

NEW YORK
Civil Service
LEADER

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Price Five Cents

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Mayor Goes Into Annual Budget Retreat

Mayor LaGuardia last weekend went into his annual budget retreat. This solemn annual ceremony is observed for a period, usually about 10 days, during which LaGuardia gets up his executive budget for the coming year. It is almost impossible for anyone, including city commissioners, to communicate with the Mayor while he's in his retreat.

There amidst stacks of papers covered with figures, he decides how much will be allotted to each department, how many new employees will be allowed, what new services will be started and what old ones will be dispensed with.

This year the Mayor will take his economy shears and prune about \$50,000,000 from departmental requests.

Timetable

Once he emerges from the retreat (he must submit his budget to the Board of Estimate on April 1), the timetable before final adoption goes like this:

The Board of Estimate holds public hearings from April 7 to 17 and must adopt the budget by April 27. If it doesn't act by that date, the

After Trial Period, You Can't Be Disqualified

Welfare Case Sets Important Precedent for City Employees

The Municipal Civil Service Commission cannot disqualify and cause the dismissal of an employee after the probationary period has been completed, according to a ruling last week by the Court of Appeals. The case establishing this precedent was brought by Anne G. Podell, a Stenographer in the Department of Welfare. She competed several years ago in an examination for Stenographer and Typewriter, Grade 2, in which an age limit

of 18 to 32 was set. This age requirement, however, was waived for persons previously employed by "a public welfare department or an emergency relief bureau" of the city.

Miss Podell had been employed in the old TERA and believed that her job there had been in a public welfare agency and that she was, therefore, not required to meet the age limits.

When her name was reached on the eligible list she was certified and appointed, and later completed her

probationary period. Nearly a year after she was appointed, the Municipal Civil Service Commission re-examined her application blank and decided that the employment in the TERA did not meet the requirement under which age limits were waived. It therefore ordered her dismissal.

The Court held the Commission's action illegal, saying: "The appointment of petitioner became absolute and it was not conditional subject to re-examination as to qualifications by the Commission. The law admits of no conditional appointments such as is claimed by the Commission."

Just how this decision will affect the future policy of the Commission is uncertain. In many cases the Commission certifies lists of eligibles "subject to investigation." This means that when a new list is published there may be immediate vacancies. Rather than wait several weeks or even months to make investigations on a person's character, work record, etc., the Commission certifies them conditionally, withholding the right to disqualify them later. The implication of the Court's decision is that this practice cannot be continued.

Mayor's budget goes to the City Council. The Council broods over the budget during the month of May. Its powers are restricted to striking items out; it cannot add to them. The Mayor can veto any item struck out by the Council and a three-fourths vote is then necessary to override the Mayor's veto.

The final budget must be OK'd and signed by June 15; on July 1 it goes into effect.

The prospects this year aren't very bright for Civil Service employees. While salary cuts do not seem imminent, many new promotions, salary raises, new appointments, new services, etc., probably will not be authorized.

Nice Work If You Can Get It

The Municipal Civil Service Commission last week approved the provisional appointment of Professor Charles P. Berkey, of Columbia University, as Consulting Geologist on construction of the Brooklyn-Battery Tunnel. His salary was set at \$100 a day.

Professor Berkey, who is 73, served as consultant on the construction of the Brooklyn-Battery Tunnel in 1936.

In approving Professor Berkey's appointment, the Commission declared it has no regular Civil Service eligible list for the 100-dollar-a-day position.

500 Request Transfers New Exchange Plan Gathers Speed

On April 1, or thereabouts, the Municipal Civil Service Commission will release a list of approximately 500 city employees who have requested transfers to other departments. Requests for job exchanges, which were slow at the start of the Commission's new transfer program, have been coming in at the rate of 30 to 40 a week recently.

Once the list is finished copies will be sent to all appointing officers in the city departments. They will be asked to consult the list whenever they have vacancies and to fill such vacancies by transfer if possible.

The Civil Service Commission announced the adoption of a new method of handling transfers more than four months ago following a

vigorous campaign by The LEADER calling for easier and simpler methods of job exchanges. The Commission admits that the method it has worked out is frankly an "experiment," and makes no predictions on how successful it will be in operation.

New Lists Regularly

Employees who desire transfers must submit their requests on special forms obtainable from the Commission. They must obtain the approval of the appointing officer in their department before the Civil Service Commission includes their names on the list.

It is the intention of the Commission to prepare transfer lists every three or four months. If the first list is completed by April 1, requests which come in after that date will not be compiled for several months.

What Every Sergeant Should Know

Study Material for Coming Police Test: Part 13

Question 13

A group of young men employed in a financial institution, who are licensed to possess firearms in connection with their employment formed a "Gun Club" and desire to use a certain premises as a small arms range. You have been assigned by the Commanding Officer of the Precinct to interview the principals. What information would you furnish them in this regard?

Answer to Question 13

The principals concerned would be informed as follows:

A. Regarding authorization to use premises:

1. The Administrative Code gives the Police Commissioner exclusive authority to designate premises wherein small arms may be discharged.

2. Application to designate premises as such is made to the Commanding Officer of the precinct in which the premises is located.

3. The Precinct Commanding Officer makes a thorough investigation of the applicant and premises and recommends approval or disapproval.

4. The application is then successively forwarded to the Commanding Officer of the Patrol Division and to the Commanding Officer of the Police Academy, and then to the Police Commissioner.

5. No premises is approved unless the premises and the applicant bear a good general reputation.

6. The suitability of the premises and range is determined by the Commanding Officer, Police Academy, who causes an inspection to be made by members assigned to his command as pistol instructors.

7. When application is approved by the Police Commissioner, it is then forwarded to the Commanding Officer, Legal Bureau, who causes it to be filed with the City Clerk and it is then published in the City Record.

8. It is then published in a Department Circular and the Commanding Officer of the Precinct then informs the applicant that premises has been designated as a small arms range.

B. Regarding the premises

1. If an indoor range, it is to be constructed with sound absorbing material or located in that part of building where noise of firing would not disturb other persons nearby.

2. A metal backstop or bullet-catcher is required behind the target to prevent ricocheting of bullets or fragments toward the firing point.

3. If more than one firing point is on the firing line, they are to be

separated by metal partitions covered with wood at least two inches thick on sides facing the firing point to prevent injury in case of accidental discharge of firearm.

4. Fire hazards are to be reduced to a minimum in the range. Electric wiring is to be protected from stray bullets.

5. The range is to be so constructed that no person can walk across or into the line of fire between the target and firing point.

6. Careful consideration must be given regarding the likelihood of personal injury or damage that might be caused by stray bullets to persons or buildings in proximity to premises.

7. A sign is required to be conspicuously displayed at the range showing the largest calibre weapon to be discharged thereat.

C. Regarding the members of the Club:

1. All members using revolvers at the range would be required to be licensed by the Police Commissioner.

2. If members are licensed to "possess" revolvers in connection with their employment, this would not entitle them to "carry" revolvers, or to possess a revolver at the small arms range on the same license. Therefore applications would have to be made by such members either to procure a license to "carry" or if not

already licensed, a license to possess at the range.

QUESTION No. 14

Efforts have been made by the Legislature to take the stigma of criminality out of the voluntary surrender of a firearm. How does the Police Department cooperate in this respect?

Ellis to Query Kern in Private

Emil K. Ellis, counsel for the Smith Committee, will begin questioning Paul J. Kern, president of the Municipal Civil Service Commission, at private hearings next week. Kern recently lost a Court of Appeals decision which forces him to submit to questioning before a one-man committee of the investigating group.

Ellis says he intends to question Kern particularly on the personnel of the Commission. "In general I will examine him on the entire personnel, the methods of obtaining positions in the Commission, the examinations held for employees of the Commission, whether persons are working out of title, etc."

Advised that Ellis intends to question him next week, president Kern observed dryly that the "information was interesting but unimportant."

Civil Service Amateur Night

What are you good at? Have you a yen to show what you can do? How'd you like to perform over the air? If you can sing, tap-dance, play a musical instrument or a musical contraption, do imitations—here's your chance to appear on the radio and perhaps win yourself a gift. The LEADER, in conjunction with Michaels Brothers stores, is sponsoring



Civil Service Amateur Hour. It's to take place on the evening of the first Monday in May at the Fox-Fabian Theatre in Brooklyn, and will be broadcast over radio station WMCA.

The two winners will receive handsome prizes. If you'd like to enter, or know of any Civil Service person who is good at some form of entertainment, write to Box A.N., Civil Service Leader, 97 Duane Street, New York City. More details next week.

College Clerks Must Be Neat List Will Contain 1,000 Names

Eligibles on the new College Clerk list, which is expected by May 1, will face qualifying oral tests and, in most cases, qualifying stenographic exams. This was revealed this week by the Municipal Civil Service Commission after it had prepared a form letter to be sent to men and women who were placed on the list. Approximately 1,000 names will appear on the list when it is published.

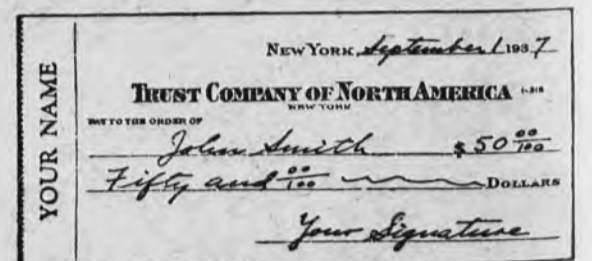
The oral test will determine neatness, appearance, manner, speech and general personality characteristics.

For stenographic positions or positions as departmental secretary, the following practical test will be given:

Material will be dictated for five minutes at the rate of 120 words per minute, and 30 minutes will be allowed for transcription of stenographic or steno-type notes. Candidates may use either manual or steno-type methods. If they use the latter they must furnish their own machines and paper. Candidates will also be required to bring their own typewriters to the practical test.

Eligibles who fail any part of the practical or oral exam will be disqualified and those who fail to appear at the proper time will be marked "deferred" and given a special exam later.

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SANITATION IN-SERVICE TRAINING

THEY SHAKE ON IT

These are scenes from last year's sanitation training course. They're repeated, but on a bigger scale this year, beginning Tuesday, March 25, at Hunter College, when 2,300 sanitation men march to their seats in the biggest course of its kind ever given. The photo on the left shows machines used in preparing lectures in the office of Harry R. Langdon, supervisor of the course; the middle photo shows a typical class listening to one of the lectures. The course gives promotion credit.

Harry Langdon (left), supervisor of the course, and Commissioner Carey, shake hands on the platform.

Sanitation Training Course Begins

2,300 in Class; Lectures Packed With Solid Information

Tuesday evening, March 25, marks the beginning of the biggest training course ever given to New York City employees. For 2,300 sanitation employees, it marks the beginning of a new idea—a career in sanitation, built upon knowledge of every phase of the work. For New York City, it means a reservoir of trained, capable men who will insure the cleanliness of the city in the future, men trained to improve the city in many ways.

It's a big event—with the 2,300 marching into Hunter College to pack every seat in the auditorium. Flags are massed on the platform; the department band performs. On the platform are seated Commissioner Carey, all the department's officials, President Paul J. Kern, of the Civil Service Commission, Harry Langdon, who is largely responsible for the training course, beams over the gathering. It's more like a big rally than a class consisting of men who've come there to learn all they can about an important subject.

Classes in All Boroughs

In addition to the weekly meetings, the classes will be supplemented by ten discussion meetings held in the five boroughs each Thursday.

In Queens, Borough Superintendent Mulrain will hold his meetings at the Lost Battalion Building on Queens Boulevard.

In the Bronx, the meetings will be held in the Bronx County Court by Borough Superintendent Leo Farley.

In Richmond, Borough Superintendent McDonald will conduct the meetings in the Borough Hall.

Tentative plans for the Borough of Manhattan are that the meetings will be held at the Textile High School, 391 West 18th Street, by Borough Superintendents Edson and Wohlfst; and

In Brooklyn, Manual Training High School, 7th Ave. and 4th Street,

Sanitation Boys Plan Big Projects

Another big meeting of the Sanitation eligibles is in the works for Thursday, March 27, at Public School 27, 42nd Street and 3rd Avenue. It begins at 8 p.m. sharp, and all Sanitation eligibles are urged to be present, because President Abe Donner and Vice-President Johnny Mandel have important information to report. They've seen lots of officials this week, including Commissioners Kern, Sayre, and Morton of the Civil Service Commission; Commissioners Morton and Diserio of the Sanitation Department. They've trudged over to see the budget director, too.

In addition to this information, the boys will discuss plans for a spring dance in the near future. If you have any ideas to make the dance a success, have them ready for the meeting. And if you're a musician, get in touch with Max Fisher, 1840 Belmont Avenue, Bronx.

by Borough Superintendents Cunningham and Lee.

Commissioner Carey is President of the Welfare Honor Relief Fund and Mr. Langdon is Treasurer.

Further information can be obtained from Harry R. Langdon.

Three Lecturers

The first meeting is shared by three lecturers: William J. Powell, Assistant to the Commissioner; Edward C. Nugent, Assistant to the Commissioner; and John Garbarini, City Superintendent.

Powell begins by explaining the meaning of certain important words and phrases, like "appointments," "forces," "military duty," "sanitary code," "division of districts," "collection and disposition," "emergency snow removal," "removal and suspension of employees." He tells what the city charter has to say about the department and its duties: "The Department is responsible for the sweeping, cleaning, sprinkling, flushing, washing and sanding of streets, avenues, roads, alleys, lanes, highways, boulevards, concourses, driveways, culverts, and crossroads, and every class of public road, square and place, except a street within any park or under the control or management of the Department of Parks, or a wharf, pier, bulkhead or slip under control of the Department of Docks."

The streets are to be cleaned by hand labor. Of course, the Commissioner has the authority to supple-

ment the labor of the sweepers with mechanical sweeping and flushing machines.

Discipline

Going logically from one subject to another, Commissioner Powell carefully explains the obligations of property owners and tenants, tells about the job of snow removal, and even covers the reasons for removal or suspension of employees. Here they are:

1. Any legal or criminal offense.
2. Neglect of duty.
3. Violation of rules.
4. Neglect or disobedience of orders.
5. Incapacity.
6. Absent without leave.
7. Conduct injurious to the public.
8. Immoral conduct.
9. Any breach of discipline.

There are a variety of other matters, all concerned with the administration of the department, that Commissioner Powell makes clear.

Garbarini's Lecture

Then City Superintendent Garbarini takes over. His subject is an unusual one, "Cooperation With Other Departments and Civil Organizations." He begins by analyzing the give and take between the Department of Sanitation and the Police Department.

"When snow falls in the early hours of the morning and orders are issued for the full force to report for duty, the aid of the Police Depart-

ment is enlisted to convey this order to our men.

"The Commissioner and other officials have a radio receiving apparatus in their automobiles. This makes it possible, when absolutely necessary, to communicate a message to all of these officials within a few minutes. This service is made available through the cooperation of the Police Department."

The Police Department assists sanitation men in many other ways. Traffic police concentrate in areas where sanitation men are on important work, divert traffic when necessary, and perform many other tasks to make the work of cleaning the streets easier.

Much Information

Other departments which work closely with Sanitation are Fire, Health, Markets, Water Supply, Gas and Electricity, and the Office of the Borough President.

The Borough Presidents have "complete jurisdiction over the sewage system of our great city. Without their approval we could not sewer snow. They work with us in every serious snow storm."

The material for the course is packed solid with information. The first lecture comes at a time when the Civil Service Commission announces two important promotion examinations in the department—one to Sanitation Man B, another to Assistant Foreman. The lectures give credit toward these promotion exams.

The Leader will keep sanitation men completely informed about this lecture series and about information helpful in passing the promotion examinations.

New Series of New York City Exams

Among Them: Social Worker, Accountant, Sanitation Man Promotions

An unusually large number of competitive and promotion exams will be opened for applications early next week, probably on Tuesday, March 25. The series tentatively includes five competitive and 11 promotion tests. Approval of the Budget Director must be obtained by the Commission before the exams can be announced, and such approval

had not been given by the time The LEADER went to press; therefore, there is a possibility that several tests might be postponed until May.

The new group includes competitive exams for Social Workers and Physicians and promotion exams for Assistant Foreman, Department of Sanitation, and promotion to Sanitation Man, Class B.

The tentative schedule of April tests follows:

Competitive

- Assistant Veterinarian.
- Medical Social Worker, Grade 1.
- Medical Social Worker, Grade 2.
- Psychiatric Social Worker, Grade 2.
- Resident Physician, Grade 1.

Promotion

- Accountant (city-wide).

Assistant Foreman, Department of Sanitation.

Foreman of Porters.
Junior Accountant.
Principal Veterinarian, Department of Health.

Sanitation Man, Class B, Department of Sanitation.

Senior Accountant (city-wide).
Senior Psychologist (city-wide), amended notice.

Senior Supervisor, Grade 4 (city-wide).

Tunnel Sergeant, N.Y.C. Tunnel Authority.

Complete official requirements, filing dates, salary ranges and other information on all these exams will appear in the next issue of The Leader.

Requirements for Fireman Test

By BURNETT MURPHEY

Well, boys, you'll have to wait for another month for that fireman test. After consultations with the Budget Director and the Municipal Civil Service Commission, the Mayor decided to postpone announcement of the exam until May, although even that's not definite.

Even so, Paul J. Kern, president of the Civil Service Commission, believes that it will be possible to hold the competitive physical tests outdoors in September and October and to complete and publish the eligible list not later than next January 1.

Kern wanted to announce the firemen test next week and open the application period then. But it's no soap for the time being.

Meantime here are some salient facts for prospective candidates:

Requirements

Any man between 21 and 29 will be eligible to compete. There will probably be no experience or educational requirements. Extra credit will be given for "relative" college and other training. The actual examination will consist of written and physical tests, each counting 50 percent on the final rating. The written part will be given first, probably within eight weeks after the end of the application period. It will be a fairly stiff test, and only about 3,600 candidates will survive. Those who do must take severe tests in various physical events which will determine agility, endurance, coordination and strength.

When all parts of the exam are

finished a pass mark will be set, probably that of the 1,200th man. The eligible list, allowing for ties, will contain about 1,300 names.

Physical Exam

Professor Francis Patrick Wall, of NYU, has submitted tentative proposals for the events in the physical parts of the exam. The Commission decided to hold over until next week adoption or amendment of his suggestions. However, no important changes are expected.

Two weeks ago The LEADER described the tentative outline for the agility test.

This week the proposals for the endurance and strength tests are covered:

Endurance

This will consist of a mile run, according to present plans. The scoring will be for a faster

mile than required on any previous Civil Service exam. The following scale will probably be used:

- Min. 5:00 or better, 100%.
- Min. 5:15 to 5:00, 95%.
- Min. 5:30 to 5:15, 90%.
- Min. 5:45 to 5:30, 85%.
- Min. 6:00 to 5:45, 80%.
- Min. 6:15 to 6:00, 75%.
- Min. 6:30 to 6:15, 70%.

(Continued on Page 15)

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Filling Draftee Vacancies

New Employees to Get Permanent, Not Temporary, Status

Vacancies caused by the departure of men for military duty will be filled on a permanent, rather than temporary basis, in cases where promotion lists are used, the Municipal Civil Service Commission ruled this week.

The Budget Director's Office had made suggestions that when promotion lists were used to replace men called to military service, the appointments should be temporary. But the Commission decided to continue its present policy of making them on a permanent basis.

Thus, if the number 1 man on a list is serving in the armed forces when a vacancy occurs, the number 2 man will be appointed on a permanent basis. The Budget Director wanted the job held for the number

1 man, while number 2 served temporarily.

Another angle of the military problem was solved last week when the Commission decided to fill vacancies caused by the draft on a temporary basis when competitive

lists are used. The Commission had the choice of certifying on a permanent, temporary, or indefinite basis. This means that a man taking a job left vacant by a draftee will serve only until the draftee returns from camp.

One Try for Type-Copyists If They Fail, They're Out

The first qualifying practical tests for the top eligibles on the new Type-Copyist list will start on Tuesday, March 25. Groups of 50 will be called on that date and on Thursday, March 27. A total of 300 candidates will be called for the practicals.

Candidates' typewriting skill is to be tested at the rate of 40 words a minute for a minimum of five minutes. The Commission decided this week to disqualify any person who fails the test on the first try, since this part of the exam is a "basis test

for typists." It also decided that candidates who are notified to appear and who do not show up will be marked "deferred" and a date set later for special tests for them. If they fail a second time they will not have another opportunity.

The Type-Copyist list contains 5,734 names and at present there are only 40 immediate vacancies. However, it is expected that the list will move fairly rapidly in view of past experience and the fact that the Grade 2 list has been used for hundreds of appointments.

Fire Lieutenant Eligibles Ask to Have List Extended

Blocked from obtaining appointments by the Mayor's stand on draft deferment, eligibles on the recently published Fire Lieutenant's eligible list are now seeking to have the life of the list extended. They have requested the Municipal Civil Service Commission to change the date of promulgation to make it effective when the first appointments are made.

The life of an eligible list lasts for four years from the date of promulgation. The Commission does not automatically promulgate a list when it publishes one. A period of months may elapse between the two events.

The Fire Lieutenant's list was pub-

lished and promulgated in December. If the Commission decides to make the promulgation date coincident with the date of promotions, the life of the list will be lengthened from three months to a year, depending of course on when the Commission is authorized to certify the eligibles for vacancies.

No Break in Deadlock

Meantime, there is not the slightest indication of a break in the deadlock imposed by the Mayor on any new appointments in any rank to either the Police and Fire Departments.

There are more than 300 vacancies as Fireman in the Fire Department, and the Police Department's quota of 16,706 is 689 short of the allowed number of Patrolmen.

Kinsley Explains Why He Didn't Push 11-Squad Bill

Councilman Joseph E. Kinsley denied last week that he had loafed on the job or had failed to introduce the 11-squad chart because he "didn't get around to it," as reported last week in THE LEADER. In explaining why the bill had not been introduced, he released a letter from Commissioner Valentine in which the latter stated that adoption of the 11-squad would require 1,200 additional men.

"I believe you will admit that the Commissioner's letter, if correct, indicates that the City would have to assume a very heavy financial burden of ultimately \$7,500,000 if the bill is enacted," Kinsley declared.

Kinsley, who has had the bill under consideration for three months, added that he had worked very hard on it. "I undertook a survey of the possibilities of the successful enactment of the proposed bill. I conferred with numerous persons both in and out of the Police Department, who are familiar with its workings, and reported in detail what I had been told to the delegates of the PBA at their meeting of January 14.

"In fairness to the members of the force, other city employees, and its citizens, generally, I have asked the officers of the PBA to prepare a written answer to Commissioner Valentine's letter. I am sorry to say that to date I have not received it."

Burkard Says 200 Enough

Joseph J. Burkard, president of the PBA, in commenting on the statements of Valentine and Kinsley, said that his organization had worked out statistics and charts which showed that if the present vacancies in the department were filled, only 200 additional men would be required to put over the 11-squad chart.

He continued by saying that the organization's major purpose now is to get the bill introduced and that once it is introduced in the Council the PBA is able and willing to show

just how it can be worked out without large number of additional men.

Can Be Effective

"I say the 11-squad can be made effective and it should be passed," Burkard declared. "Most civilians today have a five-day week. We aren't asking for that. We're willing to work six days, but we feel our men are entitled to a day off each week. Appropriations have been made to fill present vacancies and they should be filled."

While declaring that the 11-squad chart would mean the addition of 1,200 more men to the force, Commissioner Valentine himself admitted that he needs at least 2,500 additional men for his department at the present time.

Valentine's Letter

His letter to Kinsley follows: "As you know the patrolmen in this department are now working a 10-Squad System which has always been considered a very humane and just system in that they perform six tours of duty with 16 hours swing between each and at the expiration of the sixth tour they swing for 32 hours. Under the 11-Squad System they would perform six tours with 16 hours swing between each tour but at the expiration of the sixth tour they would have a 48 hour swing. If this proposed local law were enacted it would require that the number of men in the present 10-Squads would have to be distributed over 11 squads with a consequent reduction in the number of men on patrol at any one time of 9 1/11%. In the event that this local law passed, in order to provide the number of men now available for patrol duty, at least 1,200 additional men would have to be appointed to maintain the present effective patrol force.

"But there are other conditions which would influence my decision. As you know, at the present time we are operating with a shortage of 535 patrolmen below our quota and conservative estimates by officials of this Department show that the quota itself is 729 men below our minimum essential strength. Then too, we must take into consideration conditions such as the Selective Service Program which are also having their effect on the numerical strength of the effective police force.

"The Selective Service Program, in the absence of deferred classification for members of our Department, is likely to deplete the ranks of our younger men and this condition will not be remedied by the appointment of



MARY LUCIEL MCGORKEY who resigned last week as president of the New York District of the SCWMA because of ill health, after serving for 18 months. Her successor will be chosen at a board meeting Friday night.

Nurses Get Salary Cut

Despite determined opposition from representatives of public health nurses and supervisors, the Municipal Civil Service Commission adopted a reclassification of the public health nursing service last week and forwarded it to the Mayor for his approval. The reclassification "adjusts" downward the maximum salaries of various grades of positions and is a step in line with several recent moves by the Commission to reduce to salary ranges of jobs in cases where they exceed those of other comparable posts.

The new classification is as follows:

Public health nurse, Grade 1, to, but not including, \$2,100.

Public health nurse, Grade 2, \$2,100 to, but not including, \$2,400.

Supervising public health nurse, \$2,100 to, but not including, \$2,700.

Superintendent of public health nurses, \$2,700 to, but not including, \$3,600.

Assistant director of public health nursing, \$3,600 to, but not including, \$5,000.

Director, bureau of nursing, approved specialty, social hygiene, \$5,000 per annum and over.

The present classification reads: Public health nurse, to, but not including, \$2,400.

Supervising public health nurse, \$2,400 to, but not including, \$3,000.

Superintendent of public health nurses and superintendent of nurses, \$3,000 to, but not including, \$3,600.

Director of the bureau of nursing, \$3,600 per annum and over.

Director of the bureau of social hygiene, \$3,600 per annum and over.

Commission Limited

The Municipal Civil Service Commission has the right to determine only "fitness," but not "character or citizenship," in licensing examinations, it ruled this week. The ruling occurred after it was discovered that a candidate in the examination for License to Install Oil Burning Equipment, while qualified otherwise, was not a citizen. His status must be determined by the head of the Fire Department and not the Civil Service Commission, according to the decision.

more men because the men upon the list would, in turn, also be subject to call under the Selective Service Act, and so on, ad infinitum.

"You can therefore appreciate that although I am in accord with the objects of the 11-Squad System, in the absence of any assurance that I will be able to obtain at least 2,500 additional patrolmen and with the questionable status of our young men under the Selective Service Training Program I am compelled to oppose the enactment of this measure at this time."

Bridge, Tunnel Officers' Status

Bridge and tunnel officers now know exactly where they stand in Civil Service. Their jobs were created only recently and the Civil Service Commission didn't get around to giving them their status until last week.

The Commission denied a request, made by Fearon Shortridge, Manager of the New York City Tunnel Authority, that classification be withheld. The Commission pointed out that it had already approved the resolutions classifying these positions and sent them to the Mayor for his signature. The new classification and salaries follow:

Tunnel and Bridge Officers Service:

Triborough Bridge Authority,

New York City Tunnel Authority,

Bridge Officer to but not including \$2,400.

Bridge Sergeant \$2,400 to but not including \$3,000.

Bridge Captain \$3,000 to but not including \$4,000.

Tunnel Officers Service:

Tunnel Officer to but not including \$2,400.

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"90-Day Rule" Not Waived for Future Draftees

New York City has a rule which says that a person who accepts a temporary job for 90 days thereafter.

The "90-day rule" won't be waived for potential draftees, the Municipal Civil Service Commission ruled this week, except in certain "exceptional" cases.

In making the decision not to exempt all potential draftees from the rule, the Commission held that there were so many "potential draftees," that any general waiver for them would be subject to abuse, and would result in unnecessarily high turnover in temporary jobs.

At the same time the Commission decided to waive the 90-day rule for eligibles on the Attendant Messenger, Grade 1 list. The request for this was submitted after conferences between representatives of the Attendant Messenger Eligible Association and Commissioner Ferdinand Q. Morton.

Civil Service Adopts New Rules

All but one part of the proposed set of new rules for the Municipal Civil Service Commission were adopted last week. Decision on Part II of the rules, which deals with the classification, was reserved.

The Mayor and the State Civil Service Commission still must give their respective OK's to the rules before they become final. The State Commission meets in New York City next month and will probably hold public hearings on the rules.

The Commission's rules have the force and effect of law, as distinguished from "regulations" which do not have this power and which simply implement the administration of the rules.

By adopting a new and revised set of rules, the Commission wants to streamline the present cumbersome and uncompiled rules which it admits are in a "chaotic" shape.

The compilation of the new rules has been in the works for three years, and has been the subject of three public hearings.

Transit Alien Cases Reviewed

The cases of all disqualified aliens on the unified transit lines will be re-examined by the Municipal Civil Service Commission following the decision in the Court of Appeals recently in the Mazzarella case. Nearly 800 aliens are involved in the decision and 250 of them have already been dismissed on the Commission's ruling that they failed to comply with the provisions of the Wicks Law.

The Court of Appeals ruled that aliens who took some overt act, not necessarily the filing of first papers, towards attaining citizenship had complied with the Wicks Law's provisions.

By the time the decision was handed down, however, 250 or more aliens had already been discharged, another 50 were being retained on a day-to-day basis, and the status of the rest was in doubt. Now, the former employees will be eligible to appeal to the Board of Transportation for reinstatement. The Board has still to work out a uniform policy with regard to the aliens.

Must Explain

A formal policy for handling provisional employees who have records of arrest has been adopted by the Municipal Civil Service Commission. This policy is flexible and allows for discretion on the part of the Commission.

In the future all provisional employees with serious criminal records will be summoned for a hearing. Others with less serious, but recent records will also be summoned.

Employees with minor criminal records for the most part will not be called for a hearing. Any person, however, who fails to list his arrest record on his application will be summoned.

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ON THE U.S. CIVIL SERVICE FRONT

By CHARLES SULLIVAN

Want to Join the Foreign Service? Here's Your Opportunity—If You've Got What It Takes

Calling attention to the greater need for Foreign Service officers brought on by the present critical international situation, the Department of State has announced that four-day tests for commissions are to be held September 8-11 in 12 major cities throughout the country. Oral exams for those who score 70 per cent or better on the written will

be given next January in Washington.

Besides New York City and Washington, the tests will be held in Atlanta, Boston, Chicago, Cincinnati, Denver, New Orleans, Philadelphia, St. Louis, San Francisco and Seattle.

The Division of Foreign Service Personnel, in an article in the March issue of the American Foreign Service Journal, points out that although 23 of its offices have closed up since July, 1939, 31 new offices have been opened. It continues:

Increased Tempo

"A few of the smaller posts in countries which have been directly affected by the war have experienced curtailment in both the volume and scope of their activities, but on the whole the offices in all geographic areas are operating at a greatly increased tempo and in many cases with insufficient personnel."

Men and women between 21 and 35 are eligible, although in recent practice only men have been picked. No educational requirements are set, but most of the men in the service today are college graduates.

A candidate must first fill out an application of designation, blanks for which are available at the Division of Foreign Service Personnel, Department of State, Washington, D. C. Recommendations of five persons, three of them former teachers or employers, must be submitted with the returned blank. This is due by July 29, 40 days before the date set for the written.

The written tests cover the follow-

ing subjects: general mentality, arithmetic, English composition, international, maritime, and commercial law; economics, political and commercial geography, American history and government since 1776, the history of Europe, Latin America, and the Far East during the same period, and one or more foreign languages (French, German, Spanish).

Less than 10 per cent of the candidates usually pass. Those who do go down to Washington in January at their own expense, to face a half-hour oral grilling before three Assistant Secretaries of State, the Chief of the Division of Foreign Service Personnel, and the Chief Examiner of the United States Civil Service Commission. Character, judgment, business acumen, and general culture are examined. The oral and written marks are rated equally, and those who score a combined 80 per cent are immediately asked to take the physical exam.

An appointee enters at \$2,500, while promotion may bring this as high as \$9,000. Additional sums for expenses are given. During the first year he is performing work under supervision and going to the Foreign Service Training School. First posts are generally in American waters, after which the officer will be frequently transferred throughout the service.

Split in Two

The work is split into two fields: consular officers, whose work deals with commerce, citizenship, and immigration, and diplomatic officers, who deal with politics.

Ramspeck Act Awaits FDR May Take Effect in Two Weeks

The Ramspeck Act won't be made effective for another two weeks, at least. The President is on a vacation and the proposed executive order that would bring approximately 150,000 Federal employees under merit has been bottled up at the Justice Department. Justice officials are dead set against bringing lawyers under merit and the betting in Washington now favors the Justice officials. It's widely believed that the President will leave them out for the time being.

Status to Draftees

When the executive order is issued covering in thousands of Federal workers it most certainly will include a provision that will permit draftees, reservists and other employees on military leave to win a chance for Civil Service status. The Civil Service Commission has ruled that the Ramspeck Bill isn't broad enough to cover employees on military leave. The Commission has decided that employees must be actively on the job the day the order is issued to be eligible for merit status.

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Lower Requirements For Engineers

The Civil Service Commission will modify qualifications for engineer exams in an effort to supply the demand of defense agencies. New engineer tests, with relaxed requirements, soon will be announced by the Commission. The LEADER has exclusively learned. Engineer jobs affected by the change in policy pay from \$2,600 to \$5,600.

Meantime, the Commission has ordered Engineer Examiner E. J. Stocking to get a campaign underway to round up engineers. The radio, press, billboards, and other advertising means will be used to lure engineers into the Federal service. The Commission plans to send its officials to engineering colleges in the hopes of signing up senior students who will graduate this year. These senior students can be given provisional appointments.

Engineers on Jr. List

All available junior engineers who passed the junior professional assistant test have been certified for jobs. Some of the jobs haven't opened up yet but they soon will. Engineers the Government particularly needs are ordnance men, aeronautical engineers, machine tool designers, diesel engine designers, heating, ventilating and refrigeration engineers. The Commission has an oversupply of only one kind of engineer—that's chemical engineers.

Why They're Turned Down

The Leader would like to explain that the Commission now turns down 16 per cent of the eligibles for defense jobs. Any doubt as to a person's character is resolved in favor of the Government. That's why the mortality rate is so high. For that reason it's entirely possible that your name may be on a register and still you may be looking for a job.

Fingerprinting Begins

Beginning March 19, competitors in assembled tests are being required to be fingerprinted in exam rooms.

Figures

Talk about numbers! Since June, 1940, the U. S. Civil Service Commission has placed 308,000 persons in defense jobs. Of these, more than 296,000 were placed outside Washington, D. C. The Commission now has more than 160 special representatives on duty, recruiting skilled and professional workers.

Lend-Lease Bill And Civil Service

The lend-lease bill is passed and \$10,000,000 has been appropriated for administrative expense to carry out the historic act. That sum is sufficient to hire upwards of 20,000 additional Federal employees.

The new employees will have to be hired in the existing defense agencies such as War, Navy, Office of Emergency Management, Office of Production Management, Civil Service Commission, and several others. The new workers must be chosen either from Civil Service rolls or have the approval of the Commission.

If the Commission isn't able to supply the kind of employees wanted nowadays, the departments are permitted to hire the talent in open markets and the Commission merely approves it.

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Vets Query Congress on New Plans

The Veterans Civil Service League, composed of more than 1,500 veterans on Civil Service lists, has sent out a questionnaire to its members, seeking information as to their fitness in the national defense program. This was announced by Commander A. Edward Allees at the League's headquarters, 11 Park Place, New York City.

At the same time, the League has announced through its Law Committee that a letter has been sent to members of Congress seeking to ascertain their attitude concerning proposed legislation at this session which would have for its purpose the clarification of existing rules with regard to veterans in Civil Service and the enactment of a law compelling the U. S. Commission to make eligible lists public.

Hornell, N. Y., Spot For U. S. Tests

Residents of Hornell and surrounding communities in the northwest of the State will no longer have to travel to compete in examinations of the United States Civil Service Commission. According to an announcement recently by James E. Rossell, manager of the second district, Hornell is henceforth a general examining point.

Navy Yard Apprentices Asked to Join Group

Eligibles who have received high marks on the Navy Yard Apprentice test, particularly those who received 100 percent and have not been appointed, are urged to write to H. C., care of The LEADER, 97 Duane St., New York, N. Y.

FIREMAN

The mental test is expected to be held in June or July of 1941. Those who pass the mental should be called for the physical in October or November of this year. Both of these tests are expected to be severe and few persons, regardless of their education and physical condition, can hope to attain a high place on the eligible list without specialized training. Not one man in 100 can hope to attain 80% in the physical examination unless he trains for months in a well-equipped gymnasium under the guidance of experienced instructors.

INVITATION We invite any citizen between the ages of 18 and 29 to call at any hour, day or evening, to be examined without obligation by our physician, attend a mental class and observe the physical classes in session.

If, after the medical examination, an applicant is found fit, he may take advantage of our course, classes for which meet three times weekly at any hour of the day or evening, to suit the convenience of the student. Over 80% of the officers and firemen now in the department are graduates of this Institute. Young men who are interested should inquire of any fireman or policeman as to our reputation and success in training applicants for this position.

PATROLMAN

The present list for Patrolman should be exhausted early in 1942. Therefore, the examination should be held early in the Fall of 1941. Since the Patrolman and Fireman examinations are somewhat similar, we suggest that you take advantage of the combination course and prepare for both tests (if you are at least 5 ft. 8 in. in height), at a reduced combination fee.

STATE COURT ATTENDANT

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This examination is expected to be held in May. Age limits, 21 to 45. Classes form Tuesday, March 25, at 1:15, 6:15 and 8:30 p.m. Tuesdays and Thursdays thereafter at same hours. Anyone interested is invited to attend a class session without obligation.

Examinations Expected in Near Future

MOTOR VEHICLE LICENSE EXAMINER: Class forms Tues., Mar. 25, 8:30 P.M.

ASST. MOTOR VEHICLE INSPECTOR: Class forms Tues., Mar. 25 at 8:30 p.m.

ASST. FOREMAN (Sanitation) Class forms Thur., Mar. 27, at 1 p.m. and 8 p.m.

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BOOKKEEPER, GR. 1, PROM.: Tues. and Fri., at 6:15 P.M.

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CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

Date Set for Court Attendant Test

It's to Be on Saturday, May 10

(Exclusive)

The test for Court Attendant, to fill positions in New York City's county courts, in the Supreme Court, First and Second Judicial Districts, and in the Appellate Division, First and Second Departments, will be held on Saturday, May 10. No other exams are to be given by the State Civil Service Commission on that day, and applications should be available within the next week or so. When ready, they will be at the New York City office of the Commission, at 80 Centre Street, and by mail at the Examinations Division of the Commission at Albany.

As has been exclusively revealed

in The LEADER, 21 is the minimum age limit. For the county criminal courts, 40 is the maximum age, but this is stepped up to 45 for the others. In addition, candidates must measure five foot seven or above and weigh at least 140 pounds. To be eligible for the criminal court jobs, eligibles will have to pass a special strength and agility test. Both men and women are eligible.

Experience

These are the experience requirements to meet:

Either (a) three years' experience in court work in courts located within New York State; or (b) three years' experience as a law clerk; or (c) three years' experience as a public law enforcement officer; or (d) graduation from a recognized law school or admission to the bar of

New York State; or (e) a satisfactory equivalent combination of these experience and educational requirements.

Since the Second Department Appellate Division serves Nassau, Suffolk, Westchester, Putnam, Dutchess, Orange and Rockland counties, residents of these counties will be able to qualify for the test, and eligible for appointment in this court. These jobs call for \$2,000, while the other Court Attendant posts list at \$2,500-\$3,000.

New Series

The State Civil Service Commission will hold another series within the next two months, probably on Saturday, May 24. The only definite title in the series is Pharmacist, which was removed at the last minute from the March 1st series.

News About State Lists

Four Lists—Director of Women in Industry and Minimum Wage, Assistant Director, Photostat Operator in Kings County Recorder's Office, Senior Laboratory Technician—will be established within the next few weeks by the State Civil Service Commission. The top 15 on the Photostat Operator list have already taken a practical test. Here are additional news items on other coming lists:

Prison Guard—The list is ready but it will take the Commission several weeks to place the names on cards. Then two weeks must elapse while top eligibles are notified of the qualifying physical test. These exams will take another three weeks or so. The list won't be out, then, until some time in May or early June.

State Trooper—Painting the offices

of the Division of State Police has halted the medical tests for a few weeks. Candidates who passed the written have been notified to report for the medical down to Q-R-S (first initial of their last name).

Other Items

Here are some miscellaneous items of news to those on State lists:

Assistant Steam and Electrical Operating Engineer—15 appointments have already been made, and the list is moving quickly.

Safety Service Inspector, State Insurance Fund—10 provisionals were listed on the register, and four appointments have already been made. Nos. 2, 4, and 10 have been appointed at \$1,770, and No. 15 at \$1,520. All in New York City.

Assistant Employment Interviewer—The Commission has recently been certifying names from the top of the list, giving those who previously had refused employment of one kind or another an opportunity to change their minds. The list expires December 8, 1941.

Study Questions—Court Attendant

These Will Help You on the Coming Test

Below are the first 25 questions in the practical part of the 1931 examination for Court Attendant. These will give prospective candidates for the coming test, to be held May 10, for positions in the Appellate Division, Supreme Court, and criminal courts in New York City and vicinity, some idea of the kind of questions to expect.

1. What paper is served by an attorney upon an opponent so as to place a case on calendar for trial?
2. What paper is served on the clerk of the court to have a case placed on the calendar for trial?
3. What paper is served on the opposing counsel to have certain books or papers at a trial?
4. What is the name of a paper containing a sworn statement?
5. If a party is required to set forth facts to show a meritorious defense, what does he prepare?
6. Who appoints a notary public in New York State?
7. Who appoints a commissioner of deeds in New York City?
8. What notice is filed when an

action is commenced in the Supreme Court affecting real property?

9. If an application is made for the trial of an action in another county when such action is pending in New York County, what is the application called?
10. If a witness is examined outside of the State under an order of the court and on notice to counsel, what is such examination called?
11. If labor or materials are furnished to a new building and are not paid for, what may the creditors file?
12. If personal property is sold on time payment, what paper is usually given to secure such payment?
13. What county official is also clerk of the Supreme Court?
14. Name three pleadings in a negligence action in the Supreme Court.
15. If a debtor gives all his property to another so that it may be distributed among his creditors, what is this proceeding called?
16. What is the name of the proceeding to examine a judgment debtor after the execution has been returned?

17. What is the name of the application made by the court for a written command to be granted by the court?
18. What papers are customarily used in making such application?
19. If such action is contested, what is it called?
20. In what part of the Supreme Court is such contest heard?
21. If such application can be made without notice, what is it called?
22. In what part of the Supreme Court is such application filed?
23. If a negligence action is brought on behalf of an infant under 14 years of age, in whose name is such action brought?
24. When the city desires to take land for city purposes, what is the name of the proceeding?
25. If a person is believed to be unlawfully detained, what proceeding is taken to bring him before the court?

Answers to the questions, along with further samples from the previous test, will appear in next week's LEADER.

Future State Tests

The State law says that titles of open competitive lists required by departments and institutions must be publicly announced for 15 days before the State Civil Service Commission takes action. During this period employees who believe there is a field for promotion to the title are urged to communicate with the State Commission. The following titles are now being advertised (the date denotes when the 15 days are up):

March 25—Health Department, Division of Laboratory and Research—Associate Diagnostic Pathologist.

March 26—Department of Audit

and Control—Court and Trust Fund Examiner.

March 28—Onondaga County Public Works Commission—Assistant Operator.

March 28—Ulster County Court—Probation Officer.

March 29—State Institution for the Study of Malignant Diseases, Buffalo—X-Ray Assistant (Therapy).

Bill Would Benefit Vets

War veterans serving 20 years in New York City's Civil Service, or incapacitated in the line of duty, would be given pensions amounting to half the highest salary they made while in the service, in the terms of a bill introduced this week by Senator Phelps Phelps and Assemblyman Louis DeSalvo.

Mental Hygiene Notes

By JOHN F. MONTGOMERY

Double Time

John C. O'Brien, president of the Association chapter at Wassaic State School, has just been reelected treasurer of the Amenia Fire Company... At a meeting last week, the Association voted to establish a Federal Credit Union. Charles Kearsey, Emerson Paye and Thomas Ahearn are a committee to make necessary arrangements, while George Bowles is temporary treasurer... William C. Mitchell, formerly from Manhattan State, has just assumed the duties of chief engineer... Other recent arrivals: James McFarland, Edna Burgess, Matilda Leinpinsel, Luella Young, Robert Dering... Resignations include Percy Wheeler, William L. Robert, Marilyn Doolittle... In the army now: Linwood C. Baur, Stephen Keseg, Joseph Kearsey, Stanley Bator, Gaylaid Wing.

quest that the appointment be made in seven days or less.

Military Service

Persons whose names appear on open competitive lists and who are in the federal military, naval, or marine service, and who by reason thereof shall be unable to accept appointments made from names appearing upon such lists, will have their names continued and placed on separate eligible lists. Names from such separate eligible lists will be certified for appointment at such times as such military service shall cease, before certification is made from any subsequent lists. The special eligible list shall continue for a period of one year from the date of the honorable discharge from military service of names of persons appearing on such lists. Such persons should notify immediately their District Representative of the State Department of Civil Service at the time of entering and of discharge from military service.

Alcoholics

Alcoholism is the cause of 10 percent of all admissions into the country's mental hospitals, according to a recent survey. This was the explanation: "We have more deaths from alcohol for the same reason that we have more deaths from automobile accidents. American people have more leisure time to drink and more money to buy alcohol than any other people in the world."

Progress of the List

In zone 1, questionnaires have gone out to eligible number 8,341. Outside of New York City, certificates for the men have gone to 6,389, to 5,864 among the women. Among the men, number 5,228 is the latest man appointed, and 5,388 the latest woman.

Among the four New York City institutions—Manhattan State, Brooklyn State, Creedmoor State, and New York Psychiatric—3,207 is the last certification among the men, and 976 among the women. The latest man appointed was 2,780, while 813 was the latest woman chosen.

665 questionnaires have been sent out in zone 1, down to 8,212 among the men and 2,867 among the women. 78 men have been certified, 7,280 the last; 42 women have been certified, 2,074 the last. A total of 58 men have been appointed, 6,727 the last; 34 women have been appointed, 1,979 the last.

In zone 2, 74 permanent and one temporary appointment have been completed. Last number permanently appointed is 3,122 (410 in the zone). A total of 166 certifications have been made, down to 3,090 (521 in the zone). Questionnaires have gone to 4,641 (642 in the zone) among the men, and to 3,192 (424 in the zone) among the women. 35 certifications are still outstanding.

Depopulation

We hear a lot about the constant stream of new patients entering State institutions. Last year, the department's annual report shows, 3,158 patients were discharged, 2,243 left as much improved, and 1,573 as improved.

For Attendant Eligibles

Here are some further excerpts from the memorandum prepared by the State Department of Civil Service for the information of Hospital Attendant eligibles:

What the Questionnaires Are For

When a vacancy occurs at one of the hospitals in your zone, the hospital asks the District Civil Service Office to send an eligible. The highest eligible on the list who is willing to work at that hospital is directed to report. But, the appointing officer can request a man or a woman. If necessary to carry on the work of the hospital properly, he may re-

Referee Suit Answer

Attorney General Studies Case; DPUI List News

While the Attorney General's office prepares an answer to the suit brought by lawyer-candidate Benjamin Firshein to cancel the recent Unemployment Insurance Referee test, officials of the State Civil Service Commission contemplate no delay in their plans to mark the papers. They will stop ratings, to be used on a readjusted marking scale now being discussed, only if the court so orders.

The case comes for hearing Friday in Albany Supreme Court. Firshein

bases his suit on charges that insufficient time was allowed, some questions were irrelevant, and that physical surroundings were poor.

Should the court cancel the test, it will be the second time that this has been the fate of a test for this title. A previous test given March 25, 1939, was held up, then cancelled when the Court of Appeals ruled that all lawyers with five years' experience be admitted without meeting further requirements. The test under fire by Firshein resulted.

Other DPUI Lists

Here are other late items on coming DPUI lists:

Junior Economist—The papers still haven't been returned from the outside examiner. The date of the establishment of the list will of course depend on how many pass. Several months is the minimum.

Payroll Examiner—Experience on three-fourths of the candidates has been marked. The list should be out in about six weeks.

Promotion to Senior Payroll Examiner—Will be out in about three weeks.

Employment Interviewer—Experience interviews will begin towards the end of April. They'll start in New York City.

Residence Bill Moves Forward

The Halpern-Wagner bill, to ease local residence restrictions for Civil Service jobs in the cases of State employees and of men and women working in national defense industries, moved ahead in the State Legislature last week.

In the Senate, the defense twist to the measure brought it into the Defense Committee after it had been reported out in the Civil Service Committee. It is expected to be passed by the upper house this week. In the Assembly, the bill went to the Rules Committee.

The bill was introduced by Senator Halpern and Assemblyman Wagner after an editorial in The LEADER had urged it. A bill giving similar protection only to State employees was passed by the Assembly last year but didn't make its way through the Senate.

Compromise on Draftee Pay

A final solution to the differential dilemma appears crystallizing in the State Legislature, with all factions reported agreed on the Page-Ostertag bill to give drafted employees of State, city, county, and local jurisdictions the equivalent of one month's salary. The bonus is to take the place of accumulated vacation or sick leave when available.

The 10-page measure, introduced in the Assembly late Thursday and in the Senate on Friday, is expected to pass without serious opposition within the next week or two, and will wind up the session.

Also protected by the proposed legislation are such rights of drafted public employees as seniority, pensions, increments, and service ratings. Reemployment lists are to be established for employees whose jobs have been abolished while they were

away. Eligibles may be appointed while in service, at the discretion of the department, and substitutes will take their place until they return.

Repeals, Reintroduces

Another bill introduced at the same time repeals section 245 of the Military Law, that dealing with National Guardsmen who are drafted from public jobs. It then reintroduces the section so that its provisions are strengthened. This section guarantees drafted guardsmen both military and civil pay for the first 30 days of service, and the difference between the two for the remainder of the period.

This section was recently declared unconstitutional by a lower court, and will soon come before the Court of Appeals for final ruling. Meanwhile the State has stopped checks to its drafted guardsmen, and New York City will probably do the same thing at the next payroll period.

Civil Service LEADER

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MEMBER, AUDIT BUREAU OF CIRCULATIONS



Tuesday, March 25, 1941

Budget-Making Time

THIS is budget-making time and even as this is written Fiorello is running his hands through his hair wondering how he can save a dollar here and a million there.

We hope the Mayor keeps in mind a few important objectives:

- No salary cuts—of course.
- No moratorium on promotions.
- No positions abolished.

A per annum status for gardeners, assistant gardeners, and auto enginemen in the Department of Parks.

No reduction in the quotas for the Police and Fire Departments. Authorization for the filling of present vacancies.

It is most necessary, in the present state of national affairs, to maintain a city personnel which functions smoothly and with high morale. These are ends not attainable by reducing budgets.

Why Hurt the Nurses?

WHICH leads us to say, while we're under the subject, that the Civil Service Commission with extreme unwisdom reclassified the public health nursing service so that the salaries are, in effect, cut. It's hard enough to have a budget director doing it. What's the necessity for the Civil Service Commission sticking its knife into the pie?

Tribute to Sanitation Eligibles

PROOF of the quality of men on the sanitation eligible list comes in every day. Latest project of the Sanitation Eligibles Association is a little pamphlet, soon to be published, which will give department heads a concise picture of the kind of men on the list. That's something new under the sun—for an eligibles association. It follows upon their other recent projects: (1) setting up a variety of athletic teams; (2) surveying all the attainments of the eligibles for various appropriate jobs; (3) organizing their efforts for placement in a modern manner.

The sanitation eligibles have got what it takes. There's no doubt about it!

Tribute to Sanitation Men

ON Tuesday, March 25, there begins something memorable in the entire history of Sanitation: a training course which makes a career out of the science of keeping a metropolis clean. That 2,300 men have voluntarily chosen to attend the course in order to improve themselves, is a tribute to the kind of men which New York City has in its service. A special word of commendation goes to Harry Langdon, for his part in this project.

NEXT WEEK

The Federal Pension System
Your Questions Answered

Public Health Nurses
Duties and Qualifications

Merit Men



"PEOPLE MEETING JOHN J. CRONIN for the first time are usually surprised to see a small, mild and soft-voiced man. His many titles (in the American Legion) usually suggest one tall, husky and white-haired. But while many of us are content to sit back and wait for life to deal us what it may... Johnny goes out and gets what he wants..."

That's the description of a veteran Merit Man by those who know him best—his companions and friends in the American Legion. It appeared in the March issue of the Bull Pen, monthly publication of 40 Hommes et 8 Chevas, Voiture Local No. 7.

Cronin's the man in charge of all correspondence for the Borough President of Manhattan's office. The job, he says, keeps him "on his toes" since he has to answer a hundred and one requests for information about the work, powers, jurisdiction and so forth of the Borough Prexy's Office.

A good Irishman, Cronin joined the Army the last time this country got into a tangle with Germany. He saw plenty of action as a sergeant with Company K, 27th Division, notably the battle of the Hindenburg line, and his company of 250-odd men lost 190 in killed and wounded. He came out unscathed, but not without close calls. One morning he stepped out of a crowded dugout, walked a couple of hundred feet and turned to see it blown up and every man killed.

Some veterans like to forget the war. John Cronin can't, for it's still a very real thing. In recent months he has headed the Legion's repatriation program for American veterans

returning from France, where they've lived since the last war.

Cronin was born on Henry Street in the lower East Side, still lives within two blocks of his birthplace. He started his Civil Service career as an office boy in the Health Department in 1908. He's been in ever since, except for the war years. After the war, he organized the Legion Post in the Borough President's Office, later became its commander. He was county commander in 1933-34. Today he continues to hold many high ranking offices in the Legion on local and national committees. As one of his associates said recently: "He will drop anything he is doing to help a fellow legionnaire..." That's about right.

ADVOCATE of the rights of Civil Service employees, inventor, attorney, technician, is industrious Morris Berman, assistant engineer in the Department of Buildings and Housing. For the past two years, as provisional chairman of the Conference on Civil Service Legislation, Mr. Berman has been conducting open



forums attended by leaders in government, education, law and civic improvement organizations. A staunch believer in the democratic system, Berman advocates free, sincere discussion by leaders of both sides of legislation affecting civil employees.

Ever since he was appointed to his first civil service position, as Grade 3 structural draftsman in the Board of Transportation in 1927, Berman has been battling for democracy in Civil Service. City employees, he says, hear all, see all, but are afraid to (Continued on Page 14)

Don't Repeat This!



SIDNEY SEARLES, main subject of the Civil Service Commission's ire, has been selected by Emil Ellis to conduct the one-man hearings on the Commission's personnel. Rumors have PBA chief Joe Burkard offered a lucrative civilian job... Important liberals who have been leading the fight against proposed newspaper censorship will be asked to serve on the censorship board should it become a reality... Less than one-fifth of all exams conducted by the U. S. Commission are written... DPUI employees will man the two Bronx offices to substitute for the "slave marts"... Commissioner Carey returns to South America this week.

Defense Notes

Revolvers carried for the first time by M.P.'s on military duty in the armories are big, dangerous-looking weapons, but they aren't loaded. The idea is to get the boys used to them. You have to be at least a sergeant to carry a loaded gun... Dean Alfange, who's Greek by origin, made his best showing in three Italian districts in his losing Congressional battle against Joe Baldwin. Which proves that Americans don't vote according to the European lineup... Working hours of federal employees in Washington are being staggered in an effort to curb the traffic problem brought on by the defense rush.

Dictionary

All-time low in Civil Service descriptions: "A certified check is one thing; a certified worker is another." You'll find it on page 198 of a well-known book on Civil Service... Candidates on the recent Binghamton Fireman test are squawking that the marking was unfair...

letters

The Way to 5-Day Week?

Sirs: Your success in campaigning for a Transfer Bureau in the Municipal Civil Service Commission has given me the idea of asking you to consider advocating another progressive civil service step.

The object is to secure a five-day week by the employee consenting to a deduction of a day's pay each week.

There are many employees who would be willing to pay this figure for the rest and improvement in health it would bring. Suitable eligible lists could be used. The city would save sizeable sums. The eligibles would receive a day's training each week for a prospective position. A department head could elect to receive the number of one-day employees consistent with proper administration.

JAMES P. MARTIN.

Welfare Cleaners Object to Conditions

Sirs: Knowing that your paper has supported all legitimate grievances of all groups, we are submitting the following for your complaint column, which we hope you will publish in this week's issue of The LEADER. Speaking in behalf of per diem Welfare Department Cleaners, we wish to state that we have been and still are being discriminated against by the Welfare Department for the past year. The following are some of the rea-

sons on which we base our facts:

1. We are the only Civil Service Employees in the Welfare Department paid on a per diem basis.
2. We are denied sick leave, full day's pay for Saturdays, and many other rights enjoyed by the other 99% of the staff.
3. We are the only per diem cleaners in the city service, and practically the only cleaners receiving less than \$1,200 per annum.

Because of the above, many of the per diem cleaners (about 1-6 of the staff) have resigned to accept similar

jobs in other departments paying \$1,200 or more per annum, thereby working an unjust hardship on the remaining cleaners, as the Welfare Department hasn't made any replacements during the past year.

All these resignations would never have occurred if the department granted the per diem cleaners a per annum status with a \$1,200 minimum which we have been seeking for the past year.

HYMAN GOLDMAN.
WILLIAM P. INMAN.
Per diem Welfare Cleaners.

A Petition to the Mayor On the 11-Squad Chart for Cops

Dear Mr. Mayor: As a member of New York City's Police Force, I feel that the 11-squad chart, which would give us a 48-hour swing each week, will improve the morale and efficiency of the men. I urge that you, as Chief Executive of the city, get behind the 11-squad plan and help us to gain the decent working hours which it provides.

Name.....

Precinct.....

Home Address.....

[Please send this coupon to the Civil Service Leader, 97 Duane St., N. Y. C. It will then be forwarded to Mayor LaGuardia.]

POLICE CALLS

By BURNETT MURPHEY

Vacancies Pile Up

On April 1 the present pension setup for New York cops will be one year old and men who had the required number of years' service when the system was inaugurated will be entitled to an additional annual pension of \$50. There have been predictions among officials that after April 1 a fairly large number of men may elect to retire. If any considerable number do, the number of vacancies in the Department will climb over 700.

In spite of the constantly increasing number of vacancies there is nothing to indicate that Mayor LaGuardia will authorize appointments any time in the near future.

It seems to this department extremely unwise on the Mayor's part to allow these vacancies to pile up.

Vogel Attacks "Ruthless, Cold-Blooded" Slayer

The rules committee of the City Council last week received Councilman Edward Vogel's resolution to grant a \$5,000 reward to anyone other than a law enforcement officer who supplies information leading to the arrest and conviction of the slayers of Patrolman Leon Fox.

In submitting the resolution, Councilman Vogel declared: "The menacing madness displayed by the ruthless, cold-blooded execution of Patrolman Leon Fox must be stamped out immediately. Patrolman Fox, without a chance of defending himself, was shot down while protecting the manager of the Loew's Coney Island Theatre who was transferring \$700 in receipts to a nearby bank. So long as these 'mad dogs' remain at large, the well-being of our society is under constant threat.

"We can't allow this homicide to encourage other criminals to believe that such men can get away with it. I would have every resident of the City working with the Police force to prove that the perpetrators of such crimes will receive quick and adequate punishment through the competent mechanism of our law enforcement agencies."

Communion

The St. George Association of the Police Department will hold its fourth annual Communion and Breakfast on Sunday, May 4. A parade beginning at 7:45 will start at Fifth Ave. and 61st St. and proceed to St. Thomas Church on 53rd St. for Communion. Breakfast will follow at the Hotel Astor.

Two Filing Days for Sergeant Exam

Patrolmen may still file today and tomorrow (Tuesday and Wednesday, March 25 and 26) for the promotion test to Sergeant. The Municipal Civil Service Commission re-opened the filing period Monday for three days to enable some 300 to 400 men who were late in filing a chance to get their applications in.

Meantime, the Commission's examiners are making preliminary plans for the holding of the test, scheduled tentatively for Sunday, June 15. They are trying to find schools in which to hold the exam. There is also the problem of whether to hold the test in one or two sessions. No decision has yet been made on this matter.

American Legion Post Entertainment

Richmond County Police Post 1173, American Legion, will hold its annual entertainment and reception in the George Cromwell Center, Pier 6, Tompkinsville, S. I., on April 19.

Holy Name Communion

The annual Communion Breakfast of the Holy Name Society of Manhattan, Bronx and Richmond will be held March 30. Mass will be celebrated at 8 a. m. at St. Patrick's Cathedral and breakfast will follow at the Hotel Astor.

Manhattan Center Gets Legion Entertainment

Police Post 460, American Legion, will give its annual entertainment and dance at Manhattan Center, 34th St. and Eighth Ave., Manhattan, on April 16.

Committee Sees Councilman About Retirement

A committee representing eligibles on the lists for Sergeant, Lieutenant and Captain in the Police Department called on Councilman Joseph Sharkey last week to see if something could be done to speed the mandatory retirement bills which are now stuck in committee. There are two measures under consideration, one providing for mandatory retirement of all members of the force at the age of 60, the other at the age of 63.

The eligibles on the various promotion lists feel that if this legislation were passed, the resultant retirements would enable their lists to move.

Opposition to these measures, of course, comes from the older men on the force who don't want to be shoved out of their jobs until they are ready to retire.

Protection

As the Legislature nears an end, few bills of any importance to local cops are expected to pass. One that is, however, would protect members of the force from liability if they are in airplanes, riding on horses, or in motor boats when involved in an accident. Cops in other vehicles are given this protection under present laws.

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Business School Installs Bookkeeping Machine
The New York Business School has installed a new Burroughs Bookkeeping Machine No. 7800. This type of machine is used in most banking institutions and completes the school's equipment of business machines.

"WHO" a new national magazine about "people" has just hit the newsstands....It deals with people, and goes in for the pictorial type of journalism.

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Promotion to Gardener

Last day for filing was March 24. Tentative date for written is May 17. All Assistant Gardeners whose status became permanent as of May 26, 1940, were also eligible to participate in the exam, according to a ruling of the Civil Service Commission.

STUDY SERIES NO. 16

Directions: In each of the following items, four possible answers are suggested to complete each statement. On the answer sheet write the letter of the statement which is best of those suggested.

181. The method of grafting by which the scion and stock are brought into contact while both are growing on their own roots is referred to as (A) inarching (B) pollarding (C) girdling (D) scoring.

182. The number of square yards in one acre of lawn area is (A) 4,840 (B) 5,050 (C) 2,100 (D) 9,620.

183. A tree is referred to as a _____ when the main branches are cut back to the main trunk. (A) pollard (B) tarragan (C) spud (D) pomace.

184. The cost of sodding a lawn area 50 feet by 85 feet at 12c a square foot is (A) \$450 (B) \$550.50 (C) \$510 (D) \$330.

185. When deep verticle ridges are cut into the base of bulbs to hasten bulbil propagation, the process is called (A) Chinese layering (B) scoring (C) chip budding (D) veneer grafting.

186. Of the following, the one which is the number of square feet in an acre is (A) 43,560 (B) 25,000 (C) 45,600 (D) 5,280.

187. Jethead is (A) Rhodotypos (B) Halesia (C) Mockorange (D) Flowering currant.

188. A planted area is 175 feet long and 125 feet wide. The number of square yards in the area is (A) 2,641 (B) 1,896 1/2 (C) 2,430 5/9 (D) 890 2/3.

189. The process of removing the base of bulbs to accelerate propagation of bulbils is referred to as (A) scooping (B) banding (C) butting (D) sporeling.

190. The acreage of Central Park is approximately (A) 1,200 acres (B) 680 acres (C) 840 acres (D) 960 acres.

191. The invalid statement among the following is (A) Mowing of lawns should begin when the grass reaches a height of 1 1/2 inches (B) turf grasses prefer well aerated soils (C) Humulus is the hop vine (D) Japanese Yew is a broad leaf evergreen.

192. The one among the following which is false is (A) evergreens are mulched with rotted manure during winter (B) lace bugs commonly attack azaleas and rhododendrons (C) praying manthis are carnivorous insects (D) carbon disulphide to be used effectively must be applied while warm.

ANSWERS

The following are the key answers to Study Series No. 15 which appeared in last week's LEADER.

169 (b), 170 (d), 172 (c), 173 (c), 174 (b), 175 (d), 176 (c), 177 (a), 178 (d), 179 (b), 180 (b).

Think It Over

A year ago the Department requested an increase in its budget of \$2,637,173 to provide for maintenance and operation of the new facilities opened during the year. Of this increase only \$448,800 was provided. This amount was grossly inadequate to cover all of the new facilities, and it was necessary to draw men from other areas already insufficiently staffed, to provide even inadequate personnel for these new areas. As a result, not only are the new areas not being properly maintained, but the old areas are suffering increasingly from lack of proper maintenance. The present budget requested is designed to take up this slack and to provide adequate coverage for the new areas which will be opened this year.

Odd 'n' Ends

The skating rinks in the City Building at Flushing Meadow Park are showing an average daily income of about \$600. During the non-skating season it is expected that this income will be maintained by rentals for exhibitions and conventions...Don't be surprised if applications for promotion to gardener are reopened...Spring Outdoor

PARK TOPICS

By B. R. MEEHAN

Course in Flowering Shrubs is to begin Wednesday, April 9, at 11 a.m., at the Brooklyn Botanic Garden, 1000 Washington Avenue, Brooklyn. It should prove of interest to those candidates interested in the practical end of the gardener's exam... The scheduled date May 17, the day of the written part of the gardener's exam may be changed... Selective Service eligibles in the Dep't are advised to take their vacations as soon as possible... The Climber and Pruners Eligible Association will be held Thursday, March 27, at Germania Hall, 16th Street and Third Avenue, Manhattan, at 8 p.m. All eligibles are invited to attend... Vincent (call me needles) Tristano, Park Special, will be back on the job at Coney Island again this season. So law violators beware... Forty vacancies as General Mechanic in the Dep't are expected in the middle of next month to be filled after selective certification from the new list for Maintainer's Helper, Group B. The jobs are temporary and will last from about April 15 to September 30. General Mechanics in the Dep't receive \$7 a day, compared with 60-62 1/2 cents a hour for Main-

tainer's Helper, Group B... Within the last few weeks many letters have been received con and pro regarding the so-called "straw boss" system. They could not be published either because they were too lengthy or did not contain the name and address of sender. In sending letters of this type for publication kindly limit letter to one hundred words. The writer's name and address will be kept in the strictest of confidence... The yearly call for seasonal temps will begin within the next few days... Has there been suggestion made concerning in-service training courses in conjunction with the gardener promotion exam?... The new Park Special Badges are the tops... Inspection is to be held next month... The Five Boro Permanent Ass't Gardener's Association will hold their regular monthly meeting April 1, at the City Court House, 52 Chambers Street, Manhattan, at 8:30 p.m. All Assistant Gardeners have been urged to attend since there will be read important information from the newly formed committee which was elected to represent the organization on matters affecting the organization's interest.

Welfare Vet Problem Settled?

Supreme Court Justice Louis A. Valente, who recently vigorously attacked the LaGuardia administration for retaining veterans in Welfare Department positions despite existence of eligible lists, was asked to finish the job last Saturday. H. Elliot Kaplan, attorney for Richard Welling, taxpayer-complainant in the suit, submitted an order to Valente to end the employment of the veterans. Action by Valente is expected within the week.

The order, directed against the Municipal Civil Service Commission, Comptroller McGoldrick, City Treasurer Portfolio, and other city officials, would stop the payroll of

115 Veteran Relief Investigators, Social Investigators, and others occupying similar positions who have not been selected in accordance with Civil Service law. It would also prohibit further employment and payment of such persons. The action of the Board of Estimate on August 16 last, changing the title of the veteran relief jobs from Social Investigator to Veteran Relief Investigator, is declared illegal and void.

Meanwhile, signing of the order is not expected to end legal action on the matter, as rumor has the city appealing the decision.

This latest legal action will be discussed Tuesday night, March 25, by the Social Investigator Eligibles Association at 3 Beekman Street, New York City, at 7:30 o'clock. Other items on the agenda are election of new officers and discussion of appointment chances.

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Question, Please?

by H. ELIOT KAPLAN
CONTRIBUTING EDITOR

This Department of Information is conducted as a free LEADER service for Civil Service employees, for eligibles, for all who desire to enter the Service. Address your questions to Question, Please?, The Civil Service Leader, 97 Duane Street, New York City. If space does not allow printing your answer, you will receive a reply by mail. Therefore, enclose stamped, self-addressed envelope. Questions for this column receive thorough analysis by a well-known Civil Service authority.

Incomplete Probation

J. J. L.: Inasmuch as you never completed your probationary appointment before you resigned from your position of postal clerk you do not have the privilege of reinstatement at this late date. You might inquire of the Commission (N. Y. district—Federal) whether your name was replaced on the original eligible list for further certification at a future period when you left the service and whether your name now still appears thereon. It probably does not if you did not make application therefor when you resigned in 1937.

How to Lose Promotion Rights

W. N. P.: An eligible on a state promotion list loses his right to promotion if he leaves the department or division to accept appointment or assignment in another department or division, according to the practice of the state civil service commission.

Salary Adjustment

J. L. L.: An employee serving in one hospital or institution of the city and paid a salary with maintenance, may be transferred or assigned to another locality or institution with or without maintenance. The "adjustment" in salary or wages is left to the department's discretion subject to approval of the budget director.

Selective Certification

J. K.:—The Municipal Civil Service Commission uses a process of selective certification on certain lists, but it cannot use this method on a grade 1 list to fill a grade 2 position. In other words, the new Type-Copyist, Grade 1 list cannot be examined by selective certification to fill positions as Stenotypist, Grade 2.

Fire Chief Exam Pending

H. G.:—An examination for Fire Chief, the top position in the Fire Department, was ordered by the Municipal Civil Service Commission nearly a year ago, but nothing more has happened concerning it. According to some legal experts the position of Fire Chief is vacant, though John J. McElligott remains as Commissioner. He resigned both positions last year and retired himself on a pension amounting to full pay of \$11,000 a year.

Budget Director Must Approve

L. F.:—While the Budget Director's approval of such matters as the reclassification of jobs and the holding of examinations is not technically necessary before the Municipal Civil Service Commission can proceed with them, this

policy has been followed on the Mayor's orders for more than a year.

Promotion in Federal Service

Y. M.:—In the federal service promotions are not made strictly by examination, and such exams as are held are qualifying rather than competitive. The heads of departments are granted much more authority in promotion employees than are officials of the state and city services.

Right of Appeal

H. G.:—While it may seem desirable on the surface for Civil Service employees to have the right to be represented by counsel and appeal to the courts in case of dismissal, such a system might not work out as well as expected. Veterans now have the right of court review if they are dismissed, but experience shows that only a very small percentage of veterans who appeal their dismissals are ever successful in obtaining reinstatement.

The truth is that if a department simply wants to get rid of an employee, it is generally able to build up such a case against him that even the courts won't throw it out. Figure it out yourself. Think how many rules and regulations there are in each department and how many the average person unintentionally violates.

The problem of appeals from dismissals is, however, a very real one. There are a number of alternate proposals which probably would work better than court review. One of these would be to set up an appeals board which would have the right to review dismissal cases and to make final decisions on reinstatement. Another would be to give the State Civil Service Commission the right to make final determination.

A number of leading Civil Service organizations are attempting to work out some method that would be mutually acceptable to administration and employees.

Why Is Labor Reclassification Held Up?

R. T.:—The proposed reclassification of the majority of labor jobs in the New York City service into the competitive class has been under consideration by the Budget Director for nearly two months. There is little likelihood that there will be any new development on this for some time to come.

It's a question of whether laborers given competitive status would gain the right to increments. The Budget Director probably feels the city can't afford this additional expense. However, in its proposed reclassification, the Civil Service

Commission has set minimum and maximum salaries for each grade and in each case they are the same. Whether or not this device would prevent laborers from getting increments is a matter the courts would have to decide. When and if the reclassification is ever approved, a court action to compel the city to pay increments to laborers undoubtedly would be started.

Certification Doesn't Mean Appointment

W. E.:—If you received a letter from the U. S. Civil Service Commission informing you your name has been certified for a position, it would indicate that your name was on an eligible register for appointment. Often more names are certified than the actual number of vacancies, because some eligibles may decline the job, or for some other reason be unavailable. The Commission certifies enough names to give the department head a choice of one in three of the people sent to him. You should not mistake a request for information as to your availability with an actual offer of an appointment. They are quite different. In any event you should not quit your job in private industry until actually given a federal position.

Commissions Probe All Statements

E. K.:—Each of the various Civil Service commissions makes a thorough investigation of all the statements made by an applicant for a government job. If you have been dismissed from a job in private industry, this does not mean that you will be disqualified from a Civil Service position. The commissions will carefully consider your explanation of your dismissal and will act accordingly. The general policy of the commissions is to give applicants every possible break as far as their previous records are concerned.

Salaries of City Attendants by the Day

A. M.:—The salaries of city attendants working on a per diem basis are fixed in the budget from year to year and they can be, unfortunately, arbitrarily reduced. Per diem employees are not entitled to increments under the McCarthy Law.

After Appointment

O. Z.:—Once you have been certified and offered an appointment to a position, you cannot have the date of acceptance postponed. Of course, the department will allow you a reasonable time to settle your affairs before starting a new job, but the time allowed is a matter of discretion on the department's part.

ciation: "Problems of Mechanics and Procedure."

American Public Welfare Association: "Public Welfare District Office."

Hamilton, Gordon: "Theory and Practice of Social Case Work" (Columbia University Press).

White, R. C.: "Administration of Public Welfare" (American Book Co.).

Atwater, Pierce: "Problems of Administration in Social Work" (University of Minnesota Press).

Brown, Joseph: "Public Relief, 1929-39" (Henry Holt & Co.).

Street, Elwood: "Public Welfare Administration" (McGraw-Hill).

Strode, Josephine: "Introduction to Social Case Work" (Harpers).

Family Welfare Ass'n.: "Teaching Social Case Work."

Family Welfare Ass'n.: "Cultural Problems in Social Case Work."

Family Welfare Ass'n.: "Co-operative Case Work."

Family Welfare Ass'n.: "Development of Staff Through Supervision."

Postal News

By DONALD MacDOUGAL

Clerk-Carrier Lists Extended

The U. S. Civil Service Commission has ordered its district managers to extend indefinitely the clerk-carrier registers. The Commission realizes that a new test should be given, but it doesn't have the facilities to do it now. Defense comes at the top of the list in Washington today. Post offices are reporting a large number of eligibles on registers refuse to accept appointments. Little wonder—the registers are about six years old, and a great many of the eligibles have other jobs.

Retirement Bill

Hearings on the Longevity bill will be held in Washington on Thursday, April 3. The Joint Conference advises postal employees to bombard their representatives with letters and post cards supporting the bill.

Williamsburg Mutual Installs Officers

These officers were installed recently to head the Williamsburg Mutual Benefit Association: President, Charles Lombino; first vice-president, Domenick Trimarco; second vice-president, Frank Vento; recording secretary, Louis Monarchie; financial secretary, Anthony C. Guma; treasurer, Frank Cumanio; sergeant-at-arms, Frank De Mario; trustee, Henry Tessandore.

Clerk Local Opposes Retirement Bills

Local 251, National Federation of Postal Clerks, is opposed to the three retirement plans under Congressional consideration. The bills introduced by Senator Bulow and Congressman Ramspeck call for annual salary contribution of 5%, the Reed Committee's recommendation 4½%. Each calls for compulsory retirement at 70 years of age, but places the minimum retirement at 60, three years below the current minimum age. Representatives of local 251 feel that the main purpose of these bills is to increase the employees' contributions, while providing only a small increase in benefits.

What's What in the Railway Mail Service?

"If I'm elected,..." Election time in the Railway Mail Association has rolled around again. Which means a steady barrage of petitions to be examined, signed, and passed along for others to examine, sign, and pass along... If nothing else, Association elections are truly democratic. Candidates are not selected by party "big-wigs" in smoke-filled hotel rooms, but nominated by a definite number of signatures on nominating petitions. The records, personality, ability of the candidates, and the candidates themselves are well-known to the electorate. When a vote is cast, the voter invariably knows what he is voting for, and why... Something new in campaigning is being introduced by one presidential candidate—a theatre party to "Native Son"... In the best traditions of ancient Greek democracy, there will be a meeting open to all railway postal clerks in the West Side terminal, Wednesday, March 26, at 11 a.m. Various candidates will address the meeting, and every man present will have the privilege of speaking his own mind.

Mighty Casey has struck out!... Spring is here and, among other things, it means baseball. Last year the Railway Mail team in the field carried the emblem of the Penn Terminal. This year it will represent all railway postal clerks in the metropolitan area. Can you hit like DiMaggio, field like Pee Wee Reese, or pitch like Bobby Feller? Well, even if you can't, you're welcome to try out for the team. Spring training began last Thursday with a workout in the 28th Street gym. As soon as the weather improves, the candidates will take to the Great Outdoors. Play ball!

Stray Stuff

A piece of registered mail, from the moment it is mailed until the time it is delivered, is in the custody of at least one clerk. Every time it changes hands, a receipt must be given. In short, it's safe... Fret not, dear reader, if you're out of stamps when the postoffice is closed. Just amble down to the nearest railway mail P. O. The clerk in charge will have a supply of stamps available... Some years ago there were railway post offices in trolley cars. Can you imagine the "fast" mail snarled in the traffic jams of midtown Manhattan?... In the five years that the NY State Railway Mail Postal Clerk list has been in existence, approximately the first 1,000 have been called... To assist in the transportation of the mails, use has been made of horses, dogsleds, and snow shoes as well as the more prosaic trains, airplanes, steamboats and motortrucks... However, little the various peace conferences of the last two decades contributed to peace, these conferences, did manage to reach agreements on the movement of mail... It's an ill-wind, etc.

Postal Clerks Install Officers

Third National Vice-president Herman Goldstein installed the new recently-elected officers of local 10, New York Federation of Postal Clerks, Wednesday, March 19, at Manhattan Center. The officers are: President, Bill Browne; first vice-president, Epharaim Handman; second vice-president, Max R. Schiesel; third vice-president, Otto Gottleib; fourth vice-president, Carl Leiberstein; fifth vice-president, Charles O. Maxwell. Secretary, Charles McLoughlin; financial secretary, Samuel Levitt; treasurer, Max Klarreich, and guard, Joseph Ecker.

Anti-Vandalism Drive

A contest to determine which school can best instill respect for school property among its pupils will climax an anti-vandalism drive begun last week. The prize-winning school will receive a statue of New York's typical American Boy by Harry Poole Camden. The contest is being sponsored by the Bureau for the Prevention of Juvenile Delinquency.

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Estate Research) is John Pfaffner's "Research Methods in Public Administration" (Ronald Press)... William H. Weiss Co.'s "New Garden Encyclopedia" is a handy study book for would-be Gardeners... Harpers has just published "Middle Management—the Job of the Junior Administrator," by Mary C. H. Miles... another piece of good reading (474 pages) for this test is the Final Report, U. S. Attorney General's Committee on Administrative Procedure...

The Municipal Reference Library has compiled a list of recent books useful in the preparation for the Assistant Supervisor, Social Service, Welfare Dept.

Abbott, Edith: Public Assistance—American Principles and Policies (University of Chicago Press).

American Public Welfare Association: "Association Supervisor Job in the Public Agency."

American Public Welfare Asso-

Teachers Newsweekly

Review of the Week

Sixty percent of the applicants for the \$10,000 assistant superintendent post in the New York city school system are outsiders. Candidates represent every type of educational institution, in practically every state from Maine to Colorado, New Hampshire to Arizona. The Board of Superintendents recommended complete reorganization of P. S. 37, the city's only probation school. Included in the recommendation was a proposal of lengthening the school day for delinquent boys to 6½ hours, in order to establish special club, social, art-work, and extra-curricular activities in the program. According to a survey of 600 personnel directors by Dr. Joseph E. Barmack, head of the Psychosomatic laboratory in the Psychology department of City College, students who wear glasses and smile have a better chance of landing a job than those who merely wear glasses. The survey also showed that, when photographs were submitted, prospective employers favored applicants who were seated, businesslike, behind a desk, over those who posed standing. The Joint Committee of Teachers Organizations formally requested Senator Dunnigan to furnish legislation to rid New York city

schools of all communists, nazis and fascists. Dunnigan is the author of the original resolution to investigate subversive activities in the school system, which, fused with a resolution by Assemblyman Rapp to study the methods of State aid to education, set up the headline-making Rapp-Coudert investigation committee. Incidentally, look for the increased dismissal of evening session teachers in City College as a result of this investigation. The reason: Evening session teachers are per diem employees hired on a term-to-term basis. They can be fired by the Board of Higher Education at any time, for any reason. Dr. Emil Altman, retired chief medical examiner of the Board of Education, who aroused teacher organizations, as well as individual teachers, a few years ago, by stating that there were 1,500 emotionally and mentally unbalanced teachers in the city's school system, revised his estimate in an article in the current American Mercury. Writes Dr. Altman: "...the figure is far too conservative. There are probably close to 4,500 teachers in need of psychiatric and other treatment in New York. In my judgment, at least 1,500 of these 4,500 teachers are definitely mental cases." Dr. Altman does not confine his criticism to New York's teachers. He insists the problem is nation-wide in scope. His suggestions for remedying the condition are (1) compulsory retirement at 60; (2) rotation of teachers every three years; (3) periodic health examination; (4) financial assistance; (5) more stringent, scientific and objective probationary periods.

Requirements for Adult Education Head

The Board of Education's law committee is considering the requirements submitted to them by the Board of Superintendents for the newly-created post of Director of Adult Education. The post will bring all adult education under one super-

visor, eliminating duplication of courses under different auspices and coordinating all adult educational activity. The salary for the position is set at \$7,500.

The eligibility requirements for the new title are: 1) A baccalaureate degree or its equivalent and thirty semester hours in approved graduate courses, including six semester hours of courses in supervision, administration or organization, which must be completed within three years of the issuance of the license; 2) Five years of teaching experience on an annual salary, and administrative or supervisory experience in adult education extending over not less than two years and totaling not less than 1,500 hours.

These requirements were created by the Board of Superintendents after a thorough job analysis and an exhaustive survey of the field of adult education. The Board, in establishing these regulations, recommended the repeal of the post of assistant director of evening schools.

Joint Committee Campaigns for Bills

The Joint Committee of Teachers Organizations reminded teachers throughout the city to continue their active campaign for the passage of bills benefitting them before the current session of the legislature ends. Representatives of the Joint Committee pointed out that good legislation has a peculiar way of being suddenly side-tracked and dangerous measures passed in the final hours of frenzied legislative activity.

Six measures fathered or endorsed by the Joint Committee are: 1, the bills extending full State aid to kindergartens, Ehrlich AI 133, Print 133; Coudert SI 828, Print 944; Hampton SI 589, Print 660; Coudert SI 1132, Print 1361. 2. Crews AI 798, Print 871, making maintenance of kindergartens mandatory in cities. 3. Moran AI 328, Print 329, granting full absence refunds to teachers who are ill. 4. Bannigan AI 1309, Print 1501, making teacher tenure a contractual relationship. 5. Sullivan AI 455, Print 1279, repealing the dual job law. 6. Steingut AI 1366, Print 1562, protecting the salaries, pensions, tenure and seniority of teachers who are inducted into federal military or naval service.



You and I

by May Andres Healy

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

THE Coudert Committee has exposed another set of instructors teaching in our colleges who are alleged to be communists. In the near future the committee will investigate suspects in the Elementary and High Schools of the N. Y. Public School system.

We teachers are not happy about the findings of the committee but we certainly want these individuals not only exposed but removed from our schools.

It seems now that present laws are not sufficient to rid our educational departments of such undesirable employees.

A communist party member is controlled by foreign influences and must of necessity carry out orders inimical to America. To be fair to the fine body of men and women who make up the personnel of our school system, something must be done to eliminate teachers and instructors dominated by foreign powers.

For the past couple of years unfavorable publicity has given the general public a very bad impression of our teachers. Dr. Altman's blasts, which never have been substantiated, started these attacks. We hope that his successor will come to the job with an open mind and judge the teachers by the facts, not by hysterical statements that have appeared from time to time.

We welcome the Coudert investigation but we look for a remedy. The Legislature has it in its power to provide that. I am sure that they do not intend to just expose these subversive activities without offering a cure.

When a physician is called to examine a patient he attempts to remove the cause of the illness and then prescribe a prevention for the future.

The public wants to know that those entrusted with the education of our youth are Americans teaching American ideals. No others must be tolerated.

I have no sympathy for the individual who hides behind his American citizenship to carry out the will of the treacherous dictators and totalitarian leaders.

Only one of the instructors has been suspended, all the rest are still teaching. What does the committee intend to do with the information it has? To turn it over to the heads of the school systems will not be enough—stronger laws are necessary—laws with teeth.

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Welfare Department News

By HENRY TRAVERS

Important Appointment

New Director of Public Assistance is Edward E. Rhatigan, No. 3 on the list for that job. Passed over were Dorothy Kahn, No. 1 eligible, and Margaret A. McGuire, No. 2. Henry J. Rosner becomes Assistant to the Commissioner and remains as Director of the Bureau of Finance and Statistics. Edward Sanderson takes over as Associate Director of the Bureau of Public Assistance and put in another shift as Director of the Division of Methods, Procedures, and Office Management. Vivian C. Mason becomes Director of the Division of Field Administration. Division of Consultant Services is headed by Adele R. Glogau. Charlotte Authier takes over as Assistant Director of the Division of Field Administration.

Jackson Resigns

On April 1, Hugh R. Jackson leaves as Acting First Deputy Commissioner to resume his work with the State Charities Aid Association. He had been "on loan" to the Department of Welfare.

Chitchat

Filing for the Assistant Supervisor exam ended Monday, March 24. We'll let you know shortly how many filed. If you'd like to have good study material regularly up to the time of the test, write us, and we'll see what we can do. Anna Lyons, who was dismissed from her position as social investigator, has received permission to ask for a hearing. Most over-worked division in the Department—Publicity. We've never checked on the index of marriages and birth in the Welfare Department, but we hear it's the highest in the city. Louis

Flamm, manager of the Procurement Section, Division of Building management, always passes exams. And he always passes high. But high. Currently is basking in two No. 1 spots and one No. 2 spot. Natalie Neidenberg, unit clerk in D. O. 43, will be doing the straight line on April 6 with Roby Robinson, himself formerly in the department. George L. Pilla, also in D. O. 43, makes the promises to Rose De Libertis on Easter Sunday. Jeanette Casper, clerk in the Resource Division, and her husband, Edwin L. Matthews, in Division of Building Management, thank their friends who've come to visit them. They're recuperating from that bad auto accident in the Hospital for Ruptured and Crippled. Another wedding: Frances Lipchitz, social investigator in D. O. 32, and Irving Kaplan, same job, same office. Date: March 30. Commissioner Hodson sure gets around. In recent days he addressed Baptist ministers in Harlem, Salvation Army lads and lassies, the Junior League gals, St. Vincent de Paul Society, and the Vacancy Listing Bureau of the Russell Sage Foundation. Grace E. Allen, Supervisor of Medical Social Work, will take part in the proceedings of the 14th Annual National Conference of the American Association for Social Security at the Hotel Astor, April 4. Miss Charlotte Authier, mentioned among the promotions, received a gift of a 17-jewel watch from her staff members. Gertrude Munk, medical typist in D. O. 41, took unto herself a husband early this month. And Max I. Goldman has a baby girl, pretty chubby at birth, name of Felicia.

- Marjorie Neuhof, D. O. 74.
- Rietta M. Hines, D. O. 15.
- Isidore Lazarowitz, D. O. 17.
- Medical Social Workers**
- Gertrude Landesman, D. O. 25.
- Margaret C. Woltmann, D. O. 23.
- Social Investigators**
- Ruth Friedberg, D. O. 83.
- Louis F. Oliver, D. O. 48.
- Gertrude Bennett, D. O. 34.
- Mary G. English, D. O. 66.
- Janet G. Newman, D. O. 58.
- Lina Sandomenico, NSDO.
- Gertrude Cohen, D. O. 67.
- Elizabeth Michele, D. O. 40.
- Melvina A. Turner, D. O. 32.
- Samuel J. Lloyd, D. O. 41.
- Edith V. Katz, D. O. 83.

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Complete Listing of N. Y. State Eligibles

Typist—Clerk, Department of Social Welfare

Broom County

- 1 Gosney, Madeline, 91.84
- 2 Gregory, Marg M., 91.80
- 3 Booth, Bernice E., 91.90
- 4 Jordan, H. M., 92.55
- 5 Morgan, M. F., 92.13
- 6 Brookes, Margaret H., 91.90
- 7 Webb, Ruth, 90.10
- 8 Baidow, G. V., 89.89
- 9 Osborne, E. P., 89.65
- 10 Stenson, Marion Conklin, 89.40
- 11 Hemingway, M. A., 88.33
- 12 Fay, Margaret, 88.23
- 13 Vosburgh, Hazel M., 88.20
- 14 Byrnes, Marian, 87.80
- 15 Gilfoyle, Kathryn A., 87.48
- 16 Gavilan, M. M., 87.20
- 17 Eshler, Mary, 86.10
- 18 Friberg, Mary, 86.32
- 19 Scott, E. T., 85.78
- 20 Ballard, Ruth M., 85.60
- 21 Stannard, D. J., 85.13
- 22 Ferraro, R. M., 84.20
- 23 Vogel, Daisy M., 84.20
- 24 Mikolajunas, A., 83.90
- 25 Murray, Helen A., 83.35
- 26 Covert, E. V., 83.25
- 27 Stapleton, H., 83.10
- 28 Bird, Arlene, 82.95
- 29 Ward, Cecelia R., 82.85
- 30 Wells, Anne R., 82.55
- 31 Cahwey, Julia, 81.80
- 32 Race, Martha J., 80.18
- 33 Hency, M., 78.43

Cattaraugus County

- 1 Sandburg, J. D., 93.90
- 2 Clark, Eleanor T., 87.30
- 3 Law, Leah L., 87.30
- 4 Ewanclw, Mich, 83.95
- 5 Laevvera, Nina M., 83.35
- 6 Mooney, Dolores, 82.15

Cayuga County

- 1 Bevier, Louise, 83.97
- 2 Carson, Roberta E., 82.75
- 3 Nelson, Lola, 79.63

Chemung County

- 1 Larson, Helen E., 92.30
- 2 Johnson, Esther, 92.20
- 3 Mucelgrosso, M. G., 91.60
- 4 Decker, Jeannette, 89.78
- 5 Cole, Marjorie D., 89.78
- 6 Doty, Ruth O., 89.30
- 7 O'Brien, Eileen T., 89.00
- 8 Roe, Jeannette, 87.50
- 9 Spencer, F. S., 87.34
- 10 Biggs, Mary, 85.60
- 11 Fisher, Sara K., 85.34
- 12 Wheaton, M. I., 82.25
- 13 Garabrant, B., 80.39

Columbia County

- 1 Moore, Pauline M., 93.29
- 2 Wallemire, Ruth, 86.95
- 3 Mooney, Margaret E., 85.78
- 4 Trimper, Helen E., 84.70
- 5 Holmes, Kathryn, 81.18

Dutchess County

- 1 Curtis, Alice T., 91.90
- 2 Kelly, Agnes H., 87.35
- 3 Grunt, Gladys, 87.45
- 4 Rotundo, Madeline, 92.98
- 5 Brown, Marg D., 86.85
- 6 Norton, Frances M., 92.98
- 7 Mastin, Lois S., 91.05
- 8 Santomasia, A., 85.35
- 9 Flynn, Edith R., 85.05
- 10 Moore, Marg L., 90.35
- 11 Hickey, Marion, 84.55
- 12 Steitz, Madeline, 88.60
- 13 Defelice, A., 83.90
- 14 Spencer, Alice, 88.25
- 15 Duprille, G. L., 87.75
- 16 Bell, Jennie, 86.95
- 17 Churchill, B. W., 86.08
- 18 Vanvorchis, Agnes E., 85.80
- 19 Bulman, M., 85.50
- 20 Welch, Mary H., 86.30
- 21 Farley, Edna, 85.90
- 22 Reed, Teresa E., 85.70
- 23 Flood, Helen M., 85.49
- 24 Day, Frieda M., 85.15
- 25 Phillips D., 81.95
- 26 Roesech, E. L., 81.75
- 27 Crane, Ella V., 81.50
- 28 Kirby, Cath, 81.45
- 29 Chatlos, M. V., 81.38
- 30 Brenner, A. E., 81.68
- 31 Kane, Rita P., 81.39
- 32 Bolduc, A. M., 81.27
- 33 Looze, Jean, 81.18
- 34 Grassi, Rosa, 82.05

Essex County

- 1 Lamour, Francis M., 95.55
- 2 Jacques, Adeline, 90.45
- 3 Johnson, Sally, 88.40
- 4 Crowley, Alice, 85.50
- 5 Sheild, Margaret W., 84.31
- 6 Lehnert, Virginia, 82.05
- 7 Garand, Joseph E., Jr., 80.15

Franklin County

- 1 Boyette, G. M., 90.48
- 2 Smith, Evelyn F., 89.63
- 3 Brown, Gladys, 89.55
- 4 Noll, Louise, 86.30
- 5 Gillbert, G. R., 84.90
- 6 Waddell, Jessica E. Burke, 81.15
- 7 LaFave, J., 81.00
- 8 Miller, Evelyn, 81.30
- 9 Dunn, Floyd L., 81.20
- 10 Noyes, Marie, 81.28

Fulton County

- 1 Chase, Della, 93.73
- 2 Garvin, Ruth E., 87.60
- 3 Necker, G. R., 86.40
- 4 Baker, M. E., 85.25
- 5 Christofferson, M., 81.90
- 6 Lighthall, M. E., 83.85
- 7 Oksafoed, Robert S., 78.53

Genesee County

- 1 Schwinger, V. L., 89.35
- 2 Bowerman, Ruth E., 88.10
- 3 Newcomb, R. M., 87.40
- 4 Mullen, A. E., 87.25
- 5 Hinstell, Lucille, 86.65
- 6 Calhoun, Mary J., 81.45
- 7 Harrington, Joana R., 81.10

Greene County

- 1 Collier, Chas S., 93.75
- 2 Golebiowski, M. M., 91.70
- 3 Glennon, Flor L., 91.55
- 4 Cramer, L. M., 90.38
- 5 Harris, A. L., 88.95
- 6 Craig, Maude E., 84.55
- 7 Rollins, Alma, 83.05

Livingston County

- 1 Long Estelle, 97.63
- 2 Feathers, Frances, 97.05
- 3 Wolslagel, Marian E., 91.80
- 4 Gladner, Freda D., 91.80
- 5 Miller, Carol E., 87.55
- 6 Emery, Carolyn, 85.90
- 7 Patanella, R., 85.85
- 8 McConnell, Mary J., 83.20

Ontario County

- 1 Bradley, Hilda A., 98.00
- 2 Mugary, Olive H., 97.05
- 3 Ward, G. L., 96.90
- 4 Pierce, Elizabeth, 94.55
- 5 Edgett, E. O., 92.43
- 6 O'Shea, Adelaide, 90.20
- 7 Tracey, Gert L., 88.62
- 8 Driscoll, Mary, 88.45
- 9 Smithem, D. H., 88.00
- 10 Annonny, L. A., 87.70
- 11 Kimble, B. V., 86.80
- 12 Ames, Harriet T., 86.67
- 13 Ingalls, E. M., 82.30

Orsego County

- 1 Briscoe, Edna, 96.60
- 2 Bynack, M. O., 92.33
- 3 Dyring, L. H., 90.40
- 4 Ferguson, Anna G., 89.18
- 5 Silvae, Agnes M., 88.63
- 6 Wheeler, Ruth M., 88.60
- 7 Pondolfin, R. J., 88.43
- 8 Redman, Grace J., 87.95
- 9 Wells, Margaret L., 87.50
- 10 Potter, Marion E., 86.85
- 11 Silvae, H. A., 86.40
- 12 Gross, Suzanne W., 86.00
- 13 Chesbro, Nina, 85.25
- 14 Cleaver, M., 83.00
- 15 Chapman, Janet F., 82.75
- 16 Preer, Edna, 82.63
- 17 Osterhoudt, T., 82.62
- 18 Roshar, Madeline, 82.24
- 19 Wislous, Helen, 82.25
- 20 Alger, M. C., 82.20
- 21 Atkins, R. M., 80.73
- 22 Monroe, L. E., 80.53

Rochester County

- 1 Rubin, Adele D., 92.95
- 2 Shevlin, Jean, 92.70
- 3 Magrath, E. S., 91.90
- 4 Kusinrak, Mary, 87.41
- 7 Stearns, Ruth E., 85.82
- 8 Dykens, Anna, 84.85
- 9 Partridge, S. A., 84.80
- 8 Colarelli, Mary, 83.95
- 9 Nordhauser, R., 83.25
- 10 Kane, Dorothy, 82.78
- 11 Spencer, E. A., 82.34
- 12 Marks, M. I., 82.10
- 13 Kenney, R., 81.46
- 14 Nidd, Joan B., 79.31
- 15 Nocera, Mary E., 79.06

St. Lawrence County

- 1 Ball, Helena, 92.40
- 2 Spider, Viola M., 92.15
- 3 Hutchinson, Laney, 91.48
- 4 Munson, Geraldine, 87.80
- 5 Caye, Zorah E., 87.50
- 6 Kip, Welthia B., 86.55
- 7 Martin, Frances V., 85.95
- 8 Dullea, Marian E., 85.65
- 9 Law, Fern E., 85.48
- 10 Pellegrino, J. R., 84.85
- 11 Whitaker, Ella, 82.05
- 12 Dietrich, Harold J., 81.78
- 13 Rood, Dorice L., 80.95

Saratoga County

- 1 Dewey, Ruth D., 98.20
- 2 Shaver, L. E., 95.00
- 3 Taunton, Helen, 94.63
- 4 McAuley, M. M., 93.00
- 5 Clark, Carol I., 92.85
- 6 Derlaciac, C., 92.10
- 7 Goff, Arlene M., 91.53
- 8 Larkin, M., 91.35
- 9 Pettigrew, Emily, 89.40
- 10 Delong, Olive P., 89.03
- 11 Hughes, Laura M., 85.15
- 12 Tordoff, C. Pruvn, 85.10
- 13 Lazott, H. C., 85.08
- 14 Phillips, M., 84.65
- 15 Remillard, Jane, 84.40
- 16 Hutchison, J., 82.79
- 17 Sheehan, Wm F., 82.65
- 18 Callahan, H. E., 82.05
- 19 Sederquest, Elaine J., 82.00
- 20 Oprey, E. Jayne, 81.85
- 21 Casler, B. L., 80.15
- 22 Lavroncz, H., 79.60

Schenectady County

- 1 Reynolds, L., 91.80
- 2 Kansas, Marg, 90.60
- 3 Small, Mary E., 89.18
- 4 Rodken, Henrietta, 89.80
- 5 Adam, E. M., 88.72
- 6 Cramer, Ada, 88.70
- 7 Hinden, Ruth B., 86.20
- 8 Harris Eleanor, 85.89
- 9 Mellis, Mary T., 83.85
- 10 Barhydt, Dagmar, 83.80
- 11 Small, Charlotte A., 83.04
- 12 Monaco, Gemma, 81.61

Steuben County

- 1 Hamilton, Ruth, 94.13
- 2 Austin, Legnoles M., 94.10
- 3 Wiehe, Marie L., 93.00
- 4 Dabrow, Helen A., 92.95
- 5 Chabert, V. D., 92.45
- 6 McCann, Mildred, 92.10
- 7 Clement, Ethel, 92.03
- 8 Plumley, Inez S., 91.55
- 9 Wood, Mary A., 91.20
- 10 Gehl, Anna H., 90.30
- 11 Young, E. M., 90.10
- 12 Stephens, Ha M., 89.90
- 13 Wiehe, Clara F., 89.23
- 14 Nagell, N. M., 88.33
- 15 Bowles, Mary E., 87.40
- 16 Betty, Mary E., 87.23
- 17 Palmer, H. E., 86.80
- 18 McNeil, Olive P., 86.70
- 19 McConnell, M., 86.40
- 20 Loree, Helen, 86.25
- 21 Young, Rita M., 85.70
- 22 Collier, Alberta M., 85.65
- 23 Swoney, M., 85.40
- 24 Ellis, L. E., 85.00
- 25 Russell, K., 84.10
- 26 Brown, Virgil R., 84.31
- 27 Howe, Donald E., 82.40
- 28 Nevins, Doris C., 81.10
- 29 Haley, H. T., 80.64
- 30 Birmingham, Walter, 80.24
- 31 May, Lulavene, 80.14
- 32 Michler, Cath I., 80.00
- 33 Mills, Grace E., 79.49

Tioga County

- 1 Dodge, Mina A., 94.80
- 2 Fox, Iris E., 94.28
- 3 Howe, Marion L., 89.78
- 4 Robinson, Ruth, 88.58
- 5 Ford, Elizabeth, 86.95
- 6 Gregory, Waretta N., 86.78
- 7 Doyle, Margaret A., 85.45
- 8 Chapman, J. M., 85.40
- 9 Johnston, B., 84.63

Tompkins County

- 1 Hansen, Doris R., 93.95
- 2 Spencer, Mary A., 88.95
- 3 Swartwood, M. L., 87.10
- 4 Cicchetti, C. P., 85.55
- 5 Moore, Norma, 79.30

Washington County

- 1 Roberts, F. M., 96.40
- 2 Barnard, Ruth U., 95.68
- 3 Keyworth, Marian A., 95.15
- 4 Wiesner, G. E., 93.63
- 5 Kaatun, H., 91.50
- 6 Scott, Madeline M., 85.50
- 7 Pringl, Rosalie, 85.38

Warren County

- 1 Huntley, Ernestine R., 93.40
- 2 Flak, Aline M., 89.24
- 3 Salerno, Mary B., 88.15

Herkimer County

- 1 Gorney, Edna, 95.808
- 2 Denton, Naomi R., 94.966
- 3 Buchman, Mary A., 94.250
- 4 Evans, Beulah M., 94.111
- 5 Lounsbury, N. R., 93.529
- 6 Tucker, Elizabeth, 91.625
- 7 Wilson, Ann R., 87.500
- 8 Ortles, E., 84.999
- 9 Harter, Betty A., 84.700
- 10 Hurley, F. M., 83.701
- 11 Dally, Catherine A., 82.900
- 12 Wilcox, M. T., 80.650
- 13 Rota Jos M., 79.472

Jefferson County

- 1 Cocagne, Keith J., 93.250
- 2 Parkerton, E. B., 91.929
- 3 Holland, M. E., 90.988
- 4 Wiley, Ruth, 90.758
- 5 Hatch, Elaine, 90.698
- 6 Brown, Norman A., 90.379
- 7 Twisdale, Frances, 89.479
- 8 Schneider, Rose, 88.750
- 9 Irish, D. A., 87.321
- 10 Cook, Dorothy L., 86.909
- 11 Kingsley, G. E., 86.642
- 12 O'Neill, Mari E., 86.549
- 13 Donahue, M. E., 86.200
- 14 Beattie, M. M., 86.075
- 15 Condon, Ruth M., 84.999
- 16 Hemenway, M. M., 82.650
- 17 Palumbo, R. P., 82.100
- 18 Dickson, Frances J., 79.549
- 19 Halladay, Royal A., 79.350

Allegany County

- 1 McAndrew, M. M., 86.650
- 2 Vossler, Jane W., 85.817
- 3 Kossner, D., 85.301
- 4 Phillips, Betty, 85.050
- 5 Reuning B., 80.271

Broom County

- 1 Gregory, Mark M., 96.934
- 2 Kany, Anne, 95.101
- 3 Meaker, Marguerite, 92.093
- 4 Chapman, Doris M., 91.800
- 5 Yelle, Rita M., 92.344
- 6 Ellsworth, M. P., 91.434
- 7 Bloomer, Sara T., 90.111
- 8 Skelly, Marg, 89.742
- 9 Vossburgh, Hazel, 89.300
- 10 Bone, Margaret L., 89.140
- 11 Hamlin, Beverly, 87.929
- 12 Christopher, L. L., 87.551
- 13 Heller, Marie, 86.956
- 14 Guinane, M. M., 86.700
- 15 Stannard, Doris J., 86.471
- 16 Howland, B. G., 85.699
- 17 Webb, Ruth, 85.550
- 18 Hemingway, M. A., 85.450
- 19 Gregrow, Viola, 85.301
- 20 Watters, H. A., 83.901
- 21 Lawrence, M. Cattle, 83.750
- 22 Johnson, Jean H., 83.159
- 23 Sexton, Ethel A., 82.936
- 24 Clarey, R., 82.457
- 25 Amendola, I., 79.650
- 26 Bird, Arlene, 78.350

Broome County

- 1 Doyle, F. A., 93.200
- 1 Davis, Marian S., 94.801
- 2 Lawson, Margaret M., 91.900
- 3 Ryan, C. M., 91.899
- 4 Clark, Eleanor T., 87.199
- 5 Ewanclw, Mich, 85.550
- 6 Brooks, V. V., 85.150
- 7 Mooney, Dolores, 81.050

Cayuga County

- 1 Binns, Helen S., 88.971
- 2 Jones, Loretta B., 87.151
- 3 Bevier, Louise, 82.450

Chemung County

- 1 Atwater B., 93.568
- 2 Johnson, Esther, 92.936
- 3 Williams, J. M., 92.861
- 4 Stefani, Rosa, 92.463
- 5 Rohde, Irene, 90.700
- 6 Terry, Evelyn B., 90.450
- 7 Lockwood, F., 89.332
- 8 Muccigrosso, S. M., 88.958
- 9 Rappleye, C. H., 88.500
- 10 Dunn, M. K., 87.911
- 11 Lucarelli, J., 87.730
- 12 Selewach, E., 86.951
- 13 Knapp, Mary A., 86.701
- 14 Lovejoy, Doris M., 86.350
- 15 Radley, Clara L., 86.000
- 16 Batrowny, Jeannie, 85.150
- 17 Sowa, Irene M., 85.101
- 18 Herman, A. S., 85.071
- 19 Reed, Irene M., 83.800
- 20 Copeland, Mary W., 82.750
- 21 Wheaton, M. I., 82.450
- 22 Buchman, Jacqueline, 80.800

Chenango County

- 1 Snyder, Agnes, 93.700
- 2 Botsford, Lucille, 91.279
- 3 Thomas, M., 88.349
- 4 Adams Lillian A., 87.821
- 5 Graves, Helen M., 87.750
- 6 Wightman, V. H., 86.240
- 7 Felt, Doris E., 84.400
- 8 Taranto, Edith A., 83.650
- 9 Welch, Mary G., 83.550
- 10 Taranto, Emma, 82.450
- 11 Conroy, Margaret, 79.600
- 12 Stillwell, M. E., 79.450

Clinton County

- 1 Weldon, Lillian A., 94.661
- 2 Strack, Myrtle A., 87.550
- 3 Mary, Catherine M., 81.100
- 4 Cokey, R. M., 78.900

Columbia County

- 1 Kell, Gladys, 94.533
- 2 Stone, Nelle M., 90.982
- 3 Wilder, Marion, 90.237
- 4 Walkowick, Anna, 89.501
- 5 Hann, Marjorie E., 89.306
- 6 Waltemire, Ruth, 88.050
- 7 Holmes, Kath L., 88.893
- 8 Drexelmer, Marg, 88.292
- 9 McGinnis, Beale, 87.100
- 10 Hodce, Flor S., 86.700
- 11 Freer, Helen M., 86.249

Cortland County

- 1 Johnson, B. D., 97.833
- 2 Glenn, Phyllis, 95.825
- 3 Natoff, A. J., 91.476

Delaware County

- 1 Thompson, Clara B., 94.142
- 2 Jester, Grace F., 92.434
- 3 McKee, Ida B., 92.058
- 4 Tuttle, Doris R., 88.301
- 5 McIntosh, Kath J., 87.051
- 6 Raynor, Marion, 82.150
- 7 Montelone, M., 81.650

Essex County

- 1 White Lena H., 92.471
- 2 Sisson, Evelyn M., 90.049
- 3 McLean, Anna M., 89.600
- 1 Child, Jean I., 96.599
- 2 Morrison, Flor A., 95.475
- 3 Timmons, D., 94.842
- 4 Yelle, Doris M., 93.907
- 5 Gohler, R. M., 93.413
- 6 Jones, Hilda L., 93.150
- 7 Smith, Evelyn F., 92.832
- 8 McKee, Frances M., 88.750
- 9 West, Marg O., 86.900
- 10 Cary, Ruth B., 85.285
- 11 Callahan, Betty, 80.949

Fulton County

- 1 Cawley, Mildred E., 97.067
- 2 Farano, Clara, 96.350
- 3 Rockwell, E. M., 95.282
- 4 Keaveney, Gert A., 90.879
- 5 Snell, Kath B., 87.358
- 6 Ballou, Maude L., 85.500
- 7 Shadha, Natoma, 82.322
- 8 Neath, G. R., 81.700

Schenectady County

- 1 Buckley, Eliz T., 95.967
- 2 Carroll, Mary M., 95.011
- 3 Brockway, F., 91.700
- 4 Kansas, Margaret, 91.438
- 5 Cramer, Ada, 89.971
- 6 Tamm, Helen E., 89.100
- 7 Harris, Eleanor B., 88.701
- 8 Malek, Emily A., 84.200
- 9 Rodken, H., 81.900
- 10 Farina, Mary, 79.050
- 11 Horowitz, Minnie, 79.050

Schoharie County

Legislation Affecting Civil Service

Senate

(Concluded from Last Week)

Disability, Death

668. BEWLEY - Permits member of state employees' retirement system, his agent, to be employed, or the dependent of a deceased member to have a report of a deceased member in cases of or of state disability or death, reviewed by a special board whose decision shall supersede report of state board, Pension Com. Civil Service Law, 66-a new. Printed No. S. 772.

A. 847. SUTTOR - Printed No. A. 924.

Educational Preference

714. COUGHLIN - Prohibits educational discrimination and preference in civil service competitive or promotional examinations, except where professional requirements are imposed by similar civil service. Civil Service Law, 14-c new. Printed No. S. 802.

A. 875. CREWS - Printed No. A. 8.

Engineer Licenses

719. MURRAY - Exempts from required qualifications for license as professional engineer and land surveyor before January 1, 1942 person appointed as supt. of buildings in NYC having at least five years of service examining plans and supervising construction of buildings. Education Com. Printed No. S. 807.

Subway Workers

1211. WICKS - Requires that NYC in acquiring rapid transit facilities shall continue to employ former employees who have been legally in U. S. on June 19, 1939, shall have filed applications and who are eligible for arrival and preferential treatment for intention to become citizens before Dec. 19, 1940. Public Service Com. Chap. 937 of 1939. Printed No. S. 1185.

Draft Board Members

721. COUGHLIN - Prohibits removal without charges and hearing of person in civil service positions who served as member of local draft board without pay under selective service system during World War. National Defense Com. Civil Service Law, 22. Printed No. S. 809.

Age Requirements

734. COUGHLIN - Strikes out provisions which permits state and municipal civil service commissions to adopt age requirements for positions requiring extraordinary physical effort except for firemen, policemen and prison guards. Civil Service Com. Civil Service Law, 25-a. Printed No. S. 826.

Health for Pupils

740. MAHONEY - Requires that city education boards and school districts maintaining vocational schools shall provide facilities for health service for pupils attending vocational high schools. Education Com. Education Law, 610-b new. Mar. 8, rept. Printed No. S. 838.

Veterans Relief

750. COUGHLIN - Permits veteran or his widow holding temporary position on Jan. 1, 1941, in veteran relief bureau, welfare dept. or in relief committee of veterans' organization, for at least one year, to continue in position until June 30, 1943, vacancies occurring hereafter to be filled by appointments from eligible list prepared by civil service commissions. Civil Service Com. Civil Service Law, 21-a new. Printed No. S. 851.

Salaries in Hospitals

769. MUZZICATO - Changes salary schedule for employees of state hospitals. Finance Com. Mental Hygiene Law, 61. Printed No. S. 868.

A. 878. CATENACCIO - Printed No. A. 1081.

Volunteer Firemen

845. BURNBY - Provides that volunteer firemen permanently and totally incapacitated by disease or disability caused in performance of duties shall be paid \$15 a week during period of incapacity and \$12.50 for each child under 18 years of age but not to exceed \$25 a month for all children and upon death of father, children shall receive payment until 18 years of age. Cities General Municipal Law, 205. Printed No. S. 970.

Court Employees

850. JOHNSON - Permits board of justices in NYC municipal court to assign stenographers, interpreters and attendants for service in any district within the city instead of within the respective districts for which they were appointed. Judiciary Com. NYC Municipal Court Code, 7-a. Printed No. S. 975.

DPUI Districts

868. CONDON - Makes it permissive instead of mandatory that industrial com. divide state into districts for unemployment insurance administration and strikes out provision for district offices. Labor Com. Labor Law, 618. Printed No. S. 1009. Mar. 5, rept.

A. 1191. WASHBURN - Printed No. A. 1347.

Retirement Application

871. COUGHLIN - Provides that member of N.Y.C. employees' retirement system may retire not less than five instead of 30 days after filing written application. Pensions Com. N.Y.C. Administrative Code, No. B3-36, O. Printed No. S. 1012.

Provisionals

872. COUGHLIN - Provides that no disbursing officer of state, city or civil division shall pay any salary to provisional appointee holding office longer than four months. Civil Service Com. Civil Service Law, No. 15. Printed No. S. 1013.

Court Attendants

877. ESQUIROL - Provides that court attendants substituted for police officers be ex-officio police officers of the city. N.Y.C. Inferior Criminal Courts Act, No. 106. Feb. 28 Amend and recommit. Printed No. S. 1018, 1324.

A. 1154 - DWYER.

Contracts to Fire Dept.

888. WICKS - Prohibit, after May 1,

1941, contract by municipality or fire district for services of volunteer fire dept. or company outside of municipality or district unless department or company consents and provides that contract may permit payment of portion of consideration to fire dept. or company. Cities Com.

General Municipal Law No. 209-d new. Printed No. S. 1026.

A-1262. OSTERTAG - Printed No. A. 1453.

Civil Service Rules

864. BURNBY - Provides that rules of civil service commission shall be valid only after public hearing notice of which has been published for not less than three days setting forth summary of subject-matter and requires that all rules, regulations and modifications shall be filed with secretary of state within thirty days after final approval by state civil service commission. Civil Service Com. Civil Service Law, No. 11. Printed No. S. 1035.

A-1541. KREINHEDER - Printed No. A. 1790.

Military Service Credits

918. PAGE - Provides that all military service, including training and national guard service, instead of only in times of war, may be credited in examination for promotion in civil service. Defense Com. Civil Service Law, No. 16-b. Printed No. S. 1059.

Provisionals

919. PAGE - Provides that provisional appointment in civil service positions to fill vacancy caused by entry into military service, may be extended until person is discharged from military service and elects not to resume former position. Defense Com. Civil Service Law, No. 15. Feb. 25 Amend and recommit. Printed Nos. S. 1060, 1249.

Leaves for Volunteer Firemen

921. PAGE - Provides for leave of absence to volunteer firemen for military service instead of only for military service during time of war. Defense Com. General Municipal Law, No. 290-b. March 5 Rept. Committed to Internal Affairs Com.

Printed No. S. 1062

A-1376. CREAL - March 4. Referred by Defense Com. for consideration. Printed No. A. 1581.

School Superintendents

922. PAGE - Authorizes school district board to designate a person to act as deputy when district supt. is in military service. Defense Com. Education Law, No. 383. Printed No. S. 1063.

A-1211. BRES - Feb. 25 Requested by Defense Com. for consideration. Printed No. A. 1370.

Civil Service Extension

930. BECHTOLD - Provides for optional form of administration of civil service in counties either by county or state civil service commission or by county personnel officer, permits cities to operate under state commission or a municipal commission established by the county; \$50,000 is appropriated. Civil Service Com. Civil Service Law, Nos. 2, 10; No. 11-a new. Feb. 28 Amend and recommit. Printed Nos. S. 1071, 1381.

A. 1197. FITZ - Feb. 24 Copy to Civil Service Com. for advice and recommendation. Printed No. A. 1354.

Court Employees

1810. QUINN - Provides that assignment by board of justices of NYC municipal court of stenographer, interpreters and attendants shall not be limited to respective districts within borough for which they were appointed. Judiciary Com. NYC Municipal Court Code No. 7-a. Printed No. S. 1007.

A. 1057 - CREWS - Printed No. A. 1945.

Consolidating Police Units

964. BECHTOLD - Authorizes and provides for consolidation of county, city, town, village and special district police units within counties, operating under an optional form of government. Internal Affairs Com. County Law, Art. 7-a new. March 3 Rept. March 4. 3d rdg. Printed No. S. 1113.

A. 1202. SELLMAYER - March 5 rept. March 6 3d rdg. Printed No. A. 1939.

Salaries for Wardens

980. CONDON - Provides that warden of prisons and chief administrative officer in institutions where felons are confined shall receive minimum annual salaries of \$8,000, with annual increments of \$500 until maximum salary of \$9,000 is reached, and strikes out provision that ration furnished shall be from prison stores. Penal Institutions Com. Correction Law, No. 111. Printed No. S. 1152.

A. 1247 - OSTERTAG - Feb. 28 Amend and recommit. Printed Nos. A. 1427, 1681.

Physical Training Teachers

1072. ESQUIROL - Provides that employment of physical training teachers in NYC including those giving itinerant inspectional and teacher advisory service, shall be maintained at quota at least equal to that prevailing in January, 1939, with preference for assignment to personnel serving on that date and now continuing in service. Education Com. Education Law, No. 695. Printed No. S. 1282.

A. 1357 - DWYER - Printed No. A. 1553.

Incompetency Charges

1073. ESQUIROL - Provides civil service employees shall be allowed at least five days to answer charges of incompetency before removal and shall be entitled to hearing and representation by counsel; employee may be suspended for 30 days pending hearing and record of hearing shall be kept on file in department. Civil Service Com. Civil Service Law, No. 22. Printed No. S. 1283.

Workmen's Compensation

1074. ESQUIROL - Includes in provisions for workmen's compensation employment by NYC or NYC education boards except members of supervising and teaching staffs. Labor Com. Workmen's Compensation Law, No. 3. Printed No. S. 1284.

Engineering Standards

1088. YOUNG - Requires that persons hereafter appointed as county supt. of highways or county engineer, except those now in office, shall be professional engineers licensed in this state.

Internal Affairs Com. Highway Law, No. 100. Printed No. S. 1296.

A. 1359 - L. A. LAWRENCE - Mar. 5, Rept. Mar. 6, 3rd rdg. Printed No. A. 1555.

Workmen's Compensation

1061. CONDON - Includes in provisions for workmen's compensation, employees of municipal corporations and other political subdivisions. Labor Com. Workmen's Compensation Law, No. 2, 3, 54. Printed No. S. 1301.

A. 1416 - WASHBURN - Printed No. A. 1632.

School Custodians

1004. MURRAY - Provides for employment by N. Y. C. education board of custodians, custodian-engineers and custodial employees for buildings under its supervision. Education Com. Education Law, No. 868, No. 868-a. Printed No. S. 1304.

Veteran Hospital Doctors

1103. PAGE - Exempts from provisions for license to practice medicine physicians or surgeons employed in U. S. veterans' administration while engaged in performance of duties. Educational Com. Education Law No. 1262. Mar. 6, Rept. Printed No. S. 1313.

A. 1426 - BRES - Printed No. A. 1652.



Masonry Inspectors

1811. BECHTOLD - Repeals civil service provisions relating to inspectors of masonry construction and extensions of term of eligibility for reinstatement of persons on preferred lists, which have expired. Civil Service Com. Civil Service Law, Secs. 30-a, 31-a, d repeal; Secs. 31-b, c as a, b.

A. 2039 - FITZ.

Consolidation Commission

1112. DESMOND - Creates legislative bureau of efficiency and economy to consist of two commissioners with annual salary of \$8,000 to study and recommend to legislature and governor consolidations and economies in state departments and offices, and to assist senate finance and assembly ways and means committees; \$50,000 is appropriated. Finance Com. Legislative Law No. 75-77, new. Printed No. S. 1337.

Life Insurance Premiums

1118. HAMPTON - Authorizes municipal corporations to deduct from wages of employees insured under group plan of life insurance, such amounts for payment of premium as employee may specify in writing. Cities Com. General Municipal Law, No. 93. Printed No. S. 1343.

A. 1422 - WRIGHT - Mar. 6 Rept. Mar. 7, 3d rdg. Printed No. A. 1638.

Probation Officers

1182. YOUNG - Requires that probation officers assigned in NYC domestic relations court cases shall be of same religious faith as family or person under supervision, prohibitive inspection by public of records of any case without consent of court, continues jurisdiction over child until age 21 and makes other changes. Judiciary Com. NYC Domestic Relations Court Act Nos. 32, 52, 61, 83, 95, 123, 131. March 7, amend and recommit. Printed Nos. S. 1429, 1660.

A. 1484 - MITCHELL - Printed No. A. 1722.

School Custodians

1202. CONDON - Provides for employment by NYC Education board of custodians, custodian-engineers and custodial employees for buildings under its supervision. Education Com. Education Law No. 872-d, new. Printed No. S. 1476.

A. 1512 - CREWS - Printed No. A. 1752.

School Custodians

1203. CONDON - Requires that NYC education board shall file with state education com. schedules of annual net personal compensation of custodians and custodian-engineers, which shall not be less than compensation determined for retirement purposes on Jan. 1, 1941, and shall be deemed minimum compensation. Ed. Com. Ed. Law, No. 889. Printed No. S. 1477.

A. 1511 - CREWS - Printed No. A. 1751.

Seniority of Subway Workers

1223. WICKS - Provides where positions are abolished or suspensions occur in branches of NYC transit facilities, seniority of employees in facilities newly acquired shall be determined by crediting them with years of continuous service prior to unification. Public Service Com. Chap. 927 of 1939. Printed No. S. 1497.

Rights of Draftees

1229. PAGE - Permits civil service employees to be absent for federal military service without loss of pension, salary increment, seniority right or other privilege and provides for notification of subsequent appointment from eligible list. Defense Com. Civil Service Law, No. 22-b, c, d. Printed No. S. 1503.

A. 751 - AUSTIN - Feb. 10, requested by Defense Com. for consideration. Printed No. A. 823.

Laboratory Titles

1258. MUZZICATO - Changes title of laboratory assistants in city schools, to laboratory teachers. Education Com. Education Law, Nos. 870, 872, 888. Printed No. S. 1546.

Repeals Differential

1321. CONDON - Repeals provisions relating to absence of state and municipal officers and employees on military duty. Defense Com. Military Law No. 245. Printed No. S. 1632.

A. 1651 - M. WILSON - Printed No. A. 1935.

Pension of Draftees

1329. SEELYE - Permits member of state employees' retirement system when absent in military service, to continue monthly payments into pension fund and to have the same rights in system as if continuously engaged, except that disability or death resulting from defense program duty shall not entitle him or his beneficiary to any pension, retirement or other rights. Civil Service Com. Civil Service Law No. 83. Printed No. S. 1640.

A. 1310 - BRED - Mar. 4, requested by Defense Com. for consideration. Printed No. A. 1562.

Extension Commission

1337. BECHTOLD - Continues to Feb. 20, 1942, temporary commission created to study application of civil service provisions of constitution to localities not subject to civil service law, authorizes commission to study operation of laws enacted at session of 1941 and appropriates \$10,000. Finance Com. Chap. 961 of 1939. Printed No. S. 1648.

A. 1632 - FITZ - Printed No. A. 1909.

Transfers

1343. MAHONEY - Strikes out provision that person in competitive class of civil service may be transferred or assigned to another position, without com-

petitive examination, if he has served with fidelity for at least three years in similar position. Civil Service Com. Civil Service Law No. 14. Printed No. S. 1669.

Mailing Annuities

1349. JOHNSON - Requires that state comptroller shall mail annually to each member of state retirement system financial statement of year's business with balance sheet showing assets and liabilities. Pensions Com. - Civil Service Law, Sec. 54.

Teachers' Retirement

1372. MAHONEY - Provides that new members of state teachers' retirement system who have been member of retirement fund for public school teachers, local district pension fund or other N. Y. state pension or retirement system, outside N. Y. City, in addition to credit otherwise allowed, shall be allowed credit for all service as teacher during time contributions have been made to such retirement systems. Pension Com. - Education Law, Sec. 1108.

School Services

1378. CONDON - Requires that education boards and school district trustees shall provide school children with health and welfare services and facilities and that public welfare districts and towns shall provide children who attend private schools with similar services and facilities. Education Com. - Education Law, Sec. 378; Public Health Law, Sec. 40; Social Welfare Law, Sec. 396.

Pension Credit

1396. CRAWFORD - Allows credit for prior service to persons becoming members of state retirement system on or before Jan. 1, 1942, instead of 1941 as at present. Pensions Com. Civil Service Law, Sec. 83.

Teachers in Defense

1402. McCAFFREY - Authorizes N. Y. City education board until April 1, 1942, to permit employees to accept one additional office for giving instruction in evening trade extension and apprentice training classes operated during present national emergency. Education Com.

Retirement Age

1408. PAGE - Provides that member of state retirement system may apply for retirement after 40 or more years in state service. Pensions Com. Civil Service Law, Sec. 62.

Vacations

1409. PAGE - Requires that state executive officers shall grant vacations with pay to employees on per diem or hourly basis, for not less than two nor more than three weeks in any year. Finance Com. Public Officers Law, Sec. 71-a new.

Preferred Lists

1407. PHELPS - Provides that length of time on eligible preferred list for person in service shall be equivalent to number of years of service with minimum of four years. Civil Service Com. Civil Service Law, Sec. 31.

A. 1751 - CREWS.

County Lists

1408. PHELPS - Provides that person in service of county within N. Y. City whose position has been abolished and name is upon preferred list established by state civil service commission shall be eligible for appointment in similar position in state service or in any county in N. Y. City where compensation is paid directly from city treasury. Civil Service Com. Civil Service Law, Sec. 16.

A. 1753 - DOWNING.

Pension Credit

1486. BECHTOLD - Allows credit to members of state employees' retirement system for service as U. S. marshal, deputy marshal or collector of customs. Pensions Com. Civil Service Law, Sec. 52-c.

Residence Laws

1502. HALPERN - Provides that person appointed to civil service who accepts employment in national defense work outside of city, town or village in which he resides shall continue to be eligible for appointment or employment therein if he shall not have voted in any other place during period of defense work or shall not have made permanent change of residence. Civil Service Com. Civil Service Law, Sec. 23-e.

A. 1757 - WAGNER.

Removal of Vets

1517. HAMPTON - Prohibits removal, except for incompetency or misconduct, of veterans and volunteer firemen in temporary or provisional positions in welfare departments or emergency relief bureaus, if employed on or before December 31, 1937. Civil Service Com. Civil Service Law, Sec. 22.

Increases Fees

1522. BECHTOLD - Increases from 50 cents to \$1 the examination fee for civil service positions when salaries are less than \$1,200 and strikes out provision that examination fees not approved by appropriate commission shall be refunded. Civil Service Com. Civil Service Law, Sec. 14.

A. 1842 - FITZ.

Standardization Board

1531. CORNING - Continues the civil service salary standardization board until Dec. 1, 1945, provides that in computing future increments after promotion, employees shall be credited with number of years of service in position which corresponds with rate of compensation and makes other changes. Finance Com. Chap. 359 of 1937.

A. 1809 - OSTERTAG.

Order of Removals

1544. HAMPTON - Provides that removals from or demotions in civil service positions shall be made in inverse order of original appointment as compared with other employees holding same title in same salary grade in the department, classified preferred lists as departmental preferred, promotion eligible, general preferred and open competitive eligible lists. Civil Service Com. Civil Service Law, Sec. 31.

A. 1845 - KREINHEDER.

Order of Removals

1550. RYAN - Provides that when civil service employees are separated from or demoted in competitive class of civil service in inverse order of original appointment, it shall be according to title regardless of grade. Civil Service Com. Civil Service Law, Sec. 31.

A. 1729 - JAREMA.

Retirement System

1567. FARRELL - Gives members of N. Y. City retirement system credit for service during world war if they were residents of state at date of entry into military service and were honorably discharged therefrom. Pensions Com. N. Y. City Administrative Code, Sec. B3-6.0.

Commissioner

1601. MAHONEY - Provides that per-

son appointed as municipal civil service comr. shall not forfeit any right of benefit under retirement system. Civil Service Com. Civil Service Law, Sec. 11.

Preferred List

1602. MAHONEY - Requires that person separated from or demoted in city civil service position shall have his name entered upon preferred list for office or position last held by him or for any other similar office or position in any department or branch of city government and shall be entitled to first vacancy in such position. Civil Service Com. Civil Service Law, Sec. 31.

Promotions

1603. MAHONEY - Provides that competitive examinations for promotion in civil service shall be more general in scope, more comprehensive in substance and less rigid in content and form, than examination for original entrance. Civil Service Com. Civil Service Law, Sec. 10.

Physical Tests

1604. MAHONEY - Provides when person filing application for civil service promotion examination is in branch of classified service, requirements for physical examination and physician's certificate shall be less rigid and exacting and Civil Service Commission shall not refuse to certify applicant until it has ascertained and considered his health record during employment as civil service employee. Civil Service Com. Civil Service Law, Sec. 14.

Commissioner

1605. MAHONEY - Requires that city service employee appointed as Municipal Civil Service Comr. shall be granted leave of absence from former position and be reinstated upon termination of duties as Commissioner to former position or similar position in same class or grade. Civil Service Com. Civil Service Law, Sec. 11.

Commissioner

1606. MAHONEY - Requires that one of the three persons appointed and employed as Municipal Civil Service Comr. shall have been civil service employee in competitive class of such city for ten years or more. Civil Service Com. Civil Service Law, Sec. 11.

Expense to Cities

1609. BECHTOLD - Repeals provisions authorizing State Civil Service Commission upon request of local Commission to render service relative to classification of positions and rating of examinations, at expense of municipality. Civil Service Com. Civil Service Law, Sec. 11.

A. 1801 - FITZ.

Trustees

1648. COUDERT - Provides that N. Y. City board of estimate, instead of board of health, shall be trustees of the health dept. pension fund and changes provisions relative to payment of pensions and benefits and use of surplus funds. Pensions Com. N. Y. City Administrative Code, Art. 3.

Conservation Increments

1669. STOKES - Increases salaries and salary increments for game protectors. Conservation Co. Conservation Law, Sec. 163.

Conservation Pensions

1670. STOKES - Permits game protectors in conservation dept. to elect on or before Jan. 1, 1942, to base contributions to retirement fund on completion of 25 years of total service or at age of 60 on allowance of 1-50th of final average salary for each year of total service not exceeding 25. Pensions Com.

State Aid

1671. STOKES - Prohibits state aid to schools or universities which authorize or permit teaching of doctrines or principles of government subversive of or contrary to U. S. or state Constitution or to the system of free and orderly government, or which advocate the overthrow or destruction of government by force. Education Com. Education Law, Sec. 500-a new.

Fiscal Year

1680. WALLACE - Changes from July 1 to April 1 the time for commencing fiscal year of all offices, asylums, hospitals, charitable

(Continued from Page 13)

tributors to N. Y. City teachers' retirement system shall be retired from service at end of school term in which such termination of service shall occur. Pensions Com. N. Y. City Administrative Code, Sec. B20-41.0.

Probation Directors

1788. RILEY—Requires that all salaried directors of probation hereafter appointed shall be in competitive class of civil service. Codes Com. Criminal Code, Sec. 928.

Probation Officers

1789. PROLEY—Strikes out provision that courts may remove at pleasure probation officers except non-salaried volunteer probation officers. Codes Com. Criminal Code, Sec. 928.

Retirement

1792. CRAWFORD—Permits member of N. Y. City employees' retirement system to receive credit for prior service as corporation inspector in N. Y. City. Pensions Com. N. Y. City Administrative Code, Sec. B3-5-0.

Medical Tests

1796. COUDERT—Authorizes N. Y. City supt. of schools to require that employees shall submit to medical examination by physician or school inspector, to determine mental or physical capacity to perform duties. Education Com. Education Law, Sec. 870-a as 870-b; Sec. 870-a new.

Assembly

Retirement Contributions

6. CREWS—Allows service credit to persons who, subsequent to January 1, 1930, have been in N.Y.C. service or on preferred list, within one year to contribute for retirement purposes at rate of earnable compensation immediately preceding time on preferred list. N.Y.C. Com.

N.Y.C. Administrative Code, No. B3-6-1 new.

Jan. 16 Reference changed to Pensions Com. March 4 Amend and recommit.

Printed No. A. 6.



Age Requirements

342. CIREVINS—Strikes out provision which permits state and municipal civil service commissions to adopt age requirements for positions requiring extraordinary physical effort, or for positions such as policemen, firemen and prison guards unless age limit is prescribed by law. Civil Service Com. Civil Service Law, 25-a. Printed No. A. 343.

Differential

9. CREWS—Provides for absence of state and municipal officers and employees for federal military purposes with compensation sufficient to cover excess of regular over military pay. Military Affairs Com.

Military Law, No. 245-a new.

Jan. 29 Copy to Defense Com. for advice and recommendation.

Feb. 7 Requested by Defense Com. for consideration.

Printed No. A. 9.

Five-Day Week

22. McLAUGHLIN—Provides for five-day week for civil service employees of the state and cities of 100,000 population or more; allows time off for overtime; prohibits employment in other business or trade during the other two days; exempts military and police forces, and makes other changes. Labor Com.

Labor Law, No. 101-a new.

Printed No. A. 22.

Differential

28. SULLIVAN—Allows state and municipal officers and employees conscripted or volunteering for federal military service subsequent to Oct. 1, 1940, to be absent during such service, and for two months thereafter, or after disability ends, without prejudice to increment or pension or service rating. Military Affairs Com.

Military Law, No. 245.

Jan. 29 Copy to Defense Com. for advice and recommendation. Feb. 7 Requested by Defense Com. for consideration.

Printed No. A. 28.

Vocational Teachers

56. HOLLEY—Gives teachers and principals of vocational high schools and secondary vocational schools same rights, privileges and status, including duration of school day, as provided for in by-laws of education board of Jan. 1,

1941, for academic and commercial high schools in same city or district. Education Com.

Education Law, No. 610-a.

Printed No. A. 56.

Subway Hearings

130. CARELLO—Provides that hearing on charge against employee in operating division of N.Y.C. board of transportation shall be held within sixty days from time of suspension unless postponed on request of employee. Public Service Com.

Public Service Law, No. 134-f.

Feb. 5 Amend and recommit.

Printed Nos. A. 130, 732.



Size of Classes

662. OLLIFFE—Requires NYC education board to reduce size of classes so that by Sept. 1, 1941, no class shall have more than 35 pupils in elementary, junior and senior high schools except where extra class would reduce average register of grade below 25 pupils, physical training and music classes not to be subject to size limitations. Education Com. Education Law, No. 868. Printed No. A. 692.

Retirement Credit

146. MORGAN—Allows credit to members of state employees' retirement of U. S. with civil service status or as employee of U. S. agency or board. Civil Service Com.

Civil Service Law, No. 62-c.

Jan. 16 Reference changed to Pensions Com.

Printed No. A. 146.

Kindergarten Classes

152. WACHTEL—Provides that kindergarten classes shall be included for determining apportionment of school moneys. Ways and Means Com.

Education Law, No. 491.

Printed No. A. 152.

Westchester Police

155. WILSON—Relates to discipline and charges, review of convictions, reinstatement after dismissal or resignation, leave of absence hours of duty, vacations and grades in police dept. in towns of Westchester county. Internal Affairs Com.

Chap. 104 of 1936.

Jan. 29 Rept. amend. Feb. 3 Rept. rdg.

Feb. 4 Amend. March 4 Amend.

Printed Nos. A. 155, 513, 697.

Hearings for Teachers

177. AUSTIN—Provides that no final report in N.Y.C. dealing with discontinuance of service of probationary teacher or with salary increments or rating of regular teacher shall be made until hearing is given by school supt. after one week's notice in writing; teacher may appear and be assisted by counsel. Education Com.

Education Law, No. 870.

Printed No. A. 177.

Rights of Employees

210. CARELLO—Provides that employees appointed from lists promulgated by municipal civil service commissions, except education board employees, shall be considered as and have all rights, privileges and benefits of employees of such city. Civil Service Com. Civil Service Law, 14-c new.

Mar. 5, rept. Mar. 6, 3rd rdg.

Printed No. A. 210.

Salary Reductions

221. CARELLO—Provides that salary reductions in competitive class of civil service shall not be lower than minimum of salary grade and \$100 for each year of service nor, for ungraded service, below salary at time of appointment and \$100 for each year of service. Civil Service Com. Civil Service Law, 31. Printed No. A. 221.

Attendance Officers

248. DORN—Provides that there shall not be less than one attendance officer for each 1,500 children of compulsory school age in NYC schools. Education Com. Education Law, 871-a.

Feb. 12, amend and recommit. Feb. 24, amend and recommit. Printed Nos. A. 248, 1048, 1406.

Discrimination

287. ANDREWS—Makes it a misdemeanor for any person controlling appointment of persons in civil service or service of any public utility, to discriminate against persons because of race, color or creed. Judiciary Com. Penal Law, 514-a new; Civil Rights Law, 42 repeal. Printed No. A. 287.

Discrimination

289. ANDREWS—Requires public officers who pass over an eligible applicant for position in favor of lower eligible person, to make sworn certification of reasons therefor and that such acts were not done by reason of race, color or creed. Civil Service Com. Civil Service Law, 14-c new. Printed No. A. 289.

DPUI Office in New York

313. M. WILSON—Provides that principal office in labor dept. for administration of unemployment insurance and employment service shall be located in Albany with a branch office in NYC. Labor Com. Labor Law, 518. Printed No. A. 313.

Absence With Pay

328. MORAN—Provides for absence with pay to teachers and employees of

NYC education board who are members of teachers' retirement system and for refunds of amounts deducted for absence due to illness, based on years of service; education board may adopt more liberal policy of granting refunds for absence. Education Com. Education Law, 872. Printed No. A. 329.

Reappointment

343. CREWS—Provides that person in competitive civil service separated from or demoted in service and whose name appears on preferred list, shall be eligible for reappointment to the old or similar position until age for retirement, instead of for period of four years from date of separation or demotion. Civil Service Com. Civil Service Law, 31.

Feb. 5, amend and recommit. Printed Nos. A. 343, 777.

Schools for Adults

351. BENNETT—Makes mandatory instead of permissive the establishing of schools for adults by education boards and school districts. Education Com. Education Law, 610-d. Printed No. A. 351.

Police Training

354. EMMA—Requires regents to appoint advisory council on police training for supervision of schools for members of municipal police forces and appropriate \$10,000. Education Com. Education Law, Art. 22-c new.

Jan. 27, reference changed to Ways and Means Com. Feb. 7, amend and recommit. Mar. 4, amend and recommit. Printed Nos. A. 357, 875.

Water Supply Police

415. STEPHENS—Strikes out provision that no person not a member of police force of NYC water supply board on May 9, 1919, shall be eligible for transfer to position of patrolman in city police dept. NYC Com. NYC Administrative Code, No. F. 41-5-0. Printed No. A. 419.

Transit Sick Leave

439. DOWNING—Provides NYC transportation board shall grant to employees sick leave with pay, such leave not to be cumulative more than two consecutive years and not to run concurrently with vacation. Public Service Com. Public Service Law, No. 133-b new. Printed No. A. 445.

State Police Salary

451. HAMMER—Permits state police to receive salary increments for seven, instead of six years, with maximum annual salary at \$2,100, instead of \$1,900 and gives to members assigned to criminal investigation bureau an additional annual salary of \$250. Ways and Means Com. Executive Law Nos. 94, 94-a. Printed No. A. 457.

Dual-Job Law

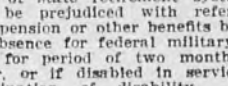
455. SULLIVAN—Repeals provision which prohibited employees of NYC education board from accepting other employment while in service without consent of board. Education Com. Education Law, No. 872.

Feb. 19, amend and recommit. Printed Nos. A. 461, 1279.

Pension of Draffees

456. SULLIVAN—Provides that members of state retirement system shall not be prejudiced with reference to any pension or other benefits by reason of absence for federal military service and for period of two months thereafter, or if disabled in service, until termination of disability. Pensions Com. Civil Service Law, No. 50; No. 75-c new.

Feb. 7, requested by Defense Com. for consideration. Printed No. A. 462.



Memorial Day

2065. DE SALVIO—Extends to persons who served in army or navy of foreign country allied with U. S. during World War provisions for leave of absence with pay from civil service positions and public works projects on Memorial and Armistice Days. Rules Com. Public Officers Law, Sec. 63.

State Working Conditions

473. ANDREWS—Prohibits employment of state employees for more than five, instead of six days a week, except state police and employees of mental hygiene dept.; days of rest are to be determined by head of department or institution, and so far as practicable, shall be Saturday and Sunday. Labor Com. Labor Law, No. 169-a. Printed No. A. 482.

Workmen's Compensation

602. CATENACCIO—Requires NYC education boards to secure workmen's compensation coverage for employees except members of supervising and teaching staffs. Labor Com. Workmen's Compensation Law, No. 3. Printed No. A. 624.

Educational Requirements

611. McLAUGHLIN—Provides that no rule or regulation of any civil service commission shall require more than elementary school education for positions not necessitating professional or technical knowledge. Civil Service Com. Civil Service Law, No. 6. Printed No. A. 633.

Conditions of Guards

621. BARRETT—Extends to employees who protect and guard buildings and grounds of state institutions, provision for eight-hour day and six-

day week and to employees whether or not their work is direct or primary. Labor Com. Labor Law, No. 168.

Mar. 5, rept. Mar. 6, 3rd rdg.

Mar. 11 Passed. Printed No. A. 651.

Removal of Veterans

666. DEVANY—Prohibits removal, except for incompetency or misconduct of veterans and volunteer firemen in temporary or provisional positions in welfare departments or emergency relief bureaus, if employed on or before December 31, 1937. Civil Service Com. Civil Service Law, No. 22. Printed No. A. 701.

Retirement Credit

667. DEVANY—Gives member of NYC employees' retirement system, credit for prior service when city service and membership is begun or renewed before July 1, 1941. Pensions Com. NYC Administrative Code, No. B. 3-6-0. Printed No. A. 702.

Hearings for Teachers

719. WACHTEL—Provides that in N.Y.C. no final report dealing with discontinuance from service of probationary teachers and attendance officers or containing salary increments or ratings of regular teachers and attendance officers who are members of retirement system, shall be made until after hearing, when teacher or officer may appear with counsel. Education Com. Education Law, No. 870.

Printed No. A. 764.

Promotion of Draffees

752. AUSTIN—Protects rights of promotion in civil service or persons in federal military service. Civil Service Com. Civil Service Law, No. 22-a.

Feb. 10 Requested by Defense Com. for consideration.

Printed No. A. 824.

Filling School Vacancies

888. JAREMA—Requires that N.Y.C. education board shall within thirty days fill vacancy in position of regular teacher who taught one or more classes of 25 pupils or more, from an appropriate eligible list, and prohibits consolidation of classes to avoid appointment. Education Com.

Education Law, No. 868-c new.

Printed No. A. 972.

Right of Appeal

918. FITE—Provides that employees in civil service competitive class shall not be removed except for incompetence or misconduct; permits suspension without pay for thirty days pending determination, with right of appeal to the state commission or the court. Civil Service Com.

Civil Service Law, No. 22.

Feb. 21 Amend and recommit.

Printed No. A. 1005, 1402.

School Salaries

945. TODD—Provides for payment of salaries in twelve equal payments to permanent teachers on tenure or teachers employed for school year, for services rendered during sessions of school. Education Com.

Education Law, No. 566.

Printed No. A. 1032.

Differential

954. AUSTIN—Provides that officers and employees of state and municipal corporations or political subdivisions in military service since August 1, 1940, shall receive one-half of difference between salary as employee and pay received from U. S. Military Law, No. 245.

LIQUOR LICENSES

Notice is hereby given that License No. HL 09015 has been issued to the undersigned to sell beer and wine at retail in a restaurant under the Alcoholic Beverage Control Law at 109-129 East 42d Street, City and County of New York, for on-premises consumption. Bowman Biltmore Hotels Corp., The Commodore Hotel, 109-129 E. 42d Street.

Notice is hereby given that License No. HL 256 has been issued to the undersigned to sell liquor at retail in a hotel under the Alcoholic Beverage Control Law at 19-21 East 52d Street, City and County of New York, for on-premises consumption. Lab Estates, Inc., The Berkshire, 19-21 E. 52d Street.

Notice is hereby given that License No. RL 06738 has been issued to the undersigned to sell beer, wine and liquor at retail under the Alcoholic Beverage Control Law at 269 Pearl Street, City and County of New York, for on-premises consumption. Fred Ahrend, 269 Pearl Street, New York City.

Notice is hereby given that License No. LL 381 has been issued to the undersigned to sell liquor and wine at wholesale under the Alcoholic Beverage Control Law in the premises at 595 Madison Avenue, New York City. Fleischmann Distilling Corp., 595 Madison Avenue, New York City.

Notice is hereby given that License No. CL 334 has been issued to the undersigned to sell beer, wine and liquor at retail in a club under the Alcoholic Beverage Control Law at 232 West 52d Street, City and County of New York for on-premises consumption, 52 Club of Manhattan, Inc., 232 W. 52d Street.

Notice is hereby given that License No. RL 02061 has been issued to the undersigned to sell beer and wine at retail in a restaurant under the Alcoholic Beverage Control Law at 145 East 45th Street, City and County of New York, for on-premises consumption. Au Cheval Pie, 145 East 45th Street.

Notice is hereby given that License No. WW 85 has been issued to the undersigned to sell wine at wholesale under the Alcoholic Beverage Control Law at 343 Madison Avenue, City and County of New York, for Ralph Randolph Adams, 341 Madison Avenue.

Notice is hereby given that License No. RL 01032 has been issued to the undersigned to sell beer, wine and liquor at retail under the Alcoholic Beverage Control Law at 2015 First Avenue, City and County of New York for on-premises consumption. Anthony S. Bruno, 2015 First Avenue.

Notice is hereby given that License No. RL 1136 has been issued to the undersigned to sell liquor at retail in a restaurant under the Alcoholic Beverage Control Law at 41 East 49th Street, City and County of New York for on-premises consumption. Hill-Mur Realty, Inc., Barney's, 41 E. 49th Street.

Notice is hereby given that License No. RL 05578 has been issued to the undersigned to sell liquor at retail in a restaurant under the Alcoholic Beverage Control Law at 340 Lexington Avenue, City and County of New York for on-premises consumption. Barney's, 340 Lexington Avenue.

Notice is hereby given that License No. RL 05124 has been issued to the undersigned to sell beer, wine and liquor at retail under the Alcoholic Beverage Control Law at 309 Audubon Avenue, City and County of New York for on-premises consumption. Cornellus Keane, 309 Audubon Avenue.

Feb. 18 Requested by Defense Com. for consideration.

Printed No. A. 1049.

Private Employment

965. RAPP—Provides for forfeiture of office or dismissal therefrom of persons in civil service receiving annual compensation of \$25 or more who fail to devote full time and capacity to duties because of private business, during or employment. Civil Service Com. Civil Service Law, No. 12-b new. Printed No. A. 1090.

Retirement Benefits

985. BANNIGAN—Provides that beneficiary on death of member of NYC employees' retirement system with 20 years of allowable service and member in lieu of other benefits may receive amount equivalent to retirement allowance as if member had retired at date of death. N.Y.C. Com. N.Y.C. Administrative Code, No. B-32-0.

Printed No. A. 1093.

Correction Dept. Widows

999. OWENS—Permits widow of guard or employee of correction dept. receiving equal or one-half of retirement allowance, if she was married to and lived with deceased employee for at least ten years prior to Correction Law, No. 470-b new.

Printed No. A. 1112.

Retirement Credit

1016. DEVANY—Allows credit to members of N.Y.C. employees' retirement system for service as paid officer or employee of the U. S. or any agency thereof. N.Y.C. Com. N.Y.C. Administrative Code, No. B3-10.

Printed No. A. 1133.

Town Police

1018. LYONS—Permits any town instead of towns of first class to establish police department and to appoint members thereof pursuant to civil service provisions; requires that promotion be made on basis of seniority after competitive examination and permits employment of police officers in towns not having departments. Internal Affairs Com.

Town Law, Nos. 150, 152, 158.

Printed No. A. 1155.

Bronx County Lists

1039. L. BENNETT—Requires that N.Y.C. civil service commission shall extend for not less than four years' duration of eligible list or Bronx county deputy clerk for on-premises consumption promulgated April 28, 1937, and expiring on April 28, 1941, and permits commission to make further extension for one year. Civil Service Com.

Civil Service Law, No. 31-a new.

March 4 Amend and recommit.

Printed No. A. 1158.

World War Veterans

1035. BORMANN—Allows credit to members of N.Y.C. retirement system. (Continued on Page 15)

LIQUOR LICENSES

Notice is hereby given that License No. RL 06688 has been issued to the undersigned to sell beer, wine and liquor at retail under the Alcoholic Beverage Control Law at 89 Cortland Street, City and County of New York for on-premises consumption. Express Bar & Grill, Inc., 89 Cortland Street.

Notice is hereby given that License No. CTR 14 has been issued to the undersigned to sell liquor at retail in a catering establishment under the Alcoholic Beverage Control Law at 561 West 157th Street, City and County of New York for on-premises consumption. Royal Manor Catering Corp., 561 West 157th Street.

Notice is hereby given that License No. RL 02309 has been issued to the undersigned to sell liquor at retail in a restaurant under the Alcoholic Beverage Control Law at 114 West 45th Street, City and County of New York for on-premises consumption. Rollo Restaurant, Inc., 114 W. 45th St.

Notice is hereby given that License No. HL 00261 has been issued to the undersigned to sell liquor at retail in a hotel under the Alcoholic Beverage Control Law at 10 Park Avenue, City and County of New York for on-premises consumption. Hotel Ten Park Avenue, Inc., 10 Park Ave.

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Merit Men

(Continued from Page 14)

for services during World War of honorably discharged veterans and nurses who were residents of state at time of entry into service. Pensions Com. N. Y. C. Administrative Code, No. 1159. Printed No. A. 1159.

Retirement Payments
1090. McLAUGHLIN—Provides for payment to dependent of member of N.Y.C. retirement system accidentally dying before retirement instead of final annual compensation. Pensions Com. N. Y. C. Administrative Code, No. 1174. Printed No. A. 1174.

Compensation to Police
1111. W. R. WILLIAMS—Provides for payment to policemen in municipalities outside of N.Y.C. having paid police department for performance of duty, of amount of regular salary and medical treatment and hospital care until disability ceases. Cities Com. Printed No. A. 1242.

Reinstatement of Vets
1176. McLAUGHLIN—Provides for reinstatement to former or similar position in competitive civil service class of honorably discharged World War veterans, without examination, under certain conditions. Civil Service Com. Civil Service Law, 21-c new. Printed No. A. 1332.

Pension Rights
1177. McLAUGHLIN—Provides where rate of compensation paid to elected officer or employee now in city service has been reduced or diminished, such reduction or diminution shall not impair pension or retirement rights provided officer or employee elects to contribute to pension fund on basis of highest salary rate formerly received. Pensions Com. NYC Administrative Code, 33-15.0. Printed No. A. 1333.

National Guardsmen
1194. BANNIGAN—Gives special efficiency rating of 2 per cent to each applicant for civil service competitive examination with service of five years or more in national guard or state naval militia. Civil Service Com. Civil Service Law, 15-a new. Printed No. A. 1351.

Teachers Retirement Board
1217. MORAN—Provides for selection of teacher-member of NYC teachers' retirement board by the teacher members, to serve under direction of board and to be relieved of other duties. Pensions Com. NYC Administrative Code, B20-6.1 new. Printed No. A. 1375.

Salaries of Officials
1297. STEINGUT—Increases from \$12,000 to \$20,000 the salaries of comptroller and attorney general. Ways and Means Com. Executive Law, 40.60. Printed No. A. 1458.

Reinstatement of Clerk
1298. CREWS—Authorizes NYC education board to reinstate Ellen Cooper to position of clerk of census division in attendance bureau. NYC Com. Administrative Code, F41-3.1 new. Printed No. A. 1478.

Firemen Vacancies
1288. CREWS—Provides that all vacancies above grade of regular fireman in paid fire departments shall be filled from promotion after examination, from lower grade or rank and fixes minimum length of service necessary to permit promotion. Civil Service Com. Civil Service Law, 16-c new. Printed No. A. 1450.

Sick Leave in Institutions
1315. EHRlich—Provides that state institutional employees after one year's service, shall be entitled to reasonable sick leave with pay. Civil Service Com. Printed No. A. 1507.

Foreign Teachers
1320. GLANCY—Permits employment by NYC higher education board of citizens of foreign country, as visiting professor if three-fourths of members of board approve and if he shall pledge to refrain from engaging in or advocat-

ing subversive activities against the U.S., limits employment to one school year and prohibits reemployment for at least five calendar years. Education Com. Education Law, 1143-b. Mar. 4, requested by Defense Com. for consideration. Printed No. A. 1512.

Accidental Disability
1336. McLAUGHLIN—Makes provision for accidental disability retirement apply to all members of state retirement system, instead of to those under 60 years of age. Pensions Com. Civil Service Law, 65. Printed No. A. 1528.

Commutation
1352. BARRETT—Provides that employees of state hospitals in mental hygiene dept. may receive not less than \$52 a month in addition to regular wages, for outside board and lodging whether or not there is lack of accommodations in institutions. Ways and Means Com. Mental Hygiene Law, No. 61. Printed No. A. 1548.

Differential
1366. STEINGUT—Permits civil service employees, including persons employed by education boards, to be absent for federal military service with compensation sufficient to cover excess of regular over military pay and without loss of diminution of vacation or holiday privileges or prejudice to promotion, continuance in office or pension or retirement rights. Ways and Means Com. Military Law, No. 245-a, new.

Mar. 4, requested by Defense Com. for consideration. Printed No. A. 1562.

Extending City Lists
1438. MINTZ—Requires that eligible list of candidates for inspector of plumbing, grade 3, in NYC, promulgated June 23, 1937, and expiring June 23, 1941, shall be extended not less than two years by NYC civil service commission and may be further extended for one year. Civil Service Com. Civil Service Law, No. 31-e, new. Printed No. A. 1670.

Subway Employment
1476. CREWS—Provides that all persons employed by publicly owned and operated transit facility on date of acquisition or unification, shall be continued in such employment. Public Service Com. Chap. 927 of 1939. Printed No. A. 1714.

Veterans in School Tests
1498. TORSNEY—Permits honorably discharged war veterans licensed as substitute teachers in NYC public schools to participate in examinations for licenses as regular teachers reserved as substitute teachers for five years and shall pass required test. Ed. Com. Ed. Law, No. 871. Printed No. A. 1736.

Custodial Employees
1505. L. BENNETT—Provides for employment from appropriate civil service eligible lists, of custodial employees in NYC schools, and for the adoption of salary schedules by education boards. Education Com. Ed. Law, No. 1143, No. 868-c, new. Printed No. A. 1745.

Repeals Increment Suspension
1522. McNAMARA—Repeals provision suspending salary increments of certain persons in state service and provides that salaries shall be computed for year commencing July 1, 1941, on basis of statutory increments. Ways and Means Com. Chap. 910 of 1939. Printed No. A. 1762.

Age Requirements
1530. WADSWORTH—Provides that education dept. and education boards shall not prevent persons physically and mentally qualified from competing for civil service positions and public school service, by reason of age. Civil Service Com. Civil Service Law, 25-a. Printed No. A. 1770.

Discharging Veterans
1537. FARSTEIN—Prohibits removal from civil service positions, except for incompetency or misconduct of honorably discharged veterans after one year of military service or service for any period of time in merchant marine training during World War. Civil Service Com. Civil Service Law, 22. Printed No. A. 1780.

Hourly Workers
1539. GLANCY—Provides that persons employed on hourly basis shall receive pay for not less than four hours work a day and shall be credited with full hour of time for any fraction of hour worked in the civil service. Civil Service Com. Civil Service Law, 15-a. Printed No. A. 1788.

Veteran Retirement
1603. CREWS—Provides that member of state employees' retirement system who is veteran of Spanish-American war or first World War and has been adjudged by U. S. veterans' administration to be at least 10 per cent disabled and after 20 years in state service shall be entitled to retire and receive allowance of one-half of average annual salary for past five years. Pensions Com. Civil Service Law, 64-a new. Printed No. A. 1877.

Air Corps Employees
1604. CREWS—Provides that civil service employees entering federal air corps' service shall be included with those persons who are entitled to have their names placed in separate eligible list for civil service positions, because of military service. Civil Service Com. Civil Service Law, 22-a. Printed No. A. 1878.

Correction Dept. Widows
1620. RYAN—Provides that widow of retired guard or employee of correction dept. shall be paid one-third of retirement allowance at time of death if she shall have lived with deceased at least ten years prior to his death and that annuity shall not be paid after widow remarries. Pensions Com. Correction Law, 470-b new. Printed No. A. 1897.

Promotion Lists
1747. AUSTIN—Provides that promotion list for civil service employees shall be permanent and shall not expire until it is exhausted and that successful competitors in future promotion examinations held for same grade or title shall be placed at end of permanent list. Civil Service Com. Civil Service Law, Sec. 15-a new.

Demotions
1752. DOWNING—Provides that when civil service employees are separated from or demoted in competitive class of civil service in inverse order of original appointment, it shall be according to group but irrespective of

grade. Civil Service Com. Civil Service Law, Sec. 31.

Size of Classes
1782. CREWS—Provides that N. Y. City education board shall reduce size of classes in elementary, junior and senior high schools so that Sept. 1, 1943, no class shall exceed 38 pupils except where extra class would reduce average register of grade below 25 pupils and except in music and physical training classes. Education Com.—Education Law, Sec. 808.

Absent for Voting
1863. GLANCY—Permits civil service employees to be absent from employment on primary election day for period of two hours for purpose of voting. Judiciary Com. Election Law, Sec. 200.

Retirement
1933. BREED—Provides retirement benefits for all municipal and quasi-public employees not now covered by any provision for retirement, permits them to join state employees' retirement system or local pension or retirement system. Rules Com. Civil Service Law, Art. 5-a new.

Transfer
1978. DORN—Provides in case of departmental transfer involving change of classification or requiring removal of civil service officer or employee from present location to office located more than 25 miles distant therefrom, such officer or employee shall be permitted at least 48 hours in which to report to new location without penalty or loss of right or privilege. Rules Com. Civil Service Law, Sec. 15-a new.

Veteran Preference
1990. GUGINO—Provides that preferences allowed honorably discharged veterans shall be extended to veterans who became citizens after entrance into military service. Rules Com. Civil Service Law, Sec. 21.

Suspensions
2031. CREWS—Provides that suspensions from, reductions or demotions in municipal civil service positions of competitive class must be made in inverse order of original appointment, and extends provision to independent boards, authorities or other agencies created by legislative act and having employees appointed under civil service rules. Rules Com. Civil Service Law, Sec. 31-e new.

Reinstatement
2032. DOWNING—Provides that any person demoted in or separated from civil service whose name was placed on preferred list on or after Jan. 1, 1938, shall be eligible for reinstatement until Dec. 1, 1945. Rules Com. Civil Service Law, Sec. 31-a new.

Leave of Absence
2034. AUSTIN—Provides that adequate leave of absence for not to exceed three years shall be allowed members of supervising, teaching or administrative staffs of public schools, colleges and institutions of learning without being deprived of any tenure, promotion or pension rights. Rules Com. Education Law, Sec. 565-a new.

Right of 3d Party
2087. WAGNER—Provides in proceeding against body or officer affecting appointment, tenure or compensation of person in public service, that person, not originally made party thereto, shall have right upon his own application to become a party at any stage of the proceeding. Rules Com. Civil Practice Act, Sec. 1298.

Retirement
2109. GILLEN—Permits members of N. Y. City employees' retirement system who are attendants or attaches of supreme, county or general sessions courts to continue in service after age of 70 for two years but not after end of month in which age of 80 is attained, upon certificate of justices certifying that member is physically and mentally capable and that his retention will be in interest of public. Rules Com. N. Y. City Administrative Code, Sec. 33-38.0.

Manhattan State Hospital
2119. MAILLER—Extends period to within fifteen instead of ten years after April 7, 1933, for removal by mental hygiene dept. of inmates of Manhattan state hospital, located on Ward's Island, to Pilgrim state hospital on Long Island and other hospitals. Rules Com.

Probationary Period
2155. ZIMMER—Provides that all teachers, supervisors, school nurses, librarians, dental hygienists, teacher-clerks of school districts employing five or more teachers shall be appointed for probationary period of three years and at expiration of such term persons re-appointed shall hold position subject to behavior and efficiency and shall not be removed except for cause. Rules Com. Education Law, Sec. 312-a.

School Physicians
2178. JACK—Requires that N. Y. City education board shall establish a permanent staff of physicians, dentists, dental hygienists and nurses for periodic examination and promotion of health of children of school age. Rules Com. Education Law, Sec. 871-f new.

Helpers Try For Defense Jobs Eligibles Elect Temporary Officers

The Maintainer's Helpers Eligible Association got off to a flying start in a highly enthusiastic meeting, Friday, March 21, at Washington Irving High School. Members of the four groups were completely united in ideas and efforts to obtain as many jobs as possible. Paul Brennan, director of the medical and physical bureau of the Municipal Civil Service Commission, encouraged the eligibles considerably in a short, inspiring talk.

are being certified to non-transportation groups. **Peters and Simon Elected**
Claude Peters was elected temporary president, and Sidney Simon, temporary vice-president. Permanent officers, including vice-presidents in charge of each of the four eligible groups, will be elected at the next meeting. Committees were established to interview officials of the civil service commission and the Board of Transportation and to make a complete survey of the skills and occupations of the members.

Unique among the suggestions offered and adopted for action at the meeting was the decision to interview defense agencies, private and public, and offer the four lists for possible employment. Practically every skilled trade in the construction industry is represented among the maintainers' helpers. The Eligibles also decided to battle for as many subway jobs as possible under the process of selective certification, particularly those positions which

Other temporary officers elected were Igino Pescatori, financial secretary; Eugene Zurlos, treasurer, and George Brown, corresponding secretary. The next meeting will be held Friday, April 4, at Washington Irving High School, at 7 p.m.

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Fireman Exam

(Continued from Page 3)
Min. 6.45 to 6.30, 65%.
Min. 7.00 to 6.45, 60%.

Dumbbell Lift

80 pounds one hand, 80 pounds, other hand—100%.
80 pounds one hand, 70 pounds, other hand—95%.
70 pounds, one hand, 70 pounds other hand—90%.
70 pounds one hand, 60 pounds other hand—85%.
60 pounds one hand, 60 pounds other hand—80%.
60 pounds one hand, 50 pounds other hand—75%.
50 pounds one hand, 50 pounds other hand—70%.
50 pounds one hand, 40 pounds other hand—60%.
40 pounds one hand, 40 pounds other hand—50%.

By sheer muscular effort raise full arm's length above head, each hand separately (Military Lift).

Coordination Test

This is the fourth and final event. It has not yet been worked out. It is expected that it will be somewhat similar to that used in the Sanitation test, but that Fire Department equipment may be substituted for the Sanitation cab.

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How to Apply for a Test

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

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

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

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

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

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

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

The "weights" listed for various titles on these pages refer to the relative value of each part of the exams. Therefore, if the weight of the written part of an exam is 30, this means that the written part counts for 30 per cent of the final mark.

U. S. Tests

Expediter (Marine Propellant and Outfitting Equipment)

Salary: \$3,200. U. S. Maritime Commission. File until further notice. Age limit: 65. Requirements: Applicants must have had four years of experience in a factory or shipyard engaged in the manufacture of pumps, boilers, Diesel or reciprocating engines, etc., and in addition certain specialized experience.

Bookbinder (Hand)

Bookbinder (Machine Operations)

Salaries: \$1.20 and \$1.26 an hour, and \$10.08 a day, in various departments. File by April 24. Age limit: 50.

Duties

Bookbinder (Hand): To perform hand operations as required in forwarding and finishing library, edition, and blank books.

Bookbinder (Machine Operations): To set, operate and adjust gathering machines and Cleveland or Dexter folding machines equipment with automatic feeders.

Requirements

Bookbinder (Hand): Completion of a four-year apprenticeship or four years of practical experience, plus one year of journeyman experience.

Bookbinder (Machine Operations): Completion of a four-year apprenticeship or four years of practical experience, plus one year of journeyman experience.

Basis of Ratings

Applicants will be rated on their experience and fitness on a scale of 100.

Junior Engineering Draftsman

Salary: \$1,440. Optional branches: 1) aeronautical; 2) architectural; 3) civil; 4) electrical; 5) mechanical (machine design); 6) structural; 7) topographic; 8) lithographic; 9) general.

File by April 24. Age limit: 40.

Duties

Under supervision, and following somewhat specific instructions as to methods and working details, to perform the more elementary drafting, tracing, lettering and incidental subprofessional technical work.

Requirements

High school graduation, or the equivalent.

In addition drafting or education in the optional branches as follows: 1) one year of practical elementary full-time paid drafting-room experience; or 2) successful completion of a course in drafting requiring at least 400 hours of actual classroom work in a school specializing in drafting; or 3) completion of one year of an engineering or architectural course, including courses in drafting, in a college; 4) the completion of a course in drafting under the Federal Office of Education Defense Training Program.

Basis of Ratings

Competitors will be rated on drawing, lettering, and practical questions on a scale of 100 in a general test.

Head Soil Scientist

Salary: \$6,500. File by April 24. Bureau of Plant Industry, Department of Agriculture. Age limit: 55. Requirements: College graduation, plus eight years of successful and progressive experience in soils research.

Student Nurse

Salary: \$288 a year, plus quarters, subsistence, laundry and medical attention. Promotions at \$1,620. St. Elizabeth's Hospital (Federal Institution for Treatment of Mental Disorders), Federal Security Agency, Washington, D. C.

For appointment in Washington, D. C., only. Age limit: 18 to 30.

Duties

The St. Elizabeth's Hospital School of Nursing offers a three-year course of training to those desiring to become graduate nurses. The course consists of a probationary term of 12 months, a junior term of 12 months and a senior term of 12 months. The hours of duty will not exceed 48 a week. Those completing the course will be granted certificates of graduation and be eligible for promotion to positions on the nursing staff at \$1,620.

Requirements

High school graduation. Applications will also be received from Senior students who complete their courses before June 30, 1941.

Machinist: Salary, \$7.92 to \$8.38 a day. Age limits: 20 to 62. Requirements: four years of apprenticeship or four years of experience in the trade. File until further notice.

Boatswain: Salary, \$1,392. Place of employment: Army Transport Service, War Department, Brooklyn. File until April 11.

Instrument Maker, \$1,800. Requirements: Completion of a four years apprenticeship or four years experience as Instrument Maker in a high-grade instrument or physical laboratory shop. Maximum age, 62. File until further notice.

Supervisor of Indian Education in Mural Painting and Fine Arts, \$3,900; Assistant Supervisor, \$2,300. Requirement: At least four years specialized study in fine arts plus three to five years experience, according to the grade, part of which must have been as supervisor of teaching of art techniques. Maximum age, 53. File by March 31.

Junior Engineer, \$2,000. Requirements: Completion of a four year engineering curriculum leading to an AB degree in engineering. Senior students in engineering may also apply. Maximum age, 35. File until further notice. Senior Inspector Engineering Materials, \$2,600; Inspector, \$2,300; Associate Inspector, \$2,000; Junior Inspector, \$1,620. Maximum age, 65. File until further notice.

Construction Inspection Coordinator. Salary: \$3,000. Optional subjects: 1) hull; 2) electrical; 3) machinery. Age limits: 65. Requirements: applicants must have had professional experience in the field of at least four years and in addition four years of experience in the optional subject. File until further notice.

Associate Entomologist (Taxonomy). Salary: \$3,200. Requirements: Applicants must have graduated from college and had at least three years' responsible experience in taxonomy of the aculeate Hymenoptera. Upper age limit: 53. File until further notice.

Research Chemist (Any Specialized Branch). Principal, \$5,600; Senior, \$4,600; Research Chemist, \$3,800; Associate, \$3,200; and Assistant, \$2,600. File until December 31, 1941. Age limit: 55. Requirements: College graduation, and from seven to two years of professional experience in the field, depending on the grade of the position applied for.

Gauge Checker, \$8.72, \$9.20, \$9.68 per day. Requirements: Four years apprenticeship, or equivalent, in general machine shop practice plus six months experience in the manufacture or inspection and checking of gauges. Maximum age, 62. File by March 28, 1941.

Operator, Core Drilling Machine, \$1,800 to \$2,300. Operator, Core Drill Helper, \$1,320 to \$1,620. Requirements, Operator, Core Drilling Machine: At least one year's experience in the operation and maintenance of gasoline driven core drilling rigs. Operator, Core Drill,

Helper: At least six months experience as helper in the operation and maintenance of gasoline-driven core drilling rigs and in taking drive and core samples. Maximum age, 50. File by March 26, 1941.

Storekeeper (Deck), \$1,302 per year. Requirements: At least one year's experience in deck department at sea with responsibility for receipt, custody, storage and issue of supplies. Applicants must furnish either a certificate of service issued by a local board of inspectors or a continuous discharge book. Maximum age, 53. File by April 8, 1941.

Sub-Inspector (Core Drilling), \$1,620 to \$1,800. At least two years experience conducting, supervising, or inspecting core-drilling operations and sampling of sub-surface strata, at least six months of which must have been in a supervisory capacity. College education may be substituted. Maximum age, 50. File by March 26, 1941.

Principal Superintendent of Construction, \$5,600; Senior Superintendent of Construction, \$4,600 a year; Superintendent of Construction, \$3,800 a year; Associate Superintendent of Construction, \$3,200 a year. Requirements: Seven to eleven years of experience in the field of general construction, of which a portion must have been as general superintendent on large construction projects involving excavation, reinforced concrete, steel, wood and masonry. Senior Superintendent: Engineering or technical college courses may be substituted, year for year, up to four years of the general experience. Maximum Age, 58. File by Dec. 31, 1941.

Instructor, Mobile Laundry, \$2,000. Requirements: At least three years experience in laundry operations, use, upkeep and operation of modern washing and drying machinery, and preparation and use of laundry solutions. Also, at least two years experience as foreman, assistant superintendent or superintendent of large modern laundry or two years as instructor of organized classes in laundry operations or two years experience in the installation and instruction in the operation of machinery and solutions or any equivalent combination of (a), (b), or (c). Maximum age, 53. File until further notice.

Armament Machinist, \$1,800. Requirements: Completion of four years apprenticeship or four years experience in heavy ordnance work or four years apprenticeship or experience as general machinist plus one year as a journeyman in heavy orders. Maximum age, 62. File by April 18. Full details in Feb. 25 issue of The LEADER.

Assistant Communications Opera-



PRACTICAL TEST

for New York City subway trackman. The applicant is raising spikes in railroad ties as part of his test. A Civil Service examiner looks on.

tor (Air Navigation), \$1,620. Ability to transmit and receive by radio telegraph (International Morse Code) at a sustained speed of 30 words per minute copying on a typewriter. Maximum age, 50. File until further notice. Full details in Feb. 25 issue of The LEADER.

Staff Dietitian, \$1,800 a year. Requirements: A.B. degree, with major study in dietetics, including at least 18 semester hours in a combination of the following: food preparation, nutrition, and institutional management. Applicants will be accepted from students now serving an approved graduate training course. File until further notice.

Electrician, \$1,950 a year. Requirements: 4-year apprenticeship, or equivalent experience; certificate of service issued by local inspectors; continuous discharge book or certificate of identification issued by U. S. officials.

Attendant, Neuro-Psychiatric Hospital, \$1,020 a year. Requirements: Applicants must have completed at least 6 months of a resident training course in nursing; or 6 months of active service in the hospital corps. Three months of experience as Attendant performing ward duty in an institution for the treatment of mental or nervous diseases is acceptable. Age limits, 21 to 48 years. Applications may be filed until further notice.

Principal Tool and Gauge Designer, \$2,300 a year; Senior Tool and Gauge Designer, \$2,000 a year; Tool and Gauge Designer, \$1,800 a year. Requirements: Applicants must have had satisfactory designing training, or mechanical drafting and machine shop experience. The length and specialization of experience vary according to the grade of the position. Age limits, 18 to 62 years. Applications may be filed until further notice.

Engineering Draftsman, \$1,800 a year; Chief Engineering Draftsman, \$2,600 a year; Principal Engineering Draftsman, \$2,300 a year; Senior Engineering Draftsman, \$2,000 a year; Assistant Engineering Draftsman, \$1,620 a year. Maximum age, 53 years. File until December 31, 1941.

Inspector Engineering Materials, Mechanical (Optical Instruments), \$2,000 a year. Requirements: Applicants must have had at least 4 years of experience in the inspection and testing of optical instruments. Collegiate training in physics or optics; or related training may be substituted for experience. Age limits, 21 to 53 years. Applications may be filed until further notice.

Junior Communications Operator (Air Navigation), \$1,440 a year. Requirements: Applicants must have a

first-class radio telegraph operator's license or similar license issued by the Federal Communications Commission. Age limits, 18 to 50 years. Applications may be filed until further notice.

Junior Communications Operator (High Speed Radio Equipment), \$1,620 a year. Requirements: Applicants must have had 1 year of experience as Radio Operator in communications work, at least 3 months of which included operation of high speed radio communication equipment. Maximum age, 48 years. Applications may be filed until further notice.

Machinist, \$6.72 to \$8.88 a day. Requirements: Applicants must have completed a 4-year apprenticeship or must have had at least 4 years of practical experience in the trade. Applications from those with only 2 years of experience will be accepted and may be certified for appointment as the needs of the service require. Age limits, 18 to 62 years. Applications may be filed until further notice.

Principal Inspector (Subsistence Supplies), \$2,600 a year; Inspector (Subsistence Supplies), \$2,300 a year; Assistant Inspector (Subsistence Supplies), \$1,800 a year; Junior Inspector (Subsistence Supplies), \$1,620 a year. Requirements: Satisfactory inspectional experience is necessary. The lengths of experience vary according to the grade of the position. Laboratory experience or college training may be substituted for part of the required inspectional experience. Maximum age, 53 years. Applications may be filed until further notice.

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

Toolmaker, \$7.20 to \$9.36 a day. Requirements: Applicants must have completed a 4-year apprenticeship or must have had at least 4 years of practical experience in the trade. Applications from those with only 2 years of experience will be accepted and may be certified for appointment as the needs of the service require. Age limits, 18 to 62 years. Applications may be filed until further notice.

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

Graduate Nurse, General Staff Duty, \$1,800 a year. Requirements: Completion of high school course or 14 units of high school study; completion of full course in school of nursing; must be registered graduate nurses. Additional credit for special experience in rural community. Age limit: 40. File until further notice.

Junior Stenographer, \$1,440 a year. Open only to men. Requirements: The only requirements are that the applicants must meet the age limits and be U. S. citizens. There will be an examination, as follows: Copying from plain (typewriting), counting 25%; general test, counting 25%; stenography, 50%. Dictation is at the rate of 96 words a minute. Any system of making notes, including the use of shorthand-writing machines, is acceptable, provided the notes are given to the examiner after being transcribed. The use of typewriter for making notes is not permitted. Applicants must supply their own typewriters and tables for the test. Any style of typewriter, except electric, is permitted. Maximum age, 53. File until further notice.

Upstate Tests

YONKERS Technician (Pathology)

Bureau of Laboratories, Department of Public Health. One appointment expected at \$1,800. File by March 28. Fee, \$1. Exam will be held April 19. This test is open to residents of New York State.

Duties

Do specialized technical work in pathology and blood chemistry; related work.

Requirements

Either (a) college degree with courses in biology and general and analytical chemistry; or (b) high school graduation, two years experience in a public health or commercial laboratory, and (1) two years college training with courses in biology and chemistry, or (2) a special one-year course in laboratory technique; or (c) an equivalent combination.

Basis of Ratings

Written, 5; training and experience, 5.

Junior Laboratory Asst., Bureau of Laboratories, Dept. (Continued on Page 17)

(Continued from Page 16)
 Department of Public Health. One ap-
 pointment expected at \$1,200. File
 by March 23. Fee, \$1. Exam will
 be held April 19.

Duties
 Do routine work in a scientific
 laboratory; perform more advanced
 work in laboratory routines; assist
 in technical work; related work.

Requirements
 Candidates must be residents of
 New York for one year preceding
 March 10, 1941. Either (a) two
 years experience in a public health
 commercial laboratory, and high
 school graduation; or (b) one year
 such experience, one year train-
 ing in public health laboratory pro-
 cedures, and high school gradua-
 tion; or (c) an equivalent combina-
 tion.

Basis of Ratings
 Written, 5; training and experi-
 ence, 5.

Eastchester
FIREMAN
 Town of Eastchester, Westchester
 County. Age limits: 21-35. Appoint-
 ment expected at \$1,800. File by
 April 17. Fee, \$1.

Requirements
 Candidates must be residents of
 Eastchester. They must measure at
 least five foot six, weigh 135 pounds
 or more.

Basis of Ratings
 Written, 7; training and experi-
 ence, 3.

Promotion Exams

The State Civil Service Commis-
 sion opened filing this week for the
 following promotion exams:

**Safety Service Organizer, New
 York Office, State Insurance Fund.**
 (Usual salary range \$2,500-\$3,125;
 appointment expected at minimum
 but may be made at less.) File by
 April 7. Fee, \$2.

**Canal Section Superintendent,
 Service 9-B, Grade 4, Division of
 Canals and Waterways, Department
 of Public Works.** (Usual salary
 range \$3,120-\$3,720; appointment
 may be made at less than minimum.)
 File by April 7. Fee, \$3.

**Principal Clerk (Education), Al-
 bany Office, Department of Educa-
 tion.** (Usual salary range \$2,000-
 \$2,500; appointment expected at
 minimum but may be made at less.)
 File by April 7. Fee \$1.

**Compensation Hearing Steno-
 grapher, New York Office, State In-
 surance Fund.** (Usual salary range
 \$2,200-\$2,700; appointment may be
 made at less than minimum.) File by
 April 7. Fee \$2.

Where Do I Stand?

The following are the latest certi-
 fications, in New York City and Al-
 bany, from popular State lists. P
 means permanent; T means tempo-
 rary:

	Ranking	Pct.
Junior Clerk		
P—New York—\$900.....	755	85.025
P—Albany—\$900.....	2,739	82.35
T—New York—\$900.....	1,825	83.625
T—Albany—\$900.....	2,830	82.225
Junior Stenographer		
P—New York—\$900.....	137	86.50
P—Albany—\$900.....	2,130	81.10
T—New York—\$900.....	1,541	85.60
T—Albany—\$900.....	2,320	78.70
Junior Typist		
P—New York—\$900.....	896	88.00
P—Albany—\$900.....	1,710	85.74
T—New York—\$900.....	1,232	87.10
T—Albany—\$900.....	2,230	84.08
Assistant File Clerk		
P—New York—\$1,200....	178	88.70
P—New York—\$900.....	100	89.50
P—Albany—\$900.....	1,165	85.50
T—New York—\$1,200....	472	87.30
T—Albany—\$900.....	644	86.70
T—Albany—\$960 (from Jr. Steno list).....	1,194	85.60
T—Albany—\$900.....	1,307	85.20
Assistant Clerk		
P—Albany—\$1,200.....	520	88.02
T—New York—\$1,200....	234	89.33
T—New York—\$1,060....	558	87.91
T—New York—\$900.....	437	88.37
T—Albany—\$1,200.....	805	87.21
T—Albany—\$900.....	2,967	84.06
Assistant Stenographer		
T—New York—\$1,200....	1,070	84.50
T—New York—\$900.....	1,919	79.60
T—Albany—\$1,200.....	1,957	79.00
T—Albany—\$900.....	2,020	77.50

Latest permanent appointments
 from these lists are:

Junior Clerk		
New York—\$900.....	550	86.75
Albany—\$900.....	2,537	82.575
Junior Stenographer		
New York—\$900.....	1,953	82.30
Albany—\$900.....	607	87.70
Junior Typist		
New York—\$900.....	649	88.90
Albany—\$900.....	1,458	86.40
Assistant File Clerk		
New York—\$900.....	105	89.50
Albany—\$900.....	1,047	85.80
Assistant Clerk		
New York—\$1,100.....	63	91.04
Albany—\$1,200.....	520	88.02
Assistant Stenographer		
New York—\$960.....	405	87.49
Albany—\$1,200.....	192	88.89

Books for Career Training

You may obtain any of the following
 volumes from the Leader Bookshop,
 97 Duane Street, New York City:

Fireman
 Fireman Text Book, by Cassell and
 Pritzel. \$3.50. The College Book Co
 Fireman Study Book. 25c. Capital
 Pub. Co.
 Fire Department Study. \$1.50. Aid
 Pub. Co.
 History Fire Department, by Lowell
 Limpus. \$3.50. E. P. Dutton & Co.

Hospital Attendant
 Hospital Attendant. \$1.00. Cord.
 1940.
 Hospital Attendant. \$1.00. Arco. 1940.
 Hospital Attendant Study Book. 25c.
 Civil Service Leader.
 Arco Student Nurse. \$1.00. Arco
 Pub. Co.

Insurance
 Some Current Problems in Social Se-
 curity, by W. Haber. 25c. University
 of Michigan.
 Unemployment Insurance Manual.
 \$1.00. Civil Service Leader.
 Foundation Guide for Payroll Taxes.
 \$3.00. Foundation Press. 1939.
 Unemployment Insurance Referee.
 Meridian Law Books. 1940. \$2.
 Unemployment Insurance Referee.
 Arco. 1940. \$2
 Unemployment Insurance Referee.
 Cord. 1940. \$2.

Janitors
 Janitor-Custodian. \$1.00. Arco. 1939.

Metal Work
 Plating & Finishing Guide-Book. 25c.
 Metal Industry Pub. Co. 1940.
 Units in Bench Metal Work. 48c. Mc-
 Cormick Mathers Co. 1939.
 Metal Work. \$1.25. Stephen Daye
 Press Room.

Naval
 Applied Naval Architecture, by G. C.

Manning. \$2.75. Van Nostrand. 1939.
 Handbook for Skippers, by W. C.
 Menninger. \$1.00. Boy Scouts of Amer-
 ica. 1939.

Marine Navigation, by P. V. Weems.
 \$6.00. Van Nostrand. 1940.
 Marine Handbook. 75c. U. S. Naval
 Institute.
 Shipping Practice, by E. F. Stevens.
 \$2.40. Pitman. 1940.
 Naval Leadership. \$1.50. U. S. Naval
 Institute.

Nursing
 Nursing As a Profession. 75c. Rus-
 sell Sage Foundation. 1940.
 Principles of Psychiatric Nursing, by
 M. E. Ingram. \$2.75. W. N. Saunders
 Co. 1939.
 Eye, Ear, Nose & Throat Manual for
 Nurses. \$2.25. C. V. Mosby Co. 1939.
 Lippincott's Quick Reference Book
 For Nurses. \$2.00. J. B. Lippincott &
 Co. 1940.
 Arco Student Nurse. \$1.00. Arco
 Pub. Co.
 Cord Dietitian. \$1.50. Cord Pub Co.

Office Work
 Office & Secretarial Training. \$1.60.
 Prentice-Hall, Inc.
 Private Secretary (Manual). \$3.50.
 (To Schools) \$2.20. Prentice-Hall, Inc.
 1940.
 Clerical Occupations. 50c. Science
 Research Associates. 1940.

Photography
 Photo Almanac. \$1.00. Falk Pub.
 Co.
 Photographing In Color. \$4.85. Ran-
 dom House.
 Flash. \$3.60. Hale, Cushman & Flint,
 Inc.
 Anyone Can Take Good Pictures.
 \$1.95. Daud Kemp & Co. 1940.
 Graphic Graflex Photography. \$4.00.
 Morgan & Lister. 1940.

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 39 CHRYSLER Royal 6 Sedan... 485
 39 CHEVROLET Trunk Sedan... 445
 38 PACKARD Tk. Sedan, R&H... 445
 38 PLYMOUTH Sedan, R&H... 365
 37 PONTIAC Opera Coupe... 315
 37 OLDSMOBILE Sedan... 295
 37 DODGE Trunk Sedan... 265
 36 PONTIAC Sedan, R&H... 195
 35 BUICK Sedan, Beauty... 185
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 37 Ford '85' 4-Dr. Tr. Sed... 245
 37 Lincoln-Zephyr Sedan... 325
 37 Buick '81' 4-Dr. Tr. Sed... 395
 39 Ford Tudor Sedan... 425
 39 Packard 4-Dr. Tk. Sedan 450
 39 Chevrolet 2-Dr. Tr. Sed... 495
 38 Buick '41' 4-Dr. Tk. Sed. 545
 38 La Salle Opera Coupe... 545
 38 Buick '66-S' Opera Cpe... 545
 38 Nash '6' Trunk Sedan... 595
 38 Chevrolet 2-Dr. Tr. Sedan 625
 39 Buick '41' 4-Dr. Tr. Sedan 645
 39 La Salle Opera Coupe... 675
 39 Dodge 2-Dr. Trunk Sedan 675
 39 Packard '6' 2-Dr. Tr. Sed. 695
 39 Mercury Coupe Sedan... 695
 39 Buick '41-C' Conv. Sedan 725
 39 Buick '48' 2-Dr. Tr. Sed... 775
 39 Buick '46-S' 5-Pass. Cpe. 795
 39 Buick '41' 4-Dr. Tr. Sed... 795
 39 Buick '51' Super Tr. Sed. 895
 39 Buick '90-L' DeL. Limou. 925

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 37 NASH '6' Sedan... 259
 37 PLYMOUTH Sedan... 299
 37 NASH Amb. '6' Coupe... 299
 37 OLDSMOBILE Sedan... 329
 38 PLYMOUTH Sedan... 349
 38 FORD 5-Pass. Sedan... 349
 38 NASH '6' Club Coupe... 389
 38 DODGE DI. Sedan... 399
 38 OLDS. Sedan, R&H... 409
 39 NASH Club Coupe... 429
 39 NASH 5-Pass. Sedan... 449
 39 CHEVROLET Coupe... 469
 39 CHEVROLET Sedan... 489
 39 OLDS. Sedan, R&H... 499
 40 NASH A. P. Coupe... 519
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Welfare Trounces Education

The Department of Welfare "Iron
 Man" five continued its point-a-min-
 ute pace when it subdued the Edu-
 cation Dept. forces 60-33 in a Munici-
 pal Athletic League game played at
 the Park Dept. gym.

As in all its games played to date,
 the Hodsonmen scored the first bas-
 ket, and maintained its lead through-
 out, never easing up as it grabbed a
 12-6 lead at the end of the quarter.
 32-17 at the half, and was in the van
 42-21 at the three-quarter mark. The
 Cheroff-coached cagesters raged a
 blizzard of baskets which swirled
 around the hapless victims as they
 maintained a 2-1 advantage.

Sparked by Dan Sheehan, a former
 Lenox Hill A. C. luminary playing
 his first game for Welfare; Tom (All-
 Out) Stevens, Al (High Scorer)
 Scheinholz, Charley (Lefty) Vogel
 and Hank (Luissetti) Levison display-
 ed more drive, hustled after the ball,
 and blasted its way under the back-
 board to make its shots. The "Edu-
 cators" did little of account in the
 close range and seemed over-intent
 on its set-shot game.

Welfare maintained its .800 percent
 foul shooting average as it tallied 10
 out of 12 from the 15-foot range.
 Fred (Stretch) Mindeck, Welfare's
 brilliant center for the last two sea-
 sons, followed Capt. Dave Sanders in
 joining the National Guard. Bill
 Condon, John White and Ike Babbitt
 are recovering from colds, while Hal
 Schaan will be available for court
 duty as soon as he leads his club
 team, Union Temple, to the A.A.U.
 Metropolitan championship.

The box score:

WELFARE (60)					
S.	G.	PF.	FT.	FG.	P.
Stevens	17	6	2	2	14
Vogel	13	4	2	1	9
Scheinholz	14	7	2	5	17
Levison	15	2	1	2	6
Sheehan	11	6	1	2	14
Totals	70	25	8	10	12

EDUCATION (33)					
S.	G.	PF.	FT.	FG.	P.
Sherlock	16	3	1	4	8
Dennedy	18	5	1	4	14
Rogers	15	2	2	2	15
Pape	9	0	1	2	0
Bizzano	12	3	3	1	6
Totals	70	13	8	13	7

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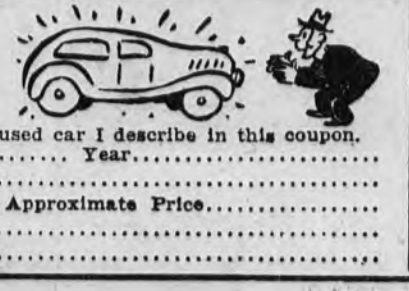
Make..... Year.....

Body Style.....

Model.....

Name..... Approximate Price.....

Address.....



BULLETIN BOARD

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

Customs, Immigration Eligibles Meet

The Customs and Immigration Eligibles Association representing a membership on nine federal registers for General Investigators will meet at 8 p.m. on Tuesday, March 25, at the Rand School, 7 East 15th St., Manhattan. Reports will include Police developments and communications from the U. S. Civil Service Commission and the Collector of Customs of New York City.

Stores Clerk Eligibles Make Plans for List

Eligibles on the Mechanical Stores Clerk lists drafted a letter to send to personnel offices throughout the State service, and discussed further plans to push use of the Assistant and Senior lists, at a meeting last Thursday night. These officers were elected: S. Lepene, president; H. Greenblatt, treasurer; B. Kiernan, secretary.

Among the plans to further the list are: 1. Urge the U. S. Civil Service Commission to use the lists for inspector jobs; 2. Protest the certification of the lists according to judicial districts, on the grounds that such use was not announced previous to holding the test.

Navy Yard Group Meets on March 25

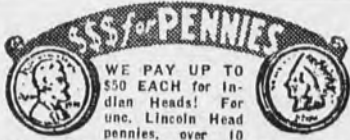
The next meeting of the Navy Yard Civil Service Association (affiliated with the Federation of Architects, Engineers, Chemists and Technicians) will be held Tuesday, March 25. The Association's headquarters are located at 592 Fulton St., Room 8, Brooklyn.

Industrial Relations Eligibles Contact N. M.

Eligibles on the Industrial Relations Investigator list anxious to join in a movement to push the use of their list are urged to contact N. M., Civil Service LEADER, 97 Duane Street, New York City.

Fire Eligibles Meeting

The next meeting of the Fire Eligibles Association will be held Friday, March 28 at 8:30 p.m. in P.S. 42nd St., near 3rd Ave., Manhattan. All eligibles have been asked to attend, especially those recently appointed as Platformmen in the Independent Subway and Special Patrolmen in the Department of Welfare.



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World War Vets In Patriotic Rally

A patriotic rally and mass meeting of world war veterans and those disabled on civil service eligibility lists and otherwise qualified for jobs in the Government's Defense program is to be held Tuesday evening, March 25, according to an announcement by the Veterans Civil Service League.

The meeting is to be held in the City Court Building, 52 Chambers street, Manhattan. Honorably discharged soldiers and officers of the Army, Navy and Marine Corps will complete preparations to obtain from Congress legislation designed to utilize their services.

Sanford L. Gore, vice-commander of the League with headquarters at 11 Park Place, voiced the sentiments of the veterans in a statement, saying:

"The Government and its agencies must be made to understand and give concern to the unemployment problem of thousands of eligible veterans who are ready and willing to take their part in the Defense program."

Greenpoint Nurses Give Farewell Party

Employees of the Greenpoint Hospital Nurses Home gave a farewell party last week to Theresa R. Ingratto, who left the assistant chief dietitian post at the hospital to accept the chief position at Neponsit Hospital.

Crawford Clothes Opens New Plant

Crawford Clothes announces the opening of their newest plant in Long Island City. Built at the cost of a million dollars, the plant is organized to incorporate in one building all processes in making fine clothes for men.

Catholic Employees Plan Communion Breakfast

The Catholic Employees of the State Insurance Fund will hold their Fourth Annual Corporate Communion Breakfast on March 30 in the Church of the Holy Innocents, 37th St., off Broadway, Manhattan, at 9 a.m. Breakfast will follow in the Georgian Room of the Hotel Piccadilly, 227 West 45th St., at 10 a.m. The principal speakers will be: Monsignor Aloysius C. Dineen, pastor of the Church of the Holy Innocents; Reverend John LaForge, S. J., Associate Editor, America; Dorothy Day, editor, Catholic Worker, and Alexander I. Rorke. A large attendance is expected at the Communion Breakfast.

UFWA in Annual Ball

Eli Dantzig's orchestra will lead the music and festivities at the 2nd Annual Ball of the New York Regional Council, United Federal Workers of America, at the Palm Gardens, 306 W. 52nd St. on Saturday, April 19.

Truck Driver Eligibles

All eligibles on the list for Auto Truck Driver (appropriate for Laborer) have been asked to attend the next meeting of the association on Thursday, March 27 at 8 p.m. at 10 Seventh Ave., Manhattan.

Morris and St. George Assns.

Sirs: In the March 18th issue of the Civil Service Leader you printed a short notice regarding the rally of the newly established St. George Association, which was held in the police line up room at 240 Center Street, March 20th, 8:30 P. M. You stated that "Newbold Morris, City Council President and honorary national chairman of the Newman Clubs," was expected to be present. The Hon. Newbold Morris is not honorary chairman of the Newman Clubs, but honorary national chairman of the St. George Association of the United States of America. Will you kindly make this correction, in the next issue of your publication? Thank you.

E. JOBST,
Secretary of the St. George Association, Department of Parks.

13,000 Subway Men In Civil Service

Thirteen thousand transit workers have been given a competitive Civil Service status by the Municipal Civil Service Commission so far. The remaining 14,000 will be reclassified by July, according to Paul J. Kern, president of the Commission.

The promotion list for Draftsman (Map Letterer) Grade 4, was certified this week to fill two vacancies in the Board of Water Supply.

The city-wide promotion list for Foreman (Electrician) was declared appropriate this week by the position of Electrician by the Municipal Civil Service Commission.

A request of a group of Porters

in the IND Division of the N. Y. C. T. S. that they be permitted to compete in a special promotion test for Maintainer's Helper was denied this week.

Goldfisher-Krantz

Saturday evening, April 26, will witness the marriage of Miss Thelma Goldfisher to Selwyn Krantz, of the Lyons Dental Co. She's the daughter of Abe Goldfisher, civil service employee in the Borough President's office and prominent in the affairs of the Federation of Municipal Employees.

Books for Career Training

(Continued from Page 17)

Elementary Photography. \$3.00. McGraw-Hill. 1940.
Cameracrafts. 50c. Grosset & Dunlap. 1939.
What You Want to Know About Developers. \$2.50. Camera Craft Pub. Co. 1939.
Secret of Exposure. 50c. American Photo Pub. 1939.
How to Make Enlargements. 50c. American Photo Pub. 1939.
Retouching of Negatives & Prints. \$1.50. Fomo Pub. Co. 1937.
U. S. Camera. \$2.95. Random House. 1940.
Aerial Photos. \$1.00. Aircraft Directory. 1940.
Highlights & Shadow. \$1.75. McLead, London.
Pictorial Journalism. \$4.00. McGraw-Hill. 1939.
Camera Take The Stand. \$3.00. Prentice-Hall. 1940.

Physical Education
Modern Teacher of Physical Education. \$2.00. F. S. Crafts. 1940.
It's Fun to Keep Fit. \$2.00. Harper & Bros. 1940.
Modern Physical Education Program For Boys and Girls. \$2.00. Barnes & Noble. 1940.
Sports Curricular. 60c. Stipes Pub. Co. 1939.
Principles & Policies for Physical Education in Y. M. C. A.'s. 25c. YMCA Press.

Playground Director
Playground Director. \$1.00. Arco. 1940.
Playground Director. \$1.00. Cord. 1940.
Play Space in New Neighborhoods. 25c. National Recreation Assn. 1939.
Types of Municipal Recreation Areas. 15c. National Recreation Assn. 1939.

Police
Police Interrogation. \$2.00. Police Journal. 1940.
Police Training. \$5.00. E. McGinern. How Criminals Are Caught. 25c. McMillan. 1940.
Law of Arrest and Supplement, by Clarence Alexander. \$3.00 and \$1.50. J. P. Gage.
Aid Patrolman. \$1.50. Aid Pub. Co. Eagle Police Chapters. \$1.50. Eagle Library.
Eagle Police Manual. \$1.00. Eagle Library.
Questions and Answers for Sergeants Exams. \$1.00. J. P. Gage.
Aid State Trooper. \$1.00. Aid Pub. Co.
State Trooper Exam. \$1.00. J. P. Gage.
Aid Border Patrol. \$1.00. Aid Pub. Co.
Arco Border Patrol. \$1.00. Arco Pub. Co.
Capital Border Patrol. \$1.00. Capital Pub. Co.
Cord Border Patrol. \$1.00. Cord Pub. Co.

Post Office
Haste, Post, Haste. Harrow, London. 1940.
Railway Postal. \$3.00. Barnes & Noble. 1939.
Manual For Postal Positions. \$1.50. Arco.
Postal Positions Study Book. \$1.50. Cord.
Aid Postal Man. \$1.00. Aid Pub. Co.
Arco Postal Man. 25c. Arco Pub. Co.
Arco Postal Man. \$1.50. Arco Pub. Co.
Cord Postal Man. \$1.50. Cord Pub. Co.

Preparation (General)
Everyday Math, by Zove Bar. 50c. Everyday Pub. Corp.
Definitions of Examinations for Study. 50c. J. P. Gage.
Arco Conscripton. 25c. Arco Pub. Co.
Eagle Sanitary Code. 50c. Eagle Library.
Aid General Test G. \$1.50. Aid Pub. Co.
Arco General Test G. \$1.50. Arco Pub. Co.
Arco Court Attendant. \$1.50. Arco Pub. Co.

Cord Referee. \$2.00. Cord Pub. Co.
Audel Math and Calculations for Mechanics. \$2.00. Theodore Audel & Co. Radio
Getting Acquainted with Radio. \$2.50. Appleton-Century Co. 1940.
Problems in Radio Engineering. \$1.40. Pitman. 1939.
Modern Radio Communication. \$2.00. Pitman. 1939.
Radio Fundamentals. \$3.00. U. S. Naval Institute.

Radio Builders. 25c. Handbook Allied Radio Corp. 1939.
Radio Operators Manual. \$1.00. General Electric Co. 1939.
Radio's Master Encyclopedia. \$2.50. United Catalog Pub., Inc. 1940.
Radio as a Career. \$1.50. Funk & Wagnalls.
Radio Directing. \$3.50. McGraw-Hill. 1940.
Do You Want to Get Into Radio. \$1.50. Stoker R. Frederick Co. 1940.
Occupations in Radio. Free. Science Research. 1940.
Audel Radioman's Guide. \$2.00. Theodore Audel & Co.

Shorthand
Twenty Short Cuts to Shorthand Speed. \$1.00. Gregg Pub Co. 1939.
Pitman's Shorthand. 70c. Pitman. 1939.
Medical Stenographer. \$3.00. Gregg. 1939.
Jr. and Senior Typist, Stenographer. \$1.00. Capital Pub.
Jr. and Senior Typist, Stenographer. \$1.50. Cord Publishers.
Jr. and Senior Typist, Stenographer. \$1.00. Arco.
Law and Court Steno. \$1.50. Cord.
Law and Court Steno. \$1.00. Arco.

Social Work
Problems of Administration in Social Work. \$3.50. University of Minn. 1940.
Guidebook for Beginners in Public Assistance Work. 40c. Family Welfare Assn. 1940.
Three Studies of Family Case Work Problems. 65c. Family Welfare Assn. 1940.
Theory and Practice of Social Case Work. \$1.00. Columbia Univ. Press.
Social Work Engineering. \$1.75. Harper & Bros. 1940.
Social Case Work in Practice. \$2.50. Family Welfare Assn. 1939.
Public Welfare Administrator. \$4.00. McGraw-Hill. 1940.
Civil Service in Public Welfare. \$2.25. Russel Sage Foundation. 1940.

Stationary Engineering
Stationary Engineers. \$1.50. Pergamon Pub.
Boiler Operators Guide. \$3.00. McGraw-Hill. 1940.

Statistics
Statistics and Their Application to Commerce. \$5.00. Pitman. 1940.
Laboratory Manual for Elementary Statistics. \$2.25. Stipes. 1940.
Surveying
Treatise on the Law of Surveying and Boundaries. \$5.00. Bobbs-Merrill Co. 1939.
Elementary Surveying. \$2.00. International Textbook. 1939.

Public Health
Appraisal Form for Local Health Work. \$1.50. American Public Health. 1938.
Health Is Wealth, by DeKruif. \$2.00. Harcourt, Brace Co. 1940.

Problems of Administration in Social Work. \$3.50. University of Minn. 1940.
Guidebook for Beginners in Public Assistance Work. 40c. Family Welfare Assn. 1940.
Three Studies of Family Case Work Problems. 65c. Family Welfare Assn. 1940.
Theory and Practice of Social Case Work. \$1.00. Columbia Univ. Press.
Social Work Engineering. \$1.75. Harper & Bros. 1940.
Social Case Work in Practice. \$2.50. Family Welfare Assn. 1939.
Public Welfare Administrator. \$4.00. McGraw-Hill. 1940.
Civil Service in Public Welfare. \$2.25. Russel Sage Foundation. 1940.

Stationary Engineering
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Boiler Operators Guide. \$3.00. McGraw-Hill. 1940.

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Health Is Wealth, by DeKruif. \$2.00. Harcourt, Brace Co. 1940.

Delehanty Prize to "I Want Wings" Winner
The Delehanty Institute has donated a prize to the winner of the "I Wanted Wings" contest, to be held at the Royal Windsor Ballroom, March 29, and inspired by the motion picture of the same name. The prize, unless the successful contestant prefers at \$250 cash award, is a choice between 35 hours of flight instruction, and a ten-week course in actual airplane construction in the Delehanty Aircraft shops.

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Commission Action

The new list for Auto Engineer was "promulgated" this week by Municipal Civil Service Commission. This step officially clears the way to make appointments from the list.

The first 50 names from the promotion list for assistant trainmaster were certified Friday to Board of Transportation to fill vacancies at \$75 an hour.

The Attendant-Messenger list was canvassed to make appointments as clerk, Grade 1, when the Grade 2 list is exhausted for appointment, the Municipal Civil Service Commission ruled this week.

Training Course For Accountants

The second part of a free in-plant training course in "Modern Municipal Accounting Methods as Applied to Mechanical Accounting Equipment" gets under way Thursday, April 3, and continues for seven additional meetings. Employees of Comptroller's Office are eligible for the course, which is to be held at offices of the Burroughs Adding Machine Company, 219 Fourth Avenue, New York City. Registration closes March 31.

Commission Meets In Albany

The State Civil Service Commission meets in Albany on Wednesday and Thursday of this week. A meeting is tentatively set for New York City some time next month.

Read The LEADER every week for complete news of defense Civil Service!

U.S. TRANSLATOR EXAM

Tentative Set for May 8
DRILL COURSE
for all who have filed.
Mr. Bertrand, who tops the present U. S. Translator List with 101.75 (20 veteran's credit), supervises a staff of Master Teachers.

Rates Now Reduced
Ask for New Schedule

LANGUAGE SERVICE CENTER

Lewis Bertrand, Director
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Language Instruction and Language Material for Commercial, Cultural and Every Other Purpose

LIQUOR LICENSES

Notice is hereby given that License RL 05937 has been issued to the undersigned to sell beer and wine at retail in a restaurant under the Alcoholic Beverage Control Law at 177-181 Thompson Street, City and County of New York, on-premises consumption. Asti Restaurant, 177-181 Thompson Street.

Notice is hereby given that License RL 05990 has been issued to the undersigned to sell beer, wine and liquor at retail under the Alcoholic Beverage Control Law at 79 West 12th Street, City and County of New York, on-premises consumption. Asti Restaurant, 177-181 Thompson Street.

Notice is hereby given that License RL 6702 has been issued to the undersigned to sell liquor at retail in a restaurant under the Alcoholic Beverage Control Law at 14 East 62nd Street, City and County of New York, on-premises consumption. Casa Pacifico, Inc., 14 East 62nd Street.

Notice is hereby given that License RL 01104 has been issued to the undersigned to sell beer, wine and liquor at retail under the Alcoholic Beverage Control Law at 942 Third Avenue, City and County of New York, on-premises consumption. John Leonard, 942 Third Avenue.

Notice is hereby given that License RL 00511 has been issued to the undersigned to sell beer, wine and liquor at retail under the Alcoholic Beverage Control Law at 1101 Second Avenue, City and County of New York, on-premises consumption. John Leonard, 1101 Second Avenue.

Every Book Mentioned in The Leader
Is on Sale at the Leader Bookstores
Pick out a career for yourself in government service. Get your study material early.
And begin your preparation NOW for the next Civil Service exam!
The LEADER BOOKSHOP
97 Duane Street New York City

Your Chances for Appointment

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

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

Department	Salary	P or T	Latest No.
Public Works	\$65 month	P	296
Hunter College	1.25 hr.	P	20
Welfare	1,500	P	650
Mun. Broadcasting	1,800	P	7
Welfare	1,800	P	12
Hospitals	2,040 w/m	P	25
Health	960	P	79
Parks	5.50 day	P	750
Water Supply	\$1.20	P	61
Magistrate's Court	1,650	P	783
Transportation	.75 hr.	P	50
Parks	.50 hr.	P	1,044
Hospitals	1,200	P	1,050
Transportation	.52 hr.	P	175
Com. Boro. Works	1,980	P	144
Sanitation	9 day	P	39
Hospitals	2,160	P	10
Sanitation	9.50 day	P	7
Public Works	13.20 day	P	39
Boro. Pres. Rich.	2,000	T	41
Fire	12 day	T	12
Hospitals	840	P	3,705
Housing	840	T	4,337
Welfare	840	T	4,432
Civil Service	840	T	5,437
Hospitals	840	P	5,380
Hospitals	600 w/m	T	4,435
Parks	1,800	P	216
Parks	1,620	P	218
Sanitation	10.40 day	P	42
Magistrate's Court	1,800	P	106
Health	1,260	P	61
Welfare	6,250	P	3
Hospitals	4,000	P	15
Purchase	1,800	P	60
Transportation	.75 hr.	P	80
Transportation	.85 hr.	P	80
Welfare	1,350	P	14
Tunnels	.75 hr.	P	10
Fire	1,200	P	8,303
Welfare	1,200	P	8,524
Transportation	.62 1/2 hr.	P	4,020
Health	2,400	P	80
Welfare	1,800	P	77
Water Supply	1,800	P	75
Water Supply	3,400	P	15
Education	5,640	P	44
Comptroller	1,800	P	157
Transportation	2,160	P	45
Tax	1,920	P	24
Water Supply	2,160	P	25
Tunnels	2,160	P	109
Health	960	P	85
Transportation	.42 hr.	P	120
Public Works	860	T	191
Docks	4.50 day	T	228
Comptroller	1,500	P	23
Fire	1,500	P	10
Education	8 day	P	9
Transportation	.56-.65 hr.	P	800
Transportation	.62 1/2 hr.	P	397
Transportation	.56-70 hr.	P	74
Transportation	.65 hr.	P	26
Transportation	.65 hr.	P	8
Transportation	.85 hr.	P	15
Health	5 session	P	22
Health	5 session	T	189
Water Supply	1,800	P	883
Docks	1,520	P	162
Hospitals	1,200	P	64
Hospitals	1,200	P	25
Parks	1,260	P	143
Cent. Pk. Arsenal	12 day	P	18
Parks	4 day	P	239
Parks	.50 hr.	P	281
Hospitals	780	P	2,539
Hospitals	720 and less	P	2,510
Housing	1,020	P	859
Health	1,500	T	306
Boro. Pres. Man.	1,500	P	224
Transportation	.43 hr.	P	1,271
Transportation	.80 hr.	P	9
Welfare	1,500	P	800
Child Welfare	1,500	P	983
Water Supply	1,800	P	287
Transportation	.55 hr.	P	913
Transportation	8 day-.87 1/2 hr.	P-T	1,417
Transportation	960	P	27
Housing	1,800-1,600	P	27
Purchase	1,200	P	28
Transportation	.80 hr.	P	40
Transportation	.70 hr.	P	15
Housing	1,800	P	34
Law	960	P	2,517
Purchase	1,380	P	24
Housing	1,200	P	542
Hospitals	600 w/m	P	1,199

* means "With Maintenance."

Insurance Forum

An Insurance Forum of the Savings Banks in Manhattan, Bronx and Westchester has been organized to provide a means for insurance executives of these banks to gather and exchange experiences and information. It was announced today by John

STARTS WEDNESDAY

DEANNA Durbin

"NICE GIRL?"

-In Person-

CHARLIE BARNET

AND HIS BAND

DINAH SHORE

PARAMOUNT

TIMES SQUARE

O. Dornbusch, Chairman of the Forum and Assistant Vice-President of Central Savings Bank.

Mrs. Hazel Ahern of the Dollar Savings Bank has been appointed Secretary of the Forum. The members of the Executive Committee are Edmund P. Livingston, 3rd Vice-President of the Union Dime Savings Bank, Mrs. Jane Eule of the Dry Dock Savings Bank, Mr. William F. Owens of the Bowery Savings Bank and Walter R. Bonn of the North River Savings Bank.

Meetings will be held on the second Wednesday of every month.

Racing Inspector List

The Racing Inspector list does not have to be used for seasonal jobs in the Racing Commission, Justice Schirick ruled last week in Albany Supreme Court.

WHEN IN NEW YORK Be Thrifty...

- New 23-Story Hotel
- All Transit Lines at Door
- Centrally Located
- Free Swimming Pool, Gym
- Separate Floors for Ladies
- Air-conditioned Restaurant
- Cocktail Lounge
- \$7.50 up Weekly
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KENMORE HALL

145 EAST 23rd STREET, NEW YORK

OFFICIAL HOTEL MGR.

Amusement Parade

By SIDNEY GANS

ON THE SCREEN

As a youngster, we always liked Jack London's adventure stories, which happy thought led us to the Strand Theatre for the unreeling of "The Sea Wolf." Although we wouldn't go as far as to agree with the ad writer's "immortal story of terror afloat," it can be said that the cameras have given vivid and exciting life to the London pages and the character of Captain Wolf Larson. Edward G. Robinson portrays the Captain. Ida Lupino, who suddenly has become more than a mere ingenue, and John Garfield are other members of Capt. Wolf's crew aboard the famous "Ghost," along with Barry Fitzgerald, Gene Lockhart and Alexander Knox. On the Strand stage, Charlie Spivak and his orchestra and Rufe Davis, comedian, share honors.



STRAND BAND

Charlie Spivak and his band, acclaimed the best of the year, head the new show at the Strand theatre.

The current week will keep new film shoppers busy. Tomorrow Deanna Durbin will move a little further out of the adolescent age with the help of "Nice Girl" at the Paramount Theatre. At night "I Wanted Wings" will be revealed for the first time at the Astor Theatre. Thursday's offerings will be "Adam Had Four Sons," at the Music Hall, and "Topper's Return," at the Capitol. The new Music Hall film, "a story of American family life" in the early part of the century, has Ingrid Bergman, Warner Baxter, Susan Hayward and Fay Wray in its cast and was directed by Gregory Ratoff. The Roxy is holding "That Night in Rio" for a fourth week, and "Meet John Doe" remains at the Rivoli and the Hollywood.

ON THE STAGE

"Native Son," postponed twice last week, was again listed for an opening last night at the St. James Theatre. The production marks Orson Welles' first Broadway attempt since

he left to conquer Hollywood a couple of seasons ago.

At first it seemed that the dramatization of Richard Wright's best-selling novel would reflect the influence Hollywood had on Welles, for it was announced that "Native Son" would be staged in ten scenes, presented in rapid order without pause for intermission. The best Broadway traditions prevailed, however, and as the play unfolds now, there is time for a between-the-acts smoke. Collaborating with the author of the novel on the dramatization was Paul Green. His fine treatment of Negro life in "In Abraham's Bosom" and other plays is evident again.

A standout in the cast is the Negro actor in the role of Bigger Thomas.

Is Your Exam Here?

COMPETITIVE

Administrative Assistant (Welfare): The Public Relations specialty list has been published. Rating of Part II of other specialties completed with the exception of Administrative Procedure.

Asphalt Worker: The rating of the written test has begun.

Assessor (Railroad): Rating of written test completed. The experience oral will be administered as soon as possible.

Assessor (Utility Buildings): (Same as above).

Assistant Director (N. Y. C. Information Center): Report on final key being prepared.

Assistant Engineer (Designer) Grade 4, Board of Water Supply: Rating of Part II completed.

Baker: Rating of written test completed. The physical and medical will probably be completed soon.

Buildings Manager (Housing Authority): Written test being rated.

Clerk, Grade 2 (Bd. of Higher Ed.): Rating of Part A of written test completed. Part C nearly completed.

Cook: Practical tests will be given soon.

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

Car Maintainer, Groups A and F (NYC Transit System): Application period closed recently.

Dentist: (Part Time): Appeals being considered.

Dietitian: Rating of qualifying experience nearly completed.

Gasoline Roller Engineer & Asphalt Roller Engineer: Written test being rated.

Jr. Administrative Assistant (Housing): Rating of Part II of the four specialties in progress with the exception of the re-housing specialty which has been completed.

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

Junior Engineer (Mechanical) Grade 3: Rating of Part I completed.

Junior Engineer (Signals) Grade 3: Rating of written test nearly completed.

Junior Psychologist: Rating of

written test completed. The oral will be held soon.

Office Appliance Operator: Qualifying practical tests continue.

Playground Director (Female) Permanent Service: List being computed.

Power Distribution Maintainer (N. Y. C. Transit System): Application period closed recently.

(Continued on Page 20)

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Miami 8 days.....\$4.90 monthly
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DRAMA LEAGUE TRAVEL BUREAU
Hotel Woodstock - next to the Town Hall
127 West 43d St. BRYANT 9-3000

His name is Canada Lee and his personal history seems as colorful as the role he portrays. At various times he has been a prize-fighter, jockey and bandleader, and currently operates the Chicken Coop in Harlem when he isn't busy being Bigger.

The other new stage offerings of this week are "My Fair Ladies," which was scheduled for its premiere Sunday night at the Hudson Theatre, and "Gabrielle," opening tonight. This week was to have seen another play, "Your Loving Son," but it has been decided to work on the production a bit longer before bringing it here from Boston. The new opening date is set for April 2.

Classified Advertisements

(Rates: 25c for each six words. Minimum \$1.00. Copy must be submitted before noon on Friday preceding publication.)

STAMPS

NEW ISSUE APPROVALS. Our sensational new issue service now enables collectors to obtain their new issues on an approval basis. Free prospectus.

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ASSISTANT MESSENGER, \$1,080 a year, now in Government Printing Office as "skilled laborer," appointed August 1, 1940 at 66c an hour, 5 day, 40 hour week (about \$1,370 a year) wants transfer to New York for personal reasons. Lower salary acceptable. Herman Platner, 1446 Rhode Island Ave., N.W., Washington, D. C.

AMATEUR Photo Contest

This week the subject is "LIFE" . . . new subjects each week—Call or write for a copy of the rules.

2 Prizes Each Week

HABER & LINK INC

16 Warren St., BARELAY 7-1230, N.Y.C.

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West 135th St., 609-19
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West 189th St., 608-14
(Wash. Heights), 4-5 Rooms, \$45-\$58

Woodycrest Ave., 1145
(167 St.), W. Bx., 3-4 Rooms, \$38-\$50

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(Jerome Ave. Sub W. Mosholu Parkway Station—8th Ave. Subway, 265th Street Station), 3-4-5 Rooms, \$38-\$65

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ELIZABETH: 1140 E. Jersey St.
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FLUSHING: 36-51 Main St.
ALL OFFICES ONE LIGHT UP—OPEN TO 9 P.M.
Dispensing Opticians Exclusively

Home of Eye Glass Happiness

Marines Remain As Navy Police

Because the House Appropriations Committee feels that the Marines are doing a good job in handling the work of the Naval Police Force, the committee last week disapproved a resolution which would have taken them off this duty and formed a Naval Civilian Police Force with men taken from Civil Service registers. The cost for the civilian group would have amounted to \$5,410,830 in salary, administration, uniforms, and equipment, according to the committee report, and since the Marines can handle the guard and patrol duty involved at a lower cost, the committee recommended that the function be left in the hands of the Marines.

In the report was included the proviso that if, in the future, the police work of the Marines caused unwise depletion in Marine forces for other service, then the committee would make good such depletion during the crisis.

Upstate Has 6 More Mos. To Choose Merit System

Upstate counties have another six months in which to choose their form of Civil Service administration, under the terms of amendments to the Fite-Bechtold bill introduced in the State Legislature Monday night.

The proposed changes would allow any of the counties to wait until July 1, 1942, to select from among these three options: county commission, county personnel officer, administration by the State Commission. The law would go into effect throughout the State by July 1, 1943. However, there is nothing to stop a county from coming under the merit system a lot sooner.

The expected amendment to blanket in all incumbents at work six months prior to the date when the rules go into effect did not materialize. One year remains the minimum.

Your Exam

(Continued from Page 19)

Stenotypist Grade 2: Written test rated.

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

Telephone Maintainer (N. Y. C. Transit System): Written test March 25.

Turnstile Maintainer (N. Y. C. Transit System): Application period closed recently.

X-Ray Technician: Rating of written test 50 per cent completed.

PROMOTION

Assistant Station Supervisor: Written test rated.

Assistant Supervisor, Grade 2 (Social Service): Applications closed March 24.

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

Conductor: Written test almost completed.

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

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

Elevator Operator (Dept. of Hospitals): List appears this week.

Junior Administrative Assistant (City-Wide): Objections to tentative key being considered.

Senior Dietitian: Rating of written test in progress.

Senior Psychologist: Test held up pending final reclassification determination.

Senior Supervisor, Grade 4 (Social Service): Most likely will be re-advertised.

Station Supervisor: Rating of written test completed.

Supervisor, Grade 3 (Social Service): Applications closed March 24.

Sergeant (Police Department): Reopened application period ends March 26.

Towerman: Written test rated.

Train Dispatcher: Written test rated.

Yardmaster: Written test rated.

LICENSING

Master Plumber: Canvassing of Advisory Board in progress.

Master and Special Electrician: Part I and Part II rated.

Oil Burner Installer: Written test rated.

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NEVER BEFORE IN THE NATION'S HISTORY HAS THERE BEEN SUCH A DEMAND FOR CAPABLE, EFFICIENT, THOROUGHLY TRAINED SECRETARIES. AMERICAN BUSINESS, WORKING AT TOP SPEED, IS PAYING TOP SALARIES FOR TOP-FLIGHT SECRETARIAL WORKERS. NOW IS THE TIME TO PREPARE YOURSELF TO STEP INTO THESE SUPERIOR OFFICIAL POSITIONS.

Employers want secretaries who can shoulder responsibilities and make their own decisions. Resourcefulness, initiative, originality—these are the personal qualifications which business men look for in their private secretaries. Our course in Secretarial Practice has been planned to give special emphasis to the development of these all-important qualities. You will learn to develop initiative by being put into actual business situations.

Success in secretarial work usually leads to promotion to positions of even greater responsibility. By first-hand contact with executives, the secretary becomes thoroughly familiar with business policies. This knowledge serves as a stepping stone to advancement. Many an executive in such fields as advertising, insurance, banking, merchandising, and retailing can trace his success in business life to his experience as a secretarial worker.

THE FIELD OF SECRETARIAL WORK IS THE GOLDEN OPPORTUNITY THAT LIES AHEAD OF YOU. BY MASTERING SECRETARIAL SKILL AND BY DEVELOPING THE RIGHT PERSONAL QUALITIES, YOU CAN PREPARE YOURSELF FOR A SUCCESSFUL BUSINESS CAREER IN THE WORLD OF TODAY AND TOMORROW.

WHAT IS THE DIFFERENCE BETWEEN A SECRETARY AND A STENOGRAPHER?

An office worker who takes dictation and transcribes notes is classified as a stenographer. In order to qualify as a real secretary, you must also be able to handle office details "on your own," reach your own decisions, supervise the work of others, and accept responsibility. In many business offices private secretaries take little dictation. Often the secretary is assigned the duty of dictating letters to a stenographer. The secretary's stenographic work is then confined to the employer's own personal and confidential correspondence.

THE SECRETARY AS AN EXECUTIVE

In addition to composing and dictating letters, the secretary is usually called upon to perform numerous other executive duties. The secretary prepares business reports, plans charts and graphs, compiles important statistics, interviews office visitors, recommends the purchase of office machines and equipment, prepares business and legal forms, edits manuscripts, and keeps the personal accounts of the employer. All these duties call for a high degree of judgment, efficiency, and organizing ability.

HOW THE SECRETARY WORKS WITH THE EMPLOYER

Often you hear a business executive remark, "I don't know how I could ever get along without my secretary." That employer simply means that his secretary is so cooperative, helpful, and capable as to be almost indispensable. Such a secretary is able to relieve the employer's mind of the thousand and one details which arise during the course of the business day. Scheduling appointments, interviewing visitors, looking up information, answering routine mail—these are just a few of the many ways in which the secretary aids the employer. Business pays generous salaries to secretaries who have been trained to save time and worry for their employers.

BUSINESS NEEDS TRAINED YOUNG MEN FOR SECRETARIAL POSITIONS

Young men, as well as young women, can qualify for positions as secretarial workers. Many of the most important executives in American business began their careers as secretaries. As confidential secretary, a young man has the opportunity to work in close contact with his employer. The methods of reaching business decisions and the formulation of company policies can be observed from the "inside." In no other kind of position does the young man have so excellent an opportunity to come into close association with the important executives of the organization.

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At the beginning of the course in the NEW YORK BUSINESS SCHOOL you will learn your fitness for secretarial work by taking tests in the subjects you have studied in other schools—personality,

spelling, English, punctuation, typewriting, transcribing. These tests will help you strengthen any weak points before you begin in actual training in the NEW YORK BUSINESS SCHOOL so as to be ready for a good position.

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1. Training the student in the technique of finding a position. Sources of information about jobs. How to write letters of application.
2. The right way to fill in an application blank. The personal interview.

BUSINESS LETTERS

1. Transcribing letters from dictation.
2. Typing form letters.
3. How to type "Fill-ins" in multigraphed letters.
4. Composing original letters.

PREPARATIONS OF BUSINESS FORMS AND PAPERS

1. Statements of account.
2. Preparing invoices.
3. Calculating inventory.
4. Bills of lading and express forms.
5. Credit Memoranda.
6. Requisition forms.
7. Preparing purchasing forms.

INDEXING AND FILING

1. Arranging names in alphabetical order.
2. Preparing index cards for alphabetic and geographic indexing.
3. Filing systems.

BANKING PRACTICE

1. Purchasing postal and telegraph money orders.
2. Preparing deposit slips.
3. Writing personal checks and voucher checks.
4. Reconciling a bank statement.
5. Preparing drafts, promissory notes, and trade acceptances.

LEGAL FORMS AND PAPERS


1. Affidavit.
2. Lease.
3. Abstract of Title.
4. Waiver of Notice.
5. Proxy.
6. Bill of Sale.
7. Power of Attorney.

SECRETARIAL DUTIES

1. Receiving and making telephone calls.
2. Interviewing office visitors.
3. Calculating payrolls.
4. Transcribing machine dictation.
5. Preparing copy for duplicating.
6. Proofreading typewritten and printer's copy.
7. Preparing an income tax return.
8. Arranging and scheduling appointments.
9. Planning an itinerary for rail and air travel.
10. Making hotel reservations.
11. Preparing graphs.

Prepared by: C. E. YOST, PRINCIPAL
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