

POSTAL CLERKS

**NEW EXPERIMENT WILL RESULT
IN ADDING HUNDREDS OF JOBS**

See Page 5

HOSPITAL HELPER TEST

**Opens Next Month—800 Immediate Jobs
Lunchroom Attendant Exam Also Due**

See Page 2

CARD-PUNCH LIST READY

See Page 16

5,700 Pass Type-Copyist Test

See Page 3

New U. S. Exams

Engineman, Elevator Starter, Naval Cop

See Page 12

**Subway Men Push Bills for 5-Day Week,
Sick-Leave, Hearing Board**

See Page 2

MAINTAINER'S HELPER

Complete List of GROUP A

See Page 10

Talents Among Sanitation Eligibles

Professional Athletes, Musicians, Scientists Discovered on the Roster



last week, there were rumors that the Transportation Board would use only Fire eligibles for the Conductor jobs. Now the question is open again, and Daly has promised to take it up with the Commissioners. The meeting with the Sanitation officials was most cordial, and the eligibles were told they could expect full cooperation from the department.

Athletic Teams

Last week, the Sanitation Eligibles Association announced the formation of athletic teams—basketball, bowling, and baseball, and when the weather improves, other teams. President Abe Donner has been deluged with letters from men on the list who wish to participate, and it looks like some top-notch teams will result.

The letters reveal athletes of the highest calibre—men who can play every kind of game, and play it well. One youngster has been with the St. Louis Cardinals, another got an offer to go in with the New York Yankees. There are any number who have played professional and semi-professional baseball and basketball. There are swimmers, tennis champs, and even ping-pong players! When the teams finally get going, they'll give tough competition to any city group they tackle.

Eligibles were also urged, in last

week's statement by Donner, to list everything they could do for selective certification purposes. A variety of talents blossomed among the eligibles! Civil Service Commission and city departments, take notice! In addition to the occupations that might be expected—like machinists, clerks, chauffeurs, physical directors, etc.—there's one man who's a cartoonist. Any number of first-rate stenographers are to be found among the boys who passed the toughest physical test in Civil Service history. You can find a symphony drummer, an aviator, statisticians, electricians, and one pest control operator.

A number of the boys are college graduates. One of them, with a university degree in business administration, has worked with an advertising syndicate, maintained records for an insurance fund, and acted as office manager for a big corporation. Another chap conducts his own swing orchestra. A third admits that while his name isn't Superman, he's an excellent swimmer, runner, jumper, baseball player, basketball player, and anything else you'd like.

Still another writes: "I am 24 years old and had 2½ years of chemical engineering at the University of Alabama. I have studied drafting, surveying, physics, chemistry, plenty of mathematics, mineralogy, geology. At present I am taking a defense course in tool making."

Well, that gives you an idea of the

calibre of the men who passed the Sanitation exam.

The Association has grown enormously since it started, and the loyalty of the eligibles to the Association is clearly apparent from their letters.

Big Meeting on Jobs

A big mass meeting is being planned for February 28, at Public School 27, 42nd Street and 3rd Avenue. All Sanitation eligibles are urged to attend. A report on available jobs will be made by President Donner. Principal speaker tentatively is Matthew Napear, Secretary to the Department of Sanitation. The meeting will be a closed event, and only eligibles may attend. The executive board asks that the men bring with them some paper from the Civil Service Commission or from the Association showing them to be eligibles.

Think About Fire Exam

Meanwhile, the executive board offers this suggestion to all the eligibles: "Begin thinking seriously of the coming Fireman exam which will be announced within a month or two. Almost everybody who took the Sanitation exam will be eligible to apply for the Fire test." All communications should be addressed to A. Donner, 2736 Pitkin Avenue, Brooklyn, N. Y.

The Leader will continue to report in full all matters of interest to the Sanitation eligibles.

Organizing Drives Begin In Sanitation

Things are humming in the Sanitation Department as big guns line up in a battle to organize the men. On the firing line are (1) the revived Sanitation Benevolent Association; (2) the Congress of Industrial Organizations; (3) the Federation of Municipal Employees.

All three groups made a variety of moves this week; one thing they did in common: publicize what they called "racketeering," "fake unions," and "intimidation occasioned by the activities of Abe Kasoff and the Joint Council of Drivers and Sweepers."

The Sanitation Benevolent Association, through its attorney, Philip Kirschner, prepared to take court action to gain the right to organize. Mr. Kirschner sent a letter to the Mayor in which he charged that the department was dominated "by a caste system of racketeering." He offered Mayor LaGuardia a "sporting proposition" to conduct a poll of the men under the Honest Ballot Association or the Citizens Union, and he claimed that such a poll would show that the men overwhelmingly favor the Benevolent.

The Benevolent last Wednesday evening laid plans for a big mass meeting in the near future. Another meeting of Benevolent members is scheduled this Wednesday evening at the Times Square Hotel.

The C.I.O. officially launched its drive for membership this week, though it had been extending feelers for more than a year. Joseph Curran announced a 12-point program of action, and stated that the C.I.O. would direct public attention to the "unsung heroes in the Sanitation Department" and would clean up bad existing conditions.

The Federation of Municipal Employees, an organization which has membership in a number of other city departments, last week sent its organizers into Sanitation. Henry Feinstein, president of the Federation, stated this week that his organizers had met with a splendid reception, and that he anticipated little difficulty in overthrowing the Abe Kasoff hierarchy and organizing the men into his Federation.

Commissioner Carey refused to make any comment to newspapermen upon the new developments in his department.

Isaacs Honored

Manhattan's Borough President Stanley M. Isaacs was guest of honor last Friday evening at a dance-and-entertainment given by the Employee's Welfare Committee of his department. The event, held annually, has for its purpose the amassing of funds to aid members of the department who may be in need. Chairman was Chief Clerk John Cronin. Among the guests were Civil Service President Paul J. Kern; Commissioner Walter D. Binger; Deputy Commissioner Charles Williams; Confidential Examiner William Peer; Anita Leon, Secretary of the Department; Henry Feinstein, President of the Federation of Municipal Employees.

In a talk to the large throng present, Mr. Isaacs said that he would do all in his power to maintain and improve the working conditions of city employees. He pointed out that he was fighting at this very moment to assure per annum pay to all New York workers.

No News Today

An editor in a small Texas town once gained fame by putting out an edition of his paper with a 96-point streamer which declared NO NEWS TODAY.

A reporter of THE LEADER tracking down the latest information on the proposed transfer of the New York City labor class to the competitive class, after an exhaustive survey last week could report only: NOTHING NEW TODAY.

Budget Director Kenneth Dayton has the proposed resolution on his desk. He's considering it; has been for several weeks. That's all the news there is.

Sick Leave, 5-Day Week Bills for Transit Men

Albany Also Gets Measures for Hearing Rights and Subway Aliens

Four bills are today taking up the legislative attention of the transit workers of New York City. Here's a brief description of each:

Five-Day, 40-Hour Week—introduced by Senator Phelps and Assemblyman Crews. This would amend the Public Service Law, establishing a five-day, 40-hour week for all employees on the

New York City Transit System operating the city's subway, trolley and bus lines. The eight hours would be consecutive. The present salary of employees is not to be reduced. The hourly rate is to be adjusted to permit the same weekly earnings as for 48 hours.

Sick Leave—introduced by Assemblyman Downing. This would

add a section to the Public Service Law, granting 12 days' sick leave to every employee of the New York Transit System who has been on the job for a year or more. Such leave shall not add up for more than two consecutive years, and is not to run together with vacation. At present, operating employees of the city's subway, trolley and bus lines are not entitled to any sick leave at all as a statutory right.

Right to Hearing

Right to Hearing for Suspended Transit Workers—introduced by Assemblyman Cariello. This would amend the Public Service Law, placing a limitation upon the Board of Transportation's suspension power over transit employees against whom charges are pending. Where an employee has been suspended pending a hearing on charges, the hearing must take place within 60 days from

the date of suspension, except where further adjourned with the employee's consent.

Aliens

Job Reinstatement of Alien Workers—introduced by Senator Wicks. This would amend the so-called Wicks Law, to reinstate aliens discharged for not filing "declaration of intention" to become citizens within six months after the law went into effect. In hundreds of cases, it was impossible for aliens to file the "declaration of intention" because of the press of business at the Naturalization Department. The proposed bill also strikes out the strict requirement about the "declaration of intention," substituting a requirement of proof of "every reasonable effort to become a citizen," leaving such determination to the Municipal Civil Service Commission.

Labor Tests to Open For Filing Within Month

(Exclusive)

The Municipal Civil Service Commission will open the filing period for a labor class exam for Hospital Helper early next month. This will be the second biggest labor exam in recent years, and the biggest exam of any sort for 1941. At the same time applications will be issued for another labor job—Lunch Room Helper.

Both of these jobs are unaffected by resolutions now before the Commission to transfer the bulk of the labor class jobs to the competitive class. They will continue to be in the labor class and will be filled from the two new exams next month. In labor class tests, the standing of candidates on the eligible list is de-

termined by the application number. In other words, first come, first served.

Widespread interest is expected in the two exams, because a great many appointments will be made from the lists. There are now 788 provisional Hospital Helpers who will be replaced as soon as the new list is prepared.

The Commission plans to establish separate eligible lists for men and women.

According to a tentative schedule, qualifying and medical tests for applicants will be held within a few weeks after the application period ends next month.

The Pay

The Hospital Helper jobs pay \$360 a year (for part-time work averaging about four hours a day); \$480 and \$600, with maintenance, for full-time work. The \$460 and \$600 a year jobs require, for the most part, that employees live at the various hospitals in which they are assigned.

Lunch Room Helpers work on a part-time basis, usually three or four hours a day, and receive 50 cents an hour.

It is expected that there will be few, if any, experience, education, or physical requirements for these two tests. Anyone who applied for the recent State Hospital Attendant exam will probably be eligible for the city tests.

Full official requirements, filing dates, and other information about these exams will be published in THE LEADER as soon as they are announced by the Commission.

TWU Men Discuss New Contract

All branches of the Transport Workers Union in the IRT, BMT, and IND divisions of New York's subway system were urged this week to devote their February meetings to discussion of a new contract. The executive board said that two general demands are proposed: A general wage increase of 33 1-3 per cent; full payment by the Board of Transportation for pension contributions of employees of the New York Transit System.

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OPEN EVENINGS

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5,700 on Type-Copyist List

Two Years in Preparation, It Is Due Shortly

An eligible list of slightly more than 5,700 names for Type-Copyist will probably be finished this week or early next week, officials of the Municipal Civil Service Commission announced yesterday. The list, one of the biggest to be published in several years, has been in preparation almost two years.

The test was announced in June, 1939, and the written part was given in August of the same year. The fact that the Commission has been un-

able to grade the papers is partly due to the number of other tests on which it was working and which were urgently needed.

28,000 Filed

More than 28,000 people filed for the Type-Copyist test, which required only a high school education. The written exam covered questions on English, spelling, grammar, ability to follow directions, vocabulary and related subjects.

Once the list is published, the Commission will begin giving practical and medical tests to groups of

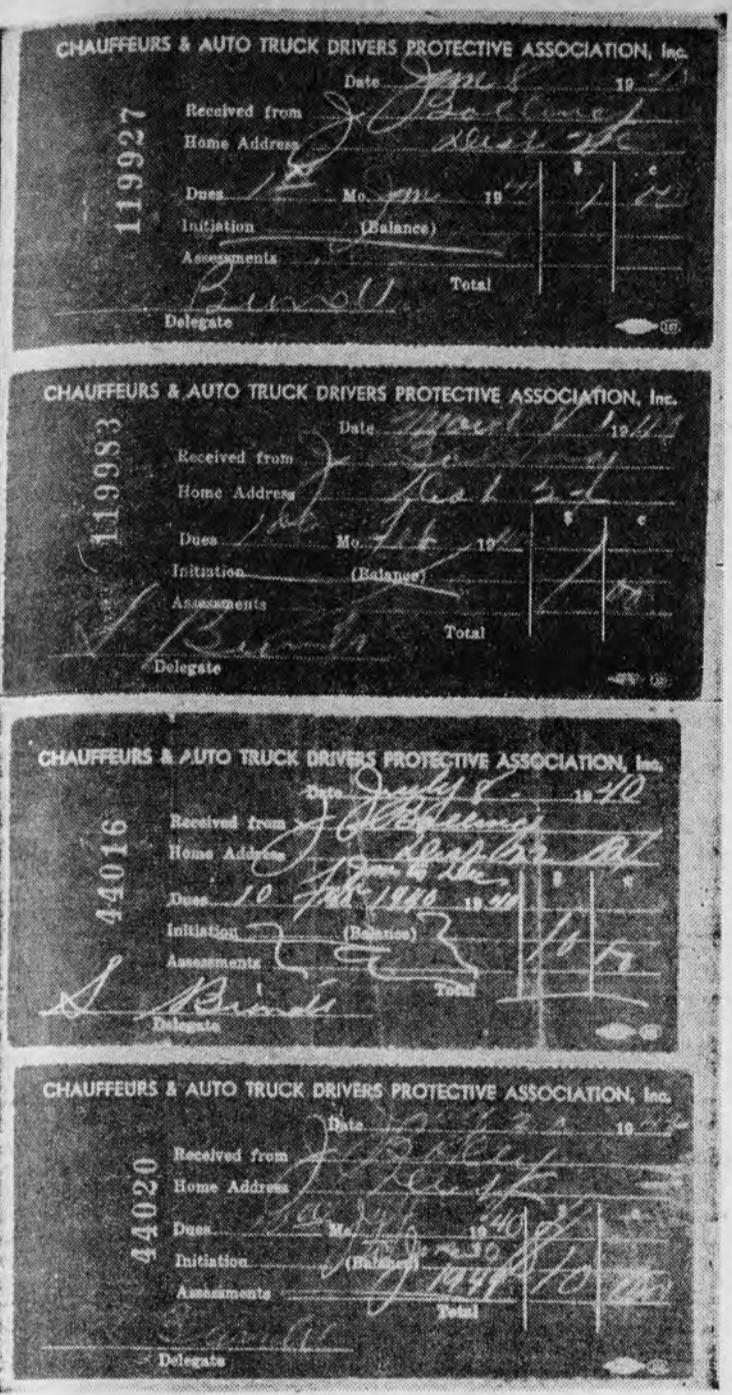
50 or more, according to the number of vacancies to be filled.

Practical Test

The practical test will consist of 40 words a minute for five minutes. Candidates will have to furnish their own typewriters and no allowance will be made for defective machines.

The Commission is considering a resolution, which if adopted, would change the title of the position from Type-Copyist to Typist. This is expected to be approved shortly.

The LEADER will publish full details about the Type-Copyist list in forthcoming issues.



MR. BOLLING'S RECEIPTS

These are photostats of receipts showing that Junius Bolling had paid up for 1940 and part of 1941. They are signed by Abe Kasoff's delegate. Mr. Bolling died last September. But until the Leader stepping in Abe refused to pay Mrs. Bolling the \$200 death-benefit due her.

Leader Aids Widow Obtain \$200 Abe Kasoff Owed Her

By MAXWELL LEHMAN- Everybody in the Department of Sanitation knows why Abe Kasoff was kicked out in 1926. It was for withholding funds from a widow.

This article is about another

widow—Mrs. Junius Bolling—and how Abe Kasoff treated her. This case happened in 1940 and 1941.

Junius Bolling had worked eleven years in the Department when he died in September, 1940. He had been a good worker, not the kind that gets brought up on disciplinary charges. And for many years he had been a good member of Abe Kasoff's organization, the Chauffeurs and Auto Truck Drivers Protective Association, Inc. One of the benefits offered by this organization is the payment of \$200 to the widow of any member in good standing. Naturally, the sum of \$200 is quite an important one to a widow or family immediately after the death of the wage-earner. It is one of the inducements which the organization uses to get members.

Nothing for Mrs. Bolling

So, when Mrs. Bolling went to see Abe Kasoff last September, she went with the assurance that there was a little sum waiting which would help her during the period of stress.

But no, there wasn't any money for Mrs. Junius Bolling! Mrs. Bolling says that Abe Kasoff told her: "I could give you the money, but I'm not going to get myself in trouble."

On another occasion, Abe informed Mrs. Bolling that her husband had

resigned from the organization and rejoined as a new member, though it is hard to see why he should have done this, and there are no papers to prove it.

"Good Standing"

Another time she was told that the money for which she had the receipts "hadn't been turned in."

Abe insists that the \$200 death benefit goes only to members in good standing.

That means, when a member dies, he must be completely paid up to date, or his widow doesn't get the death benefit—no matter how long he's been a member of the Association.

Well and good. Let's have a look at how Junius Bolling stood.

On January 8, 1940, Mr. Bolling paid \$1 for that month (receipt number 119927).

On March 4, 1940, he paid in another \$1 covering the month of February (receipt number 119983).

On July 8, he paid in \$10, and the receipt says paid from January to December of the entire year, apparently covering the two months for which Bolling had already made payments (receipt number 44016).

On July 20, Bolling paid another \$10. His receipt should have cleared him for the entire year of 1941, but

(Continued on Page 13)

No Action Taken In Sergeant Penalties

Action was reserved this week on a suggestion that certain penalties in the promotion test for Sergeant, Police Department, be reduced. The request for a reduction in penalties in rating the test originate with Joseph J. Burkard, president of the Patrolmen's Benevolent Association. He asked that instead of a deduction of one-half point for each day's fine, the penalty be set at one-quarter of a point, or the same as that chalked up for each reprimand.

Burkard maintained that a .50 deduction for each day's fine was too severe for minor infractions of rules.

Whether or not the Commission will lower the penalty will not be decided for a week or 10 days and possibly longer. Reports that the action had already been taken are erroneous.

Policewomen to Get Park Jobs

When the last Policewoman's test was given, the Civil Service Commission prepared two eligible lists, one for those women who passed all parts of the test; the other of those who passed the written part, but didn't hurdle the physical and medical requirements for the job.

In order to fill a considerable number of jobs as Attendant in the Park Department and other city agencies, the Commission has decided to declare the second Policewoman list appropriate for the position. However, before women on the second list are certified they will have to pass suitable medical and physical tests.

What Every Sergeant Should Know

Study Material for Coming Police Test: Part 8

Following is the eighth in the series of study articles for Patrolmen planning to take the Sergeant exam. This material, compiled and prepared by an outstanding authority, will appear in The LEADER until the week of the exam. The questions and the extended answers are based upon the material which every Patrolman taking the exam must know.

The method employed is to give you a question one week, and the answer the following week. In the meantime, you should work out your own answer and compare it with

the one that appears here. As explained last week, the purpose of this study material is to help you in accumulating and retaining a thorough knowledge of the subject.

Question 9

A heavy snowstorm creates much additional work for the Police Force. Discuss fully.

Answer to Question 9

The principal problems with which the police are confronted as the result of a heavy snowstorm are to keep traffic moving and to insure the comfort and safety of citizens. To accomplish these, the removal

of snow and ice as promptly as possible is the crux of the situation.

Although the Police Department takes no actual part in the removal, it cooperates with the Department of Sanitation as follows:

1. Notification to Laborers
 - (a) Each precinct in which members of the emergency force reside is supplied by the Department of Sanitation with cards for such persons, who are to be notified when wanted.
 - (b) The cards are filed in the precinct for ready reference.
 - (c) When the emergency force is required, the Department of Sanitation

(Continued on Page 14)

Third List of Maintainers

The complete eligible list for Maintainer's Helper, Group A, containing 1,056 names, is published in this issue of the LEADER. The list for Group B will be ready later this week and will be published in the LEADER on Tuesday, February 25. Lists for Groups C and D were published last week.

With the appearance of the last two lists for Maintainer's Helper, the Civil Service Commission will have completed all but the practical tests for one of the largest group of exams held during the last year.

Nearly 1,000 top men on the four years will be called in to take practical qualifying tests in the next two weeks. The first group took tests at the Commission's office Monday, February 17.

As soon as these qualifying tests are completed, certifications and appointments will be made. There will be a large number of appointments from all four lists. Nearly 600 provisionals are serving in the four titles and they will be replaced as soon as the examining process is completed. The vacancies which will be filled at once are: Group A, 130; Group B, 250; Group C, 25, and Group D, 20. Other vacancies are expected shortly so that all the lists will move rapidly.

The practical tests, according to an official of the Commission, will not be difficult. They will determine a man's ability to handle various tools used in the work. They do not receive a grade on the test, but are marked "failed" or "passed."

Of the first 1,000 called for the practical tests, the following will be summoned from each group: A, 320; B, 400; C, 80; and D, 160.

Additional information about the Maintainer Helper lists and the chances for appointment will appear regularly in future issues of the LEADER.

NYC Planning Huge Training Program

Federal Government Will Pay Part of Cost; Many Departments Benefit

The first definite step in the formation of a huge defense training program for city employees which may involve as many as 25,000 men and women, and cost as much as \$100,000 a year, will be taken when Dr. Wallace S. Sayre, member of the Municipal Civil Service Commission, and Dr. John J. Furia, Director of Training for the Commission, confer with State Education officials in Albany on Friday.

The first news that such a training program was being planned was reported exclusively in the LEADER early last month. Since that time, State Department of Education officials, officials of the U. S. Office of

Education and the Civil Service Commission have had a number of conferences to work out details of the plan.

A survey by Dr. Sayre showed that the city will soon be heavily hit by the impact of the defense program, selective training, and other aspects of the national rearming program. A number of city employees eventually are expected to leave the city employ for three main reasons: (1) military service; (2) jobs in private industry at higher salaries; (3) better-paying positions in the federal service.

While no serious effect has as yet been felt, city officials want to be able to cope with the problem when it arrives in full force.

Training Subordinates

In the skilled trade jobs, profes-

sional positions and similar positions, it will eventually become impossible in many cases to replace employees who leave the service from regular Civil Service lists. Therefore, when a key employee leaves, it will be necessary to train one of his subordinates in the performance of the work.

New York City has laid the groundwork for a training program with its in-service courses in the last couple of years. Officials point out that last year, the in-service training course in New York City represented half the total number of employees given such training in the entire nation.

Not only does the city want to train employees for specific and key jobs, but it is also planning to provide special defense training for about 25,000 men and women. Em-

ployees in such departments as the Board of Water Supply, Gas and Electricity; Board of Health, transit system, and similar departments will have to be trained in emergency duties in case this country is involved in war, or some other crisis.

U. S. Appropriations

The plan, as now tentatively outlined, is to get a special appropriation from Washington for a nation-wide training program. Part of the funds, perhaps as much as \$100,000, would be allotted to New York City, through grants to the State Department of Education.

There is no way of predicting how long it will take to work out the training program. However, there is little doubt that federal officials recognize the need, and will attempt to meet it within a very short time.

CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

Civil Service Upstate

Communities Have Choice of Methods in Adopting Merit

(Exclusive)

The LEADER presents here the first complete analysis of the bill to extend Civil Service to those portions of New York State today without a merit system. This bill, recommended by the Fite Commission, is based on two years' intensive study by the best Civil Service minds in New York State. The Commission must submit its recommendations and final report to the State Legislature by Thursday. On that day the bill will probably be introduced in both houses at Albany. After that, the matter is up to the Leg-

islature. If the Legislature fails to pass this bill, either as it stands or in amended fashion, the courts of the State will undoubtedly insist that the State Civil Service Commission do the extension job. It is likely, then, that this bill will be the subject of much discussion and controversy in the Legislature during the next few weeks.

Here are the important provisions of the proposed bill:

1. By December 31, 1941, every county in the State, through its Board of Supervisors, must adopt one of these three Civil Service set-ups: a) a three-member county Civil Service commission, bi-partisan, the members picked by the Board of Supervisors for six-year appointments; b) a county personnel officer appointed by the Board of Supervisors for a six-year term; the State Civil Service Commission will prepare and rate exam papers and establish the eligible lists, under the jurisdiction of the personnel officer; c) the State Civil Service Commission will do the entire job. The law goes into effect on December 31, 1942, or earlier.
2. If the Board of Supervisors does not make its choice by December 31, 1941, the State Civil Service Commission will take over the job.
3. A county may change its set-up after two years, as may those counties already under the State Commission's jurisdiction.
4. Any city in the State, which now has a municipal Civil Service Commission, may elect to come under any one of the three proposed

set-ups by vote of the common council or other appropriate legislative body.

5. The State Commission supervises a) Civil Service in each county wholly included within a city (New York City's five counties); b) school districts except city school districts; c) counties which have not made up their minds by December 31, 1941; d) cities which elect to come under its jurisdiction.

6. In villages or school districts within two counties, the governing body may select under which county it shall come. If the village or school district fails to make its selection by December 31, 1941, it comes under the county with the greater territorial area.

7. The State Commission may aid in the work of the local commissions at their request. It may not charge, but will collect the fees from exams it holds.

8. For two years after the new bill takes effect, local jobs go into the non-competitive class, pending classification by the local commissions. At the end of that time, the commissions may exclude from further employment those of unsatisfactory character, and aliens who have not prosecuted their application for citizenship in good faith. All employees working by December 31, 1941, hold their jobs without further examination, retain their seniority rights, and are in the classified service. After December 31, 1941, all new positions are to be filled in accordance with the Civil Service law.

9. The State Civil Service Commission has power of approval over the rules of all local commissions.

Study Material for Clerk

Last week, The LEADER published the first 23 questions on the previous test for Junior, Assistant, and Senior Clerk held by the State Civil Service Commission, as study material for the coming tests expected before the end of 1941. This week we publish the answers, along with another part of the previous test. Prospective candidates should try to answer the questions, then compare their answers with the correct answers published the following week.

Answers

- 1, X; 2, X; 3, O; 4, X; 5, X; 6, X; 7, X; 8, O; 9, X; 10, X; 11, X; 12, O; 13, X; 14, X; 15, X; 16, X; 17, X; 18, O; 19, X; 20, O; 21, X; 22, O; 23, O.

Further Questions

- Junior Clerk—Weight 50**
Assistant Clerk—Weight 30
 DIRECTIONS: Examine each of the following statements and decide for each whether it is true or false. If you think a statement is true as a general rule, even though it may have exceptions, mark a T next to the statement. If you think a statement is false as a general rule, mark an F. As examples, statements D and E are marked correctly.
- D. New York City is the largest city in New York State. T.
 F. Buffalo is east of Albany. F.
 46. Money may not be sent by telegraph.
 47. A receipt is given the sender when letters are sent by special delivery.
 48. In opening mail, enclosures

should be separated from the letters.

49. A canceled check is ultimately the property of the drawer.

50. A written or printed contract of insurance is known as a premium.

51. The units of United States money are based on the decimal scale.

52. Reversing digits is a common error in copying figures.

53. When two persons enter into a written agreement, the document is called a contract.

54. The best method to use in mending a torn document is to use paste or mucilage.

55. Sealed packages cannot be sent by parcel post.

56. Multiplication is the same as consecutive addition.

57. If a report is sent out semi-monthly, the number of issues in one month is two.

58. Any symbol, name, or other characteristic legally registered and adopted to designate and distinguish a commercial article is called a "trade-mark."

59. A gross of pencils contains 20 boxes of a dozen each.

60. "Double entry" is a term referring to a method of keeping a mailing list.

61. A ream of paper usually contains 480 sheets.

62. An inquiry sent out by shipping officials to locate goods is called a "tracer."

63. The districts into which the country is divided to regulate the postage on parcel post packages are called zones.

64. Manila paper is commonly used for tracing a copy of a drawing.

65. A person who translates orally for people conversing in different tongues is called an entrepreneur.

66. When filling a requisition, a clerk should check item for item as each item is assembled.

67. Anything admissible to the mails may be sent by air mail.

68. When stock on hand loses its value through age it is said to have become depleted.

69. "Usury" is the practice of charging interest at a rate lower than that charged by banks.

70. Sending a letter by registered mail usually results in slowing up its transmission and delivery.

Answers to these questions, and a new group, will appear next week. The LEADER urges prospective candidates not to contact the State Civil Service Commission at this time, as no definite details about the coming tests are yet available.

Large Trooper List Expected

Establishment of an even longer State Trooper list than the 295-name register that appeared last April appears possible. The LEADER has learned that close to 800 candidates passed the written test, held in Albany and White Plains on December 16; only 634 passed the previous exam.

Of the 150 candidates who were

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 Commission takes action. The following titles are now being advertised (the date denotes when the 15 days are up):

February 20—Labor Department—Assistant Dust Control Engineer.

February 20—Division of Placement and Unemployment Insurance—Assistant, Senior and Associate Unemployment Insurance Reviewing Examiners.

February 21—Labor Department—Labor Welfare Investigator.

February 22—Suffolk County Public Welfare—Stores Clerk.

February 25—Conservation Department—Game Protector, Warren County.

Latest news on the Hospital Attendant list, including the progress of the list in the four zones, appears in "Mental Hygiene Notes," on page 7. Each week, this column will include highlights of the news of interest to employees of the Department of Mental Hygiene as well as eligibles.

Eligibles on the list are entitled to the special \$1-a-year subscription offer to The Leader; the regular price is \$2. Write to Civil Service Leader, 97 Duane Street, New York City. Include name, address, and standing on the list.

Drug Clerk List N. G. For Pharmacy Jobs

After a month of investigation and discussion, the State Civil Service Commission has finally decided not to use the Senior Drug Clerk list to fill Pharmacist jobs. A test for Pharmacist in the State and county departments and institutions was originally included in the March 1st series, then taken out. It will undoubtedly be among the next series of State tests.

The Commission held that the Senior Drug Clerk list was inappropriate because it resulted from a test with lower qualifications, even though investigation showed that the top 50 men on the list were all registered Pharmacists.

The Drug Clerk list has seen very little use; numbers 2 and 15 are the only appointments thus far.

When the Pharmacist test was announced, immediate appointments were listed at Newark State School and Rockland State School. Appointments were also to be made as Assistant Pharmacist at Mount Morris Tuberculosis Hospital.

Store Clerks Eligibles

A number of eligibles on the Senior and Assistant Mechanical Stores Clerk lists have signified their wish to form an eligibles association. All those willing to join in such a move, should address S. L., care of the CIVIL SERVICE LEADER, 97 Duane Street, New York City.

Insurance Claims Examiner List Postponed

Unforeseen delay has again postponed establishment of the promotion list for Unemployment Insurance Claims Examiner, now expected within the next two weeks.

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called for the physical exam last Tuesday morning, 71 asked and were granted an extension of time. Another group of 125 has been asked to appear at the offices of the Division of State Police in the State Capitol next Tuesday morning, February 25.

"Physical" Test

The physical test is really a medical examination. No one is asked to run around the block in 10 seconds or lift up 500-pound weights. The purpose is to see that the candidate meets the physical requirements set for the test, and is in excellent physical condition. The test is similar in intensity to those given for entrance into the army. The physicians test all parts of the body.

Of the 634 who passed the previous written test, 339 lost out in the physical.

Number 236 is the last to be appointed from the current list.

Further information on the current State Trooper list and on the progress of the new list will appear in The LEADER.

This List Dies

Only one State list expires this week:

Open Competitive
 February 23—Senior Industrial Hygiene Physician, Division of Industrial Hygiene, Labor Department.

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ACCOUNTING and AUDITING ASSIST.
 Tues. and Thurs., 6:30
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By CHARLES SULLIVAN

New System of Mail Delivery Means Jobs for Postal Clerks

Experimental Trucks Equipped Like Railroad Cars

(Exclusive)
Men who want to be railroad postal clerks now have something definite to look forward to. It'll take some time yet—maybe months, maybe even longer—but the Post Office Department has launched a radical new idea in the delivering of mail that eventually will result in the hiring of hundreds of additional postal clerks.

Just a few days ago the department sent a new type of mail truck out of Washington to Harrisonburg, Virginia. The trip is being made fully now and already it is being hailed as a success which will be the forerunner of mass transportation of mail by truck.

The experiment was made because

the department became alarmed at the increasing number of towns that were being abandoned by railroads. The question of mail delivery then became a serious problem for the department. More towns over the country would be abandoned by trains if it were possible.

The new mail trucks are equipped like the railroad mail cars. Parties on the truck are the same as railroad postal clerks. Therefore, it looks like a boom period is ahead for the clerks, since the department already is making plans to extend the motor system.

Requirements

Railway postal clerks sort and route mail while traveling. They must learn a variety of details concerning routes and schedules, and must be able to work at high speed. They are the men who toss mail and packages into bags and cases. Sal-

aries begin at \$1,850 and go up to \$2,450 via \$100 annual raises. The requirements in a preceding exam called for a minimum height of 5 foot 6, minimum weight of 130 pounds, and good health.

Test After Emergency

The precise requirements for the coming exam can't be determined just yet. The probability is that they'll be a good deal different from the requirements on the preceding test.

Just when will the exam be held? That can't be told exactly. It will probably be after the present rush of defense emergency positions is over. The last railroad postal clerk was held in 1935, and although there are plenty of eligibles on the register, five-and-a-half years is very old for a Civil Service register. Only in the rarest cases is a list maintained for such a length of time.

Lawyers In Civil Service?

Reed Committee Splits on Issue

WASHINGTON.—The Reed Committee on Civil Service Reform will make its report to President Roosevelt this week. It will urge the President to bring all federal jobs under Civil Service except policy-making positions.

And if the President follows the committee recommendations it will bring a virtual end to the patronage system. But will he? There's no doubt that pressure already is being brought on the President to ignore the report and its recommendations.

G-men, scientists, lawyers, admin-

istrators and other technical and professional employees would be brought under merit under the committee plan.

However, the committee is reliably reported to be split 4-4 on the methods of bringing lawyers under Civil Service. Supreme Court Justices Frankfurter and Reed, and Attorney General Jackson and Gano Dunn, educator and engineer, want a committee selected by the President to bring attorneys under merit. They also would require the commission to set up an ungraded register which would permit a general counsel to choose any lawyer from it instead of being required to select one of the three high eligibles.

Dr. Leonard White, William H. McReynolds, General Robert Wood and Justice Frank Murphy argue that attorneys should be selected by the usual Civil Service methods.

Treasury to Enlarge Staff

WASHINGTON.—The House of Representatives has voted funds for the Treasury Department to hire thousands of additional employees during the 1942 fiscal year that begins on July 1, 1941. Briefly, the new money will provide:

Coast Guard: An increase of 110 commissioned officers; 54 cadets; 127 warrant officers, and 1,000 enlisted men.

Secret Service: 124 additional guards, and one additional clerk.

Treasurer's Office: 239 jobs broken down as follows: 130 positions to write additional checks resulting from the defense program; 21 employees to redeem saving bond and silver certificates, and 88 to service Social Security checks.

Customs Bureau: 60 additional guards.

Bureau of Internal Revenue: 500 additional Internal Revenue collectors, at least 75 of whom will be hired in New York. Civil Service status isn't necessary unless the President orders collectors under merit before the money becomes effective. Incidentally, the collector's office in New York is hiring several hundred temporary employees to help collect income taxes, according to word information available at the Washington office. The bureau also was voted funds to hire 127 office employees, mainly accountants, clerks, and technical assistants.

The Hunt for Men

Scour N.Y., N.J. for Defense Workers

The days are gone when the U. S. Civil Service Commission simply announced examinations and then sat back and received applications and gave tests. Now the Commission is engaged in an "active recruiting program," as one official describes it. Ten special agents of the 2nd District Office of the Commission are engaged full time in traveling throughout the New York and New Jersey areas drumming up men and women who, by education and experience, are equipped to handle the many skilled trade and professional positions in which vacancies exist.

As an example of this, an official revealed last week that one of these special agents visited five large cities in 25 days, and interviewed 535 potential workers. He sometimes talked to as many as 60 a day. During the period he issued 346 application blanks and received 176 completely filled-in and ready for rating.

The Hunt for Men

These recruiting agents call on State and local officials, employment agencies, WPA offices, universities and colleges, newspaper offices, civic groups, private concerns, alumni associations, trade unions, etc. The attempt is made to find men who are not engaged in a vital defense job, or men who have had education and experience along such lines as engineering, but who are now working at another profession.

When the Civil Service representatives are in a town, they ask the cooperation of local newspapers and

radio stations in publicizing the visit and ask that qualified people appear at some central place for interviews concerning federal jobs.

Inasmuch as the special agents work on a more or less day-to-day basis, it is not possible to list their itineraries throughout the State. But local newspapers and radio stations will carry full announcements of the dates when these men will visit various New York and New Jersey cities and towns.

New U. S. Lists

New U. S. Civil Service registers established and the number of eligibles on each: Senior artist illustrator, 89; senior information specialist, press, 60; radio, 17; information specialist, press, 91; radio, 31; associate information specialist, press, 148; radio, 29, and assistant information specialist, press, 193, and radio, 72.

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This examination is expected to be held in April. Females, in all probability, will be admitted to the examination.

Classes form Tuesday, February 18, 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.

FIREMAN

The present Fireman eligible list expires on December 14, 1941. The next mental examination should be held not later than June, or four months from now.

The number competing will be large, the competition keen and the examination difficult. Therefore, those who hope for success should begin preparation at once.

Our mental classes are meeting three days weekly in Manhattan and Jamaica—physical classes twice weekly at hours to suit the convenience of the student.

PATROLMAN

The present list for Patrolman should be exhausted by January 1, 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.

Draftees: Any person who is registered for military training may enroll with the understanding that if he has paid the full fee and is then drafted before the examination is held, half of the fee paid will be returned to him and he may continue the course through correspondence at the place of military training.

The purpose of this offer is to encourage men to begin preparation at once, even though they may be in doubt as to their conscription status.

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Applications closed. Classes meet Monday, Tuesday and Thursday at 6:15 and 8:30 p.m.

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ASST. FOREMAN (Sanitation) Class forms Thurs., Feb. 20, at 12 noon and 8 p.m.

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Civil Service LEADER

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Tuesday, February 18, 1941

Job Transfer Should Be Easy

FOR many months The LEADER has been prodding the Municipal Civil Service Commission to set up an effective job-transfer system. The need is obvious. Letters by the hundreds in The LEADER files indicate the necessity for some simple method by which employees can change the location of their work or shift to another department.

Well, the Civil Service Commission is trying to set up a job-transfer program and has been working on it for some time. But for such a program really to work, unnecessary obstacles shouldn't be thrown up. One such obstacle is the requirement that employees must get the OK of their appointing officers before they may apply for transfer. It is obvious that employees will feel a little reluctant before going to their appointing officers. And what's the necessity of bringing an appointing officer into the transaction? There's no reason that we can see why the thing can't be managed between the employee and the Civil Service Commission.

How bad this provision is can be seen from the fact that only fifty persons have applied for transfer.

The LEADER gave the Commission several hard-headed, practical suggestions, based on our own experience with Job Xchange, a column intended to help solve, at least in part, the pressing question of job transfers.

Careful attention by the Commission to these suggestions will be a boon to city employees.

The Board of Estimate, In Its Wisdom

WHERE was the wisdom of the Board of Estimate in turning down the plea of city doctors for per annum pay?

Where was the wisdom of these gentlemen that they preferred to retain the city's health-keepers on a harum-scarum basis rather than in a career service?

Where was their wisdom as they sedately agreed to continue in jeopardy the existence of New York's corps of doctors?

Where was their wisdom in standing adamant against the almost unanimous voice of the city on this question?

Where was their wisdom when they sat rock-headed against the incisive logic of the teachers who came to the aid of the physicians?

Where was their wisdom that they overlooked the analysis of one of their own number, Stanley M. Isaacs: "A per annum wage makes things better not only for the employee, but for the department as well?"

Where is their wisdom that they consent to disruption of research, to diminishing of morale, to the creation of resentment, to the continuation of litigation, to the setting up of an evil precedent, to the creation of a separate class within Civil Service having lowered rights and security?

Isn't it about time, gentlemen, that this per-diem business for doctors gets tossed into the ash-can?

To Upstate New Yorkers

ELSEWHERE in this issue The LEADER presents the first complete analysis of the legislation proposed to bring Civil Service to those sections of New York State now without a merit system. 150,000 jobs are affected, in three-fourths of the State. The LEADER will continue to keep its readers fully informed of the progress of the bill. We invite all readers—particularly upstaters—to make use of The LEADER's many services, so that they may become familiar with Civil Service. Our columns are open to your ideas on how the job should be done. Our question-and-answer service will take care of your problems. Remember, the CIVIL SERVICE LEADER is YOUR Civil Service newspaper.

Merit Men



A ONE-MAN CIVIL SERVICE COMMISSION for the entire Western part of New York State... That's Howard G. E. Smith, just reappointed to serve another six-year term on the State Civil Service Commission... When not attending Commission meetings in Albany or New York City, Commissioner Smith is busy advising residents and local commissions in and around his native Buffalo on Civil Service matters... Without a staff, he takes care of an average of 50 visitors a day... They all leave his Elicott Square office well satisfied and with a kindly feeling for the Commission... When State exams are announced, the applicants overrun Commissioner Smith's office... He makes no protest, but merely offers for the umpteenth time his argument that Civil Service in New York State would greatly benefit if the Commission's budget were to permit the opening of a branch office in Buffalo, preferably in the State Office Building... Howard Smith is the senior member of the Commission, having served since February, 1932... FDR first appointed him to fill out an unexpired term, and Governor Lehman has followed suit on two occasions... A successful lawyer, he has been a candidate for Chief Justice of the Buffalo City Court, a member of the State Crime Commission, active in charitable and social work in Buffalo... He's given us the most vivid answer to opponents of the merit system: "I used to

(Continued on Page 15)

THE COURAGE of Sergeant Fred Meyer, popular president of the Police Sergeant's Benevolent Association, isn't confined to police work. In 1902, Sergeant Meyer, then a private in Uncle Sam's Philippine Army, lay behind an embankment with one other soldier. On the other side

of the embankment were 20,000 raging natives under General Martinos. Private Meyer and his companion stopped the advance of the native army, assisted in the capture of General Martinos. Promoted to the rank of top-sergeant, Fred quit the army to become a Patrolman in New York's police force in 1905. Two years later he received his first police commendation for saving two people in a fire at 37 Spring St. He was awarded the silver Congressional Medal for Honor for rescuing a woman in a heavy surf while off duty at Rockaway Beach, August 25, 1918. He has been awarded the Tiffany medal for living-saving as well as numerous departmental commendations and citations for excellent police work. In 1926 he was promoted to the rank of Sergeant. Jovial, well liked, he's been president of the Sergeant's Benevolent



Association for the past five years.

His one ambition in life is to succeed in his attempt to merge the rank of Sergeant with the rank of Lieutenant.

The elimination of the title of Sergeant and the creation of five grades of Lieutenant within a salary range of \$3,500 to \$4,000 would bolster up the morale of the force, save the city a few million dollars in a period of ten or fifteen years, Fred claims.

Sergeant Meyer has been Marshal of the Spanish-American War Veterans for the past seventeen years. As chairman of the Veterans Rights Committee, Sergeant Meyer has been instrumental in getting jobs for men of fifty and sixty years of age. If you know of an opening for a man over fifty, get in touch with the Sergeant, Room 7, City Hall. He will personally go bond for any man he sends to an employer.

Don't Repeat This



A BLAST on Councilman Smith, Jr., will soon appear in a national week... In a quiet way, government employees are urging Mrs. Roosevelt to interest herself in working conditions under Civil Service... Heads of police groups were assured by Washington congressional leaders that cops between 21 and 35 would be deferred in the draft. They privately blaming members of local draft boards for the present fuss... The U. S. Post Office keeps postmasters informed about postage stamp values... Police officers are training members of the Home Guard...

Tax Dept.

Out-of-town federal employees working in Washington paid their income tax last year under protest. They're again protesting this year that the District of Columbia is not their residence, but it won't do any good... Paul Kern, referring to the author of an unfriendly story about him in a metropolitan daily last week, says that the reporter was writing "under orders"... Local postal men feel that certain national organization big-shots aren't pushing the Appeals Board Bill hard enough... Employees at Hudson River State Hospital are cheering the news that the intercollegiate rowing regatta not to be taken away from Post keepsie, as was threatened...

Washington News

A wire-tapping bill has been quietly introduced in Congress... give cabinet officers the right to tap wires if they "think" a felony might be committed... One of the Sanitation eligibles is reported to have given this offer to the Commission: "I'll work as Scowman for \$20 a week and I can eat"... Studying for a test which calls for knowledge of American government? Read Wallace Sayre's "Outline of American Government" in the Barnes and Noble college-outlines series... A story on the city's boats will soon run in The New Yorker...

letters

Employees Oppose Budget Cuts

Sirs: May I take a crack at the Albany budget-cutters?

In all this talk of cutting budgets for schools, cutting increments for Civil Service workers, the "tax-payers" seem to forget that we are entering a period when the cost of living is going up. Salaries in private industry are at the highest level in years. Government salaries have not gone up proportionately. And to talk now about cutting—if that isn't nonsense, I don't know what is!

MARIUS R. CHANDLER.

Park Workers Appeal for Aid

Sirs: We, Park Department employees, are appealing to the readers of this newspaper, to help us gain a status of livelihood which has been endorsed by Commissioner Moses in his 1941 budget.

We ask of the readers of this newspaper to communicate with the Mayor asking him to approve this much needed Park Department Budget.

A GROUP OF GARDENERS.

What's Happened to Labor Reclassification?

Sirs: There was quite a hullabaloo about reclassifying New York's labor class into the competitive category. What's happened? Is somebody

getting cold feet about putting effect this most needed reform?

THREE LABOR CLASS MEMBERS

It's still pigeonholed. See the "No News Today" on page 2 Editor.

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

Accident Coverage for Patrolmen

A PBA-sponsored bill has just been introduced in the State Legislature which will, if enacted, provide accident coverage for New York City Patrolmen who get into accidents while riding a horse, piloting an airplane or running a Police patrol boat. Officers and men who get into accidents while driving Police cars are covered at present for any liabilities. But, paradoxically, a mounted Patrolman can get into an accident and is not protected. Recently a Patrolman struck a child in Pelham Park while riding a horse on duty. He is now being sued, although disposition on the case is still pending.

A similar bill was introduced last session of the Legislature, and was passed, but for some reason Governor Lehman vetoed it. The PBA hopes for better luck this time.

11-Squad Still on Waiting List

Councilman Joseph E. Kinsley, who has been ill for a number of days, still has the proposed bill to put an 11-squad chart into effect. Councilman Kinsley has requested facts and figures on the number of additional men the 11-squad chart would necessitate, the additional cost to the city, etc. The chances are that the bill will not be introduced until such time when its adoption seems fairly certain.

Those Appointments

Commissioner Valentine isn't saying anything publicly about new appointments to the force. But reliable sources have informed this column that the Commissioner would like to see all existing 552 vacancies filled and another 700 appointments made—or a total of some 1,200-odd new cops. We'd like to see that many appointments, too.

There is no longer any excuse for the Mayor to block some new appointments. The money is available to pay for the new men. The need is most assuredly there. The Mayor has apparently lost his fight for draft deferments. And having lost, there is no longer any reason to refuse to make appointments.

Salary Suit

The Patrolmen's Benevolent Association plans to bring an action in the name of the 300 recently appointed Patrolmen to compel the city to pay the difference between \$1,200 paid during their probationary period and the advertised starting salary of \$2,000. If the case is won, each man will benefit by some \$400.

J. H. Tully, attorney for the Association, will handle the case. Right now he's waiting for all the men involved to signed certain legal papers prior to instigating the suit.

18 Drafted Cops Eligible for Sergeant Test

There are 18 Patrolmen in the New York City Police Force who are now on military duty. All of them are eligible for the promotion test to Sergeant; so the Municipal Civil Service Commission, in cooperation with the Police Department, has forwarded application blanks to them.

The Police Department supplied the Commission with information on the military title, department title, date of appointment, city residence, date entering military service, unit assigned to, and address of the unit of each of the men.

They will probably be given a special exam in their respective camps at the time the other candidates take the test in June, or as soon thereafter as the Commission can arrange such tests.

18 Names Certified to Board of Water Supply

Eighteen names from the Patrolman, P. D. list were certified last week to the Board of Water Supply for jobs as Aqueduct Police. The certifications followed a letter to the Commission from Mayor LaGuardia asking that the regular Police list be used for these jobs. Formerly the Special Police list was used but it has now been exhausted.

The certifications last week were made to fill four vacancies. The jobs are of a temporary nature, but the Commission has decided to waive its 90-day rule for those men who accept jobs. Under the 90-day rule, eligibles accepting temporary appointment can not be recertified for a 90-day period.

No Soap

Rumors published elsewhere concerning 300 Patrolmen appointments to the New York City force by July 1 were reported by a high city official to have no foundation in fact. This official pointed out that any number of things might influence the possibility of appointments during the next four and a half months. Neither Commissioner Valentine nor Mayor LaGuardia have made any decision on when to appoint some new cops. Any report to the contrary is sheer rumor, THE LEADER has been informed.

No Differential

For Nurses

Reserve Nurses who leave for military service are not entitled to the 30-days separation pay and the difference between civil and military

pay, according to a recent ruling of the Attorney General. His opinion makes this distinction: nurses are assigned to active duty only upon their expressed wish, and they are therefore not considered on "ordered duty." There are two possibilities for change, 1) if change in the Military Law is voted, or if the War Department's attitude changes; 2) if nurses are called into service without being ordered.

Income Tax

Employees of Hudson River State Hospital are to get free expert advice on how to fill out federal income tax blanks. Next Monday, February 24, between 9 a.m. and 4:30 p.m., Deputy Internal Revenue Collectors H. Freer, Carl Ruge, and F. DuBois will be on hand in the smoking room in the main building. March 15 is the deadline.

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Welfare Department News

By HENRY TRAVERS

News-Notes

The week, some 3,000 members of the Welfare Department are scheduled to get pay increments... There'll be another extra check in the near future, because the increments really begin January 1... That was a tight spot in which the Mayor placed Commissioner Hodson, urging him to hold onto 193 provisional vet clerks, after a Supreme Court Justice had said they had to be fired... Ellis Ranen's report to the Commissioner on dismissals shows that the Department is remarkably free of them. Only 28 dismissals came before Staff of Relations in 1940, and of these it was recommended that 10 be withdrawn... Of 8 cases which came before the Appeals Board, it was recommended that 5 be withdrawn... a record probably unequalled in any other city department... No decision has come down in the Stahl case early this week...

Supervisor Tests To Be Re-Opened

The Municipal Civil Service Commission will re-advertise next month two promotion tests for Assistant Supervisor and Case Supervisor in the Department of Welfare.

Both of these exams were opened a year ago and several thousand applications were received. However, the Beggs-Brennan cast postponed the holding of the written part of the exam, and meantime other em-

ployees have become eligible. Thus, the Commission's decision to reannounce the tests.

Welfare Eligibles In Executive Meeting

The executive committee of the Social Investigators Eligibles Association meets Tuesday night, February 18, at 3 Beekman Street, New York City.

Commodity Workers To Be Shifted

Nine hundred and twenty-five WPA workers of the Commodities Distribution Project engaged in the distribution of surplus foods to the needy in New York City through the Commodities Distribution Division of the Department of Welfare, will discontinue this work on March 1, when the Federal food stamp plan goes into operation on a city-wide basis. Approximately 425 of the food workers will be assigned to clerical work in connection with issuance of the government stamps by the Department of Welfare and the remaining 500 will be transferred to other WPA projects.

Under the new plan, with the Welfare Department issuing the stamps with WPA assistance, millions of pounds of surplus foods which formerly were distributed at 58 food depots and through 200 retail store outlets in New York City, after March 1 will be sold over the count-

ers of retail food merchants. Approximately \$30,000,000 more annually will be rung up on the cash registers of the city's merchants, if all eligible relief recipients take advantage of the plan.

Although WPA will terminate its retail food distribution in the city on March 1, it will continue to do a small amount of bulk food handling. This will be for charitable institutions and child nutrition service. Other activities of the Commodities Distribution Project, principally distribution of clothing, will not be affected by the curtailment of food handling. A total of about 575 WPA workers will continue these activities through 18 Welfare Department clothing depots.

Among the 925 WPA employees who will be taken off food distribution are store clerks, supervising clerks, freight handlers and laborers. The 425 assigned to do clerical work required for operation of Federal stamp plan will assist at stamp issuing offices to be set up by the Welfare Department at 30 Home Relief bureaus throughout the city.

TO ALL WELFARE WORKERS

The LEADER is available, for this week only, at half price to all Welfare Workers. To take advantage of this offer, simply enclose \$1 in an envelope and mail to Civil Service Leader, 97 Duane Street, New York City. State the number of your D. O.

Mental Hygiene Notes

By JOHN F. MONTGOMERY

Settled

Differences over working conditions in the Buttonwood Building at Willard State Hospital have been settled after conferences between a grievance committee and superintendent John H. Travis, according to council 323 of the New York State Hospital Employees Association... Francis Webb, who has just left the hospital's employ, resigned as secretary, and was succeeded by Alton Conkling. Former employee James Maguire has been made an honorary member of the Council. A. P. Driscoll was appointed chairman of the legislative and grievance committees of the Council.

Aid to Recovery

Dr. Lucy D. Ozarin, medical interne at Gowanda State Hospital, describes a recovery plan that's coming into more and more use in the state institutions in the current *Mental Hygiene News*. This is the practice of allowing convalescent patients to leave the hospital grounds under supervision of relatives for a brief period of time. She concludes:

"Allowing the patient to go out for brief periods with relatives serves a dual purpose. It is an aid that helps the patient to make the necessary adjustments to recover his mental health and it encourages the relatives to maintain their interest in the patient and their hopefulness as to eventual recovery."

Busy Years

Dr. Howard P. Carpenter, Laboratory Director at Hudson River State Hospital, was one of two prominent medical figures honored last week by the Dutchess County Medical Society, of which he has been secretary. In his odd moments, Dr. Carpenter has been serving as Deputy County Medical Examiner on a volunteer basis. More than 10,000 deaths of violence in Dutchess County during the past few decades have been followed by his expert autopsies.

No Temporary Attendant Appointments

No temporary Hospital Attendant appointments are being made in any of the nine institutions in zone 4. Eligibles who have already said they would accept temporary jobs in certain institutions just so they can get work immediately should notify the district office of any change of heart. The problem of getting eligibles on the top of the list to accept employment in hospitals outside New York City is still acute.

Questionnaires in zone 4 have gone

down to eligible number 3,942. 3,308 is the last man to be certified, and 3,294 the last woman. Appointments remain at last week's level: 1,833 for the men, 1,572 for the women.

No appointments have yet been made at Kings Park or Ward's Island. Officials also point out that no woman attendants are employed at Psychiatric Institute.

Other Zones

In zone 1, approximately 430 questionnaires have gone out, down to 4,196 of the men and 2,867 of the women. 36 men have been certified, 3,332 the last; 25 women have been certified, 952 the last. Appointments have gone to 21 men, 2,502 the last, and to 18 women, 952 the last.

23 men and 38 women have been certified in zone 3; the lowest man is 1,498 (143 in the zone) and the

lowest woman 4,209 (366 in the zone). Twelve men have been appointed. 857 (85 in the zone) the lowest; 29 women have gotten jobs, down to 4,203 (365) in the zone).

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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.

Next Patrolman Exam
M. K.—It is not possible for us to tell you when the next Patrolman exam will be held by the New York City Commission. The chances are that the Commission may hold another before April 1, 1942, judging by the number of appointments normally made from the eligible lists.

Age Limits
B. B.—A person 41 years of age may qualify for the majority of Civil Service examinations as far as age limits is concerned. In many defense jobs, the age limit has

been raised to 62. There is no specific list available of examinations open to one of your age. Past copies of municipal examinations are available at the Record Room, Municipal Civil Service Commission, 96 Duane St. A nominal charge is made.

Practical Test For Maintainer's Helpers
R. R.—The practical test given Maintainer's Helper candidates is designed to see if candidates can recognize standard pieces of equipment and explain its use. Don't worry about it.

Marking Prison Guard Test
J. M. E.—The medical part of the Prison Guard test does not count in the final rating. According to the original announcement, 40 percent of the mark is to be based on the mark scored on the written test, the remaining 60 percent on training and experience.

No Old U. S. Exams Available
R. W.—The U. S. Civil Service Commission does not make past copies of Civil Service examinations available. Suggest that you

visit the Municipal Reference Library, Room 2230, Municipal Bldg., New York City, for a bibliography of study material for the federal Translator examination. As soon as the date is set for this examination, the commission will notify you by mail.

U. S. Doesn't Release Eligible Registers
J. B.—The U. S. Civil Service does not release registers of eligibles for publication. There has been strong agitation on this point. We cannot estimate your chances of appointment on the Wage and Hour Inspectors list. You will have to write to the U. S. Civil Service Commission, Second District, 641 Washington St., New York City, for your relative standing.

ment system. The administration of the federal retirement system is under the jurisdiction of the Civil Service Commission. Only ten million of this total will be available for the regular activities of the Commission.

Nurses Not Yet Competitive
A. K.—No decision has yet been reached by the Governor's Committee on the matter of extending the competitive classification to nurses in the State hospitals. They continue in the non-competitive class, and the chances are they will remain in that classification for at least the next year or more. Hospital Attendants will not be assigned in place of nurses to take care of patients. Whoever told you that is not aware of the facts. The competitive classification of Hospital Attendants has nothing to do with their assignments, nor does it in any way affect the status or employments of nurses. The two positions are separate and distinct, and will continue as separate and distinct positions regardless of classification.

Army and Navy Canteen Jobs
H. G.—Jobs in Army and Navy canteens do not come under Civil Service. If you wish to apply for a position of soda clerk in a canteen at an Army post, you will have to apply at the office of the Commander of the particular post.

Openings for Those Without H. S. Education
A. F.—There are many Civil Service positions which do not require high school education. Suggest you watch the announcements of examinations as they are published each week in the LEADER.

Police, Firemen Must Join Pension System
G. F. H.—All members of the police and fire forces will, of course, be required to be members of their respective retirement or pension systems after their probationary period is completed.

Postal News

By DONALD MacDOUGAL

Collective Bargaining For the Post Office?

Several of the Joint Conference lads have called to our attention something that happened at the recent A.F.L. convention in New Orleans, but which' escaped the attention of most newspapers. They mean Resolution 76, introduced by Delegate James A. Taylor of the Washington State Federation of Labor and passed unanimously by the convention.

The document reads that the A.F.L. "favors the enactment of legislation giving to government workers the right to enter into collective bargaining agreements regarding conditions not determined by legislation." The Joint Conference boys want it noted that all government employees are included, not just postal workers. They're looking forward to the time when some liberal congressman will introduce a bill putting this resolution into effect. They say it would be a kind of "little Wagner Act" for government workers.

Let's take a hypothetical case of the manner in which such an act would operate. Suppose that in NYC, some official saw fit to change the Sunday schedule of postal employees. The regularly elected representatives of these employees would then have the right to approach this official and resolve the matter in a way suitable to everybody. As things are now, the employees have no "say"

and their representatives have to petition their supervisors if they wish their side of the case heard. If the official wishes to accede, well and good. If he doesn't, why, nothing happens.

If the A.F.L. resolutions were to be made into law, says Dave Popper, it would give "the government employee the same inalienable right to collective bargaining as his brother workers in private industry."

Lincoln and Douglass Honored

Last week, the New York City Employees held its Third Annual Branch, National Alliance of Postal "Good Will" Community Program in the Main Auditorium, Abyssinian Baptist Church.

Principal speakers were: Albert Goldman, New York City Postmaster; Hubert Delaney, New York City Tax Commissioner; Paul E. Lockwood, Executive Assistant District Attorney, New York County, and Harry G. Dalton, Director, New York Council for American Traditions.

Waymon A. Evans, President, New York City Branch, N.A.P.E. was Master of Ceremonies. Invocation was by the Rev. Dr. Edward Lissman, Chaplain of Jewish Postal Workers Welfare League.

The N. Y. P. O. Glee Club and the Thomas Negro Composers Study Group furnished music.

Hubert Delaney, in the opening address, took as his theme the present inequality in the distribution of work necessary to national defense.

Postmaster Goldman emphasized the phrase Good Will, and took the careers of Lincoln and Douglass as a lesson.

Mr. Lockwood prefaced his remarks by relating an incident that he remembered on one of his visits as a child to the workrooms of the Old City Hall Post Office, where he saw men working side by side regardless of race or creed. When he entered public life as a young man the example that he had seen was conclusive proof that Negroes were capable of fulfilling any assignment given them. He concluded his remarks with: "It is more than fitting that seventy-five years after the war which brought about the physical freedom of the Negro, we should honor Lincoln and the spirit which guided him. We should call upon all true Americans to make this Nation a genuine shrine of Democracy by fighting for the integration of Negro citizens into the industrial effort of our national defense."

Clerks Hold Hot Election

Local 10, of the Federation of Post Office Clerks recently completed their annual Delegates' Election for the year of 1941-42. Contests held at the various Stations and Annexes of the New York Post Office have proven a valuable stimulus to the organization. The following members were elected to serve as Delegates and Executive Board members for the coming year:

Nathan Sedlik, Grand Central City Delivery, defeated Harry Faberman.

Saul Lane, Station F, won over Louis Mark.

Curl Leiberstein, Madison Square, dined Joseph Freedman.

Samuel Eiseman, Grand Central Mails, was victorious over Manny Stern.

Max R. Schissel, General Post Office, nosed in above Abe Muntner.

Herman Schiller, Station Tompkins Square, raced ahead of Benjamin Black.

Harry Spiritis and Harry Soloman, Church Street Delivery division beat Louis Silverman, Solomon Ostrow, H. Siegal and Leo Raucher.

Sidney Gross and Max Klarreich, General Post Office Mails defeated Nathan Weisburd.

Abe Gerber and Morris Thorne, General Post Office Delivery Division, trounced Bernard Lampert.

Otto Gottlieb, Church Street Annex Mails, won the decision over Anthony Somma. The contest of the High Bridge Post Office Station was withdrawn and Murray Goldfarb, delegate of Post Office Station G resigned, leaving the field clear for Philip Berman.

To the Post Office Clerks, congratulations for a successful year.

Chicken Dinner At Station H Blowout

Station H, Manhattan P. O., will hold a retirement party on Saturday, Feb. 22, in honor of four employees who retired in 1940: William Davidson, former president and vice-president of Branch 36 NALC; William Adair, Thomas Grimes and John Reid. The party, to be held at the French Roumanian Restaurant, 105 Delancey St., is in the hands of an able committee, consisting of Carriers Philip McHugh, Robert Salomon, William Vath, William Wohalen, Abraham Friedman, Joseph Hastings, Matthew Grady, Samuel Wallace, Alphonso C. Ross and Clerks Samuel Fagan and Charles Joyce. There will be a chicken dinner and all the beer you can drink. Boys of Station H do things in a big way.

Clerks to Fight Hard For Appeals Court

The National Federation of Post Office Clerks in their recent Bulletins from Washington have called upon all Locals and Members at Large to start an active letter writing campaign to put across the Court of Appeals this session of Congress. A personal letter to your Congressman and Senator will aid materially in bringing to the front the reasons for a Court of Appeals. But the clerks plan to go even further than that. They intend to see to it that all federal employees unions and organizations get acquainted with the merits of the legislation by proving to them that not alone do postal workers need the Court of Appeals, but that all U. S. employees will benefit.

Station R Boys Throw a Party

Employees of P. O. Station R in the Bronx threw a party at Gebe's Hall for Bennet Phillips, carrier, who will retire Feb. 28. Charles P. Anderson, delegate, presented a handsome traveling bag to the veteran carrier. The bag was a gift of Phillips' co-workers.

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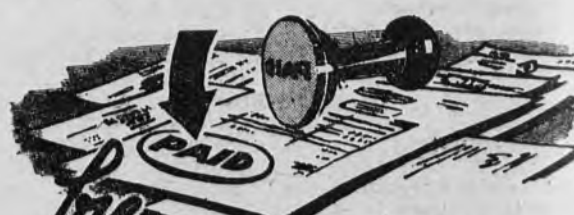
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Teachers Newsweekly

THE CIVIL SERVICE LEADER'S MINIATURE NEWSPAPER FOR TEACHERS

PAGE NINE

Week's Review

Highlights of the week's activities in the New York's school system were the election of an Associate Superintendent and the appointment of six new high school principals... Director of the Bureau of Child Guidance, Dr. Frank J. O'Brien was elected to the Board of Superintendents to succeed the late Dr. William E. Grady. Physician, psychiatrist, educator, Dr. O'Brien will tackle the job of unifying the medical, psychiatric and related services in the school system... The six new high school principals, selected from 104 original candidates are Miss Marion D. Jewell, Miss Edna Ficks, Leo R. Ryan, Samuel D. Moskowitz, Leo R. Ryan, Ludwig Kaphan... The Board of Ed. adopted a by-law giving principals 24-hour responsibility over activities in their schools... Principal Milton Shalit, of P. S. 214, Brooklyn, will receive full pay for his incapacitation... Principal Shalit, you will recall, was shot by a 15-year-old student whom he reprimanded from breaking windows... Pupils of P. S. 116, Brooklyn, inspired by the recently published "The Wounded Don't Cry," have organized a Quentin Reynolds club... Author Quentin Reynolds is the son of Assistant Superintendent James J. Reynolds... Dr. George F. Pigot, Jr., director of the Emergency Training Program for National Defense, issued a report which placed attendance in defense training courses at 8,778 as of January 3. In charge of these students in 23 training centers are 1,215 teachers... Funds for this program, provided by Uncle Sam amount to \$1,598,515... The new aviation trades center, to open in Brooklyn next month will be staffed by 41 teachers... supervisors and clerks... Final date for filing applications for admission to the State's industrial teacher-

training school has been extended to March 1... There are still 450 teaching jobs open to skilled mechanics in industry who would like to be employed as instructors in the Emergency Defense program... About 2,000 men will be examined before these 450 positions are filled.

Eligibles

The Board of Examiners placed 58 names on the eligible list for license as teacher of general science in junior high schools and 14 names on the eligible list for license as teacher of auto mechanics, day high schools. The lists follow:

Teacher of General Science in Junior High Schools, Cole, Lewis F., 83.26; Boland, Myer, 83.15; Stern, Eugene I., 81.14; Pollack, Harvey, 79.26; Sawicki, Nicholas, 78.68; Bradley, John G., 78.14; Rudin, Sol, 77.85; Charrow, Saul D., 77.61; Globe, Samuel, 76.69; Marcus, William, 76.56; Fierman, Harry, 76.37; Shaughnessy, John J., 76.22; Kesselman, Bernard R., 75.62; Hochberg, Seymour, 75.41; Weissley, Alfred, 75.41; Gertz, Ralph H., 74.97; Rassiga, William A., 74.6; Finkelstein, Sidney, 74; Allison, Joseph, 73.89; Silverstein, Milton, 73.75; Sheingold, Abraham, 73.69; Spotkov, Elias M., 72.96; Rubin, Saul H., 72.8; Levy, Jerome E., 72.75; Newman, Isidor, 72.56; Haskelberg, Sebastian I., 72.23; Bloom, Martin D., 72.17; Rubin, Kopel, 71.56; Gershbein, William P., 71.49; Housman, William, 71.44; Rimal, Emanuel, 71.29; Amerling, Abraham W., 71.07; Schindelheim, Samuel, 70.58; Cohen, Harold J., 70.51; Dvoskin, Samuel, 70.41; Cohen, Hyman R., 69.16; Rosenhouse, Noah M., 67.8; Gordon, George, 67.63; Swid, Harold, 67.25; Cosgrove, Catherine, 85.24; Hearle, Kathryn, 81.69; Marion, Mabel L., 79.8; Schleider, Cora, 78.92; Gottfried, Shirley H., 78.56; Ross, Martha, 78.25; Young, Marjorie A. C., 77.93; Blesser, Helen M., 77.77; Shapiro, Frances F., 77.14; Rackow, Norma I., 76.79; Chess, Edith G., 76.69; Stone, Ruth B., 76.66; Kesten, Ida N., 75.24; Rosenberg, Theresa, 75.53; Spier, Mildred V., 72.56; Marrow, Lucille, 71.92; Greenberg, Doris S., 71.54; Heinrich, Elizabeth G., 68.83; Nevola, Concetta I., 67.67.

Teacher of Auto Mechanics, Day High Schools
Brem, Marcel R., 76.67; Gruber,

Charles R., 76.04; Kelly, Seth J., 75.97; Svenzon, Harold R., 75.56; Cadwell, George M., 75.26; Howell, Roy M., 74.81; Mooney, Arthur J., 73.51; Tins, Harold L., 72.02; Post, Donald P., 70.3; Marwitz, Julius A., 69.92; Holley, Fred P., 69.13; Hoffmeister, Theodore H. C., 68.9; Vitale, Jerome A., 66.52; Vivarttas, David M. A., 63.03.

"Brush-Up" Course For Flying Cadets

A "brush-up" course for Flying Cadet candidates sponsored by the Bronx Junior Chamber of Commerce and approved by the Second Corps Area recruiting office will be given at the Drake School, 200th St. and Grand Concourse. The course, open to single men between 20 and 26, is designed specifically for those who intend to take the examination on May 13 for Flying Cadet in the Army Air Corps. The subjects covered are U. S. History, English grammar and composition, General History, Geography, Arithmetic, Algebra, Geometry, Trigonometry and Elementary Physics.

New Courses for Alertness Credit

Two 30-hour courses to be given by the Laboratory Institute of Merchandising have just been approved for alertness credit. There is no charge for teachers. Starting February 25, the courses are "Selling and Its Relation to Modern Distribution and Consumption," by Joseph L. Krieger, in charge of alertness credit courses at the Institute; "Fabrics and Their Relation to Modern Consumption," by Joseph E. Keenan, formerly textile consultant for the American Woolen Company. Registration is still open at the Institute, 45 West 34th Street, Tuesday to Friday of this week and next Monday, between 3:30 and 6 p.m.



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.

At last we have taxpayers on the side of education. It afforded us great pleasure to hear representatives from the taxpayer groups in New York City plead for the return of the 2 per cent cut in State aid. They realized that any cut in the State's contribution meant an added burden on real estate in the city.

Two of the speakers not only requested the return of the proposed cut in State aid, but definitely said that such curtailment must not be met by salary cuts for teachers. "Theirs is a difficult job. The responsibility for training our children must be in capable hands." One of these speakers further stated: "Gentlemen, you only get what you pay for—if you pay poor wages, you get poor workmen. We want experts and the home owners of New York City are willing to pay for them."

Complainers Were There

Of course the chronic complainers were at the hearing—but, oh, so few. I noticed that Henry Amy, of the Citizens Budget Committee, was present, but he did not speak. The opposition was so weak he probably was a bit embarrassed to line up with them.

Due to the excellent financial condition of the State, a repeal of the emergency income tax, amounting to twenty-one million dollars, has been recommended by Governor Lehman. A saving of seven million dollars in the budget should have been sufficient without the 2 per cent cut in State aid for education.

This proposed cut, if adopted by the Legislature, will mean a two million-dollar additional saving. Local budgets have been adopted basing their educational budgets on the normal amount of State aid. The 2 per cent cut, though, seemingly not large, will mean a curtailment of educational opportunities, or extra taxes for these communities to carry out their adopted budgets.

Parents Did Good Job

I must compliment the representatives of parent groups who journeyed to Albany to point out to the legislators how this cut would affect the children attending the public schools of the State.

In addition to the large groups, such as the United Parents Association of New York City, the United Kindergarten Mothers of New York City, and the Congress of Parents from upstate, a great many men and women, representing individual parent groups in the city, told of overcrowded conditions in many districts and the lack of proper supplies and textbooks.

Many of the parents challenged the so-called taxpayer groups who purported to speak for all taxpayers—every parent present was a taxpayer and made it very clear to the legislators that organizations representing concentrated wealth did not speak for them. Many of these parents offered other avenues of saving without affecting education which they deemed the most essential part of the budget.

The Joint Committee of Teachers' Organizations presented the educators' views on the budget. Professor Paul Mort, a member of the original Friedsam Commission, and a specialist on school financing, spoke at the invitation of the Joint Committee. He deplored the manner in which State aid has been slashed and pointed out that a section of the Regents' inquiry report was available to the legislators and would guide them properly if they would consult it.

Time alone will tell what the legislature intends to do. They could restore the cut or appropriate a like amount in the supplemental budget, we have not given up hope. Full State aid may still be ours for the coming year.

PARK TOPICS

By B. R. MEEHAN

Ass't Gardener Eligibles Plan Important Meeting

The next regular meeting of the Assistant Gardener Eligible Association will be held Tuesday evening, March 11 at 8 p.m., in the auditorium of Washington Irving High School, East 16th Street and Irving Place, Manhattan. All interested eligibles are urged to attend since there will be read the report of the appointment survey of the various city departments.

Appointments

Playground director—Leonard D. Weiner.
Watchman Gr. 1.—(From Watchman-Attendant, Gr. 1). Michael J. Kennedy, Vincent Lumbasta.
Ticket Agent, Gr. 2.—(preferred list). Vincent H. Klappert, Harry W. Bernstein, Patrick T. Reilly.

Request Granted

The Civil Service Commission last week approved a request for a ruling in the matter of rating supplementary experience sheets transmitted by candidates on the register for Climber and Pruner (labor class) and of permitting candidates who were rated "not qualified" on experience in the written test to amend their experience sheets during the life of the list.

Promotion to Gardener

Study Series No. 11

116. It has been stated that "lime is not truly a fertilizer." Give two reasons to support such a statement. What is the value of lime to garden soils? Name three common forms of lime used?

117. (A) Define the term drafting. (B) What is its purpose? (C) Explain what is meant by stock and scion. Illustrate with drawings. (D) Briefly explain the statement "the stocks are congenial to the scion." (E) State the necessary principles involved to produce a good draft.

118. Define independent plant. Dependent plant. Give examples.

119. What is meant by vegetative reproduction? Contrast this method of plant reproduction with that of seed. Name some plants propagated by this method.

120. The expression "pruning is a natural process" has repeatedly been stated by leading horticulturists. Briefly explain the truth of this statement. Explain why it has become necessary for man to aid in this process.

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.

121. One of the following statements which is not valid is (a) sulphate of ammonia is less soluble than nitrate of soda in soil, (b) florinida is a nitrogen fertilizer, (c) overabundance of lime in soil tends to burn out the humus content, (d) Trailing Arbutus thrive best on an alkaline reacting soil.

122. The one of the following which is not a system of tree planting is (a) square, (b) spadix, (c) hexagonal, (d) quincunx.

123. Twelve gardeners are capable of planting 960 seedlings in an hour. The average number of seedlings planted by each gardener in an hour is (a) 80, (b) 60, (c) 95, (d) 55.

124. The one of the following which is not valid is (a) Magnolias should be transplanted during their early blossoming stage, (b) molybdenum is a type of steel used in producing durable garden tools, (c) dahlias are dug after the first heavy frost, (d) spent mushroom soils are not used for top dressing lawns.

125. The one of the following which

is base rooting is (a) candinium (Madonna), (b) L. regale (Regal lily), (c) martagon (Martagon), (d) tenuifolium (Coral lily).

126. Linnaeus is best noted for (a) his soilless agriculture, (b) classification of plant names, (c) his control method of Japanese beetles, (d) his breeding of orchids.

127. One of the following, which is not a bulbous plant is (a) sparaxis, (b) Babiana, (c) Leucorum, (d) Ilex.

ANSWERS

The following are answers to study series No. 9: 93. (A), 94. (D), 95. (C), 96. (A), 97. (D), 98. (A), 99. (spraying, dusting and dressing), 100. (leggy), 101. (neutral), 102. (fertilizer), 103. (ash of seaweed), 104. (summer-after blooming), 105. (anchor plant, provide nourishment, propagate plant).

Answers to study series No. 10 are as follows: Rouging (1), fallowing (5), basic slag (8), minimacid (6), soot (4), circumneutral (9), stooling (7), tufa (10), chlorophyll (3), miscible (2).

Questions to Study Series No. 10 appeared in Feb. 11 edition of The LEADER.

Reclassification Hearing On Recreational Service

The Municipal Civil Service Commission on Thursday last held a public reclassification hearings on competitive classification of the recreational service. The hearing was on the following:

Resolved, That part 25, the Recreational Service, of the competitive classification of the Municipal Civil Service Commission of the City of New York, be and the same is thereby generally amended to read as follows:

Playground Director, Grade 1, or Recreational Leader, to but not including \$2,100 per annum.

Playground Director, Grade 2, \$2,100 to but not including \$2,400 per annum.

Assistant Supervisor of Recreation, \$2,100 to but not including \$3,120 per annum.

Supervisor of Recreation, \$3,120 to but not including \$5,000 per annum.

Director of Recreation, \$5,000 per annum and over.

Be it further resolved, That all Playground Directors regardless of grade will be eligible for promotion to Assistant Supervisor of Recreation provided they meet the terms and conditions set forth in the official requirements.

Class for Grade 2 Foremen Open Free to All Candidates

The Federation of Municipal Employees announces that it is organizing a class for candidates who plan to take the promotion examination for Foreman, Grade 2. There will be no charge to those eligible for the test. A city-wide exam, the promotion opportunity will be available to laborers, auto enginemen, asphalt workers, sewer workers, and possibly clerks, among others.

Various fields of municipal construction will be covered by supervisors immediately in charge of the work. Question and answer material will be furnished for home study.

Lectures will be given by these persons:

W. W. Dyckman, Engineer in Charge of Maintenance.

L. Csanyi, Engineer in Charge of Asphalt Plant.

R. Wells, Engineer in Construction Division.

L. Sutton, General Foreman, Sewer Division.

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- 485 William Gladky, 83.734
- 486 William Zika, 83.734
- 487 Maurice J. Delaney, 83.700
- 488 Fred A. Mierzwan, 83.700
- 489 Edward Farrell, 83.700
- 490 Charles A. Maass, 83.700
- 491 Charles E. Kahl, 83.666
- 492 George C. Sieb, 83.666
- 493 Robert J. Bechtold, 83.666
- 494 Anthony M. Zinke, 83.666
- 495 Charles F. Gilbert, 83.634
- 496 Wallace K. Bjorness, 83.634
- 497 E. E. Jennings, Jr., 83.634
- 498 William J. Mahedy, 83.600
- 499 Abraham Goldberger, 83.600
- 500 Louis Hecht, 83.600
- 501 John Tringo, 83.566
- 502 Harry G. Polan, 83.534
- 503 Ernest S. Primoff, 83.534
- 504 Walter Kiszczek, 83.500
- 505 Theo. G. Beckhardt, 83.500
- 506 Patrick F. McDonnell, 83.500
- 507 Phillip Glazer, 83.434
- 508 Herbert F. Mardon, 83.434
- 509 Eric Ericson, 83.434
- 510 Thomas Crowe, 83.400
- 511 Harry Wiesbeck, 83.400
- 512 Steve Morza, 83.366
- 513 William Govetos, 83.334
- 514 Nathan Weinstein, 83.334
- 515 Henry W. Berger, 83.300
- 516 Albert Rabinowitz, 83.300
- 517 Nelson Karson, 83.266
- 518 Isidore Rosenspire, 83.266
- 519 H. B. Chalmers, Jr., 83.234
- 520 Vincent C. McCarty, 83.200
- 521 Harry Matros, 83.166
- 522 Louis J. Malin, 83.166
- 523 Anthony Rocchio, 83.166
- 524 Constantino Passaro, 83.134
- 525 John R. O'Brien, 83.134
- 526 Charles J. Brunner, 83.134
- 527 Martin Belfeld, 83.100
- 528 Emanuel M. Haas, 83.100
- 529 Nathan Edelstein, 83.066
- 530 Vincent J. Constantino, 83.066
- 531 Frank Y. DiNardo, 83.066
- 532 Arthur Meyer, 83.066
- 533 Anthony J. Samuolis, 83.066
- 534 Abraham Spivack, 83.034
- 535 Herbert Eiman, 83.034
- 536 Alexander Strapka, 83.034
- 537 Daniel Maloney, 83.000
- 538 Frederick Orestuk, 83.000
- 539 James Sokol, Jr., 83.000
- 540 William J. Tarangelo, 82.966
- 541 William C. Webster, 82.966
- 542 C. L. Edwards, 82.934
- 543 Samuel Stein, 82.934
- 544 Mortimer Bernstein, 82.934
- 545 Jerome Buckle, 82.900
- 546 Harry C. Fox, 82.900
- 547 Henry M. Gargiulo, 82.900
- 548 Alfred Butler, 82.866
- 549 Leonard Schoen, 82.766
- 550 Emil C. Kroll, 82.766
- 551 Joe Elari, 82.734
- 552 Sidney Shoemaker, 82.734
- 553 Eugene L. Curran, 82.734
- 554 Louis Sandberg, 82.700
- 555 Joseph A. Chingaz, 82.700
- 556 Arthur Armstrong, 82.700
- 557 Phillip D. Friedel, 82.666
- 558 James W. Hutchinson, 82.666
- 559 Sidney Altman, 82.666
- 560 George H. Siemann, 82.634
- 561 Henry F. Black, 82.634
- 562 Joseph Dolginko, 82.634
- 563 Arthur Hagendorf, 82.634
- 564 W. J. Contovassile, 82.634
- 565 James J. Maginnis, 82.600
- 566 William N. Herriott, 82.600
- 567 Stephen Alessi, 82.600
- 568 James F. Sullivan, 82.600
- 569 James H. A. Burli, 82.600
- 570 Thomas Stathopolis, 82.600
- 571 Sidney Friedman, 82.600
- 572 Arthur E. Guerin, 82.600
- 573 David J. Williams, 82.566
- 574 Morris Yakofsky, 82.566
- 575 Alfred K. Hiko, 82.566
- 576 Martin V. Schaaf, 82.534
- 577 Alfred H. Crescenzi, 82.

New State Eligible Lists

ASSISTANT STENOGRAPHER, ALBANY OFFICE, DEPARTMENT OF LABOR (Promotion)

- | | |
|-------------------------------|---------------------------|
| 1 Margaret I. Bendon, 88.036. | 4 Jos. L. Lemay, 86.920. |
| 2 M. R. Fletcher, 87.214. | 5 E. S. Harnau, 85.853. |
| 3 Betty A. Taylor, 85.981. | 6 Helen W. Roman, 84.404. |

SAFETY SERVICE INSPECTOR, STATE INSURANCE FUND, DEPARTMENT OF LABOR (Open Competitive)

- | | |
|-----------------------------|--------------------------------|
| 1 Robt. J. Shaw, 91.36. | 14 Thos. F. Curran, 88.00. |
| 2 Edw. Mann, 91.06. | 15 Robert Robinson, 87.92. |
| 3 Wm. A. Tynan, 90.97. | 16 Thos. H. Duncan, 87.85. |
| 4 Carl J. Berube, 90.91. | 17 Geo. A. Perreault, 87.85. |
| 5 H. A. Schumacher, 89.87. | 18 Wilfred E. Ellis, 87.64. |
| 6 Arthur W. DiIalla, 88.97. | 19 John J. Figoni, 87.41. |
| 7 R. G. Burkhardt, 88.92. | 20 Chalmers Mern, 87.07. |
| 8 John Thier, 88.70. | 21 Daniel F. Hayes, 87.03. |
| 9 Louis Mayan, 88.68. | 22 Wm. Balfour, 87.00. |
| 10 Geo. F. Taylor, 88.60. | 23 Jos. F. Shields, 86.40. |
| 11 C. E. Devivo, 88.33. | 24 A. Christie, 86.39. |
| 12 Wm. Dancke, 88.33. | 25 Justice B. Vandusen, 86.30. |
| 13 John A. Carolan, 88.33. | 26 Jos. W. Otha, 86.19. |

- | | |
|---------------------------------|---------------------------------|
| 27 J. H. Eberhardt, 86.17. | 57 J. H. Reck, 83.94. |
| 28 Walter E. Thiel, 86.08. | 58 Samuel Mahler, 83.94. |
| 29 John J. Lawler, 86.07. | 59 Frank Hubbard, 83.87. |
| 30 Ralph S. Becker, 85.99. | 60 Harry Unger, 83.40. |
| 31 Chas. Baier, 85.95. | 61 G. Cronvall, 83.40. |
| 32 Chas. Wright, 85.80. | 62 Edw. L. O'Brien, 83.32. |
| 33 Willard J. Gentile, 85.46. | 63 Chalmers Swayne, 83.31. |
| 34 Thos. Lenahan, 85.36. | 64 Israel J. Newman, 83.27. |
| 35 Andrew D. Gilmore, 85.31. | 65 Jas. L. Hourigan, 83.17. |
| 36 John W. Smith, 85.22. | 66 Kenneth E. Varney, 83.05. |
| 37 Frank J. Gompert, 85.20. | 67 Bernard Herman, 83.04. |
| 38 Thos. J. Trayner, 85.10. | 68 Jack Turer, 82.98. |
| 39 Chas. Donohue, 85.00. | 69 Roy Reider, 82.92. |
| 40 Wm. H. McLoughlin, 85.00. | 70 Alex A. Wysocki, 82.88. |
| 41 John P. Healy, 84.65. | 71 Sidney Schreiber, 82.82. |
| 42 Chas. A. Vaas, 84.62. | 72 Wm. Mayer, 82.80. |
| 43 Samuel Stanger, 84.60. | 73 Alfred Cascelli, 82.73. |
| 44 Frank W. Malloy, 84.60. | 74 Hyman D. Blicksilver, 82.44. |
| 45 John M. Pagliaro, 84.58. | 75 Elmer J. Barker, 82.42. |
| 46 Emery J. Manyok, 84.53. | 76 Francis J. Murphy, 82.20. |
| 47 Walter W. Keneston, 84.52. | 77 A. Garland, 81.60. |
| 48 Edw. J. DiIalla, 84.39. | 78 Edw. Fredenburg, 81.06. |
| 49 Albert J. Jacques, 84.36. | 79 Art Cox, 81.00. |
| 50 August G. Steinhagen, 84.34. | 80 John W. Flavin, 81.00. |
| 51 Michael J. O'Brien, 84.24. | 81 Jack Fielesher, 80.90. |
| 52 Alvin Kasberg, 84.24. | 82 Jas. T. Krost, 80.85. |
| 53 P. A. Sonner, 84.10. | 83 Alex Sokoloff, 80.77. |
| 54 David Klitzko, 84.00. | 84 Wm. G. Reay, 80.76. |
| 55 Richard Schmid, 84.00. | 85 Arnold W. Robinson, 80.74. |
| 56 Chas. J. Britz, 83.95. | 86 Abraham Wiener, 80.72. |

- | | |
|--------------------------------|--------------------------------|
| 87 Walter J. Norton, 80.68. | 126 Geo. Hoeselbarth, 77.86. |
| 88 Chris. A. Manach, 80.67. | 127 Wm. H. Falk, 77.83. |
| 89 Irving M. Steinberg, 80.62. | 128 Bart Riccardi, 77.76. |
| 90 Harold J. Kayser, 80.58. | 129 Henry L. Koota, 77.73. |
| 91 Sidney Katz, 80.40. | 130 Fred A. Reiss, 77.72. |
| 92 Victor R. Hughes, 80.38. | 131 Henry Comack, 77.51. |
| 93 Frank Rodden, 80.36. | 132 Richard Brown, 77.48. |
| 94 Howard R. Wike, 80.34. | 133 A. A. Stierner, 77.40. |
| 95 Robt. R. Waltien, 80.01. | 134 Chas. R. Cotton, 77.39. |
| 96 W. L. Hensworth, 79.95. | 135 Wm. F. Clasen, 77.36. |
| 97 Leonard A. Danna, 79.88. | 136 Harry J. Christman, 77.30. |
| 98 Nathan Fruchtman, 79.80. | 137 Herbert Scharf, 77.28. |
| 99 David S. Newman, 79.80. | 138 Edw. Ghiazza, 77.22. |
| 100 Chas. Schleifer, 79.70. | 139 Philip H. Walding, 77.19. |
| 101 Wm. H. Wechter, 79.52. | 140 J. Alfred Ericsson, 77.18. |
| 102 Solomon Meltzer, 79.45. | 141 Sidney Leberman, 76.87. |
| 103 Wm. F. Murray, 79.20. | 142 J. H. Schaumacher, 76.80. |
| 104 Harry Wiener, 79.17. | 143 Adolph Hoening, 76.76. |
| 105 Jesse L. Glickman, 79.15. | 144 Frank DeGraw, 76.28. |
| 106 John J. Wille, 79.09. | 145 Harold G. Levy, 76.20. |
| 107 Sidney Goldberg, 78.81. | 146 Nathan Felntuch, 76.20. |
| 108 Henry E. Zienke, 78.79. | 147 Allan Wilkinson, 75.92. |
| 109 Arvid L. Asklof, 78.78. | 148 A. A. Cunningham, 75.80. |
| 110 Eugene E. Castle, 78.67. | 149 M. Warshawsky, 75.72. |
| 111 Rudolph E. Boykl, 78.60. | 150 Philip Gisses, 75.72. |
| 112 Adolph Landau, 78.60. | 151 Jacob Patto, 75.69. |
| 113 Edw. H. Goodwill, 78.60. | 152 Chas. F. Albert, 75.60. |
| 114 Harold J. Brunette, 78.36. | 153 Wm. Wiesenfeld, 75.57. |
| 115 Harold A. Jager, 78.35. | 154 John R. Carson, 75.53. |
| 116 Michael W. Maher, 78.33. | 155 Edw. O. Steinvachs, 75.51. |
| 117 Ralph Kollner, 78.31. | 156 Aaron B. Blum, 75.44. |
| 118 Geo. Weseman, 78.26. | 157 Harry Silver, 75.05. |
| 119 Benj. Kesler, 78.20. | 158 Peter Vercillo, 75.00. |
| 120 Seymour Kramer, 78.19. | 159 Jos. P. Pignata, 75.00. |
| 121 Sol Salkind, 78.07. | 160 Frank H. Voshardt, 75.00. |
| 122 Bernard Price, 78.04. | 161 Ernest A. Lucette, 75.00. |
| 123 Alfred B. Auerhann, 78.00. | 162 Jas. Anderson, 75.00. |
| 124 Saul Sokoloff, 77.91. | 163 Thos. J. Connor, 75.00. |
| 125 Wm. Postal, 77.88. | 164 Abe. Greenberg, 75.00. |

Examination Requirements

City Tests

Sergeant Police Department (Promotion)

Open only to members of the

Police Department. Salary: \$3,500. Fee, \$3. File by February 26. Date of written exam: June, 1941.

Eligibility Requirements
Open to all persons in the Police Department who, on or before June 15, are in the rank of Patrolman, First, Second, Third, Fourth, Fifth, or Sixth Grade. However, in accordance with the provisions of the Administrative Code, no person on the resulting eligible list will be certified for appointment in the rank of Sergeant unless such person shall be, at the time of such certification, a Patrolman, First Grade.

Scope of Examination
The written test will be designed to test the candidate's knowledge of police administration, interpretation of pertinent laws, ordinances, rules, regulations, orders, etc., judgment, initiative; and other functions appropriate to the rank of Sergeant.

Subjects and Weights
Written, weight 50-70 percent required, 70 percent on each part; Record and Seniority, weight 50; 80 percent final average required.

RECORD AND SENIORITY
Colorless Record: Beginning with the date of appointment, as Patrolman, 80 percent. For each three months of service in that rank dur-

ing the five years next preceding the first day of the written examination add one-half percent, or 2 percent a year, making at the end of five years a maximum of 90 percent. For each additional 3 months in the rank of Patrolman add one-quarter percent, or 1 percent a year, making at the end of ten years' service a maximum of 95 percent.

Added Points: (A) Official awards of the Police Department: Departmental Medal of Honor, 2 percent; Police Combat Cross, 1.75 percent; Honorable Mention and Medal, 1.50 percent; Honorable Mention or Exceptional Merit, 1 percent; Commendation or Commendable Merit, 0.5 percent; Excellent Police Duty or Meritorious Police Service, 0.25 percent.

(B) War Service: For every month of honorable service in the United States Army, Navy, Marine or Nurses' Corps during a war, 0.1 percent up to a maximum of 1 percent. For participation in battle, 1.5 percent; Medal of Honor (Army or Navy), 1.5 percent; Distinguished Service Cross (Army), Naval Cross, 1 percent; Distinguished Service Medal (Army or Navy), 0.5 percent; Citation Star (Army), 0.25 percent.

NOTE—Honorable service in the United States Army, Navy, Marine or Nurses' Corps will be credited under the following terms and conditions:

(A) Service of less than 30 days will not be considered.

(B) Service will be credited for the following periods only: Spanish War, between April 23 and August 12, 1898; World War, between April 6, 1917, and November 11, 1918; Philippine Insurrection, between April 11, 1899, and July 4, 1902; Boxer Uprising, between June 20, 1900, and May 12, 1901. In the case of the Philippine Insurrection and the Boxer Uprising, such service will not be considered unless the candidate was an actual participant as evidenced by the reception of a campaign badge.

Deducted Points: For each day's fine, 0.50 percent; for each reprimand, 0.25 percent. No fines or reprimands to count prior to April 16, 1936.

Alienist (Psychiatrist), Grade 4

Salary: \$3,000 and up. File by February 26. Vacancies: two in Department of Hospitals. Fee, \$2.

Car Maintainer, Group A (N. Y. C. T. S.)

Salary: \$75 to \$80. Vacancies: 32 at present, others expected. File by February 26. Fee, \$1.

Car Maintainer, Group F (N. Y. C. T. S.)

Salary: 75 to 80 cents an hour. Vacancies: 26 at present; others expected. File by February 26. Fee, \$1.

Jr. Physicist (Radiation)

Salary: \$1,500 to \$2,100. Vacancies: two. File by February 26. Fee, \$1.

Power Distribution Maintainer (N. Y. C. T. S.)

Salary: 80 to 85 cents an hour. Vacancies: six; others expected. Fee, \$2. File by February 26.

Roentgenologist, Grade 4

Salary: \$3,000 and over. File by February 26. Vacancies: one at \$2,400; one at \$3,500.

Telephone Maintainer (N. Y. C. T. S.)

Salary: 80 to 85 cents an hour. File by February 25. Fee, \$2. Vacancies: 12 at present; others expected.

Turnstile Maintainer (N. Y. C. T. S.)

Salary: 80 to 85 cents an hour. Vacancies: four; others expected. File by February 26. Fee, \$2.

Assistant Foreman (Track) (Promotion)

Open only to employees of the IND Division of the N. Y. C. T. S. Salary: 85 cents an hour. Vacancies: two; others expected. Date of written test: April 15. File by February 26. Fee, \$2.

Car Maintainer, Group 4 (Promotion)

Open only to employees of the IND Division of the N. Y. C. T. S. Salary: 75 to 80 cents an hour. Vacancies: 32 at present; others expected. File by February 26. Fee, \$1. Date of written exam: June 21.

Car Maintainer, Group F (Promotion)

Open only to employees of the IND Division of the N. Y. C. T. S. Salary: 75 to 80 cents an hour. Date of written exam: March 15. Fee, \$1. File by February 26.

Foreman, Grade 2 (Promotion)

Open only to employees of the offices of the various Borough Presidents. Salary: \$1,800 to \$2,400. File by February 26. Fee, \$1. Vacancies: five. Date of written exam: March 29.

Foreman (Power Distribution) (Promotion)

Open only to employees of the IND Division of the N. Y. C. T. S. Salary: \$2,401 to \$3,000. Date of written test: May 9. Fee, \$2. File by February 26.

Foreman (Turnstiles) (Promotion)

Open only to employees of the IND Division of the N. Y. C. T. S. Salary: \$2,401 to \$3,000. Date of written exam: May 28. Fee, \$2. File by February 26.

Mechanical Maintainer Group A (Promotion)

Open only to employees of the IND Division of the N. Y. C. T. S. Salary: 80 to 85 cents an hour. Date of written exam: April 2. Fee, \$2. File by February 26.

Mechanical Maintainer Group C (Promotion)

Open only to employees of the IND Division of the N.Y.C.T.S. Salary: 80 to 85 cents. Fee, \$2. File by February 26. Date of written test: May 20.

Power Distribution Maintainer (Promotion)

Open only to employees of the IND Division of the N.Y.C.T.S. Salary: 80 to 85 cents an hour. Vacancies: six; others expected. Date of written exam: April 18. File by February 26. Fee, \$2.

Telephone Maintainer (Promotion)

Open only to employees of the IND Division of the N.Y.C.T.S. Salary: 80 to 85 cents an hour. Vacancies: 12; others expected. Fee, \$2. File by February 26.

Trainmaster (Promotion)

Open only to employees of the IND Division of the N.Y.C.T.S. Salary: \$3,600 to \$4,500. Fee, \$3. File by February 26. Date of written exam: June 12.

Complete requirements for these tests appeared in the past few issues of The Leader. Copies are in the offices of the Civil Service Leader, 97 Duane Street, New York City.

State Tests

Principal Hearing Stenographer, Labor Relations Board. (Usual salary range \$2,500-\$3,100; appointment may be made at less than minimum). File by February 21. Fee, \$2.

Senior Tax Field Examiner, New York Office, Special Investigations Bureau, Department of Taxation and Finance. (Usual salary range \$2,400-\$3,000). File by February 21. Fee, \$2.

Assistant Probate Clerk, Kings County Surrogate's Court. (Appointment expected at \$3,500). File by February 25. Fee, \$3.

Sergeant, Department of Police, Village of Dobbs Ferry, Westchester County. (Appointment expected at \$2,475). File by February 21. Fee, \$2.

Chief, Department of Police, Town of West Seneca, Erie County. (Appointment expected at \$2,200). File by February 25. Fee, \$2.

Senior Investigator, Department of Public Welfare, Onondaga County. (Appointment expected at \$1,800). File by February 21. Fee, \$1. Exam will be held March 1.

Chief Accountant, Erie County Department of Social Welfare. (Usual salary range \$3,000-\$3,500). File by February 21. Fee, \$3. Exam will be held March 1.

Senior Case Worker, Department of Social Welfare, Erie County. (Usual salary range \$1,500-\$1,800). File by February 21. Fee, \$1. Exam will be held March 1.

ADVERTISEMENT

Epidemic of Cold Symptoms

666 Liquid or 666 Tablets with 666 Salve or 666 Nose Drops generally relieves cold symptoms the first day.

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Surgeon Dentist
Brooklyn Paramount Theatre Bldg.
One Flight Up
Brooklyn, N. Y., TRiangle 5-8020
B. M. T. DeKalb Av. Subway Station
I. R. T. Nevins St. Subway Station
Hours: Daily 9-9; Sunday 10-1

BIDS AND PROPOSALS

KITCHEN AND DINING BUILDING NEW STATE HOSPITAL NEAR DEER PARK LONG ISLAND, N. Y. NOTICE TO BIDDERS

Separate sealed proposals covering Construction, Heating, Sanitary, Electric and Refrigeration Work and Special Electric Fixtures for Kitchen and Dining Building, Building No. 5, New State Hospital, Near Deer Park, Long Island, N. Y., in accordance with Specifications Nos. 10,837, 10,838, 10,839, 10,840, 10,841 and 10,842 and accompanying drawings, will be received by the Commissioner of Mental Hygiene, State Office Building, Albany, N. Y., until 2:30 o'clock P. M. (Eastern Standard Time) on Wednesday, March 12, 1941, when they will be publicly opened and read. This date shall supersede the dates previously advertised. The approximate amount of this project is \$150,000.00.

Proposals shall be accompanied by a certified check made payable to the State of New York, Division of the Treasury, or money deposit of 5% of the amount of the bid. Successful bidders will be required to give a bond conditioned for the faithful performance of the contract and a separate bond for the payment of laborers and materialmen, each bond in the sum of 100% of the amount of the contract on contracts in excess of \$500.00. Corporations submitting proposals shall be authorized to do business in the State of New York. Drawings and specifications may be examined free of charge at the following offices:

- Commissioner of Architecture, State Office Bldg., New York City.
 - Commissioner of Architecture, State Office Bldg., Albany, N. Y.
 - District Engineer, 109 N. Genesee St., Utica, N. Y.
 - District Engineer, Weighlock Bldg., Syracuse, N. Y.
 - District Engineer, Barge Canal Terminal, Rochester, N. Y.
 - District Engineer, 65 Court St., Buffalo, N. Y.
 - District Engineer, 71 Frederick St., Binghamton, N. Y.
- Drawings and specifications may be obtained from the Commissioner of Architecture, State Office Building, Albany, N. Y., upon deposit for each set as follows: Construction, \$20.00; Heating, \$5.00; Sanitary, \$5.00; Electric, \$5.00; Refrigeration, \$5.00; Electric Fixtures, \$5.00. Proposal-blanks and envelopes will be furnished without charge.
- If a proposal is duly submitted by any person or corporation making the deposit for plans and specifications required by the advertisement and such proposal is accompanied by a certified check or other security in accordance with the requirements contained in the advertisement, the full amount of such deposit shall be returned to such person or corporation if the copy of the plans and specifications is returned in good condition to the Commissioner of Architecture, State Office Building, Albany, N. Y., within thirty days following the award of the

contract or the rejection of the bids. Fifty percent reimbursement will be made for the return of all other copies of the plans and specifications in good condition within thirty days following the award of the contract or the rejection of the bids. Dated: Feb. 6, 1941, JWS-AEF.

BIDS AND PROPOSALS WATER SUPPLY, SEWERS AND WATER LINES

NEW YORK STATE SCHOOL FOR MENTAL DEFECTIVES WILLOWBROOK, STATEN ISLAND RICHMOND COUNTY, NEW YORK

Sealed proposals for Water Supply, Sewers and Water Lines, New York State School for Mental Defectives, Willowbrook, Staten Island, Richmond County, New York, will be received at the office of the Department of Mental Hygiene, State Office Building, Albany, New York, until 2:30 P.M., Eastern Standard Time, Wednesday, March 19, 1941, when they will be publicly opened and read. Proposals shall be endorsed on the envelope. "Proposal for Water Supply, Sewers and Water Lines, New York State School for Mental Defectives, Willowbrook, Staten Island, Richmond County, New York," and addressed to the Department of Mental Hygiene, State Office Building, Albany, New York, and shall be accompanied by a deposit consisting of a certified check drawn upon some legally incorporated bank in this State and made payable at sight to the State of New York, Division of the Treasury, or money, for not less than Five per cent (5%) of the amount of the proposal. The contractor to whom award is made will be required to furnish for the faithful performance of the work a surety bond in the sum of One Hundred per cent (100%) of the amount of the contract and a labor and material bond in the sum of One Hundred per cent (100%) of the amount of the contract. The right is reserved to reject any and all bids. Specifications and plans for this contract may be examined at the office of the Department of Mental Hygiene, State Office Building, Albany, N. Y.; at the office of the Chief Engineer, Department of Public Works, Division of Engineering, State Office Building, Albany, N. Y.; at the office of the District Engineer, Department of Public Works, Montauk Highway at Little East Neck Road, Babylon, N. Y., and at the office of the Department of Public Works, 80 Centre Street, New York, N. Y. Plans for this contract will be furnished by the CHIEF ENGINEER, DEPARTMENT OF PUBLIC WORKS, DIVISION OF ENGINEERING, STATE OFFICE BUILDING, ALBANY, NEW YORK, upon payment of \$8.05. Refund in full will be made for the return in good condition, by the bidders, of one set of plans and specifications within 30 days of award of contract. The estimated cost of this project is \$359,162.60. DEPT. OF MENTAL HYGIENE, WM. J. TIFFANY, COMMISSIONER. Dated: Albany, N. Y., Feb. 8, 1941.

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.

Enginemen, Naval Cops Needed By Uncle Sam

U. S. Tests

Senior Engineman (Steam-Electric), \$2,600

Engineman (Steam-Electric), \$1,860

File by March 13. Age limits: 20 to 50.

Duties

Senior Engineman (Steam-Electric): To supervise, at a federal institution, the operation of the power plant and mechanical equipment, including such units as boilers, power transformers, switchboard equipment, refrigerating and ventilating systems, and similar utilities.

Engineman (Steam-Electric): To be in charge during a watch of a power plant and auxiliaries, including such units as boilers, power transformers, switchboard equipment, refrigerating and ventilating systems, and similar utilities.

Requirements

Senior Engineman (Steam-Electric): Applicants must have one of the following: 1) four years of experience in responsible charge of the operation of a steam-electric power plant; 2) six years of experience as watch engineman in charge of the operation of a steam-electric power plant; 3) six years of experience in charge of the operation of the steam and electrical equipment of a factory, office building, or other building, or plant having at least 250 H.P. boiler capacity and 100 K.W. capacity of generators or motors.

Engineman: Candidates must have one of the following: 1) three years of experience in responsible charge of the operation of a steam-electric power plant; 2) five years of experience as watch engineman in charge of the operation of a steam-electric power plant; 3) five years of experience in responsible charge of the operation of the steam and electrical equipment of a factory, office building, or other building or plant having at least 250 H.P. boiler capacity and 100 K.W. capacity of generators or motors.

Basis of Ratings

Practical questions, 50; experience and fitness, 50.

Inspector, Naval Civilian Police

Salary: \$3,800. Navy Department, File by March 13. Age limit, 29 to 53.

Duties

Under supervision, to inaugurate, coordinate, and direct general activities in connection with the establishment and maintenance of a civilian police force at navy yards, stations, and establishments; to formulate plans for the instruction and general training of Navy Department Police in their duties and responsibilities.

Requirements

Applicants must have had two years of responsible law enforcement or criminal-investigation experience with a law enforcement or investigative agency of nation-wide

scope in its operation. This must have been extensive both as to the nature of law violations or criminal investigations involved, and the geographical area in which the applicant has operated.

This experience must have included: 1) investigation of a wide range of criminal activities in different jurisdictions, which has demonstrated the applicant's knowledge of the varied methods required; and 2) successful cooperation with national, State and local law enforcement agencies.

Basis of Ratings

Applicants will be rated on their experience and fitness.

Senior Chemical Analyst, \$2,000

Assistant Chemical Analyst, \$1,620

Optional subjects: 1) precious metals assaying; 2) ore and metals analysis; 3) coal analysis; 4) petroleum analysis; 5) gas analysis. File by March 13. Age limit: 53.

Duties

To make routine chemical analyses or assays; to collect samples of materials; to make computations necessary to determine the results of analyses or assays; and to care for the equipment used. The degree of responsibility and the amount of supervision given will depend on the grade and salary of the position.

Requirements

Senior Chemical Analyst: four years of paid experience in analytical chemical work or assaying, at least one year of which must have been spent in the analysis or assaying of the material indicated by the optional subject.

Assistant Chemical Analyst: two years of experience in analytical chemical work or assaying, at least six months of which must have been spent in the analysis or assaying of the material indicated by the title of the optional subject.

Basis of Ratings

Education, experience and fitness, 100. A general test will also be given and a rating of 70 will be required.

Assistant Engineman (Steam-Electric), \$1,680

Junior Engineman (Steam-Electric), \$1,320

For appointment in Washington, D. C., only. File by March 13. Age limit: 20 to 50.

Duties

Assistant Engineman (Steam Electric): to operate and maintain power and mechanical equipment including boilers, power transformers, generators, switchboards, refrigerating and ventilating systems; and perform related duties.

Junior Engineman (Steam-Electric): The duties are similar to those of the Assistant grade; however, the degree of responsibility will vary with the grade and salary of the position.

Requirements

Assistant Engineman (Steam Electric): Applicants must have one of the following: 1) three years of experience as a watch engineman in a steam-electric power plant. 2) three years of experience in charge of a mechanical and electrical equipment consisting of boiler and heating plant and electric wiring system for motors and lights, of a factory, office building or similar plant or building.

Junior Engineman (Steam-Electric): Applicants must have one of the following: 1) one year of experience as engineman, assistant engineman, or fireman in a steam-electric power plant; 2) one year of full-time paid experience in charge of the mechanical and electrical equipment, consisting of boiler and heating plant and electric wiring systems for motors and lights, of a factory, office building, or similar building or plant.

Basis of Ratings

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

Planning Clerk

Salary: \$2,000. File by February 24. Age limits: 21 to 53. Place of employment: Army Transport Service, Brooklyn.

Duties

Under supervision of Senior Planning Clerk, to be in charge of plans for loading, and to supervise the loading of cargoes on board ship; to prepare abstracts of manifests, perform the clerical work involved in keeping loading plan records and tallies on cargoes loaded; to reply

to inquiries regarding stowage of cargoes, maintain stowage records.

Requirements

Applicants must have had at least two years of experience with steamship companies in positions which required the preparation of plans for loading, the supervision of cargo loading, and the performance of clerical duties in connection therewith.

Basis of Ratings

Applicants will be rated on a general test, and on the basis of their experience and fitness.

Elevator Dispatcher

Salary: \$1,500. File by March 6. Age limit: 20 to 55.

Duties

To operate remote-control switchboards controlling the operation of a battery of freight elevators; to operate signal board consisting of 100 signal lamps denoting position of elevators and doors and 100 push buttons which operate the floor controller; to report defects in system of operation.

Requirements

Six months of experience as dispatcher of electric elevators, the movements of which are regulated from and registered at the remote control switchboard.

Basis of Ratings

Applicants will be rated on their experience and fitness.

Trackman, Railroad, \$1,320 to \$1,680 a year. Requirements: Applicants must have had at least six months of experience as Trackman. File by February 19.

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.

Radio Inspector, \$2,600 a year (Federal Communications Commission); Assistant Radio Inspector, \$2,000 a year (various departments). Requirements: Bachelor's degree in electrical or communication engineering (certain substitutes permitted), plus one year's experience for Radio Inspector, no experience for Assistant. File by March 6.

Storekeeper (Steward's Department). Requirements: At least 6 months' experience in steward's department of ocean-going vessel; or one year's experience in handling subsistence supplies in a warehouse, plus 6 months employment within past 7 years in some capacity aboard a vessel (certain substitutions available). File by March 21.

Boatswain, \$1,392 a year; Boatswain's Mate, \$1,362 a year. Requirements: 3 years in deck department of ocean vessels. File by March 21.

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.

2,600 a year; 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, 55 years. 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 \$8.888 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; Senior In-

pector (Subsistence Supplies), \$2,300 a year; Inspector (Subsistence Supplies), \$2,000 a year; Assistant Inspector (Subsistence Supplies), \$1,800 a year; Junior Inspector (Subsistence Supplies), \$1,620 a year. Requirements: Satisfactory inspection 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 inspection experience. Maximum age, 53 years. Applications may be filed until further notice.

Refrigerating Engineer, \$2,250 a year. Requirements: Applicants must have had 3 years of experience in the operation, maintenance, and repair of ice making machinery. In addition, a service certificate issued by a Board of Local Inspectors and a continuous discharge book or certificate of identification is necessary. Maximum age, 50 years. February 20th.

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

Student Dietitian, \$420 a year; Student Physiotherapy Aide, \$420 a year. Requirements: Applicants must have completed a 4-year course leading to a bachelor's degree with major work in dietetics or physical education. Applications will be accepted from senior students who will meet the eligibility requirements prior to September 1, 1941. Age limits, 20 to 28 years. February 24th.

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.

First Assistant Engineer, \$2,600 a year. Requirements: Applicants must submit with their applications documentary evidence that they have a current license issued by the Bureau of Marine Inspection and Navigation appropriate for the class and tonnage of vessel on which duty is to be performed, and for principal

navigable waters. Age limit: 50. File by February 20.

Agricultural Program Analyst, \$3,800 a year; Principal Agricultural Program Analyst, \$5,600 a year; Senior Agricultural Program Analyst, \$4,600; Associate Agricultural Program Analyst, \$3,200; Assistant Agricultural Program Analyst, \$2,600. Requirements: A bachelor's degree, and experience from two to seven years in responsible agricultural program planning and research. Age limit: 53. File by February 27.

Marketing Specialist (Transportation), \$3,800 a year. Requirements: Candidates must have 9 years of practical experience in freight traffic department of a common carrier, of which at least 3 years must have included experience with a substantial volume of agricultural production and with a large railway organization, involving responsibilities not less than that of a division freight agent or commercial agent. Maximum age: 53. File by February 27.

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.

Engineman, Locomotive (Diesel, Electric, Gasoline), \$1,860 a year. Requirements: Applicants must have had at least one year in the operation of diesel, electric or gasoline-powered locomotives. Maximum age, 50. File by February 13.

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.

Chemist - Petrochemical, Associate. (Continued on Page 13)

Other U. S. Tests Open for Filing

- Aeronautical Engineer, \$3,800.
- Anglesmith (Heavy Fires), \$8.54 to \$9.50 a day.
- Anglesmith (Other Fires), \$7.58 to \$8.54 a day.
- Artistic Lithographer, \$1,800.
- Associate Aeronautical Inspector, \$3,500.
- Associate Air Carrier Inspector (Operations), \$3,800.
- Associate Air Carrier Maintenance Inspector, \$2,900.
- Associate Aircraft Inspector (Factory), \$2,900.
- Associate Inspector (Powder and Explosives), \$2,000.
- Associate Medical Officer, \$3,200.
- Associate Naval Architect, \$3,200.
- Blacksmith (Other Fires), \$7.58 to \$8.54 a day.
- Boatbuilder, \$7.87 to \$8.83 a day.
- Chemist (Explosives), \$3,800.
- Chief Engineering Aid (Aeronautical), \$2,600.
- Chief Engineering Draftsman, \$2,600.
- Chief Engineering Draftsman (Aeronautical), \$2,600.
- Chief Engineering Draftsman (Ordnance), \$2,600.
- Chipper and Caulker (Iron), \$7.58 to \$8.54 a day.
- Communications Operator, Jr., \$1,620.
- Civil Engineer, \$3,800.
- Coppersmith, \$8.45 to \$9.40 a day.
- Die Sinker, \$8.83 to \$9.80 a day.
- Driller, \$6.34 to \$7.30 a day.
- Engineer, \$3,800.
- Engineering Aid (Aeronautical), \$1,800.
- Engineering Draftsman (Aeronautical), \$1,800.
- Engineering Draftsman (Ordnance), \$1,800.
- Flange Turner, \$8.06 to \$9.02 a day.
- Frame Bender, \$8.06 to \$9.02 a day.
- Gas Cutter or Burner, \$6.62 to \$7.58 a day.
- Inspector, Engineering Materials, \$2,000.
- Inspector, Engineering Materials (Aeronautical), \$2,000.
- Inspector of Clothing, \$2,000.
- Inspector of Hats, \$2,000.
- Inspector (Subsistence Supplies), \$1,620 to \$2,600.
- Inspector of Textiles, \$2,000.
- Inspector (Powder and Explosives), \$2,300.
- Inspector, Ship Construction, \$2,000.
- Inspector (Signal Corps Equipment), \$2,600.
- Instructor, Air Corps Technical School, \$3,800.
- Instrument Maker, \$7.44 a day to \$1.24 an hour.
- Junior Airway Traffic Controller, \$2,000.
- Junior Artistic Lithographer, \$1,440.
- Junior Copper Plate Map Engraver, \$1,440.
- Junior Engineer, \$2,000.
- Junior Graduate Nurse, \$1,620.
- Junior Inspector Engineering Materials, \$1,620.
- Junior Inspector Engineering Materials (Aeronautical), \$1,620.

- Junior Inspector of Clothing, \$1,620.
- Junior Inspector of Textiles, \$1,620.
- Junior Inspector (Powder and Explosives), \$1,620.
- Junior Inspector (Signal Corps Equipment), \$2,000.
- Junior Instructor, Air Corps Technical School, \$2,000.
- Junior Procurement Inspector, \$1,620.
- Lens Grinder, \$5.92 to \$8.00 a day.
- Loftman, \$1.04 to \$1.12 an hour.
- Marine Engineer, \$3,800.
- Marine Surveyor, \$3,200.
- Mechanical Engineer (Industrial Production), \$3,800.
- Medical Officer, \$3,800.
- Metallurgical Engineer, \$3,800.
- Metallurgist, \$3,800.
- Molder, \$8.93 to \$9.88 a day.
- Naval Architect, \$3,800.
- Negative Cutter, \$1,800.
- Pharmacologist, \$3,800; Senior \$4,600; Associate, \$3,200; Assistant \$2,600.
- Physicist, \$3,800.
- Pipe Coverer and Insulator, \$7.78 to \$8.74 a day.
- Principal Chemist (Explosives), \$5,600.
- Principal Engineering Aid (Aeronautical), \$2,300.
- Principal Engineering Draftsman, \$3,300.
- Principal Engineering Draftsman (Aeronautical), \$2,300.
- Principal Engineering Draftsman (Ordnance), \$2,300.
- Principal Marine Engineer, \$5,600.
- Principal Metallurgical Engineer, \$5,600.
- Principal Metallurgist, \$5,600.
- Principal Naval Architect, \$5,600.
- Principal Physicist, \$5,600.
- Procurement Inspector, \$2,300.
- Puncher and Shearer, \$5.05 to \$7.01 a day.
- Radio Monitoring Officer, \$3,200.
- Riveter, \$7.78 to \$8.74 a day.
- Saw Filer, \$9.02 to \$9.98 a day.
- Sheet Metal Worker, \$8.45 to \$9.41 a day.
- Shipfitter, \$6.81 to \$8.93 a day.
- Shipwright, \$7.97 to \$8.93 a day.
- Pharmacologist, \$2,600 to \$4,600, depending on the grade.
- Technologist (any specialized branch), \$3,800; Principal, \$5,600; Senior, \$4,600; Associate, \$3,200; Assistant, \$2,600; Junior, \$2,000.
- Civil Engineer (Senior), \$4,600; Civil, \$3,800; Associate, \$3,200; Assistant, \$2,600.
- Optional Branches: Cadastral; Construction; General Sanitary; Soil Mechanics; General Medical Officer (Senior, \$4,600; Medical, \$3,600; Associate, \$3,200).
- Engineering Draftsman (Chief), \$2,600; Principal, \$2,300; Assistant, \$2,000; Engineering, \$1,800; Electrical, \$1,620.
- Optional branches: Electrical; Hull Structures; Marine Engines; Piping (Ship); Ventilating (Ship).

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Abe Kasoff vs. Widow

(Continued from Page 3)

the shop steward gave him credit only up to June 30, 1941 (receipt number 44020).
Bolling worked in District 22, the Bronx. The receipts were signed by Kasoff's delegate, S. Biondi. The photostats on page 3 show all the receipts.

In addition to the receipts signed by shop stewards, Kasoff's organization issues stamp books. Some time during 1940, Bolling lost his stamp book, and received a new one. This book shows stamps indicating that Bolling was paid up for the last six months of 1940 and the first six months of 1941. On the page of the book covering the first six months of 1940, there is written: "New Book, July 22, 1940."

For the years 1940 and 1941, Bolling carried official cards from the organization entitling him to bail and councation entitling him to trouble. The cards

were stamped: "APPROVED. Abe Kasoff."

So, on the basis of signed evidence, there doesn't seem to be any doubt that the \$200 was due Mrs. Bolling.

Runaround

But Mr. Abe Kasoff, until last week, wouldn't give her the money. Instead, he gave her lots of excuses and lots of runaround.

Two weeks ago, Mrs. Bolling says, she was informed that she would be paid on the following Monday, and that a letter would be forwarded advising her of that fact, and for her to come up Monday evening to receive the check.

By Saturday, there had been no letter. When Mrs. Bolling phoned Abe, he "wasn't in."

Appeals to Leader

In the meantime, the widow had come to The LEADER. She works hard for her meagre living, she pointed out, and the \$200 due her would ease her lot considerably.

The LEADER went to bat for Mrs. Bolling. The matter was brought to the attention of a Sanitation Department official and Abe Kasoff was called on the carpet.

"Explain, Abe!" he was told. Abe was on the spot. The facts in the case point squarely to a single



MR. BOLLING'S STAMP BOOK shows he was paid up for the second six-month period of 1940.

conclusion: a widow was deprived of her insurance money for five months. Abe squirmed and tried to make

Tests for Boiler Inspector And Spectroscopist

The Municipal Civil Service Commission last week ordered a promotion test for Inspector of Boilers, Grade 3, Housing and Building, and a competitive exam for Spectroscopist—Micro Analyst.

excuses. He hunted for some little legality that would make it possible to avoid or reduce payment. And of course, poor widows rarely sue.

But it was no go. The LEADER was prepared to carry the matter for Mrs. Bolling to whatever length necessary.

Abe Kasoff wasn't told this—but Abe knows it.

Last week he paid up—in full.

Mrs. Bolling got her \$200, and the first thing she did was to take a week-end rest. The second thing was to send The LEADER a note of thanks for making it possible to receive the money legitimately due her.

The LEADER will be glad to take up any other complaints which members of the Sanitation Department, their wives, or their widows may have against the Joint Council of Drivers and Sweepers.

If the news... all the exams... accurate... unbiased... in THE LEADER.

Do You Know Languages?

An open competitive test for Interpreter was ordered this week by the Municipal Civil Service Commission. The action followed approval by the Commission of one of its examiners that a promotion test for the position was not practical.

There is no present list for Interpreter, a job which pays \$1,560.

Full requirements, filing dates and other information on the test will appear in the LEADER as soon as they are announced by the Commission.

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Your Income Tax

Capital Gains and Losses

The problem of determining Capital Gains and Losses on the individual's income tax return to be filed with the Federal Government on or before March 15, 1941, for the calendar year 1940, is a very interesting and complicated one.

A Capital asset, as defined by the Revenue Act, is "... quote from tax binder ..."

To determine the amount of gain or loss to be reported on the tax return as taxable gain or loss, the length of time an asset is held should be given consideration as this is the basis for determining the percentage of gain or loss to be reported.

Gains and losses on Capital assets are divided into short-term and long-term. A profit on an asset held 18 months or less is a short-term gain; a profit on an asset held more than 18 months, but not more than 24 months is a long-term Capital Gain, and an asset held more than 24 months is also a long-term capital gain. The percentages used are as follows: On a short-term transaction 100% is taken into account. However, a net short term capital loss may not be deducted from gross income. On a long-term transaction, 50% is taken into account if the asset is held over 18 months but not more than 24 months; 50% is taken into account for assets held more than 24 months. A long-term capital loss is deductible from gross income.

Have you filed your Federal Income Tax? Avoid the rush. See Civil Employees Tax Service, 202 W. 40th St., N. Y. C. Return filed for \$1.00, free notarization.

Where Do I Stand?

The following are the latest certifications, in New York and Albany, from popular State lists:

	Ranking.	Percentage.
Junior Clerk		
Permanent—New York—\$900.....	571	86.75
Permanent—Albany—\$900	2,504	82.625
Temporary—New York—\$900.....	1,041	85.30
Temporary—Albany—\$900	2,719	82.375
Junior Stenographer		
Permanent—New York—\$900.....	771	87.10
Permanent—Albany—\$900	1,970	82.20
Temporary—New York—\$900.....	1,056	86.00
Temporary—Albany—\$900	2,252	80.00
Junior Typist		
Permanent—New York—\$900.....	832	88.30
Permanent—Albany—\$900	1,195	87.20
Temporary—New York—\$900.....	1,145	87.30
Temporary—Albany—\$900	1,230	87.10
Assistant File Clerk		
Permanent—New York—\$1,200.....	178	88.70
Permanent—New York—\$900.....	100	89.50
Permanent—Albany—\$900	1,102	85.60
Temporary—New York—\$1,200.....	472	87.30
Temporary—Albany—\$1,200	584	86.90
Temporary—Albany—\$960	733	86.40
Temporary—Albany—\$900	1,284	85.30
Assistant Clerk		
Permanent—Albany—\$1,200	483	88.17
Temporary—New York—\$1,200.....	234	89.33
Temporary—New York—\$960.....	852	87.08
Temporary—New York—\$900.....	437	88.37
Temporary—Albany—\$1,200.....	680	87.54
Temporary—Albany—\$900	7,301	80.63
Assistant Stenographer		
Temporary—New York—\$1,200.....	1,048	84.59
Temporary—New York—\$900.....	1,919	79.60
Temporary—Albany—\$1,200	2,020	77.30
Temporary—Albany—\$960	1,957	79.00
Temporary—Albany—\$900	2,020	77.30

Latest appointments from these lists are:

Junior Clerk		
New York—\$900.....	550	86.75
Albany—\$900	2,394	82.775
Junior Stenographer		
New York—\$900	601	87.70
Albany—\$900	1,893	82.60
Junior Typist		
New York—\$900.....	576	89.20
Albany—\$900	932	87.90
Assistant Stenographer		
New York—\$960.....	405	87.49
Albany—\$1,200	192	88.89

Federal Tests

(Continued from Page 12)

\$3,200 a year. Requirements: Bachelor's degree, plus three years of professional paid experience in chem-

istry or geology, including one year of specialized research on rocks and minerals. Maximum age, 53. File by March 3.

Artist-Designer, \$1,800 a year; Chief Artist-Designer, \$2,600 a year; Principal Artist-Designer, \$2,300 a year; Senior Artist-Designer, \$2,000 a year; Assistant Artist-Designer, \$1,620 a year. Duties: to design, lay out, draw for reproduction. Requirements: High School education or equivalent; experience in the field, as follows: Chief Artist-Designer, six years; Principal Artist-Designer, five years; Senior Artist-Designer, four years; Artist-Designer, three years; Assistant Artist-Designer, two years. Maximum age, 53. File by February 20.

Editor, Associate Technical, \$3,200 a year; Editor, Assistant Technical, \$2,600 a year. Requirements: Bachelor's degree or equivalent in experience, plus three and two years, respectively, of paid experience in writing and editing technical material in the field of engineering, physics, or chemistry.

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'36 BUICK SEDAN	155
'37 FORD SEDAN	245
'38 PLYMOUTH SED.	245
'38 CHEVROLET SED.	275
'37 OLDS SPORT CP.	285
'39 FORD SEDAN	345
'39 DODGE SEDAN	435
'40 CHEVROLET SED.	525

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BULLETIN BOARD

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

Truck Driver Eligibles Asked to Attend Meeting

All eligibles on the list for Auto Truck Drivers (appropriate for laborer) have been asked to attend the next meeting on Thursday, February 20, at 8 p.m., at 10 Seventh Ave., South.

Appliance Eligibles In Election

The Office Appliance Operator Eligibles Association will meet Tuesday, February 18, at 6:15 p.m., at 3 Beekman Street, Manhattan. An election of officers is slated for the meeting.

IRT Holy Name Society Holds Monthly Meeting

The Holy Name Society, IRT Division, will hold its monthly meeting on Wednesday, February 19, at 8 p.m., in the Auditorium of the Holy Innocents Church, 128 West 37th Street, Manhattan. The Honorable Herbert E. O'Brien will address the assemblage.

Officers of the Society held a meeting on Friday, February 14, and prepared plans for a membership drive among IRT employees. Plans were also made for the group's Com-

munion Breakfast which will be held at the Commodore Hotel on Sunday, April 20. Vice-president J. P. Doyle has been appointed General Chairman in charge of the Communion Breakfast arrangements.

Officers of the Society are: Rev. James W. Keeling, assistant at Holy Innocents Church; president, W. Dawson; vice-president, J. P. Doyle; treasurer, E. J. Trenkle; financial secretary, George Milward; secretary, D. A. Rainsford; Marshall, J. Mullooly and G. Miller; consultants, R. A. Dunne, N. Ferguson, G. Lascell and J. Tortone; honorary vice-president, J. Mullen, J. Perrillo, G. Somers, J. Bermingham, M. Logan, C. Kelly, W. J. Wilson and C. Sullivan.

All Catholic employees of the IRT Division, NYCTS, have been invited to attend Wednesday's meeting.

St. Valentine's Dance

St. Valentine's Day was celebrated at Wassaic State School Thursday night by a dance in the auditorium. Harold J. Chapman headed the arrangements committee, assisted by Edward Ivers, Emerson Paye, Dr. Raymond G. Wearne, and Walter Duncan. . . . New employees: George Bodden, Mrs. Marle Van Wanger, Miles Smith. . . . Elbridge Loomis has resigned.

Maintainers Helpers Form Organization

Eligibles on the Maintainer's Helper lists, Groups A, B, C, and D, who would like to form an eligible association, should communicate with F. D., Box 77, Civil Service LEADER, 97 Duane St., New York City.

Hollowell Meets With Expenditure Examiners

Establishment of an association for eligibles on the State lists for Junior, Assistant, and Senior Examiners of State Expenditures was nipped in the bud Friday night, when Frederick Hollowell, secretary to the Comptroller, seemed to answer all questions to the satisfaction of the eligibles who attended what was to be an organization meeting.

Hollowell explained that additional appointments—a dozen Juniors, four or five Assistants, four Seniors—may be expected within coming months. He also pointed out that the reclassification of the Junior salary from \$1,800-\$2,300 to \$1,600-\$2,100 will be appealed Tuesday, February 18, before the Salary Standardization Board.

Ex-Mounties Invited To Army-Navy Union

A meeting of the Ex-Mounted Men's Garrison of the Army and Navy Union, will be held on Tuesday, February 18, at 8:30 p.m. at the Central Queens YMCA, 89-25 Parsons Boulevard, Jamaica. All ex-mounted men who have been honorably discharged from the U. S. Army have been invited to attend.

3rd and 4th Grade Clerks Organize

A representative group of 3rd and 4th grade employees in the clerical service of various departments meeting last week to organize an independent association. The purpose of the group is to foster activities and sponsor legislation for the advancement of employees in the 3rd and 4th grades of the clerical service.

Climbers, Pruners Meeting February 20

The Climber and Pruner Eligibles Association will hold its next meeting on Thursday, February 20, Germania Hall, Third Ave. and 17th St., at 8 p.m.

DPUI Employees

Communion Breakfast

A communion breakfast for Albany employees of the Division of Placement and Unemployment Insurance is scheduled for Sunday morning, March 2. Samuel T. Frone is general chairman of the arrangements.

Speakers will be Grace A. Reavy, president of the State Department of Civil Service; Rev. John T. Fohrman, Diocesan Director of the Arch Confraternity of the Divine Word, and Joseph P. Graugh, member of the Board of Standards and Appeals, State Labor Department.

Probation Officers Hear Justice Hill

Justice John Warren Hill will address the next meeting of the Probation Officers Association of Greater New York on Tuesday, February 18, at 7 p.m.

Other events on the meeting's agenda include a presentation of the year's activities by President John F. Kreppin and a report on pending legislation by Erwin P. Brender. A recording secretary for the group will also be elected.

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'Appropriate' Jobs Explained

Sanitation Eligibles Get Simplified Policy

A simplified policy with regard to Sanitation eligibles who accept appropriate jobs from the list was adopted last week by the Municipal Civil Service Commission. The statement providing for the policy is an amended part of a resolution adopted December 6. Since the original resolution was adopted, there has been some confusion among eligibles concerning their rights and status if they accept jobs other than those in the Department of Sanitation.

In order to clarify this for the eligibles, the LEADER is publishing the complete policy as adopted last week by the Commission.

When the Sanitation list was published, the Commission immediately announced that it would be divided as follows: the first 750 names would be called List No. 1 and would be certified for Sanitation Man jobs until it was exhausted; List No. 2 consisted of the rest of names of eligibles and would be used for appropriate jobs such as Subway Porter, until List No. 1 was exhausted. When the first list was used up the second would be used for Sanitation jobs.

The new policy follows:
1. Accepting an appropriate position from either list shall not affect eligibility for Sanitation Man.
2. Accepting an appropriate position from List No. 1 shall end eligi-

bility for further certification to any other appropriate position.

3. Accepting an appropriate position from List No. 2 shall end eligibility for further certification to any other appropriate position for which List No. 2 may be certified.

4. When and if members of List

No. 2 are reached in regular order for positions paying \$1,500 (\$5 a day) or more after exhausting of List No. 1, they shall be certified directly in order to such higher paid positions notwithstanding their previous acceptance of a lower paid position from List No. 2.

Fire Department Vacancies

Eligibles Ask That They Be Filled

The Fire Eligibles Association has forwarded a request to Fire Commissioner McElligott that all vacancies in the department be filled immediately. Total number of vacancies: 358 Firemen, 50 Lieutenants, 30 Captains.

In his letter to the Commissioner, President of the eligibles Eddie Quinn argued that it was only great good fortune that New York City has not been visited by a serious conflagration. Quinn pointed out that if vacancies continue to pile up, and more men are drafted, a sad predicament may face the Fire Department.

During the past week, the executive board of the Fire Eligibles has held conferences with officials of the

Board of Transportation, Civil Service Commission, and the Fire Department.

Auxiliary Force Planned

The eligibles feel concerned about a recent plan to set up an auxiliary fire force consisting of retired members of the department. They feel it important that the department be brought up to full strength and even enlarged—but certainly not at their expense.

All men on the Fire list, regardless of their standing on the list, are urged to attend the monster rally on February 28, at Germania Hall, Third Ave., and 16th Street.

The 11-squad system will give cops a decent working week . . . That's why THE LEADER's for it.

Sergeant Study Material

(Continued from Page 3)

tion notifies the Telegraph Bureau, which in turn notifies the precincts concerned.

(d) The patrol force notifies the laborers by delivering cards. These cards go to the person named thereon or to some responsible individual at his address.

(e) If the person named cannot be found, cards will be forwarded to the Chief Inspector, properly marked.

2. Order will be maintained at section stations of the Department of Sanitation by the Patrolman on post whenever notifications have been sent and while snow removal is in progress.

3. Persons responsible for keeping sidewalks and gutters clear of snow and ice are apprised of the provisions of law regarding such responsibility.

4. Householders are impressed with the advisability of cleaning their sidewalks before the snow is trampled down.

5. Vacant lots where snow on sidewalks is neglected are noted. Owners are informed immediately to remove the snow.

6. In extreme cases, where dangerous conditions exist through neglect to remove such snow or ice, summonses will be served by patrolmen on the responsible parties.

7. The Police force also cooperates with the Department of Sanitation by facilitating the operation of mechanical snow removing devices, by preventing parking, diverting traffic and by expediting the movement of snow ploughs and trucks.

Other police problems which are created by a heavy snowstorm are:

2. Highway Accidents

(a) Automobile collisions due to blinding during the storm, or skidding on slippery pavements.

(b) Persons being struck by automobiles.

(c) Persons walking into moving vehicles due to blinding during the storm.

(d) Persons slipping and falling on icy pavements.

3. Coasting Accidents

(a) Children struck by automobiles while coasting.

(b) Children colliding with others or with fixed objects.

3. Children throwing snowballs, injuring others or damaging property.

4. Curtailment of radio motor patrol service due to bad driving conditions resulting in less rapid response to alarms and emergencies.

5. Damage to Police Department vehicles due to accidents requiring such vehicles to be put out of service, thus hampering the efficiency of the force.

Next Week's Question

Occasionally, the Police Department is called upon to meet large-scale emergencies of a serious nature. These emergencies arise, at times, without any advance notice and instant mobilization of large forces is necessary. Assume that a riot of large proportions broke out in this city, how would a sufficient force of men be mobilized immediately?

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Is Your Exam Here?

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

COMPETITIVE

Administrative Assistant (Welfare): Rating of Part II of the Public Relations Specialty completed. The oral interview for this specialty also completed. Rating of Part II of the other specialties in progress.

Airport Assistant: 170 candidates qualified on the written test. The competitive physical was held Monday before last.

Asphalt Worker: Appeals on tentative key under consideration.

Assessor (Railroad): Rating of written test completed.

Assessor (Utility Buildings): Written test rated.

Assistant Director (N. Y. C. Information Center): Written test held. 76 candidates appeared.

Assistant Engineer (Designer) Grade 4, Board of Water Supply: Rating of written test in progress.

Assistant Engineer (Drill Operator) Grade 4: The rating of experience has been completed.

Baker: Rating of written test completed.

Buildings Manager (Housing Authority): Written test held Saturday before last. No results available yet.

Car Maintainer, Group G: All parts

of examination rated except final experience.

Clerk, Grade 2 (Ed. of Higher Ed.): Rating of Part A of written test completed.

Continuity Writer: Written test completed. The experience interview will be held in the near future.

Cook: Rating of written test completed.

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

Car Maintainer, Groups A and F (NYC Transit System): Applications now being received.

Dentist (Part Time): Tentative key published. Protests to any answers were accepted until February 14.

Dietitian: Rating of qualifying experience nearly completed.

Gasoline Roller Engineer & Asphalt Roller Engineer: Written test scheduled for Feb. 18.

Inspector of Blasting, Grade 2: Written test held last week. No results yet available.

Jr. Administrative Assistant (Housing): Part II of the maintenance specialty Feb. 15.

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

Junior Assessor (Engineering): All parts administered.

Junior Engineer (Mechanical) Grade 3: Appeals on tentative key considered.

Junior Engineer (Sanitary) Grade 3: All parts of examination held.

Junior Engineer (Signals) Grade 3: Written test completed.

Junior Psychologist: Rating of written test completed. The oral will be held within a month.

Maintainer's Helper, Group A: List published in this issue.

Maintainer's Helper, Group B: List being computed.

Mechanical Maintainer, Group B: Practical test completed.

Office Appliance Operator: Practical tests for various appliances in progress.

Playground Director (Female), Permanent Service: Oral practical tests completed.

Power Distribution Maintainer (N.Y.C. Transit System): Applications now being received.

Section Stockman (Welfare): Rating of Part I completed. Part II nearly complete.

Senior Maintainer (Office Appliances-Typewriters): Written test administered.

Signal Maintainer, Group B: All parts of this examination completed.

Stenotypist, Grade 2: Part A of the written test rated.

Structure Maintainer: All parts of this examination completed.

Supervising Tabulating Machine Operator (I.B.M. Equipment), Grade 4: Written test has been given.

Telephone Operator, Grade 1 (Female): A list is now being set up as a result of selective certification from the list for Clerk Gr. 2.

Telephone Maintainer (N. Y. C. Transit System): Application period closes Feb. 26.

Typewriting Copyist, Grade 1: Rating of written test completed.

Turnstile Maintainer (N.Y.C. Transit System): Application period closes Feb. 26.

X-Ray Technician: Rating of written test in progress.

Assistant Supervisor, Grade 3 (Special Service): Examination abeyance pending clarification of rating.

Assistant Train Dispatcher: Rating of the written test completed.

Bridge Sergeant (Triborough Bridge Authority): Rating of written test in progress.

Captain (Fire Department): Part I completely rated. Parts II and III now being rated.

Car Maintainer, Group G: All parts of examination completed.

Conductor: Rating of written test begun.

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

Court Stenographer: Rating of written test held in abeyance pending outcome of litigation.

Elevator Operator (Dept. of Hospitals): Report on final key answers being prepared.

Sergeant (Police Department): Applications now being received.

Towerman: Rating of written test begun.

Train Dispatcher: Rating of written test under way.

Head Dietitian: Rating of written test under way.

Junior Administrative Assistant (City-Wide): Objections to tentative key answers being considered.

Junior Assistant Corporation Counsel, Grade 3 (Law Dept.): Written test rated. The experience interview will be held this week.

Junior Counsel, Grade 3 (N. Y. C. Housing Authority) and (Division of Franchises, Board of Estimate): Written test rated. Experience oral will be held next week.

Senior Dietitian: Rating of written test begun.

Senior Psychologist: Examination held in abeyance pending a final reclassification determination.

Senior Supervisor, Grade 4 (Social Service): Examination held in abeyance pending clarification of litigation.

Station Supervisor: Rating of written test begun.

Supervising Tabulating Machine Operator, Grade 3: Written test has been given.

Supervisor, Grade 3 (Social Service): Examination held in abeyance pending outcome of litigation.

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Merit Men

(Continued from Page 6)

coach a college baseball team. Would I ever think of placing the son of my friend Joe in the position of catcher just because he happens to be Joe's son? Not if I wanted a successful team. Then why should we appoint our friends or the sons of our friends to serious jobs in public service?"

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PROMOTION

Assistant Director of Public Assistance, Grade 5: Rating of written test completed. The oral interviews began Feb. 14.

Assistant Station Supervisor: Ap-

Your Chances for Appointment

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

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

Title	Dept.	Salary	Latest P or T No.
Able Bodied Seaman	Public Works	\$65 month	P 296
Assistant Alienist	Hospitals	2,040 w/m	T 25
Assistant Chemist	Health	960	P 79
Assistant Engineer (Designer)	Water Supply	3,120	P 52
Assistant Gardener	Hunter College	1,200	P 336
Attendant-Messenger	Parks	50 hr.	P 1108
"	Hospitals	774 w/m	P 871
"	Hospitals	600 w/m	P 871
Automobile Machinist	Sanitation	9 day	P *655
Bacteriologist	Hospitals	2,160	P *39
Blacksmith	Sanitation	9.50 day	P 10
Bridgeman and Riveter	Public Works	13.20 day	P 39
Carpenter	Tunnel Authority	11.00 day	T *31
Clerk, Grade 2	Boro. Pres. Rich.	2,000	P 41
"	Housing and Bldgs.	840	P *4,397
"	Education	858	P *3,241
"	Finance	840	P *5,170
"	Transportation	840	P *4,687
"	Education	840	P *4,687
"	Hospitals	600 w/m	T *4,313
"	Boro Works	1,200	T *1,284
"	Health	840	P *3,422
"	Hospitals	840	P *3,388
"	Hospitals	840	P *4,879
"	Comptroller	840	P 588
Clerk, Grade 2 (promotion)	Education	1,200-1,638	P 72
Craneman	Sanitation	10.40 day	P 106
Court Attendant	City Mag. Court	1,800	P *15
Deputy Medical Supt., Grade 4	Hospitals	4,000	P 80
Electric Repairman	Transportation	.75 hr.	P 35
Elevator Mechanic (app.)	Housing and Bldgs.	2,100	P 20
Fan Maintainer	Tunnel Authority	.75 hr.	P *3,950
Fireman, F.D. (app.)	Transportation	.625 hr.	P 3,300
Foreman (promotion)	Fire	2,000	P 22
Inspector of Masonry and Carpentry	Transportation	2,700	P 75
Inspector of Plumbing	Water Supply	1,800	P 75
Inspector of Foods (new title, Health Inspector)	Health	2,400	P 20
House Painter	Education	9.50 day	T 24
Janitor Engineer	Education	7,116-5,232	P 27
Junior Accountant	Education	1,800	P 141
Junior Architect	Boro. Pres. Queens	2,100	P 29
Junior Assessor	Tax	1,920	P 24
Junior Bacteriologist	Hospitals	1,500	T 111
Junior Engineer, Electrical, Gr. 3	Tunnel Authority	2,160	P 109
Laboratory Assistant (Bacteriology)	Health	960	P *153
Machinist	Public Works	9 day	T 76
Medical Inspector (cardiology)	Health	5 session	P 22
Office Appliance Operator (app.)	Health	5 session	P 156
Patrolman	Police	1,200	P 2,143
Patrolman, P.D., List No. 3	Police	1,200	P 360
Pharmacist	Commerce	1,200	P *136
Physiotherapy Technician	Hospitals	1,200	P 52
Policewoman	Hospitals	1,200	P 25
Porter	Parks	50 hr.	P *247
"	Health	960	P 306
"	Housing Authority	1,020	P 843
Public Health Nurse	Parks	625 hr.	P *306
Sanitation Man, List No. 1 (app.)	Boro. Pres. Bk.	1,500	P 186
Sanitation Man, List No. 2 (app.)	Hunter College	1,500	P 782
Social Investigator	Correction	4 day	T 763
Special Patrolman	Hospitals	1,769	P 278
Station Agent	Transportation	.55 hr.	P 913
Stationary Engineer (steam)	Education	9 day	T 21
Stenographer and Typewriter, Gr. 2	Hospitals	960	P *1,505
"	Markets	960	T *1,435
Tax Counsel, Grade 4	Comptroller's Office	4,250	P 8
Telephone Operator	Hunter College	4 day	T *43
Third Rail Maintainer	Health	1,200	T 50
Typewriting Copyist, Grade 2	Transportation	.70 hr.	P 15
"	Markets	960	P *2,517
"	Markets	960	T *2,511
Typewriter Repairman	Purchase	1,380	P 24
Watchman-Attendant	Housing	1,200	P 540
"	Hospitals	840	P 977

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Card Punch List Due This Week

Here's news for all you people who took the card punch exam this summer.

The register of card punch eligibles is being set up this week. Grades are being mailed out now. The Commission won't tell you your place on the list, however, so you have no exact way of knowing how soon you'll be appointed if you've passed.

The chances are, however, that appointment will come quickly. It is known that there's a growing need of card punchers in a number of Washington departments.

The LEADER learned, from reliable Commission sources, that not quite so many had passed the exam as had been anticipated. (Many of those who took the test complained that insufficient time was available.)

There has been talk of the possibility of another card punch exam. Whether or not such an exam will come in the near future depends on the total number of eligibles. This isn't known yet. The LEADER will publish the figure next week if it can be learned in time.

Meanwhile, those in the know advise young men and women desirous of entering the government service to learn the operation of some business machine. The need for business machine operation is growing daily in the federal government.

There's a wide-open exam for male stenographers which will remain open for an indefinite period of time.

Follow The LEADER for full information on the card punch list.

New Forms For Draft Matters

The Municipal Civil Service Commission has now prepared special forms to be used by eligibles and applicants for exams in case they are called for military service. At the same time, the Commission has adopted a formal policy with regard to all matters arising from selective service, and the military situation. A special committee was appointed last week to handle the program.

The forms which have just been completed enable a candidate for a test to notify the Commission if he is called for service. Candidates are given the option of keeping their applications in effect or of withdrawing them and getting their fees returned. On the form, they also list the various parts of a current test which they have taken—written, practical, oral, medical, and physical. They also list their military address as well as their New York City address. The second form is sent in by the appointing officer of each city department when employees are drafted or ordered to duty. In the case of eligibles on city lists, the Commission has instructed them not to write in if they are inducted into service, unless they are being certified for a job. Until notice of certification is received they should not write the Commission.

Public Hearing On Bridge Men

A public hearing will be held Thursday, February 20 at 2:30 p.m. in the offices of the Municipal Civil Service Commission, 299 Broadway, on a proposed reclassification of the Bridge Service.

The proposed resolution would amend part 43 of the Civil Service classification to read as follows:

"Bridge Officer and Tunnel Officer—to but not including \$2,400 per annum;

"Bridge Sergeant and Tunnel Sergeant—\$2,400 to but not including \$3,000 per annum;

"Bridge Captain and Tunnel Captain—\$3,000 to but not including \$4,000 per annum."

Jobs in this service have been created recently and must be fitted into the regular Civil Service classification. Adoption of the resolution, which must be approved by the Mayor and the State Civil Service Commission, would also fix salary ranges for the various grades of positions.

WANTED: More Desirable Girls to Train for Secretaries

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

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

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

He asked, "Is competition so terrific?"

"Yes, it is," I replied.

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

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

"How do you do it?" he asked.

Here is the substance of what I answered:

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

THE NEW YORK BUSINESS SCHOOL CHOOSES ITS STUDENTS

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

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

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

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

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

BEING INTELLIGENT ISN'T ENOUGH

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

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

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

GETTING A JOB—SCHOOL OR EXPERIENCE?

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

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

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

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


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

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

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

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

Prepare for the Stenographer-Typist Examination, Card Punch and Calculating Machine Operator Exams at the
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