department, office or institution in which vacancy exists. Civil Service Com.

543. HALPERN—Provides that any person on eligible list, not appointed as member of uniformed police or fire force or of correction department because he is in classification 1A of Federal Selective Service Act or in reserve military or naval forces, shall retain for 2 years, instead of one year, from termination of hostilities, all rights and privileges. Military Affairs Com.

545. HALPERN—Provides the name of any person in military duty on civil service eligible list shall remain on special eligible list for 2 years after end of such duty. Military Affairs Com.

509. HALPERN—Provides for grant by New York City Transportation Board, of sick leave with compensation of not less than 12 working days each year to every employee employed for at least one year and for other employees' leave prorated on basis of one day per month. Public Service Com.

510. HAMPTON—Provides where civil service position is abolished or reductions or suspensions are made, preference in retention in positions shall be given to honorably discharged soldiers, sailors, war nurses and volunteer firemen. Judiciary Com.

534. HALPERN—Directs N. Y. City police commissioner to re-instate on pension and retire John H. Ward, member of police force on account of permanent disabilities. N. Y. City Com.

535. HALPERN—Allows member of New York City employees' retirement system in City service or on preferred list after Jan. 1, 1942 a service credit, if he elects within one year, or no less than half a year in any year if contribution is based on rate of earnable compensation immediately preceding. N. Y. City Com.

(Continued on Page Seventeen)

says the "lump sum" method of appropriation will provide "flexibility for reorganization" and in another place he says: "New emphasis will be placed upon controls of and researches into departmental activities throughout the entire year. He adds:

**Why It's Necessary**  
"The uncertainties of war and the necessity for reorganization of certain divisions," make the steps necessary. "These changes," he said, "increase the opportunities for budgetary management."

Mr. Moffat once went to court on the issue of lump sums versus line items and the Court of Appeals ruled the Legislature could not revise the Governor's executive budget by substituting bulk appropriations for the expenditures lined out by the Chief Executive. In this case the Governor himself is doing it.

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# Is Your Exam Here?

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

- Open Competitive Tests**
- Assistant Pharmacist: The written test was held November 18.
- Bus Maintainer, Group A: Rating of the written test has been completed.
- Clerk, Grade 1: The final key answers have been adopted by the Commission.
- Deputy Sheriff, Grade 1: The written test was held January 23.
- Head Dietitian (Administrative): The test will be held this month.
- Head Dietitian (Teaching): The test will be held this month.
- Inspector of Plumbing, Grade 3: This test was held on January 30.
- X-Ray Technician: All parts of this exam have been held.
- Laboratory Assistant (Specialties: Bacteriology, etc.): The written test for specialties in Histology, clinical Technology, Physiology and Biology was held last week.
- Law Assistant, Grade 2 (Torts): The written test was held October 17, 1942.

- Playground Director: Objections to the tentative key answers are being considered.
- Psychologist: The written test was held October 21.
- Stationary Engineer (Electric): Rating of the written test is completed.
- Stationary Engineer: The rating of the written test has been completed.
- Telephone Maintainer, N.Y.C.T.S., All Divisions: The written test was held on October 10, 1942.
- Telephone Operator, Grade 1 (Women): The rating of final experience is in progress.
- X-Ray Technician: The practical, training, experience, and personal qualifications test was held last week.
- X-Ray Technician (Out of N. Y.): All parts of this exam have been held.
- Promotion Tests**
- Assistant Supervisor (Electrical Power), N.Y.C.T.S., All Divisions: Rating of the written test is in progress.
- Assistant Supervisor (Mechanical Power), N.Y.C.T.S., IRT & BMT Division: The written test was held on October 29, 1942.
- Budget Examiner: The training, experience, and personal qualifications test will be held on Feb. 5.
- Bus Maintainer, Group A, N.Y.C.T.S., BMT Division: The written

- test was held on October 17, 1942.
- Car Maintainer, Group E, N.Y.C.T.S., All Divisions: All parts of this examination have been completed.
- Deputy Warden: The written test was held on October 14, 1942.
- Foreman (Electrical Power), NY C.T.S., All Divisions: Rating of the written test is in progress.
- Foreman (Lighting), N.Y.C.T.S., All Divisions: The practical oral test was held in October, 1942.
- Foreman (Mechanical Power), N.Y.C.T.S., IRT & BMT Divisions: The written test was held on October 25, 1942.
- Foreman (Telephones) N.Y.C.T.S., All Divisions: The written test was held on October 7, 1942.
- Inspector of Plumbing, Grade 3 (Dept. of Housing and Buildings): Written test was held January 30.
- Junior Chemist: The rating of the written test has been completed.
- Junior Counsel, Grade 2 (Torts), Board of Transportation: The written test was held October 24, 1942.
- Law Assistant, Grade 2 (Torts), Board of Transportation: The written test was held on October 17, 1942.
- Light Maintainer, N.Y.C.T.S., All Divisions: The practical test will be held as soon as possible.
- Mechanical Maintenance, Group C, N.Y.C.T.S., IRT & BMT Divisions: The written test was held on November 14, 1942.
- Power Maintainer, Group A, N. Y. C.T.S., IRT & BMT Divisions: Rating of the written test has been completed. The practical test will be held as soon as possible.
- Power Maintainer, Group B, N.Y.C.T.S., All Divisions: Rating of the written test has been completed. The practical test will be held as soon as possible.
- Stationary Engineer: The practical test is being held this week.
- Stenographer, Grade 2: Rating of this test has begun.

# U. S. Tests

(Continued from Page Twelve)

	Rate of Pay Per Diem	9.12	9.60	10.08
Brakeman	\$7.52	\$8.00	\$8.48	
Engineer				
(Steam-Electric)	9.12	9.60	10.08	
Senior Firemen				
High Pressure (Oil and Coal)				
For Firemen (Oil), (Coal)	7.52	8.00	8.48	
Gas Cutter or Burner		9.12	9.60	10.08
(Less Deduction of 5% for Retirement Annuity)				
For all work in excess of 40 hours per week employees will be paid the overtime rate of time and a half.				
I. Closing Date				
Applications will be received until the needs of the Service have been met.				
II. Nature of Appointments				
Appointments will be known as War Service appointments. Such appointments generally will be for the duration of the war and in no case will extend more than six months beyond the end of the war. Persons receiving war service appointments do not thereby acquire a classified (competitive) civil service status.				
III. Place of Employment				
U. S. Navy Yard, Brooklyn, New York.				
IV. Duties				
Brakeman - To couple and uncouple railroad cars using both regulation couplers and link and pin system to operate under standard railroad hand and light signals.				
Engineer (Steam-Electric) - To be capable of operating and making repairs and keeping in first-class working condition turbo generators, centrifugal pumps, air compressors, condensers, auxiliaries, also boiler and under feed stokers and other appliances installed in the Power Plant.				
Sr. Fireman, High Pressure (Oil and Coal) - To tend the furnaces used for the generation of steam; operate and maintain boiler room machinery and auxiliaries; and make minor repairs to same under the direction of the water tenders or the engineers.				
Gas Cutter or Burner - To cut plates and structural shapes and shape them accurately to size and templates with acetylene and oxygen gas, using the proper pressures in the torches and regulators and tips of proper size; and to perform related duties.				

## Civil Service Bills Flood Albany

(Continued from Page Sixteen)

Assembly

603. BACZKOWSKI—Provides that eligibility of person inducted into Federal service, for appointment to position in division of placement and unemployment insurance of labor department from promotion list shall pertain only to time while such person is in Federal service. Labor Com.

619. OWENS—Provides substitute appointment made because of absence on military duty of employee, may in town or village police department to which civil service rules were extended prior to Jan. 1, 1914, be terminated only on return, or death or disability of former incumbent, etc., or following charges made according to law. Military Affairs Com.

633. DWYER—Provides all promotion examinations in civil service competitive class shall consist of two parts of equal weight, first to be a written test, and second to consist of credit for seniority and record in grade or rank and length of continued service. Civil Service Com.

634. DWYER—Provides that person on a civil service eligible list and who is in military duty must, to have his name placed on special eligible list, make request therefor at any time prior to expiration of 60 days after military duty ends instead of at any time within 60 days. Military Affairs Com.

651. SULLIVAN—Repeals provision prohibiting employee of N. Y. City education board from accepting other employment at same time with regular employment without approval of board. Education Com.

652. WACHTEL—Authorizes a municipal civil service commission to establish advisory boards of 3 members for city, county or civil division qualified to determine on appeal questions of fines, suspension or removal of employees witnesses may be summoned and person may be represented by counsel. Civil Service Com.

658. AUSTIN—Provides that adequate leave of absence for not exceeding 3 years shall be given members of supervising, teaching or administrative staffs of public schools, colleges and institutions of learning without depriving them of tenure, promotion or pension rights, leave to be cancelled if member takes regular employment. Education Com.

## Specialized Courses

Those being stirred by the "work or fight" edict are investing in early training in essential occupations for the best-paying jobs. Courses in machine shop; instrument men and tool makers, which stress basic training rather than intense specialization, are being offered by Metropolitan Tech at 260 West 41st Street, New York City. The courses are designed to fit graduates for positions in many types of defense work and provide a background for post-war adjustment. They are adapted for both beginners and advanced students and brush-up courses are also offered. The same school features radio operator-technician course at 7 Central Park West.

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# THE JOB MARKET

By MRS. MATILDA MILLER

## Job Opportunities Of the Week

Each week, The LEADER will try to bring you a summary of the best job buys of the week. Gathered from the city's newspapers, USES, and other sources, the listing will try to give as many hints as space permits. For the benefit of those who are getting out of non-essential industries or high schools, we list this week opportunities for those without experience.

## Trainees Wanted

- Automatic screw machine, millers, forgers, grinders, pressers, inspectors, assemblers, tool and die makers. (Men.) Apply Marlin Rockwell Corp., Plainville, Conn.
- Machine shop workers. (Men over 38.) Write Times L579.
- Steelworkers. (Men.) \$25. American Petroleum Corp., 11th Street and Broadway, Long Island City.
- Railroad work. (Men.) Pay ranges from 55 cents an hour to \$7.82 for experienced brakemen. Railroad Retirement Board, 58 Hudson Street.
- Telegraph Operators. (Women.) Start 30 cents per hour, 47 cents after training is completed. Average wage with overtime, \$26. Western Union, 60 Hudson Street.
- Electronic Engineers. (Women.) College grads with major in math and physics. Work in Newark. Write F. D. 1677 Times.
- Diamond Cutters. (Girls, 17-21.) About \$14 per week. Room 801, 93 Nassau Street; also 15th floor, 20 West 47th Street; also Baumgarten Bros., phone Mr. Van Alten, MU. 4-0468 for appointment.

## Light Factory Work (No Experience)

- (Men.) 60 cents per hour. 231 Johnson Avenue, Newark.
- Sponging in tailoring factory. (Men over 18.) 50 hours, 5 days, International Tailoring Co., 12th Street and 4th Avenue.
- Shipping men. Wholesale hardware. Spiegel Bros., 806 Broadway. Women over 18. \$30 to \$32.75 for 48-hour week at Pompton Lakes, N. J. Apply 8-5, E. I. DuPont de Nemours & Co., Cannonball Road, Pompton Lakes. (Bus leaves Capitol-Greyhound Terminal or Paterson Bus at G. Washington Bridge Plaza.)
- Girls, 18-25. Universal Camera Corp., 9 West 22d Street.
- Girls, 16-30. Julius Scmid, Inc., 439 West 55th Street.
- Girls, high school grads or equivalent, 21-35. Mechanical aptitude test. Factory experience preferred. Sperry Gyroscope Co., 121 Lawrence Street, Brooklyn.

## The Non-Essential Jobs

The so-called "non-essential" industries are going to be offering many job openings as 3-A's go into war work, but these industries are generally in the low-paying brackets... already a large East Side hotel chain is asking for men over 38 as elevator operators, bell boys and housemen. Apply 9-6, Sat. 9-2, at 319 West 48th Street... Hotel St. George needs cleaners, housemen and wall washers... Hotel Pennsylvania needs housemen... Hotel Navarro wants page boys

- ... a Maryland Commissary Camp needs kitchen help. Apply Golden Commissary Corp., 67 West 44th Street.
- Counter girls and waitresses, to be trained on the job if necessary, are wanted by Liggett Stores, Rm. 1202, 71 West 24d Street; Savarin Restaurants, 254 West 31st Street; Schraffts, 56 West 23d Street; and Hector's Cafeteria, 1627 Broadway.
- Beauty operators will be given training, if necessary by Seligman & Latz, chain operators, 745 Fifth Avenue. (Phone PL. 3-2302 for appointment) ... McCreery, 34th St. and Fifth Ave.
- Hospital workers—orderlies, porters, kitchen men, elevator operators are needed by N. Y. Hospital, 530 East 70th Street. Apply 9-11 or 2-4 Mon.-Thurs.
- Almost all the department stores need saleswomen, cashiers, and stock girls and are willing to give some training. Usual salaries begin at \$18. Try Bloomingdales, May's, Klein, Abraham & Strauss.

## In the Higher Brackets

- Investigators (Men, 22-43) are wanted by a national shopping service. Apply 10-5, 6th floor, 250 West 57th Street... An ad for what appears to be credit investigators at \$1,500 appears under Times 1047 Downtown, Sunday... Chemists, recent grads or those with experience in research, synthetic, or organic chemistry, write to Merck & Co., Rahway, N. J.
- Draft exempt Supervisors (men) with mechanical ability plus some supervisory experience are wanted by National Radio Corp., 48 Spring Street, Newark... A plant in southern Westchester needs draft deferred electrical testers and assistants with some experience in machine shop or electrical factory work. Write X 299 if experience is complete, X 300 for assistant positions. Herald Tribune.

## The Needle Trades

Sewing Machine Operators at 75 cents an hour, 177 East 110th Street; also Ranger Mfg. Co., West 33th Street. Corset Operators on made-to-order garments, Agnes Malverne, 19 West 56th Street.

## Messengers

Men and women try Western Union, 60 Hudson Street (about \$19 per week; Hirschberg, Schutz & Co., 268 4th Avenue (ages 16-17); Klein's, 14th Street.

For additional information about war jobs or training come in to see Mrs. Matilda Miller (don't phone) at the Civil Service Leader office, 97 Duane Street, New York City.

## New Civil Service Group To Meet February 10

The Association of Civil Service Employees of the City of New York will hold an open meeting on Wednesday, February 10, 6 p.m., at room 625, World Building, 63 Park Row.

City employees from all departments are invited to attend and hear an analysis of pending civil service legislation by James F. Kiernan, Legislative Representative of the Group.

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### Selection Of War Jobs

(Continued from Page Two)

**ARTISTS:** Men with experience working on animated cartoons are needed by a Government agency which is filling the jobs through the USES office at 10 East 40th Street. Salaries start at \$1,400 to \$2,000, with overtime. The work is on animated motion pictures, and consists of: inking, painting, and brush assignments. These jobs carry possible draft deferments for men with dependents.

**MACHINIST-TRAINEE:** Jobs—due to open again in about a week—in Providence, R. I. Pay is 68 cents an hour during four-week training course. Applicants upgraded to helper at 82 cents an hour at end of month's period. They're eligible for further upgrading at \$1.20 an hour. Must have a mechanical background or aptitude. Six days, 48 hours, with time-and-one-half for overtime over 40 hours. Apply in the United States Employment Office at 44 East 23d Street, Manhattan.

**COOKS, BAKERS:** For work on merchant ships at salaries ranging from \$250 to \$275 a month, with maintenance plus a Government bonus. Must be in good physical condition, and, if non-citizens, approved by the Government. Previous sea experience unnecessary but must have at least one year of quantity cooking experience (preparing meals in luncheonette, cafeteria, hospital, school, etc., for at least 25 or so persons). Apply to the United States Employment Service Office at 40 East 59th Street, Manhattan.

**MECHANICS:** Those outside and in the Brooklyn Navy Yard can get \$2,000 a year jobs in Panama (Navy Yard employees can be transferred from \$1,440 into these posts) by applying to the Office of Panama Canal, Washington, D. C.

**Blacksmith and Boiler Maker, Boat Builder, Snipper and Caulker (Iron), Coppersmith, Electrician, Engineman (Hoisting and Portable), Joiner, Loftman, Machinist and Molder, Pipe Coverer and Installer, Pipe Fitter, Plumber, Rigger, Sheet Metal Worker, Shipwright, Toolmaker, Welder (Electric), Welder (Gas), Wharfbuilder:** Jobs at Brooklyn Navy Yard for those with two years of experience in any of these trades. Must be 20 and up, and only 18 for gas welder. Apply in the Labor Board office of the Navy Yard, Sands Street gate.

**Hospital Work:** Men with no previous experience will be accepted as Hospital Attendants. Application must be made in person at the New York City Department of Hospitals Office, 125 Worth Street. Those accepted will receive a two weeks' training course with pay for the second week. Starting salaries are \$660 a year with maintenance, and \$960 without. At the end of the first year there is a \$30 raise. Then \$30 raises at six months intervals until the maximum pay is reached. Hospital Helpers are hired by the hospitals to meet their needs, each hospital doing its own hiring. Here, the starting salary is \$900 with maintenance, and \$600 without, with increases after periods of service. Apply to the employment office of the nearest city hospital. Seaview Hospital on Staten Island, and Metropolitan Hospital on Welfare Island can use help immediately. This is an especially valuable opportunity for men who have been engaged in related works but have now been classified as non-deferrable.

**Farmhands—Free upstate training** available for a month's period qualifying you for farmhand chores such as milking cows, caring for poultry and machinery, in Long Island, Hudson Valley, N. Y., or further upstate. Positions—many listed as essential—pay \$40 to \$45 a month, with maintenance, to start. Advancement likely. Housing conditions depend on locality. Must pass physical exam and guarantee to work at least eight months after finishing training course. Apply at the United States Employment Office at 124 East 25th Street, Manhattan.

Paper is scarce. Help save it by placing a standing order for The Civil Service LEADER with your news-dealer. Buy from the same dealer each week.

### 4 Important Job-Fields Open In U.S. Service

Four new civilian war service job-opportunities were announced today by the United States Civil Service Commission this week. All contribute directly or indirectly to the war effort.

Applicants are sought as crop production specialists, junior soil conservationists, historical specialists and printer's assistants (women).

**Crop production specialists:** To increase the nation's supply of natural rubber and vegetable oil, specialists in tropical plants are sought for service, principally in Central and South America, where they will administer research stations and plantations in remote and primitive areas. Salaries are from \$2,600 to \$8,000 plus additional compensation for overtime and for foreign service.

**Junior soil conservationists:** For protection of land and soil resources in the United States, applicants with appropriate college study are sought to do work in forestry, range and soil conservation, and soil surveying. Salaries are \$2,000 a year (plus additional compensation for overtime).

**Historical specialists:** To select and preserve records significant not merely for future reference but also for the immediate conduct of the war, specialists are sought who have had suitable college training and have done appropriate work in history or in one or more of the social sciences. Salaries are from \$2,600 to \$6,500 a year (plus additional compensation for overtime).

**No Written Tests**  
Appointees for the foregoing positions will be selected on the basis of previous training and experience. No written tests are required and no maximum age limit is specified. Applications will be accepted in the Commission's Washington office until further notice.

**Printer's Assistants (women).** A written test will be given at a time and place designated by the U.S. Civil Service Commission, to fill positions in the Bureau of Engraving and Printing of the Treasury Department, Washington, D. C. No previous experience is required for jobs that pay on an average of \$1,790 a year and offer opportunities for advancement. Women in sound physical health are sought. Applications must be filed with the Commission's Washington office by March 23, 1943.

Complete information about these positions may be obtained from first or second-class post offices, or from the U.S. Civil Service Commission in Washington, D. C. In New York City, apply at 641 Washington Street.

### Permanent Impressions

Women in the war are nevertheless maintaining their femininity. Whether on the assembly line, in the service, at a desk, or just keeping the home fires ablaze, a new hair-do is definitely a morale must. Permanent waves are more of a boon than ever, because if given by an expert, they require little effort to arrange and a minimum of time to "set."

One of Brooklyn's long established specialists is Mr. Benny at the Albee Beauty Salon, 382 Bridge Street, who was formerly with several leading department stores. The Albee design, but also features originally follows the newest patterns for hair styled coiffures. They specialize in a variety of permanent waves, and bleaching and dyeing.

### Food "in Season"

Trying to inject a little variety in the family menu isn't just a case of thoughtful planning these days. Food shortages have narrowed the scope of housewives who heretofore had little trouble in preparing meals to keep the family happy. A "something new" to mitigate the lack of variety is Bell's Liqueur Garlic Extract for flavoring stews, sauces, fish, etc. It adds a piquant touch and there are no after effects. Mrs. Hoffman, who furnishes the seasoning is at 222 Greenwich Street, and she offers recipes that will stress economical as well as savory meals.

### The 'Right Foundation'

A new way to help Uncle Sam's Defense Program, at a profit to yourself—is to get your foundation garment at Mrs. Edith P. Bush's shop at 119 East Fordham Road (near Creston Ave. in the Bronx), and contribute your old one to her salvage pile. She'll allow you one dollar on your new girdle. A large selection of foundation garments from \$3.95 is now available.

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For additional information about war jobs or training come in to see Mrs. Matilda Miller (don't phone) at the Civil Service Leader office, 97 Duane Street, New York City.

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# Calls for 15% Raise To Subway Workers

# Amusement Parade

By Joseph Burstin

## Nite Life

Louise Reid, owner of Louise's Monte Carlo announces that Mousey Powell's Orchestra with Patty Clark, vocalist, will open a limited engagement at the club Feb. 23rd.

BEATRICE FUNG OYE, Chinese singing star is being groomed for a commercial program on the air waves. Miss Fung Oye is now headlining the new revue at the Ubangi Club.

One of the hardy perennials of New York nite life is Jack Silverman's Old Roumanian, a gay and gussy spot whose flavorsome atmosphere has always lured throngs to the lower East side.

State Senator Arthur F. Wicks has introduced a bill directing the Board of Transportation to give a 15 percent increase to employees of the operating division of the transit lines, retroactive to January 1. He said he had done this to meet a situation which he thinks "threatens the effective operation of the Rapid Transit lines in New York."

"The situation has been called to my attention by the Transportation Benevolent Association, Inc., an organization of employees in the Operating Division of the Board of Transportation at whose request I sponsored legislation in 1939 extending civil service protection to employees on the unified municipally owned subways.

"The purpose of this proposed increase of 15 percent in salaries is to enable the employees to meet the increased cost of living, and the imposition of new taxes; and to prevent the experienced operators of the subways from seeking employment at much higher rates of pay in industry.

"I believe that unless something is done for the relief of these men, the city will find itself faced with the necessity of operating the lines with many inexperienced people. This would be a public danger.

"These employees are patriotic and they realize thoroughly the tremendous responsibility that they bear especially in this time of war. They will not leave their jobs unless they are virtually forced to do so by their inability

to earn living wages under present war conditions.

"Accordingly my feeling is that steps must be taken to provide salary adjustments commensurate with the increased cost of living, not only as an act of simple justice but as a safeguard against a deterioration in the operation of the subway lines."

## Women in Transit Jobs

The NYC Board of Transportation has started a survey to find what jobs in the system can be filled by women. Many have been working for years in the change booths on the BMT, but the new survey is to determine just how many men can be replaced with women if necessary.

Locally, draft boards have been reluctant to grant deferments to transit employees, and a large number of the men have left for war jobs.

Local railroads have taken on large numbers of women who are working in the roundhouses and even on the tracks.

The Transport Workers Union is in full accord with the proposal to hire women for the transit jobs, and feels that they will be a worthy addition to its membership, according to a statement to the LEADER by Ted Zitell, publicity director.

Questions which the Board of Transportation failed to answer were these:

Would women receive regular civil service status, or would they be hired on a temporary basis?

Would they work on the same jobs as men, or would a special group of jobs be allocated to them?

Would they be recruited through civil service procedures, or hired directly by the Board of Transportation?



PAULETTE GODDARD co-stars with Ray Milland in United Artists "The Crystal Ball" which follows "In Which We Serve" at the Capitol Theatre

## Film of the Week

Looking for thrills, action and drama? You'll find them present in abundance in the Warner Bros. production, "AIR FORCE" now playing at the Hollywood Theatre.

In this new type picture the heroine is a B-17 Flying Fortress, dubbed the Mary Ann by her crew. Dudley Nichols based this story largely on the log books of a "Fort" on the front line of the Pacific War. The shame of Pearl Harbor, the beastiality of the Japs, the fine spirit of the fighting men at Pearl Harbor, Wake, and the Phillipines are displayed with effective restraint.

Howard Hawks deserved special credit for his shrewd and effective direction. The cast comprised such competent performers as John Garfield, Gig Young, Harry Carey, George Tobias, Arthur Kennedy, James Brown to name a few. All in all, it's one picture you won't easily forget.

M. H. T.

## "Casablanca" at the Strand

"Casablanca" Warner Bros. screen drama starring Humphrey Bogart, Ingrid Bergman and Paul Henreid, is now playing at popular prices at the New York Strand Theatre. On the stage is Sammy Kaye and his Swing and Sway Orchestra.

## Forms Committee To Release Civil Employees

A "Committee to Release Civil Service Employees to War Industries," has been formed by Bernard R. Slavin, of 65 Hillside Avenue, to support the Clancy Bill, Int. 305, which would protect the rights of State and municipal civil service workers to leave their posts for the duration and go into war industries.

The proposed bill would provide for the setting up of preferred lists of such employees for post-war employment in civil service. Public employees seeking further information are asked to communicate with Mr. Slavin.

Paper is scarce. Help save it by placing a standing order for 'The Civil Service LEADER' with your news-dealer. Buy from the same dealer each week.

Phil Baker, the "Take It Or Leave It" quizmaster, will make another film try at 20th Century Fox. Marty Jerow, Warner's Eastern scout, is trying to interest the Hartmans in a film contract. MGM also wants them for a one-picture deal . . . and at Cerutti's, riff singer Mae Barnes shows Fredric March what a riff singer . . . Are you looking for a screen career? M.G.M. wants a girl between the ages of eleven and fifteen to play the Pivotal role in Edith Bangold's best seller "National Velvet." She must be slender, not over five feet and vivacious, English preferred. Apply to Jack Mehler, MGM talent Dept. 1540 Broadway, N.Y.C.

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## You'll Get 3-B Rating With Navy Yard Job

Twelve to fifteen thousand men will be added to the working force at the Brooklyn Navy Yard next year, according to a spokesman for the yard's personnel office.

One of the most essential of war industries, the shipyard positions offer high pay, duration jobs, with the possibility of advancement, and a chance to learn a good trade for post-war employment.

Men with experience in the building trades are especially desired. Painters, electricians, welders, accountants, timekeepers, and general laborers are constantly being added to the pay roll.

There are few openings for unskilled men, but those with a minimum of training in such work as welding, are given additional instruction at the yard.

Even men in 1-A with a high degree of skill are being considered for employment and, if essential to the work of ship construction or repair, every effort will be made to obtain deferments for them.

**3B Ratings**

Applicants for appointment to the shipyard through the Federal Civil Service Commission, can file for jobs at 200 Sands Street, Brooklyn, the Labor Board. First preference in hiring is being given to those with applications on file, and at the predicted rate of hiring, the wait for a job should not be too long.

Only American citizens can be considered.

While there are only a few women being used in the shops, mainly as welders, somewhat as an experiment to find whether they are capable of handling the heavy work, there is a steady demand for office workers.

## Cable Jobs Open to Men In 3-A and 4-F

Factory laborers for wire and cable manufacturing jobs in Yonkers and Hastings just outside the city (they're war jobs) were reported open this week by the United States Employment Service.

Jobs pay from 65 cents to 75 cents an hour (top figure to be reached within three months), for operation of wire braiders, wire stranding and cabling machines. No experience is required. There are three shifts: 8 a.m.—4 p.m.; 4 p.m.—midnight; midnight—8 a.m.

Males from 18 to 50\* in 3A or 4F, are sought. At least grade school education is required. Applicants will be asked to pass a physical exam.

Apply in the USES office at 71 South Broadway, Yonkers.

## Recent State Eligible Lists

These are the eligible lists released by the New York State Civil Service Commission last week:

- Sr. Clerk State Educ., Albany Office
- Sr. Editorial Clerk, Educ. Albany
- Jr. Mech. Draftsman Dept., Public Works
- Employment Supt. for Blind, Soc. Welfare
- Supervisory Food Control Inspector, Agr. Markets
- Asst. Dist Game Prot. Conservation
- Sr. Hearing Stenographer, St. Co. Depts.
- Sr. Sten., Dept. of Labor
- Asst. Ca. Machine Opr. Key Drive DPUI
- Stationary Engineer, Dept. of Social Welfare
- Jr. Personnel Tech., Police Civil Service
- Laundry Overseer Institutions Mental Hyg.
- Telephone Operator, Westchester County
- Laboratory Stock Clerk, West Co.

## New NYC Lists Coming Up

At its meeting held last week, the New York City Civil Service Commission ordered the following lists to be promulgated:

- Dental Hygienist Grade 3—Promotion to Stenographer.
- Law Department
- Department of Commerce
- Court of Special Sessions
- Domestic Relations Court
- City Magistrates Court
- Board of Water Supply—Administration Bureau
- Engineering Bureau—Eastern Department
- Headquarters Division
- Watershed Division
- Office of President, Borough of Queens
- Fire Department
- Triborough Bridge Authority
- Department of Licenses

## City Seeks Actuaries

An open-competitive examination to fill seven vacancies for actuarial assistants was ordered by the NYC Civil Service Commission at its meeting last week.

The Commission has been able to fill but two of these vacancies, with provisionals, and those on the open competitive list have refused offered appointments at the salary of \$1,500 which was offered.

It is doubtful how successful the Commission will be in finding candidates, since the recompense in private industry for such work is much higher.

## Maintainer's Helpers to Go To Public Works

The list for Maintainer's Helper, Group D, will be used to fill vacancies in the Department of Public Works, following an item approved at the meeting of the Municipal Civil Service Commission last week.

There are some 1,200 names on this list, representing men capable of performing such work as plumbing, carpentry, electrical repairs, etc., around a building.

## Transit Situation Is Unchanged

Last week's developments in the dispute between the Transit workers and the Board of Transportation, left the situation basically unchanged, according to Ted Zitell, publicity director of the Transit Workers Union.

The committee of college professors appointed by the mayor to study the situation has still managed to keep silent about any findings.

Additional labor support came to the local transit workers when the National Committee of the C.I.O., last week passed a resolution endorsing the aims of employees of the City subways for wage increases, union recognition, and better working conditions.

Representatives of the T.W.U. are meeting in Washington this week with the Office of Defense Transportation to discuss ways of improving the transit situation throughout the country by the formation of labor boards to handle problems which may arise between transit workers and the systems.

## City Lists Issued Last Week

Among the New York City eligible lists released last week are a number of stenographic promotions.

Here's the whole group of new rosters:

Promotion to Stenographer, Grade 3	No. of Names
Council and City Clerk's Office	1
Brooklyn College	1
Administration Office Higher Education	2
Department of Investigation	2
Chief Medical Examiner	3
Tax Department	5
Marine and Aviation Dept.	3
City Planning	4
Borough President of Richmond	1
Department of Markets	2
Parole Commission	1
Bureau of the Budget	2
City Court	1
Police Captain List	152

## Union Accepted as Bargaining Agent

Municipal employees in Newark, won a victory in their fight for union recognition last week, when the city administration agreed to accept local 277, State, County, and Municipal Workers of America, C.I.O. as their bargaining agent.

The end of the long-standing dispute which had culminated in a garbage strike last October, and had come to the War Labor Board which ruled that it had no jurisdiction, was hailed by union leader F. V. Galgano, as a "progressive step forward."

Paper is scarce. Help save it by placing a standing order for The Civil Service LEADER with your news-dealer. Buy from the same dealer each week.

## Excellent Positions For College Women

Increased salary, and pay during training, are now available to women with a college background who can qualify as supervisors of radio inspectors for the government, it is announced by the United States Civil Service Commission, 641 Washington Street, New York City.

After completing a training course of ten weeks and a short probationary period, during which trainees will be paid at the rate of \$1,800 a year, they will receive appointment to positions paying \$2,432 a year for a 48-hour week. Training will be at the Newark College of Engineering.

Applicants, who should apply immediately at Room 980, 641 Washington Street, must possess the following qualifications:

A B.S. degree from a recognized college or university, with the major subject in one of the physical sciences or in mathematics.

Willingness to travel, if necessary, on inspection assignments in Northeastern New Jersey, New York State and the New England States.

## Women Sought To Manufacture Cartridge Cases

Women machine shop trainees are being sought for industry cartridge case manufacturing jobs.

Jobs pay 63 cents to 68 cents an hour, depending on the shift, of which there are three. It's six days a week, 48 hours, with time and a half for overtime for more than 40 hours. Applicants must be willing to rotate through all shifts.

Applicants must bring birth certificates or citizenship papers, must be 18 or over, and submit to a company physical exam.

Apply in the USES office at 87 Madison avenue, Manhattan.

## Answers to Plumbing Exam

The Municipal Civil Service Commission last week issued the tentative key for Inspector of Plumbing, grade 3, and License for Master Plumber, Part I. Candidates have until Feb. 26th to file any objections.

- The key:
- 1. B; 2. B; 3. C; 4. A; 5. A; ...
  - A; 7. C; 8. B; 9. D; 10. D; 11. D;
  - 12. D; 13. E; 14. C; 15. S; 16. D;
  - 17. C; 18. C; 19. C; 20. E.
  - 21. D; 22. C; 23. D; 24. B; 25. E;
  - 26. D; 27. C; 28. A; 29. D; 30. B;
  - 31. E; 32. C; 33. A; 34. A; 35. A;
  - 36. E; 37. E; 38. A; 39. D; 40. B.

For additional information about war jobs or training come in to see Mrs. Matilda Miller (don't phone) at the Civil Service Leader office, 97 Duane Street, New York City.