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BUREAU OF PUBLICATIONS

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By CHARLES SULLIVAN

Ramspeck Act Goes Into Effect

WASHINGTON. — The United States Civil Service Commission has addressed a letter to heads of Federal departments and agencies advising them of steps to be taken in recommending Federal employees for classified civil service status under the Ramspeck Act. A survey made in December, 1940, indicates that approximately 182,000 positions are included in this group.

The Commission outlined in the letter its decisions with respect to the interpretation and application of the Ramspeck Act and the executive orders issued under the Act. Chief among these decisions are the following:

1. Employees must be in an active duty status on January 1, 1942 to be eligible to receive a classified status.
2. Employees must occupy a

permanent position on January 1, 1942.

3. Employees must not have been on furlough or in a leave without pay status for more than 30 days during the six-month period before January 1, 1942, the period of service required for eligibility for classification.

4. The six months of service may include employment in the legislative, executive, and judicial branches of the United States Government, as well as civilian

service under the Government of the District of Columbia.

5. Under the terms of the Act, it is not mandatory that the employees be recommended for classification. If, however, they are not recommended, they are continued in their positions without acquiring a civil service status and may not be promoted, transferred, or assigned to any other position subject to the Civil Service Rules subsequent to December 31, 1942.

6. The non-competitive examination required for classification will include:

- a. The usual written examination or rating on education and experience;
- b. A physical examination;
- c. Reasonable standards of personal suitability.

Those who have passed an appropriate exam for the position they occupy won't have to take another.

7. Certain laborer positions subject to the Labor Regulations on July 1, 1941 will be included in the classified service under the Act.

Quota Operates

8. Appointments to the departmental service through classification under the Ramspeck Act will be charged to the quota of the state in which the employee proves legal or voting residence.

9. Employees in positions compensated from allotted emergency relief funds are excepted from classification.

10. Employees paid on a "when actually employed" basis will be eligible for classification with certain restrictions.

11. So-called "Ramspeck employees" who have been promoted or transferred from Ramspeck positions may be recommended for classification under the executive order of April 23, 1941, the first

order issued under the Ramspeck Act.

12. Recommendations for classification should be submitted for each individual employee prior to January 1, 1943. Exception to this regulation is made for those employees who have entered the armed forces who may be recommended within one year of the date of their reinstatement to the Federal service.

13. Employees who fail to meet the examination requirements must be separated from the service not later than six months after the Commission advises the agency that the employee has failed.

For the Gals

Frances de Sales Ryan is doing her bit to train new Government gals. She has written a booklet, "The Private Secretary in an Executive Office," which is full of tips on speech, dress and other qualifications for a successful secretary. Miss Ryan is secretary to F. F. Bartelt, Treasury's commissioner of accounts. Her booklet is being distributed free to new additions to the department's secretarial force.

New Lists

New Civil Service registers: Translator, 5,569 eligibles; junior calculating machine operator, 5,907 eligibles.

The Responsibility of Being Boss

By ROY F. HENDRICKSON
Administrator of Surplus Marketing Administration
Formerly Director of Personnel, Department of Agriculture
An instructive article for every supervisor and administrator in civil service, based on the

first-hand experience of a man who knows how to be "boss."

Whenever two government employees meet for the first time it is a safe bet that one of the very first questions they will ask each other will be: "How's your boss?" By the way the people you supervise answer that question, you may, to a considerable extent, measure your success or failure.

The answer may be an enthusiastic "He's swell!" If this is the answer you may count yourself both skillful and lucky. For such a reply reflects an attitude that will make your shop run pleasantly and at a top speed.

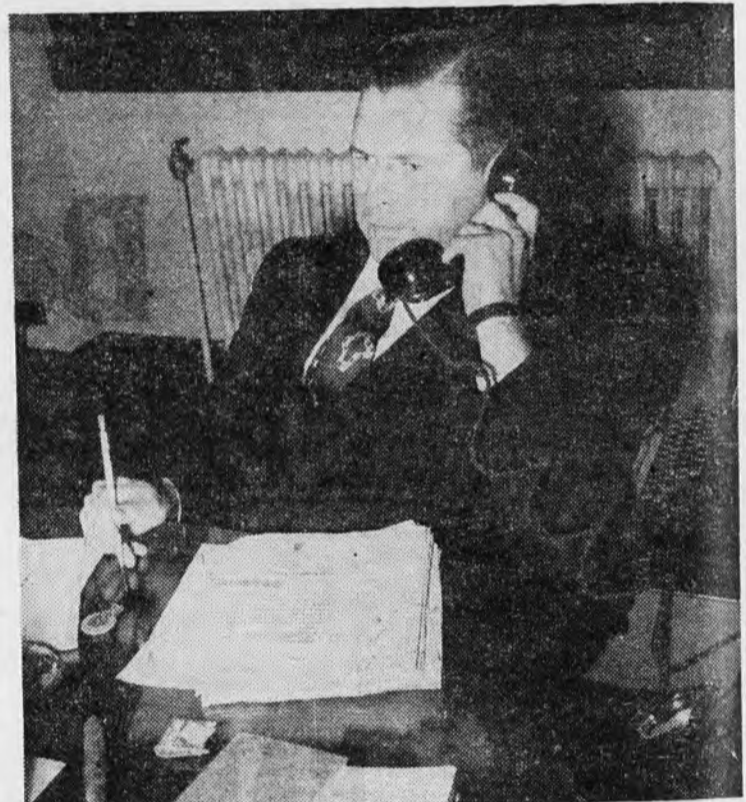
Or the answer may be a non-committal "Oh, he's all right." Not so good. For, if such an attitude is general, you will probably find that your office turns out just enough work to get by and that the atmosphere is one of constraint.

Finally the answer may be in Anglo-Saxon words of a few syllables that flash sparks. The boss who is thus graphically characterized by his workers is both to be pitied and censured. For his work life will be marred by constant bickering and muttering. People will be doing their best to "get away with something," and in most cases his shop will turn out the barest minimum of work.

What do your workers say about you? Don't be too hasty in patting yourself on the back. Almost every boss feels that his own method of dealing with his employees is just about perfect. Unfortunately, however, this business of being a bad boss is something difficult for the offender to detect in himself. And "even his best friends won't tell him." The only way you can really find out how you rate is through some pretty intensive self-analysis. Here are some questions you might ask yourself to help in this check-up:

1. Do your workers know why their shop is doing what it is doing? "Ours not to reason why, ours but to do or die" is a dubious enough philosophy even for an army in the field. In an office trying to do creative work it just won't go over. The employee who knows where the work of his unit fits into the larger picture of the Bureau and of the Department is going to work with more zest and make fewer blunders than the one who isn't permitted to see beyond the edge of his desk. The boss who tells "why" whenever possible is taking a long step toward the "He's swell" class.

(Continued on Page Fifteen)



He wouldn't like to do it, but he may have to wield the ax. This is dapper, pleasant John F. Buckley, director of personnel in the Department of Agriculture. Some of the Agriculture money may be taken away. It is no secret that the U. S. Budget Bureau is studying a means of slashing the department's billion-dollar budget, and maybe using the money for some of the other agencies. If the slash is as big as anticipated, employees will have to be dismissed.

Stenos, Typists Wanted By FBI in Washington

"World conditions, as developing each day, will govern the number of appointees and the rapidity of their appointment to posts as Under Clerks, Typists and Stenographers in the employ of the FBI," according to a statement made to The LEADER by an FBI official, in the New York office of the government's most colorful agency.

The comment was volunteered following inquiry as to how many applications had been received locally for jobs as Under Clerks, from which, the Field Division of the FBI announced last week, young men would be trained in fingerprinting. And, the answer to the inquiry was that more than 3,000 applications had been received locally for the Under Clerkships, which begin at \$1,440 a year, and from which men who show aptitude in fingerprinting work, are selected for FBI training in this far-reaching science.

In addition to the under clerk posts, and there is no time limit for filing applications, the Fed-

eral Bureau of Investigation is accepting applications for typists and stenographers. A requirement in the first instance is the ability to type 65 words a minute, and in the latter case taking 120 words a minute in stenography. Successful applicants for the stenographic tests receive \$1,620 a year upon appointment, and the typist salary is set at \$1,440 a year. In the last two classifications, however, training in fingerprinting is not available, being confined to those in the Upper Clerks' bracket.

FBI attaches added that all positions are located in Washington, D. C., and applicants are given a very rigid investigation as to character, background, and existing environment and contacts.

Those interested should phone REctor 2-3520.

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Picturesque Jobs of Women in Defense

By
LUCILLE FOSTER McMILLIN
U. S. Civil Service Commissioner

While the number of women presently engaged in work in defense activities is small in comparison with the estimated number which ultimately will find employment therein, they are found in jobs which are picturesque and unique in character, and which include tasks not usually performed by women.

From many sources reports are received of their continuous placement on the "production line" in establishments of the War Department—the arsenals, the ordnance depots, the proving grounds, the munition factories, the Quartermaster depots, the air fields, the Engineer Department at large, and the Medical Corps; in the navy yards and air stations of the Navy Department; in the armament industries vital to defense, and in the multitudinous activities of those other departments and independent establishments of the Government which have been designated as defense agencies.

They're Laborers

In the Picatinny Arsenal at Dover, N. J., more than 1,000 women are working as classified laborers, and more than 400 are employed there as explosives operators in the operation of machines and presses incident to the loading of munitions.

At the Edgewood, Md., Arsenal women's nimble fingers are used on the assembly line in the manufacture of gas masks. Every 24 hours more than 2,000 women work in 3 shifts 6 days a week, handling highly confidential processes, operating heavy-duty, high-speed electric sewing machines, using pliers, soldering irons, and presses, and performing skilled handwork in the assembly of incomplete parts of gas masks. Final inspection of the finished product is made by women. Patience might be disastrous in some future battle! Women from this arsenal are sent to private companies engaged in the manufacture and assembly of gas-mask parts to act as instructors of the employees of the private firms. At the arsenal, women toxicologists and pharmacologists perform research work in testing the efficacy of chemical warfare materials. They test the value of defensive gases developed to counteract the known chemical warfare gases of other countries. Before the national emergency, Edgewood Arsenal had 181 women employees, as compared with 2,513 on April 1, 1941.

On the Production Line

At the Frankford Arsenal, Philadelphia, women hold the majority of positions in the fuze shop. Girls with a high school education, but having little or no experience in the work, are accepted for training in this important job in one of the country's largest arsenals. Here, on the production line, women assist in the manufacture, in the inspection, in the testing, and in the intricate subassembly of parts for mechanical time fuzes used in artillery shells. Here, women are machine tool operators and precision optical workers, performing duties which correspond with those required in the finest type of watch making. Tiny, delicate parts, cumbersome to the heavy hands of men, are handled easily and efficiently by the quick fingers of women. Here, women are

munition inspectors. Here, their quality of patience, their temperament, their dexterity, their devotion to duty, are vitally essential as their deft hands turn out the missiles of defense.

At the Philadelphia Quartermaster Depot the majority of positions in the clothing factory are filled by women. The factory manufactures uniforms and clothing equipment for the soldiers. It is the only factory operated by the War Department for this purpose. Many women occupy supervisory positions there.

In the Marine Corps Supply Depot at Philadelphia—the only clothing factory depot operated by the Marine Corps—women manufacture marine uniforms.

At the Middletown Air Depot, Middletown, Pa., women are engaged in various positions in aircraft work.

At the Holabird Quartermaster Depot in Baltimore a woman does mechanical and free-hand illustrating for Army texts and manuals; another woman handles work in connection with the purchase of automotive spare parts.

At Savannah, Ga., a drafts-woman is employed in the Office of the District Engineer; the Quartermaster at Elgin Field, Fla., employs a woman store-keeper.

In the Chemical Warfare Service at Cincinnati, Ohio, 250 women have been appointed to jobs as "arsenal learners," gas-mask inspectors, process inspectors, and laboratory aides in connection with the manufacture of gasmasks. In the Engineer Department at large women occupy the position of engineering aide. One woman is a junior architect. In the Ordnance Department at large women are serving as under inspectors of ordnance.

At the Fairfield Air Depot, Paterson Field, Fairfield, Ohio, women apply radio-active luminous material to various dials used on aircraft instruments.

They're Inspectors

In the St. Louis, Mo., Ordnance District Office women work as inspectors of ammunition parts and small-arms ammunition, and in the recording of intricate drawings and specifications of ordnance material items.

At the San Antonio, Tex., arsenal, women are used in cleaning and grinding lenses in the optical section.

At the Quartermaster Depot in New Orleans women are employed as examiners of woven and knitted articles.

At the San Antonio Air Depot women employees make heavy fleece-lined suits for pilots.

The laboratories of the National Advisory Committee for Aeronautics at Moffett Field, Cal., employ women with majors in mathematics, physics or chemistry to make computations on wind tunnel tests.

In the Brooklyn Navy Yard more than 500 women are employed in the Naval Clothing Depot as operators of power sewing machines used in the making of uniforms for sailors. In the sail loft they make and mend flags and pennants for the ships at sea.

At the Philadelphia Navy Yard women operators are employed in the Naval Aircraft Factory in the manufacture of parachutes and related equipment used by the Navy.

The Inspector of Naval Aircraft at San Diego, Cal., employs women as inspectors of engineering material.

At the Mare Island Navy Yard,



Women in the defense industries are performing work of the most unusual and intricate nature; they decode secret messages, inspect defense materials, work in heavy industry, and give as good an account of themselves as do the men.

San Francisco, women are employed in drafting, as matrons in the Immigration and Naturalization Service, and as interpreters. Here, too, they make flags and pennants for naval vessels of all kinds.

At the Sacramento Air Depot women are employed as leather and canvas workers in the unique duty of drop-testing, inspecting, mending, and repairing parachutes.

In the military camps of the country, in the hospitals, in defense agencies, in the field activities of the government, women are employed as nurses, hospital attendants, hostesses, librarians, receptionists, mess attendants, laundry operatives, surgeon's assistants, dental hygienists, dietitians, inspectors of textiles, elevator operators, cooks, welfare workers and technicians of all kinds.

They Decode Messages

Women cryptanalysts are rendering outstanding service to the government in coding and decoding secret messages.

In other government agencies women are studying ways of improving bread for the military forces. They are developing new recipes with the aim of making bread more nutritious. They are conducting experiments in the preservation of foodstuffs, such as potatoes, eggs, milk, and other staples. They are engaged in nutrition studies which are a part

VETS WANT PREFERENCE

The legislative committee of the Veterans' Civil Service League has issued a call to all members to bring pressure upon Congress for the passage of immediate legislation giving to veterans greater preference in provisions governing appointment to civil service posts than now obtains, the organization has announced.

Quoting from a speech of Gen. Frank T. Hines, Administrator of Veterans' Affairs, to this effect, "Income in the form of pension is a poor substitute for income from work," the League's announcement added, "unless World War veterans obtain passage of this vital legislation within the next six months, the chances of veterans, who are in their late 40's, to obtain their fair share of defense jobs in gainful employment, will be lessened."

The League further made known the appointment of Everett R. Armstrong and Matthew R. Heron, the latter commander of the George Black Post, Veterans of Foreign Wars, to the organization's executive committee. It reiterated mention of the national conference of veterans in the country-wide League, to be held in Washington during the week of December 8.

HOW YOU MIGHT GET TRANSFERRED

WASHINGTON. — Many employees are complaining bitterly about the promotion ban. They have been offered better jobs elsewhere but they can't get released from their agencies. Here's a loophole through which you may get released: During World War I President Wilson issued an executive order which gave the Civil Service Commission authority to recertify employees who weren't assigned to work for which they had qualified. That order is still on the books and it can be invoked at anytime.

Typical case: A person is certified by the Commission to an agency for a stenographic position. The agency doesn't assign the person to stenographic work. Or the person may be given stenographic work for awhile and later be transferred to the file room or some other spot. That person may file a complaint with the Civil Service Commission and the Commission will place the name of the person back on the eligible register for certification elsewhere. In fact the Commission would be delighted to do just that in the case of a stenographer since it is hardly able to fill the demands.

Everybody Probed, Including Probers

Washington is honeycombed with investigators these days, investigating federal employees and even, in some cases, investigating the investigators. All employees whose names appeared on the Dies committee lists which were turned over to the Department of Justice recently are being very carefully scrutinized and some have already been dismissed from the service.

In the Treasury Department, Secretary Morgenthau has set up a committee to investigate every treasury employee on the Dies committee list. Ted Wilson, personnel director, Steve Spingarn, general counsel, and a fellow employee of the person under investigation comprise part of the treasury committee. In addition the "G" men are also investigating these employees. When all the data is collected, reports are made to Secretary Morgenthau.

Three more Federal agencies have evinced interest in the names and number of officials and employees on their rolls who have been included on the Dies Investigation lists for special FBI inquiry.

The Veterans' Administration, Commerce Department and the Maritime Commission are the latest agencies to ask for their lists. It is expected that each of these agencies will launch their own office investigations without waiting for the results of the FBI probes.

High salaried appointees with alleged subversive taints have been pointed out on the Dies lists in Colonel Donovan's Office of Coordinator of Information, in the Treasury Department and even in the executive office of the President.

of a national nutrition program. They serve as inspectors of supplies sent to England. They are employed in the testing of textiles to determine resistance to mildew and other deteriorating elements, for the betterment of military clothing and equipment. They design work outfits for women employed in farm, home, and factory occupations—outfits stripped of hazardous ties and frills, and provided with comfort and safety.

In aviation there is a woman air-marking specialist and a private flying specialist; and there are many women who are ground-crew instructors and pilots.

Women are occupying positions such as director of personnel, liaison officer, food consultant, director of nutrition, associate administrator, executive assistant, nurse consultant, chief of public information, and chief of press relations.

Let us here pay tribute to the women in those less sensational but nevertheless necessary and important jobs of defense—those thousands of stenographers, typists, and clerks, who are displaying a devotion to duty equal to that of women engaged in work on the more dramatic side of preparedness.

Thus, at the end of the first year of the emergency, we are able to see something of women's participation in the national-defense program on the governmental front. However long the narrative may continue, it is certain that he who writes the final chapter will find in the complete story a record of courage, fortitude, and heroism displayed by women workers in defense who engaged themselves in uncommon duties which they performed faithfully and well.

The Steno Situation

U. S. Prepares to Meet the Shortage

WASHINGTON — The U. S. Civil Service Commission is on the brink of an all-out effort to meet the gigantic shortage of stenographers in the federal government. Here are the latest bulletins from the battle front:

The Commission is pleading with the departments and agencies to return any stenographers not busily engaged in stenographic work. If persons certified as stenographers haven't any steno work to do, the Commission will gladly take them back and certify them elsewhere.

The Commission is also urging a speed-up effort. It has suggested that agencies make selections from certifications within 10 days, although a 30-day maxi-

mum period is allowed. Suppose an agency requests 25 stenographers. The routine is for the Commission to send over to that agency a list of 50-100 names. The agency may keep this list for as long as two months, thus "freezing" 50-100 needed stenographers out of jobs.

Under-Quota States

Under-quota states also are coming in for consideration, with the Commission planning a drive to round up stenographers for OPM and OEM. New Jersey, incidentally, is one of these under-quota states.

Most important, it is being predicted that the Commission will give its steno tests once a week instead of the fortnightly schedule now in effect.

If it's any consolation, the typist situation hasn't reached the critical stage . . . yet.

Messenger Test Seen

Washington Can't Meet the Need

WASHINGTON—A new addition has joined the lengthening list of employee shortages in federal government agencies—a shortage of messengers. The U. S. Civil Service Commission has hit on the obvious solution of urging the hiring of girl messengers, but that of course has its limitations. Boys just aren't available, and there are only 2,500 girls on the current register.

More than 40,000 applied for the recent messenger test, but the list won't be ready before February 1. The Commission has been forced to approve temporary appointments of boys and girls who filed.

Terrific Demand

Don't be at all surprised if another messenger exam is announced soon after the new list appears since the demand on the messenger registers is terrific. Not only are the agencies taking on messenger eligibles for messenger jobs but use them to meet other shortages as well. For example many have been put in training as operators of many different machines.

Another reason for the shortage is the \$1,260 salary. The talk of boom-town Washington is spreading throughout the country, and eligibles are frightened about the high living costs. Because of this, hundreds of messenger eligible are refusing to come down to the District.

CIVIL SERVICE IN NEW YORK CITY

Parks Dept. Undermanned

Moses' Report Calls for More Men in More Jobs and Higher Pay

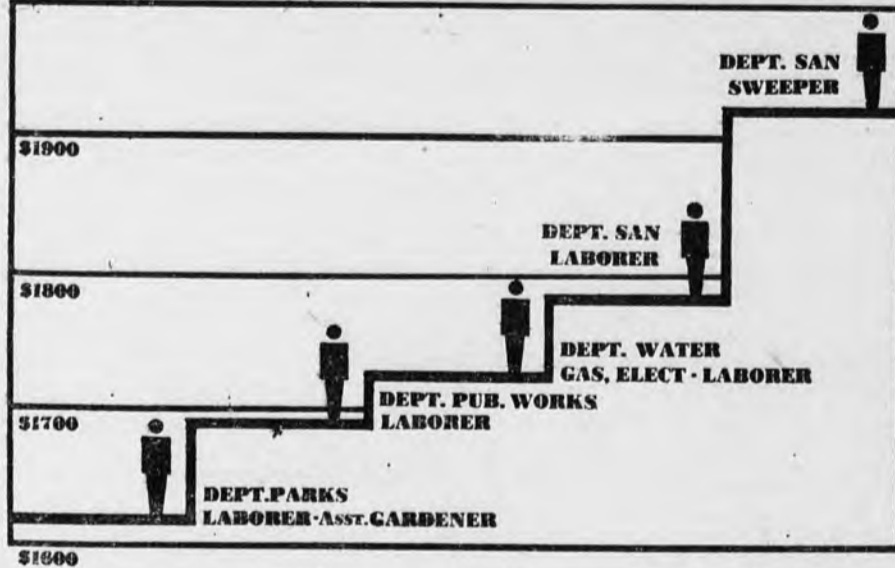
The city's Park Department is undermanned. Its hard working personnel is underpaid. These are some of the observations to be found in the latest of these glamorous reports turned out by the ubiquitous Robert Moses. This report is entitled "8 Years of Park Progress."

Of course the report also tells of 8,000 acres of land added to the city's park areas during the past eight years; of close to 500 new parks and playgrounds large and small; or rehabilitation of the entire park system; of creation of the finest parkway system in the world.

There is no gainsaying the fact that the record of accomplishment is impressive. It might also be said, without disparagement, that the Park Department budget for the current year is also impressive—\$11,050,000—an increase of 70 per cent over the \$6,500,000 budget of 1934. However—as Commissioner Moses states with characteristic succinctness in his formal letter presenting the report to the Mayor: "We can't eat our cake and have it." Not that Mr. Moses discusses such tiresome things as budgets other than to note that "a very large sum of money has been spent on improvements in the city park and parkway systems." For the rest there are attractive pictorial statistics which deal with such matters honestly, if just a little obscurely.

Before we leave the subject of costs it should also be noted in all fairness that under the admin-

The graph on the right, prepared by the Park Department, shows the comparison in the wage scales for laborers in various city departments. The Park Department asserts that its own employees are the lowest paid.



istration of Mr. Moses, self-liquidating projects and business administration have brought in new revenues and substantially increased the revenue from existing sources. Moreover, some of the park functions hitherto administered by the Borough Presidents' offices have been assumed by the Park Department.

Morale Down

Discussing park personnel the report has this to say: "Park employees are close to the bottom of the wage scale in comparison with personnel in other departments. The morale of the force is lowered and progressive employees who should be encouraged to make parks a career seek employment elsewhere, with a resulting turnover of men who receive

training and then are lost to the department.

"The shortage in maintenance manpower has resulted in vandalism, thoughtless and deliberate. Although some improvement has been shown in the past two years, considerable of the annual budget is spent on repairs to damaged benches, landscaping and structures of all sorts."

Discussing the problem of providing adequate security for park workers the report notes: "Repeated efforts to put park personnel on a per annum basis have resulted in some improvement. However, assistant gardeners and some auto engineers are still provided for on a five-and-one-half day a week basis and some of them are given only nine months'

pay on the ridiculous assumption that there is nothing for them to do during the winter months."

The report further stresses the need for more men in various fields of work, remarking: "There are insufficient mechanics for work, which has increased three-

fold. Insufficient foresters attempt to maintain the 2,250,000 trees in city streets and parks with the result that thousands of uncared for trees are a public menace. Facilities less than eight years old have begun to deteriorate due to an inadequate maintenance force."

Extension of civil service in this department is noted with particular reference to the playground personnel. Pictorially represented, a statistical table notes that in 1933 there were, in round figures, 100 regular civil service playground directors out of a total of 700 directors in 1933. In the current year of 800 playground directors in the Park Department, 400 are in the regular classified civil service and the remainder are temporaries in the service.

'Lift' Jobs Open for Maintenance Men

Maintenance men in the Department of Hospitals will be eligible to participate in the promotion examination for Elevator Operator, the Civil Service Commission decided at its last meeting. According to present requirements, the test is open only to employees in the titles of hospital helper and hospital attendant. The new requirements will be announced in the December series by the Civil Service Commission.

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Hod Carriers Hit New Pay Plan

Leader of Union Group Threatens Court Action

"The men most affected by the city's new policy on prevailing rate of pay won't accept it."

Henry Feinstein, president of the Federation of Municipal Employees, and head of the Hod Carriers and Common Laborers union organization drive among city employees, rejected in toto the pay formula announced last week by the Comptroller's office. That formula, in substance, held that the prevailing rate of pay is desirable and should be granted—but. The "but" is this: an employee's vacation and pension privileges are worth 10 per cent of his salary. This 10 per cent must be taken off the prevailing rate of pay, when that is determined by conference between the city and the men.

Today, many Civil Service employees who are entitled to the prevailing rate of pay are admittedly earning much less than the prevailing rate of pay. Here's how the new plan worked out by the Comptroller in conjunction with the Mayor's office would work in such a case. Suppose a city employee is earning \$7.50 a day. Suppose the prevailing rate for his job is \$10. Ten per cent of this prevailing rate is \$1, and the city would take that much off for vacation and pension privileges. So the employee would in the end be earning \$9 a day. The difference between

his present pay of \$7.50 and the new pay rate of \$9 is what he's entitled to get. And that is what he will be able to claim in back wages.

Calls It "Kickback"

Feinstein referred angrily to the whole plan as a "kickback." Snorted the pudgy president of the Federation of Municipal Employees: "The City of New York is supposed to be a model employer. Employees get vacations and pensions as part of their established privileges.

"Yet, under the new schedule, the employee pays for his own vacation and pension—and pays the city's part into the pension fund in addition to his own!

Quirks in the Plan

"Let me give you a specific case of how the new set-up would work. If an employee on a per-diem basis works for the city over a period of 15 years and then dies, he would have contributed the full amount under the pension system and his family would receive less than he actually paid in.

"Here's another case. If an employee remains in the service until the date of his retirement and then selects, under option, to withdraw all his accumulated funds, he would be making a present to the city! Why? Because he would get back none of that 10 per cent which the city had taken from him to pay for his pension.

"What's more, the employee

would be paying on his pension at the rate of \$10 a day, when his actual salary is \$9 a day. The difference is labelled by the Comptroller 'the city's services to the employees.' In my opinion," Feinstein said, "it is nothing but a 10 per cent kickback to the city of the employee's wages."

John Vesce, president of the Asphalt Workers Union, gave this case of the manner in which the Comptroller's plan would militate against the men.

"Suppose a man was earning \$6.72 and then was brought up to the prevailing rate of \$7.36 by the addition of 64 cents to his daily pay envelope. Now the city wants 10 per cent of the prevailing pay

Apprentice Test Opens Applications Ready Next Week

A last-minute schedule somersault has brought that apprentice (automotive trades) test right back into the midst of the new series of city exams, for which filing is to open early next week. Applications will be available at the Municipal Civil Service Commission, 96 Duane Street. Full requirements are to appear in next week's LEADER.

In another change-of-heart, the Commission has decided that only those high school lads who have taken courses in mechanical work will be admitted to the test. There was a good chance that all high school boys would be eligible but that hope has gone by the boards.

No experience requirements beyond the school courses will be asked for. Nor are there to be any age limit; even 14-year-olds will be admitted since they will reach 18 before the four years of the list are up. The youngsters will, however, have to meet certain physical and medical standards.

This test, the forerunner of

figure, or 73 cents, which means the man would be earning 9 cents less than he did before he got the increase!"

The asphalt workers who make up a section of the Hod Carriers' Union, are meeting on Friday evening, December 5, at City Court House, 52 Chambers Street to trash out the whole question. "I shall certainly recommend," the energetic Feinstein insisted, "that they reject the entire proposal of the Comptroller."

Plans Court Action

"And just how would that rejection be put into effect?" he was asked.

"We shall either refuse to accept the proposal altogether, or accept it only under protest. In either case, we'll go to the courts about it. We're certainly not going to accept a salary cut 10 times like these, and that's exactly what the Comptroller's proposal amounts to."

similar exams in other subjects should the experiment be successful, will provide young men with an opportunity to learn mechanics while they earn, and also give the city a reservoir of trained men as a brake against expected shortages.

Plans call for apprentices to start work at \$2.88 a day. That figure is to be boosted at the rate of \$1 a day each year for four years. At the end of this period, the apprentice is a skilled craftsman ready to assume regular mechanical work in the city's service.

The test itself, according to predictions, will determine elementary knowledge of mechanics, particularly the workings of an auto, and general intelligence.

22 Certified as Appliance Operators

The first twenty-two eligibles on the office appliance operator (alphabetic printing punch operator) list, promulgated less than two weeks ago, have been certified to the Department of Welfare for permanent jobs at \$1,200 per year.

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City Doctors Lose Fight For Per Annum Pay

Doctors and dentists in the city service, switched last year from annual salaries to payment by the day, lost a protracted battle Thursday when the Court of Appeals unanimously held that the Board of Estimate has the right to determine the basis on which it will pay such employees.

Ruling in the case of *Ross vs. LaGuardia* and *Lewin vs. LaGuardia*, the Court said in part: "The power to create and abolish positions is vested in the Board of Estimate, which in the absence of mandatory legislation may also fix the compensation payable to the holder of a position. When once the position is established and an appropriation has been made by the Board of Estimate, the appointing officer or body, that is the head of a city department, may select the

persons who are to fill the various positions and receive salaries attached thereto from among those declared by the Municipal Civil Service Commission to be entitled to the compensation paid therefor."

Commission's Power

The opinion held that it is up to the Commission to determine eligible persons and that rights of Civil Service employees to any position are dependent on existence of the position and an appropriation for it. It continued:

"When the position and the salary are authorized by the Board of Estimate, the given individual then enjoys certain rights of priority to the position and the salary as against other contenders, and he is entitled not to be ignored in favor of one of lower Civil Service standing.

"From the foregoing it must follow that if the Board of Estimate so chooses in the absence

of special legislation it is for the Board to determine whether or not to dispense with a given service or whether or not and on what basis to maintain a given appropriation.

"Neither determination on the part of the Board of Estimate impairs any right of a person enjoying Civil Service status. Petitioners point to no provision of law which forbids the Board of Estimate to make appropriations on a per session basis rather than per annum. It is said, however, that the appropriation in question permits the head of departments so to distribute assignments of sessions to the various physicians employed by the Department of Health that those of superior Civil Service grade may in effect be demoted to a grade below that enjoyed by those of lower Civil Service standing. That question and such other questions as arise therefrom are not now decided, for the proceedings at bar are limited to the question of the duty of the Board of Estimate to make appropriations in such amount and such manners as the petitioners now contend for. It follows, therefore, that in each proceeding the order appealed from should be affirmed without cost."

Vets to Leave Welfare Dept.; Eligibles Certified to Jobs

One hundred and twelve veteran relief investigators in the Welfare Department, at the end of their six-year rope as the result of a Court of Appeals decision last week, have received a brief respite through the combined efforts of the Welfare Department and the Municipal Civil Service Commission.

Although the veterans would normally have been replaced by Social Investigator eligibles on December 1, Deputy Welfare Commissioner Leo P. Arnstein pointed out last week that the few days remaining before December did not permit adequate canvassing of the new list.

The Civil Service Commission accepted Arnstein's protests and has agreed to oust one-third of the veterans on December 16, the next third on January 1, and the remaining third on January 16. To make the replacements, the Commission has certified 166 eligibles on the Social Investigator list at \$1,500. Highest eligible on the certification was number 950.

The decision of the Court of Appeals was rendered in the *McCann vs. Kern* case. Here the veterans sued the city to make

them permanent employees without competitive test, under the terms of the Hampton Act. The Court held the law unconstitutional.

Mayor in Vets' Corner

For several years now the battle has been raging, with Mayor LaGuardia very much in the veterans' corner. At one time, when the eligibles had actually been appointed to jobs, the Mayor prevailed upon the Board of Estimate to change the title of the job to veteran relief investigator. In addition to the Social Investigator certification, 63 names on the Porter list were certified to replace 28 veterans employed as cleaners at \$1,200. Number 975 was highest on the certification.

Maintainers Certified To Queens College

Civil Service Commission, meeting last week, declared the Maintainer's Helper, group B list, appropriate to fill two positions as physicists' assistants in Queens College at \$1,200 per year. At the same time the Commission decided to certify the list for maintainer's helper, Group A, for a \$960 per year job in the college as laboratory assistant in speech.

Commission Orders 29 New Examinations

Nineteen open-competitive and 10 promotion tests have been ordered by the Municipal Civil Service Commission. The requirements for these tests have not been set as yet. As soon as the official requirements are announced, they will be published in *The LEADER*.

At the same time the Commission cancelled examinations which had been ordered for assistant librarian (music), barber and promotion to chief engineer, Department of Water Supply, Gas, and Electricity.

The new tests ordered by the Commission are:

Open-Competitive

Telephone operator, grade 1 (women).
Senior Accountant (methods).
Chief of Project Planning, Housing Authority.

Audit Manager.

Conductor, New York City Transit System.

Marine Engineer, (open to all residents of the United States regardless of residence).

Director of the Division of Buildings Management and Procurement.

Inspector of plastering, grade 3.

Stationary Engineer.

Stationary Engineer (electric).

Inspector of Trades, (Tailoring).

Able-bodied Seaman.

Deckhand.

Scowman.

Core Drill Operator's Helper.

Radio Production Manager.

Probation Officer and Parole Manager.

Bus Maintainer, BMT Division only.

Fireman (Oil Burner) Labor Class.

Promotion

Promotion to Fire Telegraph Dispatcher.

Promotion to Quartermaster, Ferry Service.

Promotion to Air Brake Maintainer (all divisions).

Promotion to Car Maintainer, Group E (all divisions).

Promotion to Light Maintainer

(all divisions).
Promotion to Foreman (Lighting) (all divisions).
Promotion to Bus Maintainer, BMT division only.
Promotion to Ventilation and Drainage Maintainer (all divisions).
Promotion to Power Maintainer, Group B (all divisions).
Promotion to Pilot (Fire Department).

PATROLMAN PREPARATION

Applications for Patrolman open in January. The examination will be held early in 1942. Few men regardless of physical condition or education can hope to pass either the physical or mental test with a high percentage without specialized training. During the last twenty-five years close to 90% appointed to and promoted in the Police Department have been prepared by us. Any young man who is interested in taking the coming Patrolman test is invited to call and be examined by our physician without cost, attend a mental class and take a physical trial examination to ascertain what percentage he can make. The special features of our physical training are the 12 laps to a mile track on the roof of our gymnasium, the agility test and the coordination machines.

MOTOR VEHICLE LICENSE EXAMINER

Entrance salary \$2,100 per annum. Automatic increases until \$2,600 is attained at the end of five years. This is a very attractive position, the duties of which are to examine applicants who desire to procure licenses to operate motor vehicles. The requirements are fully set forth in this issue of the LEADER.

A new class in preparation for this examination will form on Monday, December 8, and meet at 1:15, 6:15 and 8:30 p.m. Additional classes are held on Tuesday and Thursday at the same hours.

MOTOR VEHICLE INSPECTOR (Bus)

Entrance Salary \$2,400 per annum. Classes meet on WEDNESDAY and FRIDAY, at 8:30 p.m.

DAIRY AND FOOD INSPECTOR

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Mental classes Monday, Tuesday and Thursday at 6:30 p.m.

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

CARD PUNCH OPERATORS

Applications will be received until further notice for Alphabetic Card Punch Operator. Another test for Numeric Card Punch Operator is expected within the next few months. Our course not only prepares you for Federal examinations, but also qualifies you for employment in the commercial field. A good typist may efficiently operate a card punch machine after 60 hours of instruction.

FINGERPRINT TECHNICIAN

Class forms Friday, December 5 at 8 P.M.

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

ASST. GARDENER—Physical and Mental Classes meet three times weekly.

HEALTH INSPECTOR (Gr. 2)—Classes meet Wednesday and Friday at 10:30 A.M. and 8:30 P.M.

INSPECTOR OF HOUSING (Gr. 2)—Wednesday and Friday at 8:30 P.M.

INSPECTOR OF ELEVATORS (Gr. 3) — Classes meet Friday at 8:30 P.M.

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Marshal, Patrolman Lists For Sheriff Office Jobs

While opponents of the pending county government reorganization still planned last ditch legal moves to thwart the election mandate, and anxious employees in the Sheriffs' and Registers' offices in the five boroughs prepared to petition the State Civil Service Commission for protection against the loss of their jobs, the city moved ahead with its plans for setting up city-wide administration of these offices and eliminating the five local jurisdictions.

The Municipal Civil Service Commission announced that the written part of the civil service examinations for the new city-wide offices of Sheriff and Register has been set for today, December 2.

The 300 or more civil service workers—clerks, typists and others—in the five county Registers' offices may breathe a bit easier. They are not likely to be molested in the jobs they now hold, despite the extensive reorganization pending under the County government reform amendment.

The situation in the Sheriffs' offices, on the other hand, is likely to undergo far more extensive change. Of the approximately 360 persons employed in the five counties in the Sheriffs' offices only a scant dozen, at most, are in the classified civil service. Exempt employees in both the Sheriffs' and Registers' offices are definitely on the way out. So far as the Sheriffs' offices is concerned, the present city-wide personnel of about 350 to 375 will, in all likelihood, be cut to less than half. In part, this contemplated reduction in force is due to the transfer of some of the functions of the Sheriff's office under the reorganization to the Department of Correction.

6 Appointments Seen

Of the more than 700 candidates for Sheriff and Register, less than a half dozen from either list, when promulgated, will be appointed. These few from the top of either list will be used to fill the city-wide posts of Sheriff and Register and the very few top deputy posts that may be filled. It is not impossible, the LEADER learns, that the Sheriff and the Register will, themselves, assume the entire administration of the Manhattan and the Bronx offices, and deputies-in-charge may be appointed from the same list for Brooklyn and Queens. Richmond

has no Register's office and its Sheriff's affairs may be administered by the officials in charge in either Manhattan or Brooklyn. The Sheriff and Register lists will have the normal life of four years as other civil service lists.

Marshall, Patrolman Lists

For the lesser jobs in the Sheriffs' offices, such as under-sheriffs or lesser deputies, it is learned that the lists now in existence for City Marshal and for Special Patrolmen, No. 3 will be used.

Any vacancies to be filled in the clerical forces in either the Sheriff's or the Register's office will be filled from existing lists for clerks and typists and related titles.

A total of 385 candidates, about 60 per cent of those who originally filed applications, met the qualifications and were notified to take the tests. Of this number, 143 applicants qualified for the Sheriff's examination, 104 for the Register's exam and 138 qualified for both tests. A total of 625 persons filed applications for both examinations.

The written test will consist of two sessions. The first part will be given to all qualified candidates whether they filed for Sheriff or Register. Separate tests will be given to each group in the second session. Those candidates who filed for both tests will be required to take both of the separate tests. Each session is scheduled to take two hours.

Those who pass the written tests will be called within two weeks to take their oral examinations. The oral tests will be designed to evaluate the candidate's training, experience and personal qualifications.

Eligible lists will be published before the end of the year to enable Mayor LaGuardia to make the appointments to the City Sheriff and the City Register on January 1 when county reform is slated to become effective. Both of these top appointments are expected to be made at a salary of \$7,500 a year, the maximum figure provided for these posts in the city budget.

The same lists will be used to fill the top-ranking Deputy positions in both offices but it is unlikely that more than the first half-dozen names on each list will be used for these administrative positions.

Albany Takes It Up

From Albany, information came down that future status of scores of employees now in the labor, exempt and non-competitive classes, in the offices of sheriff and register in the boroughs of New York City will be discussed at the next meeting of the State Civil Service Commission in Albany on December 3 and 4.

With abolition of the offices, as a result of the referendum vote last election, unless upset by the courts, these employees will be out of a job, or at least will have no job status after December 31.

It is quite unquestioned that the first effect of the abolition of the major offices will be a sweeping out of the lesser employees. The personnel will be sharply reduced, it is generally admitted.

Petitions are now before the Commission in the form of requests from many of these affected employees to extend the competitive class to include them so that transfers may be effected to other offices, particularly that of county clerk. They want to be eligible for such transfer.

New York City itself will be represented at the Commission hearing since the city finances the clerk office in part.

FRAUD OR ERROR ON APPLICATION CAUSE FOR FIRING

Appointments in the city's civil service may be rescinded at any time if investigation discloses that specific requirements have not been met or if false statements are disclosed in statements in a candidate's application, whether such statements were made through fraud or error. This is the essence of the decision handed down during the past week by the Court of Appeals in the Shraeder case.

No fraud or error was involved in the litigation involved in the decision of the State's highest court. Pauline Shraeder, a candidate for the position of Stenographer and Typist, Grade 2, was appointed from a list on June 1, 1939 and assigned to a position in the Department of Welfare pending investigation. Subsequently, in October of the same year, the Civil Service Commission's Bureau of Investigation discovered that on the candidate's own statement in her application she was beyond the age limit of 32 specified in the requirements advertised for the job. Following action by the Commission she was removed from the list and from her position on December 21, 1939.

Requirements Won't Be Waived
Suit was instituted in Miss Shraeder's behalf for reinstatement on the ground that she had already been certified and appointed by the Commission and had served in her position in the civil service beyond the established period of probation.

President Paul J. Kern of the Municipal Civil Service Commission hailed the decision of the court as "a moral victory."

"There is no reason why requirements should be waived by the Commission at any time without proper justification," said Mr. Kern. He added the decision was important also in that it upheld the principle that falsification in a candidate's statements at the time of application must not be condoned whether such falsification be discovered before or after appointment.

ENGINEERING TITLE CHANGE ADVANCED FORWARD TO JULY

The date for final reclassification of employees in the new engineering and architectural service will be July 1, 1942, instead of December 17, 1940, the Commission has ruled. The change was made because the reclassification is not scheduled to take effect until July 1, 1942. Employees who have been promoted since December 17, 1940, the date the reclassification was adopted by the State Civil Service Commission, objected to the adoption date as the final date for reclassification.

The reclassification of the engineering titles in the new architectural and engineering service will affect approximately 5,000 city employees.

75 PROVISIONALS TO LOSE JOBS ON SUBWAYS

A petition, signed by 67 provisional employees in the BMT, requesting the Civil Service Commission to grant permission for them to keep their jobs was denied by the Commission this week. The employees lacked civil service status because they had been employed by the BMT less than one year before unification, the period required under unification rules.

The employees, all of whom were hired in the early months of 1940, said Senator Arthur H. Wicks has promised to introduce legislation in their behalf in the coming session of legislature. Altogether, 75 BMT employees are affected by the ruling. All but one were employed as street car operators, the last being a bus operator.

Kern May Put Subpoenas in Reverse to Get Files Back

For months the contents of many filing cabinets, almost tons of records of thousands of city employees as well as the correspondence and other private and official papers of city officials have been trundled daily from the Municipal Civil Service Commission offices to the offices of Emil Ellis, counsel to the special committee of the City Council investigating the city's civil service administration and particularly, its chief, Paul J. Kern.

Now that the investigation has been concluded, the Commission's records and files still repose in Mr. Ellis' offices in the RKO

Building at 1270 Sixth Avenue, and efforts of the Commission to get back any part of the papers for the ordinary, efficient transaction of business are meeting with the most negative response, if not actual rebuffs. Such is the complaint of Commission officials.

While some of this informational material was subpoenaed by the Smith Committee, much of it, say the complaints, was turned over merely on request to facilitate the inquiry. Now the Commission is wondering whether it be necessary to put the subpoenas in reverse to call back its papers from the probers.

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CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

Auto License Examiner Test Opens Dec. 8; Top Age Limit 45; Status of Women in Doubt

(Exclusive)

Filing for the long-awaited State examination for Motor Vehicle License Examiner will open Monday, December 8, according to Mrs. Eugenia G. McLaughlin, chief of the Examinations Division, State Civil Service Commission. The test itself is expected in February.

Blanks will be available at the New York City office of the Commission, 80 Centre Street, Manhattan, and by mail at the Examinations Division, State Department of Civil Service, Albany.

Commission officials plan to give candidates more than the usual three weeks for filing, in light of the great interest in the exam. It is likely, then, that applications must be in some time shortly after the first of January to be acceptable.

Tougher Requirements

The official requirements, just released by the State Civil Service Commission, bear out predictions made in The LEADER several months ago that they would be tougher than those that held for the 1936 exam. Both the height and weight requirements have been upped, from 5 foot 5 and 125 pounds, to 5 foot 6 and 135 pounds. The 45-year age limit remains, as does the requirement of five years' licensed driving ex-

perience within 10 years.

Incidentally, women technically are admitted to the test. However, the Bureau of Motor Vehicles makes it a practice not to appoint women and officials say that the practice is to be continued.

Here are the official requirements:

Motor Vehicle License Examiner

Bureau of Motor Vehicles, Department of Taxation and Finance. Usual salary range \$2,100-\$2,600. Fee, \$2. Six immediate appointments expected at \$2,100. (As a result of the last examination, there were 16 immediate appointments and 23 subsequent appointments during the four-year life of the list.) Appointees will be required to wear uniforms furnished at their own expense (approximate cost, \$90).

Duties

Under supervision, examine applicants for licenses as chauffeurs and operators and perform such

duties as may be prescribed in Sections 7, 7a, 11, 20, 62, 71, 74 and any other sections of the Vehicle and Traffic Law of the State of New York; make investigations; related work as required. Examples: Conducting road, vision, knowledge of the traffic law and safety regulations and English tests of applicants for chauffeurs' and operators' licenses; investigating applications for licenses by drivers' schools, private service bureaus and dealers, including those who have already been licensed as such; investigating complaints; examining applications for licenses and registrations and assisting in office work during certain periods of the year.

Requirements

Age: Candidates must not have passed their 45th birthday on the date of the written examination.

Physical and Medical: Candidates must not be less than 5 feet 6 inches in height, and weigh not less than 135 pounds stripped. They must have good hearing; not less than 20/40 vision in each eye, with or without glasses; must be mentally sound and alert; physically strong, active and well proportioned, and free from any physical

defect that would have a tendency to incapacitate.

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

Basis of Rating

Written, 7; training and experience, 3.

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

Manpower Shortage

Highway Department Can't Find Enough Draftsmen, Engineers

ALBANY.—The State Public Works Department, ready to launch a two to three year highway construction program running to nearly \$100,000,000—if materials can be obtained—is already crying for men.

The shortage is reminiscent of similar shortages in the federal government, and is probably the forerunner of personnel lacks for State and city work.

Harvey O. Schermerhorn, Commissioner of Highways in the department, said: "We will gladly take all the structural designers and draftsmen that we can get—right now."

As the big building program, financed from bond issues, budget, and federal funds, gets underway

in the spring, the department will have to hire dozens of field and office employees in addition to the present staff. During the depression years the Public Works Department was about the hardest hit of all State units, hundreds of men being dropped as jobs were taken out of the executive budget. Now the trend is the other way.

Many engineers, draftsmen, and architects have left the service to go into private employment, lured by the higher wages of today. This, plus the new situation with the department once again having millions to spend on highways, without the prospect of getting sufficient skilled help, is proving a real headache to the highway people.

Expect New Lists

Several new lists have to be established, it was freely acknowl-

edged this week. The way is already being cleared with the Civil Service Department for calling examinations for at least two new categories—junior draftsman in the December 20th series, and junior engineering aid.

But even at that, the highway officials are viewing the future gloomily for they are aware that the comparatively low rates of pay for these state jobs—\$1,200 or \$1,400 up—are not at all attractive under present competitive conditions.

What's going to happen remains to be seen. But the difficulties of launching a mammoth highway construction program—the biggest in many years in this State—has its drawbacks. Besides the problem of personnel, the department faces the task of getting releases on essential materials such as steel and reinforcing.

DPUI UNDER U.S. IS OBJECTIVE OF NEW DEAL

ALBANY.—Three conclusions on the proposal for federalization of State unemployment insurance administration, along with some other social security categories, were heard here this week following the regional conference of unemployment insurance compensation administrators of half a dozen states last week.

While the subjects was taboo for floor discussion, largely out of a desire of the State administrators and their aides not to become embroiled with the flock of Social Security Board representatives who were here from Washington, the action of Governor Lehman himself in publicly recognizing the subject caused no little amusement. The Governor revealed that he has an "open mind" on the matter and that he has instructed various agencies, advisory boards, and units to study and report to him.

As it stands now, the whole proposition of federalization of unemployment insurance, as reportedly advocated by Paul McNutt may be characterized thus: (1) it was put forth as a trial balloon which is meeting tough sailing; (2) it was proposed for the "moral effect" to induce State agencies to cooperate more cheerfully with Washington; (3) it is one of the objectives in the pattern of the New Deal.

Watch The LEADER exam pages every week for tests now open. The exam pages contain details of city, state and federal tests open for application.

Working Conditions Of License Examiner

What are the working conditions under which motor vehicle license examiners contend? These are important for all those who plan to take the coming test.

Expense Accounts

An exact account of expenses with vouchers attached is to be rendered on the 1st and 16th of each month to the District Tax Supervisor.

If an examiner's assignment or residence is in a city where the Bureau of Motor Vehicles maintains an office, or if he has been assigned permanently to a city, town, or village, no expenses will be allowed. If, however, an examiner is assigned by the District Tax Supervisor or Supervising Motor Vehicle License Examiner to duty within commuting distance of his post of duty, or actual residence, his transportation and lunch will be allowed and the examiner will be expected to re-

turn to his home over night as lodging will not be allowed.

If an examiner commutes from his home to a District Office, no allowance will be made for transportation or lunch.

Sick Leave

The Code of Ethics and Official Rules and Regulations adopted by the Department of Taxation and Finance provides that in case of illness, a sick leave form shall be filled out and sent to the District Tax Supervisor of the District Office to which the examiner is assigned.

Such forms may be obtained from the Deputy Commissioner in Charge of Inspection Division or from District Offices.

Next week The LEADER will describe how an examiner goes about giving a test for a driver's or operator's license.

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LEGAL SUMMONS
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21 STATE TROOPER APPOINTMENTS

Twenty-one additional appointments from the state trooper list were announced this week by the Division of State Police. These men are to work provisionally, to fill places of troopers taken into military service.

An original batch of 23 appointments was announced early last month. Of the first 29 on the list, all were appointed but numbers 7, 8, 13, 17, 21 and 24. Eligibles 30 and 31 are then skipped, and the following are in the new group:

- 32, Edward J. Murphy; 33, James F. Cooney; 35, Joseph B. Fitzgerald; 36, Eugene F. O'Connor; 37, Harry B. Nelson; 39, J. E. Alderson; 40, Francis J. Maher; 41, William F. Becker; 42, Charles L. Richmond; 43, Sanford E. Lent; 44, John H. Thompson; 45, Joseph H. Paulin; 46, Charles Russell; 47, Daniel F. Roche; 50, John C. Kennedy; 51, Harold M. Osborn; 52, Paul R. Vandermarks; 53, Francis Kereman; 54, Dennis J. Hurley; 55, Charles Guhl; 57, Robert J. Cummings.

January Is Earliest Date for Typist Test

Final key on the State clerk test, taken October 4 by more than 60,000 men and women, won't be available for another few weeks, according to the State Civil Service Commission. It is doubtful if the practical examinations for those who filed for typist and stenographer will be held until late January.

Commission officials fondly hope to have the lists out by the time the present lists are exhausted or expire. Here's a thumb-nail report on the status of the present lists: Junior stenographer is exhausted for Albany; junior clerk is already down to 79 per cent in Albany, but plenty of names remain; junior typist is still full. (See "Where Do I Stand?" on page 20).

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Surprise! Taxpayers Won't Oppose State Pay Boosts

(Maybe It's Too Hot To Handle)

ALBANY—Almost on the eve of the big "Taxpayers Rally on Non-Defense Governmental Spending," to be held here on Thursday, A. Vedder Magee, president of the State Taxpayers Federation, one of the participating groups, issued a statement setting forth the views of his organization on the question of pay increases for public employees. Surprisingly, they're not coming out against raises.

Meanwhile it was learned that some sort of statement may be forthcoming from one or more sources favoring an emergency boost in State salaries at the taxpayers' meeting. Senator Phelps Phelps, New York Democrat, who has proposed a 10 per cent increase on salaries up to \$2,000, is reported to be ready to address

the rally if he can obtain a hearing. It was said, too, that one or both of the organizations representing State workers may have something to say to offset arguments that may arise against any proposal for pay increases.

Mr. Magee, head of one of the larger combined affiliations of economy in government groups, offered a 15-point program of non-defense economies in which, however, he declared for a system of "merit raises."

"No New Taxes"

He first urged "no new taxes"; urged legislation to permit deduction of paid Federal income taxes from State income tax returns; asserted that the State's surplus must be protected against "raids" by the Governor or the Legislature and be used for tax reduction. Coming to the issue of State salaries, he said:

"A system of salary raises based on merit is an objective

which seems to need special attention in a year of a Governor's election. It is an issue to be pressed at all times even if it should require a long time to achieve."

Some interpreted this comment as indicating that Mr. Magee's taxpayer group is in favor of extension of the Field-Hamilton career law to cover institutional employees, now among the lowest in the wage brackets.

May Be Too Hot

The list of announced topics for the taxpayers' rally does not include any direct reference to pay boosts for State employees despite the fact that pressure for such action is becoming more evident in several quarters. It may be that the taxpayers' representatives and speakers will shy away from this subject, deeming the topic too hot for an open declaration of war—in the very shadow of the Capitol.

'BLOCK SYSTEM' CONSIDERED FOR STATE JOBS

ALBANY.—"Block certification" of State Civil Service lists on the junior level, a method designed to simplify appointments, may soon be invoked by the State Civil Service Commission. The Commission has about completed a thorough study of this subject and will soon make a final decision, probably in the affirmative.

Under the "block" system, departmental appointing offices in Albany (it will not apply to lists in judicial districts) will be furnished with names of prospective appointees in series. These will run in consecutive order, as for instance, from one to 30 or from one to 50, or from 50 to 70, or 40 to 80, and so on, as they appear on the lists.

The appointing officer will designate his requirements from the list furnished him. Names of those not selected will be restored to the original list for re-submission on the next call, again in the block method.

Confusion Today

Under the present system, a candidate for one of the junior appointments may be contacted by half a dozen or more departments, all at the same time, providing there are openings for that particular position in the various departments. This results in competition for the services of the applicant, but also, it is claimed, in confusion for the candidate, confusion for the unsuccessful appointing officer, and added costs all around.

The proposed new system has been criticized as possibly resulting in the earlier appointment of persons lower on the list. This is an admitted defect but is not held to be either unsurmountable or disastrous, either to the candidate or the system. In other words, the advocates of the new method hold that the candidate who happens to be passed over although fairly high on list A which went to a certain department, while another, lower on the list, was appointed in the next "block" which went to another department, will not be penalized. The chances of all, they hold, will "even out."

The thought behind the whole business, according to the advocates, is to expedite appointments more rapidly and to effect swifter and more economical progress, both for candidates and departments.

If adopted, the new system will be given a try-out when the October 4th examination lists are established, and will not apply to existing lists at all.

DPUI Lecture Summaries

As a service to candidates for coming promotion exams in the Division of Placement and Unemployment Insurance, The LEADER is publishing summaries of a lecture series given by the DPUI committee of the New York City chapter of the State Association. This series ended last night.

"Recent Amendments and Their Effect," by Robert Pucell.

Nineteen amendments to the Unemployment Insurance Law were passed in 1941. Some corrected technical deficiencies of previous amendments, others clarified legal language or tied the Unemployment Insurance Law in with the provisions of the State Insurance Law and the Social Security Act. These are some of the more important amendments:

Voluntary Coverage—As of January 1 of any calendar year, the employer is bound for the first two years and one year each thereafter (previously he was bound in two-year cycles), application for termination, October 1 to March 31.

Fees of Attorneys—Now approved by the Appeal Board, formerly by the Industrial Commissioner.

Expenses of Hearings—Fees and other hearings now fixed by the Appeal Board, formerly by the Industrial Commissioner.

Definition of Remuneration—Excludes from definition payments by employer under retirement, sickness, or accident liability; no cash refunds; credits to be allowed.

Building Trade Employees—Non-profit making organizations, otherwise excepted, subject to law for "persons temporarily and solely employed for construction, substantial remodeling, or demolition of buildings."

Notice to Employer—Notice that employee is eligible for benefits is sent to employer before first payment is made to claimant.

Military Amendment—Claimant serving 90 consecutive days in military service and honorably discharged during base year is credited with wages in preceding base for each quarter in which military service was performed even though benefits were already collected; earnings added together if employee had earnings in both base years in a quarter in which he performed military duties.

Seven-Week Suspension Due to Strike, etc.—No waiting or compensable weeks during period. Claimants need not file claim. Suspension starts day after strike. If strike ends before seven weeks, claimant must file next day. If strike, etc., contested, claimant must also file. Subsequent bona fide employment nullifies suspension. Employment as picket is not bona fide. Claimant during suspension not held for availability, capability. Test made at end of

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FELD-HAMILTON PAY RAISES ASKED AS OF APRIL

State employees may get an increment under the Feld-Hamilton Career Law after nine months and future increments on April 1 rather than July 1, under terms of legislation to be introduced shortly after the opening of the new session of the State Legislature January 1 by Abbot Low Moffat, chairman of the Ways and Means Committee of the Assembly.

Moffat's bill would provide quarterly payments of State income taxes and a change of the start of the fiscal year from July 1 to April 1. His purpose is twofold: it would relieve the burden on the taxpayer, and allow more accurate estimates of revenue when the budget is adopted.

In announcing that a provision to protect the annual increment of State employees under Feld-Hamilton would be included in the bill, Moffat commented:

9 Months Is Full Year

"To avoid any doubt as to the effect of this nine-months' period there will be express provision in the bill that the short transitional year shall be construed as a full year for all purposes of the Feld-Hamilton Act. The full increments will therefore become effective on the first day of April of the first full and each succeeding fiscal year instead of July 1. No one who remembers the suspension of all salary increments, or who appreciates the loyalty of the State's employees, will begrudge the small benefit which they will receive under this."

which period three-week waiting period starts. Bona fide employment nullifies disqualification. Claimant need neither report during disqualification period nor be main capable and available, but refusal of offer of suitable employment is disqualification until again employed and subsequent unemployment. (b) Claimant quitting voluntarily without good cause as withdrawing from labor market cannot serve disqualification period until genuineness of return to market is determined by local office. After return six-week period starts. (c) Claimant quitting with good cause (pregnancy) is not penalized but upon return starts normal waiting period. (d) Claimant voluntarily quitting and not withdrawing from market starts normal waiting period. (e) Four reasons mentioned in law: interfering with union affiliation, strike, etc., too long travel, and unsatisfactory hours wages, serve as a guide to determination of good cause.

More summaries next week.

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DEFENSE news

If You'd Like to Be An Apprentice

The following story has no relation to the coming New York City exam for apprentice in the automotive trades. The article below deals with apprenticeship in private industry.—Ed.

By CLARA M. BEYER
Assistant Director,
Division of Labor Standards,
U. S. Department of Labor

Apprenticeship uses the democratic approach of bringing employer and labor groups together to work out their problems with the technical aid of Government experts on a national basis, on a State basis, in the local community, and in the plant itself. Management has the initiative, but labor's stake is equally vital. Management is looking for trained workers for years ahead; it must launch the plans and hire the apprentice workers. Labor wants to pass on its skilled craftsmanship to the next generation of workers; at the same time it must safeguard the standards and the welfare of the skilled men already trained.

Joint committees, at the local, State and national levels, carry through this common purpose. In developing their standards and in setting up specific plant programs for apprenticeship, management and labor call upon the experience and pooled information of apprenticeship experts, vocational-education specialists, and employment-service representatives.

The procedure is voluntary all the way through. This may seem slow and cumbersome. But it is a method which will work—even if it has taken the nation's grave emergency to bring the need home.

During the past year apprenticeship plans, under standards approved by Federal and State apprenticeship bodies, have been adopted by such outstanding firms as these: Vultee Aircraft, Bendix Radio, Worthington Pump & Machinery, Yale &

Towne, American Bridge, Consolidated Shipbuilding, New York Shipbuilding, Todd-Bath Iron Shipbuilding, American Cyanamide, Colorado Fuel & Iron, Remington Arms.

The Prospective Apprentice

Now for a practical question: What advice can one give the boy who may want to become an apprentice?

To begin with, a boy should have completed at least the first two years of high school, and he is better off, as a rule, if he has completed all four years. He must be at least 16 years of age, preferably 18.

He ought to know that apprenticeship is a long and serious undertaking. The shortest apprenticeable trade requires 2,000 hours—or two years—to learn; many trades require four or five years. Most of his training the apprentice of course gets in the plant; that is where the work is done, and that is where it must be learned. A few hours each week are spent in related school work; this has its practical side in the needs of his chosen trade, but it should go further, with the design of making the apprentice a better-rounded man and citizen.

All this adds up to a fairly rigorous, serious-minded period of training. The young apprentice may see other boys he knows going into jobs on the assembly line and making higher wages than he is earning—with no obligation to study at night! But he is learning a trade he will use all his life—and if the training is sound, it will be for no blind-alley work.

Wages

As for wages, the apprentice will soon pass those who have gone into work requiring less skill. He begins at about one-fourth the journeyman's wage; as he advances in skill and responsibility, his pay goes up accordingly, until toward the close of his apprenticeship, he should be making about three-fourths of the journeyman's pay. Over the whole period, he should average about half the skilled man's wages.

Getting Information

To become an apprentice, a boy must first get a job as an apprentice. The major clearing house for information on jobs is the State employment service. The public employment office should have information on apprenticeship programs in local plants, and it may refer the boy to an opening. At many local public employment offices, moreover, the boy may receive vocational-aptitude tests which will help him decide whether he is really fitted to become a machinist or carpenter or electrician or air-line mechanic.

Teachers of vocational courses

in the high school may be able to help the boy in making up his mind about his life work. Labor unions will also have information on apprenticeship plans in their own trades or industries. If the boy's father is in the skilled trades or in a plant which has an apprenticeship plan he can help considerably.

If the boy is in a town where there is no public employment office, he should write to his State labor department for information.

What Apprenticeship Means

Apprenticeship involves an agreement between apprentice and employer. The best agreement, in any dealing, is a written agreement. The best apprenticeship agreement is one which is put into a definite indenture signed by the apprentice and his parents on the one hand, and the employer on the other.

Employers have found that if they have written agreements, exactly defining the responsibility of each party, the apprentice is much likelier to finish his period of apprenticeship.

The agreement should describe the trade to be learned and set forth clearly such things as the schedule of processes and the order in which the apprentice is to be taught, the hours to be worked and the wages to be paid, and the steps by which the apprentice's pay is to go up as he gains skill and experience. It should provide for related school work. It should include a probationary period, during which either party may call off the agreement.

These are some of the things the boy who wants to enter a skilled trade, and his family, should know. After that, if they think the idea is worth while, it is up to him to land a job as an apprentice.

HOW TO GET A GOVT. JOB AS ENGINEER

Senior engineering students, do you want an assured job on graduation?

Uncle Sam is more than willing to hold open a job for you now. He'll pay you \$2,000 a year which isn't hay for an inexperienced youth.

Here's what you have to do to get one of the jobs: First, fill out one of the Civil Service Commission's applications for junior engineer at \$2,000. Your application will then be rated, and if you are placed on the eligible list, you will be given a provisional appointment to a Federal agency. Upon successful completion of your senior year—graduation—your appointment will become effective and you can start to work. By this stream-lined recruiting method, Uncle Sam is better able to compete with private business which oftentimes signs up youths before they graduate.

A few provisional appointments already have been made. Already 19 such appointments have been made from senior classes from California colleges to the Mare Island Navy Yard in San Francisco. A scattering few have been made to agencies in Washington and many more are expected as graduation grows near.

PLAN TRAINING FOR 200,000 TOP DEFENSE MEN

Following on the heels of a successful four-month test in New Jersey defense plants, plans for the training of more than 200,000 "lead men" and supervisors working in the defense plants of the nation, and within the next six months, have been announced by Sidney Hillman, OPM Associate Director General.

The training effort, an activity of the training-within-industry division of the OPM, is directed at increasing the number of available skilled workers in the defense industries of the nation, and in adding to the skill of embryonic craftsmen, torn from many walks of life by the slump in non-defense industries, and plunged into the more muscular business of working with their hands.

Contractors Signed Up

In New Jersey, according to an OPM announcement, the training program has signed up more than 300 defense contractors for the training "sessions," with nearly 7,000 skilled mechanics, "lead men," gang bosses, and supervisors in training.

"This development of mechanics and 'lead men' to train others in defense plants, is of major importance in our scheduled expansion of production," said Mr. Hillman, "and we must foster supervisory ability among our experienced workmen if we are to continue to match our defense labor supply to our ever-growing defense production needs."

OBJECTS TO BARRING MEN FOR MINOR DEFECTS

Minor physical disabilities are barring many competent workers from defense jobs by the larger industries. This policy drew the fire this week in Washington of Leonard Outhwaite of the minorities section of the Office of Production Management.

"Many of these workmen have been employed in smaller plants in various industries for many years and have proven their abilities by years of satisfactory service. Their rejection is an unreasonable, short-sighted policy at a time when industry needs experienced workmen and these same industries are proclaiming the need for conserving man-power," Mr. Outhwaite declared.

The OPM official suggested that big industry would be asked to prevail on their medical boards to distinguish between disabilities that impair efficiency and those that don't.

The Defense Job Front

The Defense Job Front went bullish again since the last issue of The LEADER hit the street, with the large defense contractors still stressing their need of machinists, precision workers, draftsmen, assemblers and expert bench lathe hands, and shipbuilding companies seeking crack shipfitters, and we do mean "crack."

Want ad columns in the standard-size newspapers in the metropolitan area reflected the plaintive wails of scores of personnel directors, scanning the applicant horizon for expert craftsmen to whom a blueprint is something more than a sturdy covering for a "carried-out lunch"—and trained men, who know their trades, were being accorded the factory equivalent of a 21-gun salute at the portals of myriads of plants struggling against time in frenzied races with production schedules.

Sperry Gyroscope, Brooklyn, continued to lead the vanguard of defense contractors advertising vital need of machinists and mechanical inspectors, boasting citizenship, recent experience, and an ability to read "dat ol' debbl blueprint."

Eclipse Aviation, Bendix, N. J. (Teterboro) wanted machinists, experimental toolmakers, layout draftsmen and machinists (automotive, lathe, grinders, millers, etc.)

Ford Instrument Co., Inc., 31st Place and Thompson Avenue, Long Island City, called for operators to set up own work on Cleveland and Brown & Sharp automatic screw machines—for other men to set up and operate milling machines for precision work, and grinders, surface and otherwise.

W. L. Maxson, 460 West 34th street, wanted assemblers—first bench lathe hands and milling hands, with all work done from blueprints, and Consolidated Shipbuilding Corp., 177th street and Harlem River, Bronx, was among the shipbuilding firms demanding "crack shipfitters," adding, sotto voce, "if you ain't, for Gossakes, stay home!"

Whilst we break the ice with this "Along the Defense Job Front" effort, if that's what it is—and the column welcomes communications from personnel managers in the metropolitan area who have jobs to fill, and have 'em in sufficient quantities to warrant listing here. Please address such communications to the Civil Service LEADER—marked to the attention of "Defense Job Front Editor." And thanks . . .

FOR DEFENSE



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Civil Service LEADER

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MEMBER, AUDIT BUREAU OF CIRCULATIONS



Tuesday, December 2, 1941

Bring Defense Agencies To New York!

THE big, sprawling development of defense agencies has led to a housing situation in Washington that's pretty intolerable. Ask the people who work and live there. Offices in old movie houses and garages. New mushroom paper-wall buildings. Homes in trailers. Exorbitant prices. And inefficiency.

So the agencies have been moving all over the country, in a messy, uncoordinated attempt to solve the housing problem. Agencies in Philadelphia, in Baltimore, in Chicago, in St. Louis. Employees complaining. Officials having to write or telegraph all over creation for information and material. Long waiting periods before things come through. Frayed nerves.

And inefficiency.

The solution to this whole situation is colossally simple. Bring the government agencies to New York. Make of New York City a second capital. There is much to be gained by this move. First, the agencies, which must work together, will be together. Secondly, inefficiency resulting from space and time distances are immediately eliminated. Third, New York City, even more than Washington, is the nation's nerve-center and the objectives of streamlining our vast defense efforts can be accomplished with greater ease here than elsewhere.

This is no time to appease the local vanity of Podunk by bringing a governmental agency there. This is a time for all Americans to think in terms of "how can we do the job best?" And the answer to the Washington housing problem is to bring enough government agencies to New York so that the Washington housing problem is relieved. Many agencies have already come here. You'll find them in the Chanin Building on East 42nd Street, in the Empire State Building, at 250 Park Avenue, at 33 Liberty Street. Plenty of good office space is available in midtown Manhattan, downtown Manhattan, and in Brooklyn. Plenty of good homes are available in all the boroughs.

It's time all those interested in the effective functioning of our government get to work and settle this problem at once. The solution is so colossally simple!

A Pay Plan That Isn't

ELSEWHERE in this issue there is an article about the delicate prevailing pay situation in New York City. The Comptroller, who has been meeting with city employees on the issue, says he'll pay prevailing pay—but he'll take off 10 per cent for vacation and pension privileges.

Without going into the legal technicalities, it seems pretty clear to us that this amounts to a 10 per cent reduction in wages. We don't see why the city should require the employee to pay the city's part into the pension fund in addition to his own. And we don't see why the city should ask the employee to pay for his vacation.

Prevailing pay should mean one thing—prevailing pay... without if's, but's, maybe's or hemming and hawing.

The LEADER hopes that the matter can be solved with good-will on the part of the Comptroller's Office and the city's employees.

Pay Raises Necessary

AND talking of pay raises. There are two interesting articles by our Albany man on page 7. One of these articles gets out that the State Highway Department can't get enough good men to do its work at the salaries it pays. The second points out that taxpayers, who are meeting in Albany this week, aren't going to oppose higher salaries for civil service employees. This is quite an about-face for the economy boys, who usually cry to high heaven about salary increases for civil employees.

Put these two stories together, and draw your own conclusions.

The fact is, that salaries are low, and that everybody, including the taxpayer groups, knows it.

The only thing left is to increase salaries. Yet that's the one thing that doesn't seem to be happening.

Don't

Repeat This!



DRIFT boards are seething over rumors of drastic cuts in personnel... That important State Labor Department official has finally addressed the ASCSE after exclusively appearing previously before another employee group... Witticism of the week: Paul Kern's "Necessity is the mother of intervention"... Our vote for top cartoonist in city service: Ass't D.A. Harris B. Steinberg... Watch for a move to set fluctuating passing grades on State Civil Service tests instead of the present rigid 75 per cent...

Rumor Dept.

Will Lester Stone return to the Budget Director's Office? ... Will Dr. Peter F. Amoroso, now Acting Commissioner of Correction, remain as Commissioner or will he succeed Dr. Rappleye as Health Commissioner? ... Is the Secretary of the Health Department, Goodhue Livingston, Jr., slated for promotion? ... Is that also true of Max Mencher, Secretary of the Markets Department? ... Paul Boocheever, Secretary in the Correction Department, vigorously denies reports that he intends leaving the city's service... Will Byrnes MacDonald's place in the Mayor's secretariat be taken by Gene Canudo, now Secretary to Ellsworth Buck of the Board of Education? ... And will Mike White, Secretary of the Hospitals Department, be promoted to



IT IS NOT without social significance that a physician happens to be the head of the prison system of the world's largest city. Dr. Peter Francis Amoroso, Acting Commissioner of the Department of Correction, was persuaded by Mayor LaGuardia to enter the city service six days after Mr. LaGuardia took office in January, 1934, for the specific purpose of reorganizing the medical service of the city's prison system as a primary step in a most urgently needed prison reform program.

With a long and distinguished record not merely as a practitioner but as an expert in hospital organization, Dr. Amoroso entered public service in the city's Department of Correction as Director of Medical Service and Second Deputy Commissioner. New York still remembers the story of the most appalling conditions of vice, filth, degradation and corruption

another city department? ... You tell us.

Gruesome

So many faculty members up at City College have died in recent days, the students are running pools on which department will be hit next... The "only fourth-generation Americans" restriction on applicants for the Naval In-

Merit Men

uncovered in the famous Welfare Island raids. Prison hospitals and infirmaries were actually clubs where prisoners of means were housed in comparative luxury while less financially able and less influential prisoners were permitted to languish in their cells even when in dire need of hospitalization.

Amateur Surgeons

So little attention was paid to the sick needs of prisoners, so inadequate were facilities for their care and so criminally negligent the prison administration, that prison trustees, men utterly without medical training of any sort, performed minor surgical operations with pocket knives or kitchen knives. Dr. Amoroso labored mightily at the task before him. Graft and corruption were routed, pending new hospital construction, orderly sick bays were established, diseased prisoners were segregated and public health experts were called in to aid in planning a proper health program.

Today the 300-bed prison hospital on Riker's Island is not only equipped with every modern facility known to science for the care and cure of the ailing, but so high have the medical standards of the institution been raised that this is the only prison hospital in the country to have the highest endorsement of the American Medical Association. Its staff of consultants is a veritable roster of the top names in the medical profession in this city.

Research System

Beyond that even, the medical service of this city's prison system boasts the only bureau of medical research ever to be established in a public prison system in the country. Extremely important work in the fight against venereal disease among prisoners has resulted in almost eliminating this once grave problem of the prisons. The development of more effective

(Continued on page Eighteen)

telligence Division of the U. S. Naval Reserves has kept out at least one top city official. He happens to be Dublin-born... It was the 1916 model charter of the National Municipal League that first brought forth the distinction between policy-forming and policy-administering public employees...

letters

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

Suit to Compel Wage Increase

Sirs: I note in the October 21 issue of the Civil Service Leader, an article by Charles Sullivan on the suit which the United Federal Workers have filed in the United States District Court of the District of Columbia to compel payment to Ben Diamond of the promotion granted in the Ramspeck-Mead Act.

Mr. Sullivan says that the action of the United Federal Workers has "infuriated" many members of Congress, and that though we may win the suit, because it is perfectly legal, in the long run we will lose if Congress is "offended." He further states that several months will elapse before the suit can be heard and Congress will have already acted. However, several days after the suit was filed, the Comptroller General made public a letter to Archibald MacLeish, Librarian of Congress, ruling that the Mead-Ramspeck bill raises were mandatory as of October 1. He said that an agency with funds need not hold up the raises, while an agency which would have to incur a deficiency to pay the raises could defer payment until the action of the Appropriations Committee.

"We are happy," commented Eleanor Nelson, secretary-treasurer of the United Federal Workers, "that our suit has prompted the Comptroller General to issue his ruling."

So contrary to Mr. Sullivan's gloomy prediction, the suit has not done more harm than good. And furthermore, this country is, thank God, still a democracy and the people have not yet become helpless through fear of "infuriating"

and "offending" their elected representatives in the government.

MARGERY DE LEON,
Legislative Director,
United Federal Workers.

The LEADER at all times welcomes comment on its articles.
—EDITOR.

Criticizes U. S. Exam Methods

Sirs: The columns of your paper have become the regular means for the eligibles to register their complaints. I'd like to add my voice.

On the examination given in March of this year for junior professional assistant, administrative technician option, approximately 10 per cent of all those taking the exam succeeding in passing. All the eligibles are of a high calibre. The United States Civil Service Commission now gives another exam of the same title. The ostensible reason given why the Commission gives an exam before the list has run a year is extensive use of the present register.

As a matter of fact there are still a large number of persons on the list. I received a rating which placed me about midway on the list. I have received one certification five weeks ago and still am waiting for further word from the Commission. It is becoming a foregone conclusion that the Commission never takes the trouble to answering inquiries of eligibles, although there is always time to announce new exams and send out new applications.

When the new list will be announced all those not yet appointed from the previous exam will be shoved way down on the list because as the Commission announced we will receive no prefer-

ence; rather we will be absorbed into the new list on the basis of our ratings.

The least we have a right to expect is that the new list should not supersede the old one until a year is up. Why should a high grade list be tampered with until it has at least run a year? The new register that will be set up should be held in reserve until the year is up or the old list is exhausted.

Possibly if we got together we could do something. Has anyone got any suggestions? READER.

Speaking of Preference

Sirs: During the past police and fireman examinations the Civil Service Commission granted five points preference to all successful candidates who happen to hold certain degrees or excelled in athletics. If anyone should be entitled to such preference, don't you think it should be given to the boys who are serving in the armed forces of our country during the present emergency? They are at least giving up something, a year or more of their life, comforts of home, family, etc. . . .

Most of these boys aren't asking for anything in return. However, if the Municipal Civil Service Commission intends to continue granting such preference, I'm sure the boys in uniform would appreciate themselves being included or eligible for such preference in all future exams they may take.

I'm sure the boys will appreciate your bringing this letter to the attention of the Civil Service Commission and the proper city officials.

A CITIZEN SOLDIER.

Postal News

By DONALD MacDOUGAL

Promotion Coming

Next in line for promotion to the grade of special clerk are the following:

Martin J. Curran, Joseph Fristensky, Julia A. Fields, Ida B. Henderson, Teresa M. Morgan, William R. Mahnke, Herman Levinthal, De Forest D. Johnson, William A. Ferguson, Edward J. Cavanaugh, Saul Smith No. 2, Samuel A. Williams, Philip Magid, John W. Waters, Luther B. Seabrook, John P. Noble, Henry L. Tandy, Michael W. Wall, Charles Miller, David J. O'Grady, Benj. Berkowitz, No. 2, Abraham Hirsch, Frank Gardner, Louis Eisenmeyer, Michael Indish.

When You Get a Bond

The Post Office Department last week issued a revised list of surety companies on bonds of postal employees. The list is available at The LEADER office, 97 Duane Street, New York City.

Carriers' Election

The Empire Branch of the Letter Carriers are in a hot election campaign (P.S. The carriers' campaign always seem to be hot). Election day is December 7, 10 a.m. to 6 p.m. Running for the presidency is tough, wiry Emanuel Kushelewitz, incumbent. Opposing him is Louis Warm of the Madison Square Station. Emil J. Hague, administration vice-president, is running against Joseph Marrandino.

Conference Plans

The Joint Conference is pretty active these days. Right in the midst of an election campaign, the boys have worked out a 13-point program to increase salaries. They're going to make a movie short, write letters, get up a motorcade, make use of the labor press, organize a speakers' bureau, work up mass meetings, and try to get an interview with F.D.R. Oh yes, postal men will be asked to give \$1 each to finance the campaign.

Longevity, Remember?

There's a bill up in Congress known as the Longevity Bill. Remember? An amendment has just been introduced to include third and fourth-class postmasters under its benefits. Maybe the Senate will feel better about it now.

Attend Jersey Event

Albert Glasser, treasurer, and Jerome Strauber, publicity director, represented the Joint Conference at a State meeting of the New Jersey Joint Conference of

Postal Employees, held November 29, at Perth Amboy.

Against Retirement Bill

The Joint Conference went unanimously on record against the Ramspeck Retirement Bill 3487.

Feds Dance

The khaki, navy-blue and grey will mingle at a dance given by the New York Federation of Post Office Clerks on Saturday evening, December 6, at Manhattan Center. The navy-blue and khaki will be worn by 50 of Uncle Sam's soldiers and sailors who have been invited to come to the dance free through the New York Recreation Committee. The grey, of course, will be there only figuratively, since the Post Office Clerks will be in mufti. The brighter colors will be supplied by the ladies of the Women's Auxiliary, 50 of whom will act as hostesses to the service men. Billy Vine, star of George Jessel's "High Kickers," will act as master of ceremonies, and music will be supplied by Enoch Light and his Light Brigade. Dozens of well-known Broadway celebrities have promised to be present at the dance, the proceeds of which will go to the Sick Aid and Charity Fund of the federation.

New Officers

New officers of the Joint Conference: Martin Shapiro, local 251, Feds, president. Everitt G. Gibson, local 2, N. F. P.O.M.V.E., first vice-president. Israel Cramer, local 1, N.A.P.O. and R.M.L.

RM Stuff

All railway post offices carry large candles to be used when the primary lighting system breaks down. Discreet inquiry among RPC's has failed to reveal a single case when they were used. But they look cute anyway. . . . Speaking of feuds (who was?), one that bids fair to outdo the Hatfield-McCoy feud is that between the teams of Kreitzberger-Williamson and Marsh-Pierce in pinochle. Details from the battlefield as they come in. . . . The Association for Improving the Bangtails intends to open a chapter in the Penn Terminal. Charter members will include "Saratoga" Westcott, "Long Shot" McKenna, "Belmont Park" Ouderkirck, and "Win, Place, and Show" McGuire. What's good in the sixth at Empire, boys? . . .

Information For Vets

Anxious Veteran: Requirements for civil service examinations vary. From your letter, you would seem to be eligible for a civil service appointment as guard. However, all civil service candidates must undergo a medical examination. Rejection by the medical officer would, of course, prevent your appointment. There is no way of telling whether you would be rejected because of your blood pressure, until you actually underwent the medical examination. You are entitled to five points preference of any federal examination. If you are a disabled veteran, you will be entitled to ten points preference.

In the city civil service only disabled veterans receive preference. In order to obtain preference they must first pass the examination. If they make the eligible list, the disabled veterans' preference will entitle them to be placed at the top of the eligible list.

Policewoman Requirements

A. D.: On the last examination for policewoman, high school graduation was one of the alternative requirements. In addition, candidates had to have at least two years' full-time paid experience in social, probation, parole, penological work, teaching, nursing, investigation, newspaper reporting, law-enforcement, accounting, bookkeeping, stenography, music, languages, theatrical or other public appearances; athletic, medical, legal, or other satisfactory work. Four years of this experience was required if candidates lacked high school graduation. A third alternative was college graduation. The fourth alternative was an equivalent combination of the first three. Five feet five inches is ample height. On the last test, a minimum of five feet two was required.

For Study Data

B. S.: We suggest that you visit the Municipal Reference Library, room 2230, Municipal Building, for a bibliography of study material for the forthcoming register examination.

Chances for Appointment

J. K.: Sorry, but we cannot estimate your chances for appointment or determine your standing on the federal eligible list for

Question, Please?

by H. Eliot Kaplan
Contributing Editor

classified laborer. The U. S. Civil Service Commission does not release its registers for publication. At present the Commission is swamped with work because of the need for defense recruitment and it is physically impossible to answer requests for relative standings.

Postal Exam

L. B.: The U. S. Civil Service Commission has not yet announced an examination for substitute post office clerk carrier. The last examination was held in 1936. The present list will expire in February. It may be extended again for a year, as it was in the past. A non-resident of New York City may not take the examination for appointment in New York City. As a matter of fact, those who are residents of Brooklyn, Queens, and Richmond can be certified for appointment to post offices in Manhattan and the Bronx only after all the Manhattan and the Bronx residents have been reached for appointment. In the final analysis, this means that eligibles living in Brooklyn, Queens, and Richmond will never be reached for appointment to post offices in Manhattan and the Bronx.

Retired Employee Seeking Job

B. M.: Retired city employees cannot accept federal, state, or city jobs and still receive their pensions if the combined income totals more than \$1,200 per year. A retired city employee who accepts a federal job paying more than \$1,200 per year would have his city pension payments sus-

pending as long as he was employed at that salary by the federal government. Once his employment terminates, his pension payments would, of course, be resumed.

TAKE ON REFRESHMENT



TAKE OFF WEIGHT — DRINK MILK!

Do you drink enough milk? It's a delicious, inexpensive thirst-quencher. And more than any other beverage, it provides vitamins and minerals vital to glowing health. For this reason, milk is prescribed in many reducing diets. Next time thirst calls—drink milk! Bureau of Milk Publicity, Albany, N. Y.

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Manual for Lawyers and Law Clerks.....	5.00

The Leader Bookshop

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December 2, 1941 at 12 o'clock noon

\$15,000,000.00

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State of New York

Dated December 3, 1941 and maturing as follows:

\$375,000.00—Annually December 3, 1942 to 1981 inclusive
Principal and semi-annual interest June 3rd and December 3rd, payable in lawful money of the United States of America, at the Bank of the Manhattan Company, 40 Wall Street, New York City.

Exempt from all Federal and New York State Income Taxes. Circulars descriptive of these bonds will be mailed upon application to

JOSEPH V. O'LEARY, State Comptroller, Albany, N. Y.

Dated November 25, 1941.



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New Soapless & Odorless Method of Cleaning
Rugs, Carpets, Upholstered Articles Upholsterer on Premises
Special Consideration to Civil Service Employees
Insured by Lloyd's of London
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SELECT XMAS GIFTS
From Our Splendid Selection of Hand-Made Mexican Arts
JEWELRY
GLASSWARE — POTTERY — ETC.
Reasonably Priced
LAS NOVEDADES
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Do Your Xmas Shopping Early
BICYCLES & WHEEL GOODS
TOYS OF ALL KINDS
A Small Deposit Now Will Hold Your Purchase Until Xmas
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174 Graham Ave., Brooklyn, N.Y.
Near Montrose Avenue
Established 1920

Send him a gift that will be helpful all year
12 Months' Subscription to the
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THE IDEAL SHOPPING CENTER FOR YOUR GIFTS
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COMPLETE RADIO AND PHOTOGRAPHIC EQUIPMENT
BRYant 9-1946
103 WEST 43rd STREET
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Popular & Classical Records
All Makes—All Styles RADIOS
Special Consideration to Civil Service Employees on all purchases and Radio Repairs
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Examination Requirements

State Tests

Court Stenographer

Supreme and County Courts, First and Second Judicial Districts. Usual salary range \$5,000-\$6,000. Fee, \$1. File by December 13. Exam may be held January 24, 1942.

Requirements

Candidates must be residents of the counties of New York, Bronx, Kings, Queens, Nassau, Richmond, or Suffolk for four months before the exam date. Either (a) seven years' general high-grade stenographic experience; or (b) five years' experience in general verbatim reporting; or (c) three years' experience as court reporter in any court in New York State; or (d) a certificate of Certified Shorthand Reporter, issued by the Board of Regents of the University of the State of New York; or (e) an equivalent combination.

Basis of Rating

Preliminary Qualifying Test: These tests will be given all candidates and an average rating in the preliminary qualifying tests (a and b) of 75 per cent will be required. Candidates who fail to obtain such rating, will be disqualified from further participation in the examination. The qualifying tests will consist of (a) test of knowledge of court procedure, 20; (b) test in recording and transcribing dictation at 175 words a minute of legal matter such as a court decision or an opinion, 80.

Note: In determining final ratings for written examination, the average rating of the preliminary qualifying tests of candidates receiving 75 per cent or better will be combined with their average ratings in the final tests on the basis of three counts for the qualifying tests and seven counts for the final tests.

Final Dictation Test: A final

dictation test of candidates who are successful in the preliminary qualifying tests will be held at a later date. It will consist of recording and transcribing dictation of legal matter, including testimony of witnesses, at 175 and 200 words a minute. Four persons will dictate, representing the Court, the opposing attorneys, and the witness. Candidates must attain an average rating of 75 per cent or more in this final dictation test or be disqualified from further participation in the examination.

Final Ratings: Candidates who receive 75 per cent or more in both the preliminary qualifying tests and in the final dictation test will receive final ratings on the basis of (c) written examination (combination of average rating in preliminary qualifying tests, 3, and average rating in final dictation test, 7) 7; (d) training and experience (75 percent or more must be attained), 3.

Hospital Attendant

State and County Institutions. Usual salary range \$54-\$60 a month and maintenance. Fee, 50 cents. Appointment will be made at \$54 a month plus maintenance for self (but not family). The salary is increased \$4 a month at the end of every six months of service until it reaches \$66 a month at the end of 18 months of service. Also, automatic time service payments further increase the salary to \$76 a month in a period of years. There are opportunities for promotion to other competitive positions in institutional service and some hospital attendants may enter the Nurse Training Schools. Age limits: 17 to 51st birthday. File by December 5.

Applicants for this examination must use special Hospital Attendant Application Blank. Do not use regular application blank. In writing for application or information specify "Hospital Attendant."

Duties

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

Requirements

Candidates must be able to speak,

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.

read, and write the English language understandingly; they must have the ability to understand and carry out simple oral and written directions; to oversee the work, amusements, and exercise of patients; to keep simple written records and make simple reports; to size up and adapt themselves to situations arising in the performance of the work; to accept discipline, and to get along well with others. Candidates must have good moral character, temperate habits, reliability, cheerfulness, tact, patience, neat personal appearance, sympathetic attitude toward the mentally and physically ill, and willingness to live in an institution. (There are no quarters available in the institutions for wives and children.) Candidates must possess satisfactory vision, and hearing, and be physically proportioned within the range of accepted standards. Candidates must undergo medical examination at time of appointment. For the purpose of character investigation, candidates must submit the names of not fewer than three reputable persons (not relatives) at the time of filing application. Candidates will be fingerprinted. Applicants who have been removed from public employment for cause, or who have court records considered to affect proper performance of the duties or who have been confined as patients in mental institutions may be determined to be ineligible.

Physical Standards

Candidates must be free from any physical defect which may tend to prevent satisfactory performance of the duties of the position. Among the defects for which candidates will be rejected are the following:

- Defective hearing: Inability to hear normal conversation at 20 feet;
 - Defective eyesight: If candidate brings eyeglasses, vision with glasses, poorer than 20/40 (Snellen) in one eye and 20/70 (Snellen) in other eye, and also uncorrected vision poorer than 20/100 (Snellen) in each eye. If candidate is not equipped with eyeglasses vision without glasses poorer than 20/40 (Snellen) in one eye and poorer than 20/70 (Snellen) in other eye;
 - Tuberculosis;
 - Heart ailments: Abnormal conditions of arteries or blood pressure;
 - Veneral diseases: Gonorrhoea, chancre, early syphilis;
 - Mental diseases: Epilepsy, mental deficiency, alcoholism;
 - Deformities of the arms, legs, hands, feet; curvature of the spine; Hemorrhoids (piles), fistulas;
 - Flat feet: Third degree in either foot;
 - Varicose veins: Enlarged, varicocele, hydrocele;
 - Hernia (rupture), single or double;
 - Swollen joints;
 - Arthritis;
 - Teeth: Badly decayed, diseases of the mouth, pyorrhea, gingivitis;
 - Excessive overweight or underweight;
 - Any other serious defects.
- In accordance with General Order No. 21 of the Mental Hygiene Department, institution superintendents shall arrange for the immunization of all new employees against smallpox, typhoid fever, and diphtheria as soon as practicable after they enter the institution, but only when the physical condition of the person warrants the procedure.

Basis of Rating

Written examination, testing general intelligence and elementary knowledge of the skills involved in the bathing, clothing, feeding, and cleaning of patients, and in making of beds, cleaning of wards, and caring for the clothing and other property of patients, and an elementary knowledge of "first aid" and of common health, safety, and precautionary measures required in the care of patients, 100 per cent.

Certification

Certification will be made according to residence in territorial zones and by sex where nature of work requires sex selection.

Department of Appeals Library, Syracuse. Appointment expected at \$2,000. Fee, \$1. This examination is open only to residents of the Fifth Judicial District, comprising the counties of Herkimer, Jefferson, Lewis, Oneida, Onondaga and Oswego.

Dairy and Food Inspector

Department of Agriculture and Markets. Usual salary range \$2,100-\$2,600; appointment expected at minimum but may be made at less. Fee, \$2. File by December 5.

Head Nurse (Cardiac Service)

New York Reconstruction Home, Department of Health. Usual salary, \$1,200 and maintenance. Fee, \$1. File by December 5.

Institutional Vocational Instructor (Woodworking Machinery and Cabinet Making)

Department of Correction. Usual salary range \$1,800-\$2,300. Appointment expected at minimum but may be made at less. Fee, \$1. File by December 5.

Junior Draftsman

Department of Public Works. Usual salary range \$1,400-\$1,900; appointment expected at the minimum but may be made at less. Fee, \$1. File by December 5.

Junior Milk Sanitarian

Bureau of Milk Sanitation, Department of Health. Usual salary range \$1,800-\$2,300. Appointments expected at minimum but may be made at less. Fee, \$1. File by December 5.

Junior Personnel Technician

Department of Civil Service. Usual salary range, \$1,800-\$2,300; appointment expected at minimum but may be made at less. Fee, \$1. File by December 5.

Junior Signal Engineer

Transit Commission. Usual salary range \$2,400-\$3,000; appointment expected at minimum but may be made at less. Fee, \$2. File by December 5.

Senior Hearing Stenographer

State and County Departments. Usual salary range \$2,000-\$2,500; appointment expected at minimum but may be made at less. Several appointments expected in the Department of Labor and the Division of Placement and Unemployment Insurance. Candidates must be free to travel to other sections of the State when necessary. Fee, \$1. File by December 5.

Senior Housing Control Architect

Division of Housing, Executive Department. Usual salary range \$4,000-\$5,000; appointment expected at minimum but may be made at less. Fee, \$3. File by December 5.

Senior Sanitary Engineer

Division of Engineering, Department of Public Works. Usual salary range \$4,000-\$5,000; one appointment expected at minimum but may be made at less. Fee, \$3. File by December 5.

Assistant Librarian

Department of Public Works, Syracuse. Appointment expected at \$2,000. Fee, \$1. This examination is open only to residents of the Fifth Judicial District, comprising the counties of Herkimer, Jefferson, Lewis, Oneida, Onondaga and Oswego.

Sanitary Inspector

Department of Health. Usual salary range \$1,680-\$2,040; appointment expected at \$1,680. Fee, \$1. File by December 5.

State-Wide Unwritten Test

Assistant Secretary
Department of Mental Hygiene. Usual salary range \$4,000-\$5,000; appointment expected at minimum but may be made at less. Fee, \$1. File by December 19.

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dividual counties of four months' standing:

Rensselaer County

Court Officer

Children's Court. Appointment expected at \$1,200. Fee, \$1. File by December 5.

Westchester County

Fire Inspector

Department of Public Welfare. Usual salary range \$1,500-\$1,860. Age limits: 21st to 45th birthday. Fee, \$1. File by December 5.

Junior Social Case Worker

Department of Family and Child Welfare, Department of Public Welfare. Usual salary range \$1,380-\$1,500; appointments expected at \$1,380; without maintenance. Fee, \$1. File by December 5.

Medical Record Clerk

Department of Public Welfare. Usual salary range \$1,200-\$1,560; appointment expected in Grasslands Hospital at \$1,200 without maintenance. Fee, \$1. File by December 5.

Plant Operator

Buildings and Power Plant Division, Department of Public Welfare. Usual salary range \$1,620-\$1,980; appointment expected at \$1,620. Fee, \$1. File by December 5.

Sanitary Inspector

Department of Health. Usual salary range \$1,680-\$2,040; appointment expected at \$1,680. Fee, \$1. File by December 5.

State-Wide Unwritten Test

Assistant Secretary
Department of Mental Hygiene. Usual salary range \$4,000-\$5,000; appointment expected at minimum but may be made at less. Fee, \$1. File by December 19.

(Continued on Following Page)

Filing Ends Friday

For Dec. 20 Tests

Filing ends Friday on the December 20th series of State exams. Applications are still available at the New York City office of the State Civil Service Commission, 80 Centre Street, and by mail at the Examination Division, State Department of Civil Service, Albany. Details on these tests appear on this page.

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COURSES FOR CITY EMPLOYEES

The in-service program for city employees, spurred in the main by the defense effort, is shifting into high gear, with new courses announced regularly. Here's the week's summary of news:

Registration was extended three days, from Wednesday to Saturday of last week, for the course in Municipal Bombardment Protection, as officials felt that the value of the subject matter merited a huge turnout. The course, which begins next Monday, was described in last week's LEADER.

A course on "Probation: Its Relation to Mental and Social Hygiene in Governmental Agencies," starts on Saturday, with registration due to close tomorrow, December 3. Service rating credits will go to employees in the probation and parole services, and to medical social workers and crime prevention investigators. Other city employees as well as State and federal employees engaged in probation work will get educational credit.

With an eye toward the coming test for Steno, Grade 3, employees of the Health and Hospitals departments are advised of a course in speed stenography—both Gregg and Pitman—starting Tuesday, December 15. Registration ends today, December 2.

22 Certified for One Gardener Aide Job

Twenty-two eligibles on the assistant gardener list were certified by the Civil Service Commission during the past week to fill one job in the Department of Hospitals at \$960 per year. The highest eligible reached was number 766.

Enlarge Your Vocabulary

PART II.

A Continuation of the Second of a Series of Articles on Proper Civil Service Preparations

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

Civil service examiners always include vocabulary questions in examinations for all titles. Vocabulary testing has been found to be of great value in predicting the degree of success a candidate will achieve in the performance of his assignments. There is a high correlation between facility of language usage, as characterized by the extent of your vocabulary, and success in your field of endeavor. This makes it imperative for you, the civil service candidate, to apply yourself to the methods we discussed in the first part of this article. Constant application and practice of those methods will reward your efforts with an enriched vocabulary that will enhance your opportunities in successful civil service competition.

Permit us to demonstrate the importance that facility of language usage plays in the make-up of a typical Civil Service Test. On April 27, 1940, an open competitive test for various grades of clerical titles was administered by the New York City Civil Service Commission. Two parts, each composed of five-option multiple-choice questions, comprised the written test for these positions. Part I contained 75 items. Of these, 51 were questions on language usage divided as follows: 13 vocabulary items; 10 spelling items; 5 on syllabication; 5 on grammar; 8 items testing reading comprehension; 7 on punctuation; and 3 items testing proofreading ability. More than 2/3 of this part of the examination tested the candidate's facility of language usage! Note, moreover, that more than 50 per cent of this part of the examination were items on vocabulary.

Part II of this series of examinations confronted the candidate with 50 items, of which he was required to answer any 25. Fully half of these items tested language usage and as many as 15 vocabulary questions were included.

A study of many civil service qualifying examinations reveals that the same high ratio of vocabulary questions to all other questions exists in all tests. It is for this reason that we cannot urge you too strongly to apply yourself diligently toward building your vocabulary.

Below are Exercises II and III which will test your vocabulary. The words are selected from previous civil service examinations conducted by the Federal, State, and City civil service commissions. Similar exercises on vocabulary will be included in each week's issue of The LEADER. Follow The LEADER for the answers to these questions. We suggest that you clip these articles from week to week so that you may compile a continuous study manual.

Answers to Exercise I—Printed in last week's issue of The LEADER. 1. B; 2. E; 3. D; 4. C; 5. D; 6. E; 7. A; 8. C; 9. B; 10. E; 11. B; 12. C; 13. A; 14. E; 15. A.

EXERCISE II

Directions: Choose the word in the following groups which has a meaning similar to the one at the extreme left:

- 1. INFIRM —A. rant B. weak C. demur D. tell E. limp
- 2. TARNISH —A. stain B. overshadow C. humiliate D. filth E. clean
- 3. ADVENTITIOUS —A. bold B. objective C. arrival D. accidental E. unlucky
- 4. PIOUS —A. demoted B. irreligious C. ceremonious D. honest E. devout
- 5. EVANESCENT —A. perennial B. lifelong C. transitory D. bubbling E. pubescent
- 6. IRREVOCABLE —A. unalterable B. artificial C. hesitant D. capricious E. irrelevant
- 7. TEMPERATE —A. reserved B. sultry C. abstemious D. good-natured E. diligent
- 8. MALEDICTION —A. audacious B. vociferousness C. proverb D. curse E. prayer
- 9. ODIOUS —A. detestable B. lovable C. odorous D. fragrant E. difficult
- 10. ANIMATE —A. deflate B. enliven C. expand D. invest E. abstain
- 11. IMMINENT —A. immovable B. prominent C. transient D. impending E. noted
- 12. RECIDIVIST —A. stature B. confirmed criminal C. precept D. decree E. abolitionist
- 13. INFRACTION —A. antipathy B. imputation C. penology D. refraction E. violation
- 14. FISCAL —A. financial B. yearly C. official D. valid E. augury
- 15. PENURY —A. desuetude B. charity C. affluence D. poverty E. miserly
- 16. MITIGATE —A. punish B. decrease C. harden D. stimulate E. reiterate
- 17. HYPOCRISY —A. arrogance B. guilty C. deception D. ingenious E. impudence
- 18. ECCENTRIC —A. erratic B. circular C. learned D. humorous E. furious
- 19. INSINUATION —A. imputation B. isolation C. bond D. intention E. violation
- 20. CLEMENCY —A. harshness B. mercy C. grievance D. eulogy E. vanity

EXERCISE III

Directions: Choose the word in the following groups which has a meaning opposite to the one at the extreme left:

- 1. AMICABLE —A. good will B. hostile C. affection D. hatred E. amiable
- 2. BENEDICTION —A. benevolence B. prediction C. proclivity D. curse E. diaphanous
- 3. CULPABLE —A. guilty B. pious C. infallible D. culprit E. innocent
- 4. CREDULOUS —A. gullible B. ingenious C. unbelieving D. candid E. unreserved
- 5. PROSCRIBE —A. ban B. prohibit C. fulfill D. write E. permit
- 6. DIGRESSION —A. episode B. deviation C. coherence D. walking away E. diminution
- 7. REMISS —A. negligent B. careless C. tardy D. careful E. abate
- 8. SUPERFLUOUS —A. redundant B. excessive C. insufficient D. wealthy E. inactive
- 9. IMPOTENCE —A. weakness B. potential C. frailty D. powerless E. powerful
- 10. APATHY —A. stoicism B. insensibility C. dispassion D. unconcern E. emotional

Our third article of this series, Reading for Comprehension, will appear in next week's issue of The LEADER. It is devoted to a thorough discussion of the importance that reading comprehension plays in civil service examinations. Methods of improvement in reading and previous civil service reading selections and questions will be included.

(More Next Week)

Park Topics

By B. R. MEEHAN

Study Aid for Assistant Gardener

Study Aid No. 4

31. Explain the difference between a corm, bulb and rhizome. Give an example of each.

32. When are peonies planted out of doors?

33. What rule generally determines the depth at which bulbs are set for outdoor planting?

34. Name some common annual vines.

35. When should fall blooming shrubs be pruned? Spring or summer blooming shrubs be pruned? Name some shrubs in each group.

Trial Literacy Test No. 1

Directions: Read the following paragraphs and write the answers to the questions on the answer sheet. Candidates are permitted to refer to the printed matter when answering the questions.

Organs of a Typical Flower

The function of a flower is reproduction of seed. The stamen and pistil of a typical flower are referred to as the essential organs. These are the organs of reproduction for without them reproduction of seed cannot take place.

The stamen consists of a slender stalk called the filament which supports a box like sac bearing pollen grains called the anther at its tip. These are the male parts of the flower. The female reproductive organ of the flower is the pistil which consists of three distinct regions called the stigma, style and ovary. The stigma contains a sticky fluid which catches and retains pollen grains at the expanded mouth of the style. The style is the portion down which the pollen tube travels. The ovary is the enlarged hollow at the base of the pistil containing the ovules or undeveloped seed which after fertilization develop into seed.

In addition to the named essential organs plants also consist of accessory organs. These are four in number.

(1) The sepals—usually green and leaf like make up the calyx which protects the flower in bud.

(2) The petals—are leaf like constituting the corolla. Are highly colored to attract insects.

(3) Flower stalk—connects the flower with the stem (Pedicel).

(4) The Receptacle—is the broadened portion at the flower base from which other flower parts arise. It becomes part of the fruit. Essential and accessory organs are attached to the receptacle.

Questions

- 1. What is the function of a flower?
- 2. Of what does the accessory organs of a typical flower consist?
- 3. What is the purpose of sepals?
- 4. What is the purpose of the stigma?

5. What are the essential organs of a typical flower?

6. Of what parts do the pistil consist?

Answers to Study Aid No. 3

21. Moss on lawn areas do not necessarily indicate an acid soil condition. Generally moss is an indication of low fertility. In March apply sulfate of ammonia or nitrate of soda, at the rate of 10 pounds to each 1,000 sq. ft. of lawn. Apply before rain or water in thoroughly.

22. Deciduous shrubs are those which do not retain their leaves through winter. Evergreen shrubs are those which retain their foliage through winter.

23. Plants thriving on acid type soils are: Andromeda, azalea, heath, lady-slipper and mountain-laurel. Plants preferring alkaline reaction soils are: Nasturtium, phlox, carnation, alyssum and sweet pea.

24. Three important soil elements are: (a) Nitrogen, (b) phosphorus and (c) potash. A source of nitrogen is animal or vegetable matter. Phosphorous—bone meal and acid phosphates. Potash—wood ashes and muriate of potash. Nitrogen is necessary for leaf development and increase of plant bloom. Phosphorus is necessary for development of flowers, roots and seed. Potash is necessary for fruit, starch and leaf tissue formation.

(Clip and paste in scrap book).

Remember Your Date

For Friday evening, December 5, at Palm Garden, 306 West 52nd Street, Manhattan. The Catholic Park Guild of the Park Department employees are sponsoring an entertainment and dance and will be expectin ya to come.

The subscription price is only 55 cents, including tax. Proceeds are to be used for scholarship and welfare fund.

All arrangements have been made for an enjoyable evening.

Bronx Park Council

The Bronx Council, of the Greater New York Park Employees' Association, will hold their next regular meeting on Wednesday evening, December 3, at the Bronx County Building, 161st Street and Walton Avenue, Bronx, at 8 o'clock.

5-Boro Ass't. Gardners To Elect Officers

The Five Boroughs Assistant Gardners' Association will hold their monthly meeting on Tuesday evening, December 2, at 8 o'clock, in Room 216, at the City Court House, 52 Chambers Street, Manhattan.

All members are requested to be present as there will be nomination of officers at this session.

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City Lists

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CIVIL SERVICE COMMISSION

- 1 Kowitz, Maurice, 87,355
- 2 Milo, Vincent, 85,875
- 3 Mandel, George, 80,805
- 4 Levy, Florence B., 79,12
- 5 Olson, Helen E., 79,695
- 6 Lukinson, Lottie, 75,99
- 7 Tucker, Ralph, 74,275

PROMOTION TO JUNIOR ADMINISTRATIVE ASSISTANT
Civil Service Commission

- 1 Becker, William H., 85,64
- 2 Lang, Theodora H., 78,715
- 3 Lev, Joseph, 76,09

AIR TRAFFIC CONTROL OPERATOR

- 1 Barden, Victor H., 91,58
- 2 Davidson, Martin, 87,34
- 3 Graham, Arthur E., 86,88
- 4 Hallett, Elmer R., 85,88
- 5 Savage, Thomas J., 82,98
- 6 Wornald, Wm. E., 82,36
- 7 Aida, Gerald E., 81,74
- 8 Schler, George J., 81,52
- 9 Juengst, Edward G., 81,34
- 10 Kilfoyle, Frank S., 78,96

State Lists

ASSISTANT CLERK Health Department (Promotion)

- 1 Savitsky, Abe, 85,72

- 2 Dittus, Cath. D., 85,17
- 3 Hall, Harold G., 85,09
- 4 Ritter, Madge L., 85,09
- 5 Shoro, Helen M., 85,05
- 6 Dahlgren, Mabel, 84,87
- 7 Sidenis, Marion, 84,85
- 8 Kennedy, Frances H., 84,83
- 9 Simpson, Blanche W., 84,26
- 10 McCarthy, Sally A., 83,61
- 11 Bolton, Rich. F., 82,59
- 12 Doughney, Mary C., 82,51
- 13 Figel, Ellen M., 81,82
- 14 Kelly, Dorothy K., 81,48
- 15 Martin, Anne M., 81,36
- 16 Smith, Lorena M., 80,96
- 17 Woltz, Wanda M., 80,85
- 18 Bolls, Sam, 80,60
- 19 Moran, Mary, 79,87
- 20 Halperin, Isidore, 19,18
- 21 Simon, Antoinette, 79,04

Salary: \$1,200-\$1,700

ASSISTANT COMPENSATION CLERK Labor, All Offices (Promotion)

- 1 Manjoney, Elettra, 89,10
- 2 Swirsky, Simon, 88,99
- 3 O'Neil, E. B., 88,50
- 4 Shapiro, Sarah, 88,00
- 5 Steinitz, George, 87,30
- 6 Rubinzhl, Hyman, 87,10
- 7 Ford, Alice M., 87,10
- 8 Posner, William N., 86,50
- 9 Oregan, Peter J., 86,50
- 10 Slackman, Robert S., 85,70
- 11 Witlin, Beatrice, 85,70
- 12 Cellino, Samuel, 85,70

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- 2 Caster, Marg N., 81,75
- 3 Blendell, John H., 81,10
- 4 Payne, Chas. E., 80,70

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- 1 Bennett, Nellie, 83,10
- 2 Brooks, Elizabeth, 77,50

Department of Police, Jobbs Ferry, Westchester County (Promotion)

- 1 Graham, Hugh F., 87,60
- 2 Demichele, Dom., 86,80

ASSISTANT PHOTOGRAPHING CLERK County Clerk's Office, Orange County (Open Competitive)

- 1 Todd, Wm., 95,00
- 2 Britt, Louise, 88,60
- 3 Finn, Edwin J., 78,10

COURT ATTENDANT Children's Court, Broome County (Open Competitive)

- 1 Knight, Wm., 83,60
- 2 Reidy, John R., 81,50

ASSISTANT OPERATOR Public Works Commission Onondaga County (Open Competitive)

- 1 Kruger, Walt J., 80,70
- 2 Stewart, Marvin, 79,00
- 3 Harkins, Michael F., 78,90
- 4 Whipple, Henry R., 77,50
- 5 Laxton, Edwin, 75,00

SENIOR CLERK Department of Health (Promotion)

- 1 Sherman, Floyd L., 87,90
- 2 Camp, Janet, 87,90
- 3 Seligman, Murlin W., 87,90
- 4 Ryer, Bea, E., 87,70
- 5 Weinstein, Anna, 87,50
- 6 Sheldon, Dorothy, 86,90
- 7 Davis, Madge, 86,90

PRINCIPAL CLERK Department of Education (Promotion)

- 1 Hess, Anna G., 86,902
- 2 Clancy, Eleanor A., 86,50
- 3 Martin, Frances A., 86,205
- 4 McMahon, Anne D., 85,209
- 5 Reilly, Regina, 84,80
- 6 Reynolds, Florence, 84,809

Patrolman Test, N. Y. C.



The material that follows is the twelfth part of a complete study course to prepare candidates for the forthcoming New York City patrolman examination. It has been prepared exclusively for The LEADER by Lieut. Bertrand P. Wray (Ret.), an authority on police education. The student is advised to pay as serious attention to this material as if he were going to school. Every portion of these lectures should be studied and clipped, week by week, in your own scrapbook. The plan is to cover every phase of information and method that will be necessary in the test. Answers to questions 32 and 33 appear below. Questions 34 and 35 will be answered in next Tuesday's LEADER. In the meantime, work out the answers for yourself.

Answer to Question 32
 D is correct. Engineering includes the changing of the physical aspects of the streets such as making them wider, authorizing safety zones, one-way streets, ex-

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press streets, placing directional signs, stanchions, lights, signals, control devices, etc. Education includes "in-service training" of traffic patrolmen in the Traffic and Street Safety School of the Police Academy, the dissemination of information to the general public through newspapers, magazines, radio, lectures, and the distribution of traffic regulations, etc. Enforcement includes warnings, admonishing, summoning to court, summary arrests, jail sentences, fines, suspension of licenses, revocation of licenses, etc.

Answer to Question 33
 A is correct. This is known as a street accident. As there was property damage only, it did not amount to an aided case. However these street accidents are reported on the same form as are

aided cases UF6. "Aided cases" are those in which a member of the Police Department, in his official capacity, assists a sick person, an injured person, an insane person, a lost person, a foundling, an abandoned child or a deceased person. Thus, B, C, D, and E, fall into the category of aided cases.

Question 34
 The City Council is (a) empowered to adopt and amend local laws relating to property affairs or government of the City of New York; (b) empowered to adopt and amend local laws relating to membership and constitution of its local legislative body; (c) empowered to adopt and amend laws relating to the powers and duties of its officers and employees; (d) restricted from amending or adopting a local law which applies to or affects any provision of the Labor law or Workmen's Compensation Act; (e) empowered to amend or repeal provisions of the New York City Charter without the approval of the Board of Estimate.

Question 35
 The borough of the City of New York with the largest park acreage is (a) Manhattan, (b) Brooklyn, (c) Bronx, (d) Queens, (e) Richmond.

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POLICE CALLS

By MIKE SULLIVAN

Newsbriefs
 Sergeant Freddy Meyer's plan to merge the titles of sergeant and lieutenant is being considered by the powers that be. . . Incidentally, the Sergeant is again running for the president of the SBA. . . He has been elected unanimously five times to date. . . His plan, which sounds reasonable in the national emergency, calls for the elimination of the title of sergeant. As in the Fire Department, the rank immediately above the patrolman grade would be lieutenant. There would be four grades of lieutenants. Fifth-grade would start off at \$3,500, fourth-grade at \$3,625, third-grade would be \$3,750, second-grade would be \$3,875, and first-grade, the present lieutenant salary of \$4,000. . . The plan would not affect men on the present list. . . It would be a good break for the boys who passed last June's tough sergeant exam. . . Incidentally, Commissioner Valentine will not retire January 1, according to those who know. . . The Bureau of Ferries of the Department of Docks is still trying to get eligibles on the third (special) list to take temporary ticket-agent jobs.

More Awards
 Ten honorable mention awards, including the two posthumous awards to patrolmen Harold J. King, Traffic B, and James A. Schowers, 28th Precinct, were announced by the Police Commissioner during the past week. In addition, forty members of the force received commendations and fifty-three awards for excellent police duty. The eight who received honorable mention awards and will be considered for the annual medals include:
 Sergeant Bernard Gunson, 7th Precinct; Detective Henry J. Fitzsimmons and Michael J. Stephens, Jr., 18th squad, and patrolmen Henry J. Richards 9th precinct; Guglielmo W. Capadora, motorcycle precinct 2; James R. Johnson, 14th Pct.; Anthony Vadraska, 14th Pct., and Joseph Bluber, 40th Pct. Commendations went to

Sergeants Edward F. Hayes and Thomas L. Greene, and Detective Richard C. Jacobsen, and the following patrolmen: James F. Ahern, Arthur J. Chadderton, James J. Shevin, Russell T. Driscoll, Stephen C. Gorman, Henry Levy, Martin J. Quaglietti, Samuel Landaman, John P. Linskey, Patrick F. Curtin, Elmer Ferber, James T. V. McAuley, Thomas Fitzpatrick, Joseph P. Hanney, Peter A. Dracker, Nicholas Grecco, Nathan Goldman, Daniel A. Higgins, Adolph H. Steloh, Walter R. Johnson, Leroy I. Kebr, T. J. Shortell, Jr., William Slaymaker, William P. Fox, James T. Smith, John J. McCardell, Vernon R. Holliday, Max Herzberg, Michael Greco, John J. M. Healy, Peter Treiber, W. G. H. Schroeder, Harry J. McDonald, James Bute, and Dominic W. Carso.

Excellent police duty awards went to Acting Captain Vincent J. Kiernan, Acting Lieutenant Michael M. Mel'a, Sergeants Matthias Logan and Koss P. Monroe, and the following detectives:

James F. Stapleton, Francis T. Demarest, W. H. Prendergast, Ambrose P. Rikeman, Walter J. Connelly, John M. O'Holloran, George V. Dumont, Charles A. Barts, Harold V. Flay, Sidney S. Cusbert, James Pritchard, Peter A. Naton, James E. Hamill, Jr., Charles L. Casazza, Thomas A. Lynch, James M. Fisher, William E. Romer, Vito R. W. Cristiano, Francis D. J. Phillips, Daniel Sheehy, John P. Coleman, James Du'gnan, James S. Buckley, William J. Wandling, and James W. Kelly.

Patrolmen who received excellent police duty citations include: James J. McElroy, John H. Ahle, John Phelan, Francis B. Donovan, William J. McArdle, Thomas Ross, Stephen J. Lavenka, P. F. B. Premier, Jr., Geonaro L. Spidotto, John Danworth, Anthony L. Doyle, Edwin C. Herwell, Salvatore J. Alotta, William J. Kearney, Fred J. Merget, Henry Levy, Edward G. Rentschler, Paul E. Zindel, Albert J. La Vena, Patrick Ryan, James M. L. Sullivan, George H. Bernstein, George D. Burger, and James C. Jasinski.

Appointments
 In a statement issued to the press, Commissioner Valentine denied that Mayor LaGuardia has had up patrolman appointments. Valentine said, "There are no appointments being held up by the Mayor, but the appointments were staggered so that we could properly train the men and absorb them. When the men are graduated from the Police Academy and assigned to precincts, Harlem will receive its proportionate share, as it has in the past."

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138th St., 284 East Near Schools, etc.	4 Rooms \$22	All improvements, except steam J. M. PREGENZER Real Estate and Insurance, 225 Alexander Ave. (138th St.)
284 Willis Ave. At 129th St.	5 Rooms \$25	All improvements, except steam J. M. PREGENZER Real Estate and Insurance, 225 Alexander Ave. (138th St.)
405 Willis Ave. At 144th St.	5 Rooms \$25	All improvements, except steam J. M. PREGENZER Real Estate and Insurance, 225 Alexander Avenue (138th St.)
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By BILL BENNETT

American Inventors

During an interview with Z. H. Polachek, well-known patent attorney, and consulting engineer, at 1234 Broadway, New York City, many interesting inventions were displayed to prove that American inventors are certainly active. American inventive genius had overcome many "impossible tasks" in the past. Most of the important basic inventions have been created in American minds and their inventors were protected by U. S. patents. The patent attorney believes that the outcome of the present war will greatly depend on the ability of the average man to create timely new devices, which will counteract all unexpected inventions and developments of the enemy. Sometimes a simple device is far more practical than a complicated machine. Every invention is called an improvement over some other existing outmoded idea. Every normal person is capable of developing new ideas but many overlook the importance of introducing them to the public, and the necessity of protecting his brain child by a U. S. Patent.

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Merit Men

(Continued from Page Ten)

and rapid cures of both gonorrhea and syphilis have worked physical rehabilitation in fully two-thirds of the prison population. Dr. Ameroso hopes to deal more effectively with the problem of alcoholism. He advocates longer sentences for this type of prisoners not as punishment but to help the prison's medical staff in effecting cures for drunk addicts. Dr. Ameroso regards habitual drunks not as social pariahs but as patients requiring as serious medical attention as drug addicts.

"If we can correct the physical defects and deficiencies of our prisoners, we shall have gone far towards effecting their social rehabilitation," Dr. Ameroso declares.

It is in this light that he regards his duties as head of the Correction Department. It is a humanitarian approach which subordinates the penal aspects of the duties of the office of the infinitely more important job of salvaging human beings and restoring them to the world as useful members of society.

He's a New Yorker

Dr. Ameroso is a native of New York City. He was educated at Townsend Harris High School and Fordham University. He holds the degrees of Bachelor of Science and Master of Science as well as Doctor of Medicine. He was for several years secretary of the Medical Board and director of physiotherapy at Columbus Hospital and since 1934 has been a member of the Executive Committee of that institution. He was a member for a number of years of the Physiotherapy Committee of the New York County Medical Society.

Besides being a member of the county and State medical societies and of the American Medical Association, he is a member of the Osborne Association, the National Probation Association, American Prison Association, American Public Health Association, National Jail Association.

He is also a member of the executive committee of the East Harlem Health Center, treasurer of the Christmas Drives of Harlem House, director of the Leonardo da Vinci Art School, Knight of St. George, member of the Board of Advisors of the United Holy Name Societies and member of the Board of Directors of the Catholic Guild.

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Your Chances for Appointment

The highest numbers certified on New York City eligible lists for permanent, temporary, and indefinite positions at various salary ranges appear below. Do not add these figures. The first column contains the name of the eligible list; the second column, the department to which the list was certified; the third column, the salaries of the positions to be filled. The fourth column shows whether the certification was to a permanent, temporary or indefinite position. The fifth column shows the highest number reached and the last column, the expiration date of the list. Readers should remember that certification does not necessarily mean appointment as more names are always certified than there are vacancies.

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

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\$10 PER WEEK, beautiful outside single room with private bath, radio, Simmons Beautyrest mattress, all rooms both tub and shower. A 24-story fireproof hotel with every comfort, convenience and luxury at moderate rates. HOTEL MANHATTAN TOWERS BROADWAY AT 76th ST., NEW YORK

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ON THE AIR! THE CIVIL SERVICE LEADER WITH THE DAILY CIVIL SERVICE NEWS DAILY OVER WWRL 1600 KILOCYCLES

TUNE IN: "THE HOUSE HUNTER" MONDAY, THRU FRIDAY 9:15 - 9:30 A.M. A GUIDE FOR THE APARTMENT HUNTER AND HOME BUYER LISTEN TO THE LEADER WWRL-1600-Kc. MON., TUES., THURS., FRI., SAT., SUN. 10:10 P. M. WEDNESDAY, 9:55 P. M.

New York City Hotels THE LEADER IN "Civil Service" FOR BANQUETS, LUNCHEONS, DANCES, TEAS, MEETINGS, ETC. Prime requisites for the unqualified success of any social or business function are proper setting and flawless service. Here at the Henry Hudson Hotel a wide choice of many attractive banquet rooms and party suites assure a perfect background for any event of 10 to 1200 guests. A capable and competent banquet staff is ever eager to render expert advice for its planning and faultless execution. Let the Henry Hudson Hotel be the scene of your next party and its success will be guaranteed. Our Banquet Manager will gladly submit estimates, sample menus and a complete description of our party facilities if you will phone him at COlumbus 5-6100.

THIS WEEK'S OPENINGS

Stage Plays

TONIGHT - "Twelfth Night," the Shakespearean comedy at the Little Theatre. Cast includes Beatrice Straight, Hurd Hatfield, Ford Rainey, and John Flynn. Producer, Chekhov Studio Theatre.
WEDNESDAY - "Sunny River," an operetta by Oscar Hammerstein and Sigmund Romberg. At the St. James Theatre. Cast includes Helen Claire, Murial Angelus, Tom Ewell and Oscar Polk. Producer, Max Gordon.
FRIDAY - "Angel Street," Golden Theatre.
SATURDAY - "Golden Wings," Cort Theatre.

Amusement Parade

By Joseph Burstin

Stage Plays

The Theatre Guild announces that the Cort Theatre will house Patterson Green's comedy, "Papa Is All," opening December 10 as the third production of the Guild's twenty-fourth subscription season. The cast includes Jessie Royce Landis, Carl Benton Reid, Celest Holm, Dorothy Sands, Emmitt Rogers and Royal Beal. . . . Eddie Cantor has called on John Cecil Holm, author of "Best Foot Forward," to rewrite and restage some of the scenes in "Banjo Eyes," which is based on Mr. Holm's play, "Three Men On A Horse." . . . Ruth Gordon has finally signed contracts to star in "Portrait of a Lady" for Aldrich and Myers. . . . Nedda Harrigan has been signed by Otto Preminger to play the leading feminine role, "Mrs. Wilson," in his new production, "Woodrow Wilson," which will go into rehearsal with

he ever portrayed on the Jewish stage. From his first entrance to the final curtain, the audience laughs.

"Live and Laugh" At 2nd Ave. Theatre

"Live and Laugh" is a modern American-Jewish musical comedy which Herman Yablokoff has produced at the Second Avenue Theatre, with Menasha Skulnik in the steller role, co-starred with Bella Mysell and Muni Serebrov.

The production, personally staged by Yablokoff, has a score of tuneful melodies by Ilya Trilling, a humanly interesting book from the pen of Harry Kalmanowitz, and is told in eighteen colorful and elaborate scenes. In it, Skulnik has one of the finest roles

he ever portrayed on the Jewish stage. From his first entrance to the final curtain, the audience laughs.

Movies

Radio City Music Hall
50th STREET and 6th AVENUE
CARY GRANT JOAN FONTAINE
"SUSPICION"
Directed by Alfred Hitchcock
An RKO Radio Picture
ON THE GREAT STAGE:
Leonidoff's gay, colorful new revue, with Rockettes, Corps de Ballet, Glee Club and specialties. Symphony Orchestra under the direction of Erno Rapee.
First Mezz. Seats Reserved. CL 6-4000

BARBARA STANWYCK • HENRY FONDA
YOU BELONG TO ME
A Columbia Picture
★ PLUS BIG STAGE SHOW ★
ROXY
Seventh Ave. and 50th St.

ERROL FLYNN • OLIVIA DE HAVILLAND
"THEY DIED WITH THEIR BOOTS ON"
in Person
WOODY HERMAN AND HIS ORCHESTRA
STRAND
B'way and 47th St.



BARBARA STANWYCK in the Columbia Picture, "You Belong to Me," now playing at the Roxy Theatre.



OLIVIA DE HAVILLAND who is co-starred with Errol Flynn in the Warner Bros. picture, "They Died With Their Boots On," now in its third week at the New York week at the Stanley Theatre.



Zenia Tarasova, who portrays the wife of Valeri Chkalov, in "Wings of Victory," Artkino production, now in its third week at the Stanley Theatre.

Nite Life

LE GOURMET, a new French Restaurant, has opened at 49 West 55th Street, under the aegis of Henri and Rene, formerly of the French Pavilion at the World's Fair. . . . Madeleine's LE POISSONNIER is now featuring in its nightly entertainment—the songs of Irene Stanley, the Charlie Wilson Trio, and Frederick Marks, the piano-playing star. . . . Art Hodes, orchestra leader at that Greenwich Village nitery, the PEPPER FOT, is presenting a repertoire of his own compositions nightly at that bistro. . . . LEON AND EDDIES' complete Bobby Sanford revue, starring Eddie Davis, spotlights such diversified performers as the Golden Pair, Sahji and Company in Jungle dances, Hal and Honey Bee, Marcella Hendricks and Noel Toy. . . . Lynn Clare has replaced De Lories Ziegfield in the Ice Ballet of the 1942 HOTEL NEW YORKER Ice Show, presented twice nightly and at luncheon, except on Sunday. Benny Goodman and his orchestra play for

dancing and for the Show. . . . Jimmy Savini, owner of the CAFE BAGATELLE, celebrates his 15th year as a night club and restaurant host. . . . Steve Murray has returned to BUTLER'S by popular demand. Included in the new show are Edith Delaney, the singing sensation, June Sayres, the Milray girl dancers and Tony Knapp and orchestra. . . . The Rogers Piccadilly Trio, an instrumental threesome, play for dinner nightly at the Georgian Room of the HOTEL PICCADILLY. . . . Cy Walter, pianist of the intimate supper spots, makes his debut as a band leader for Dario and Vernon at LA MARTINIQUE. . . . Jerry Browne M. C.'s the colorful revue at Coney Island's famous Club ATLANTIS. . . . The 48TH STREET MUSIC HALL features the Mid-West Screwball Band sensation, Fiddle-Bow Bill and his Dew Valley Acorns. . . . The NEW INTERNATIONAL CASINO, 166 Eldredge St., tropical setting of Lower East Side night life, offers a new floor-show production tonight, entitled "Any Blondes Today?"

Resort Notes

Frank Seiden's Hotel Floriditan, in Miami Beach, Fla., starts its eighth season this month with the most comprehensive program of activities it has offered to patrons thus far. Seiden is presently completing plans for a sports' program which will offer such activities as tennis, baseball, shuffleboard, handball, volleyball, dog racing, boating, fishing, and golf at any of the four leading courses in Miami Beach proper. . . . Ben Novack, of Laurels Country Club now operates the Monroe Towers Hotel in Miami Beach's exclusive section. . . . Among those who entertain regularly at the Sands Hotel, Miami Beach, are Baron and Baroness Gerard de Nieuwenhove, owners of the swank Balsams, at Dixville Notch, N. H. Another colorful visitor is Captain Frank Doudera, explorer and traveler. . . . Reports from the Catskill Mountain Region say the winter season has begun. More and more of the hotels there are keeping open the year round to accommodate the legions of win-

ter sports enthusiasts from the metropolitan area. The Flagler Hotel and Country Club at So. Fallsburg, N. Y., has its mile-long toboggan slide, ski trails and skating rink all prepared, according to Philip Morganstern, managing director.

Miami Travel Tours Lists Popular Streamline Trains

Two of the smartest and most popular of the new streamline trains between New York and Miami and Miami Beach, are the Atlantic Coast Line's Champion, and the Seaboard Railway's Silver Meteor, according to Miami Beach Travel Tours, 1501 Broadway. This company's report is based on reservations made by its office for the 1941-1942 season. The firm cites that much interest is being shown in the all-expense tours which will run during the coming holidays from December 19 to December 25. These tours will be from 9 to 17 days, at approximately \$70 minimum.

Movie Shorts

Dorothy Lovett has been assigned the leading feminine role in RKO Radio's "Powder Town." The cast includes Victor McLaglen, Edmund O'Brien and June Havoc. Maureen O'Hara will star in "One Hour Of Glory," the Mary Roberts Rinehart story. Thomas Mitchell will play the central male character. . . . "The March Of Time" in its latest issue, titled "Main Street, U.S.A.," shows what life would be like in America were Hitler permitted to impose his so-called "New Order" here. . . . With the signing of Gregory Ratoff as the director of "The Life Of Rudolph Valentino," Edward Small has instituted the search for an actor to play the title role. . . . This picture will be released by United Artists. . . . The World Theatre is now playing

Priestly's "Laburnum Grove," with Edmund Gwenn. The supporting cast includes Sir Cedric Hardwicke and Victoria Hopper. . . . As a feature of National Bill of Rights Week, proclaimed by President Franklin D. Roosevelt for December 15 to 23, the Warner Bros. featurette "The Bill of Rights" and other patriotic short subjects will be shown in 2,800 theatres throughout the country. . . . Edwin G. Robinson's new film for Warner Bros. heretofore known as "The Night Before Christmas," has been retitled "Larceny, Inc." . . . Tamara Toumanova, premiere danseuse of the Ballet Kusse de Monte Carlo, will be guest of honor at the world premiere of "The Gay Parisian" and "Spanish Fiesta," Warner Bros. short subjects in Technicolor, featuring the world-famous Ballet Troupe at Fefe's Monte Carlo today. . . .

HERMAN YABLOKOFF'S 2 YIDDISH MUSICAL SMASH HITS
Every Friday Evening, Saturday & Sunday Motinee & Evening
Muni Serebroff, Bella Mysell, Edmond Zayenda, Miriam Bozhik
"Live and Laugh"
2nd. AVE. THEATRE 2nd Ave. & 2nd St. OR. 4-2441

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BARN (Village Barn), 52 W. 8th St. ST. 9-8840
PAUL & FLORRIE CUNNINGHAM
ANTHONY TRINI ORCHESTRA
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Join in the Fun with Square Dances & Musical Chairs
10 Star Acts. 3 Shows Nightly. Dinner from \$1.25

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STEVE MURRAY—JUNE SAYRES
ADDED ATTRACTION TIP, TAP and TOE
EDITH DELANEY—LOVELY MILRAY GIRLS

CHATEAU MODERNE } Finest Luncheon, Special Cocktails
DINNERS — SUPPERS
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GREENWICH VILLAGE INN FIVE GREENWICH INN FOLLIES
SHERIDAN SQUARE GLAMOUR GIRLS—3 Shows Nightly
DINNER, \$1.50 — No Cover — No Min.
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ICELAND RESTAURANT DINNER \$1.09 INCLUDING HOT DELICACIES
SMORGASBORD DESSERT — COFFEE
SMASH HIT REVUE—2 ORCHESTRAS
8 SHOWS, 7:30 - 11:30 - 1:30 DANCING
NO MINIMUM — NO COVER EVER
BEER ON DRAUGHT—LIQUORS POPULAR PRICED
UNEXCELLED BANQUET FACILITIES UP TO 1,000
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JIMMY KELLY'S 181 SULLIVAN ST.
AL. 4-1414 "Real Fun, Gay Nite, Kelly's Is THE Place."—Louis Sobel.
OPEN SUNDAYS REVUE 8:45-11:45-2 a.m.
NO COVER DINNER, \$1.25

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LARGE AND SMALL BANQUET ROOMS
AVAILABLE FOR CIVIL SERVICE SOCIALS
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PIONEER New Winter JAMBOREE
with CHUBBY SMITH and His Merry Makers
BILLY SAFFORD, M.C. SHOWS
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BANQUETS 253 W. 73d St. SUS. 7-3000
LARGEST BANQUET ROOMS IN N. Y.
Accommodations for 30 to 3,000 people
Conventions, recitals, weddings, etc.
COMPLETELY ARRANGED
Direction of Henry Ziskin & Irving Brand

RIVERSIDE PLAZA HOTEL W. 52d St.
SWING CLUB APPEARING NIGHTLY
FRANKIE MEADOWS
MAE KENNEDY — HELEN DARREL
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DINNER \$1.25—Continuous Entertainment. EL. 5-7951
No Cover. No Minimum. Joe "Gardenia" Schectel

ZIMMERMAN'S HUNGARIA Famous for its Food. DINNER FROM \$1.
Lively 55-Minute Show Nightly at 7:30, 10:30, 12:30. Gypsy and Dance Orchestras.
Continuous Music and Dancing from 6 P. M. to Closing. No Cover, No Min. LONgacre 3-0115

Coney Island Boardwalk & Stillwell Ave.
3 SHOWS NIGHTLY
JERRY BROWNE, M.C.
and COLORFUL REVUE
Free Park'g. No Cover. No Min.
Coney Island ES. 2-7688

New Jersey ALL-NITE CLUB
LARRY WYLE
LYNNE CLARKE
10 Mins. from Morgan Sisters, The Rexers, Estelle Pearl. Big Girl Show.
George Wash- 2 Bands. Dancing till 6 a.m.
ington Bridge Dinner \$1.00. Never Closed.

Waldmere Hotel To Hold Reunion On Dec. 13.

The Waldmere Hotel of Livingston Manor, N. Y., is staging its annual reunion and dance in the grand ballroom of Mecca Temple, 55th Street, and 7th Avenue, on Saturday evening, December 13. Dance music will be furnished by Bob Fridkin and his orchestra, the band that thrilled Waldmere guests throughout the summer.

Gertrude Niesen At Loew's State

Gertrude Niesen, America's favorite "scorch" singer, will headline the vaudeville presentation at Loew's State Theatre for one week beginning Thursday, December 4th. Miss Niesen will offer a selection of the day's most popular tunes,

Patrolman Test Postponed

Awaits Approval of Mayor's Office

Delay in obtaining approval from the Mayor's office will postpone the issuance of Patrolman applications for at least another month. So the LEADER was informed at press-time by Civil Service Commissioner Wallace S. Sayre. Although tentatively scheduled for the December series of City tests, no exact date has ever been set for the issuance of applications despite guesses printed in two newspapers.

The test was under consideration at the Budget Director's office all last week and Kenneth Dayton informed The LEADER last week-end that he had no idea when he would be able to give his O.K. for the Civil Service Commission to proceed. It is known that a conference was planned between the Civil Service Commissioners and the Mayor on the subject of the patrolman test.

According to present plans of the Civil Service Commission, the written test will be given first. The passing mark of this part of the examination will be the mark received by the 5,000th candidate. In this respect the

patrolman test will be similar to the fireman test which attracted 27,000 young men last June.

Also, as in the case of last summer's fireman test, the 5,000 candidates will then participate in a physical examination, the passing mark of which will be the rating received by the 2,500th candidate.

All Not Eligible

However, the 2,500 young men who make the final list will not all be eligible for appointment to the Police Department. The list will be divided in two distinct parts. The first part, containing probably the first 1,500 names, will be for the specific title of patrolman, Police Department. The remaining 1,000 names will be on the list for special patrolman only.

If a candidate is in need of a job quick and isn't too concerned about whether it's in the Police Department or in some other department in the title of special patrolman, he might do well to finish toward the tail end of the eligible list. Appointments on this list are made with much greater

rapidity than appointments on the regular patrolman list.

Actually, the present special patrolman list has been exhausted for some time. Only 876 patrolmen have been appointed from the present patrolman list to date; 450 more patrolmen are scheduled for appointment by next June, according to the following plan: January, 200; March, 150; June, 100.

Because of the number of eligibles who are in military training and the number of those who will be rejected by the medical examiners, the list is expected to be exhausted by the June appointments. On the face of it, this should be good news for candidates about to take the coming patrolman test. And, if the Mayor decides to make the necessary appointments to the Police Department, it will be very good news indeed.

It is highly possible that the national emergency and the recent widespread criticism of the lack of patrolmen may induce the Mayor to fill vacancies from the new list more quickly than he has from the present one.

Supermen Nominate

The Sanitation Eligibles Association nominated candidates for nine offices at its meeting Friday night in P. S. 27, Manhattan. Johnny Mandel, president, was nominated to succeed himself. Opposing him will be John Bendetti and Frank Murphy.

Candidates nominated for other offices are: First vice-president, John Bendetti, Sam Mogilefsky, Meyer Strumwasser; second vice-president, Sam Mogilefsky, Meyer

Strumwasser, Frank Murphy; treasurer, Louis Rapacillo, J. Calzaretta, Abe Donner; financial secretary, Paul Gregor; chairman of membership committee, Sam Mogilefsky, Frank Murphy, sergeant-at-arms, G. Kalos; recording secretary, Jerry Basil, Abe Donner; legal adviser, William Krauss.

In accepting the nomination for another term President Mandel stated that he would do no electioneering. "I'll stand on my record," Johnny said. "I hope that politics will be kept out of the election and that the best man wins on his merits."

Conductor Exam On Way

No Educational Requirements for Test

An open-competitive examination for conductor was ordered by the Municipal Civil Service Commission this week. It is expected that the list established as a result of this examination will be used for positions as street car operator and railroad clerk. There will be no educational requirements for the test, according to present plans. The test will be open to young men in good physical condition. It will be very similar to recent Civil Service tests for fireman, sanitation man and patrolman.

The official requirements for this test have not been set by the Civil Service Commission. The complete requirements for the test, including dates on which applications can be obtained and filed, will be published in The

LEADER as soon as they are announced by the Commission.

The examination is expected to consist of a written general intelligence test and a competitive physical test, with the emphasis on the physical examination. The written part of the examination is not expected to be as difficult as written tests for fireman and patrolman. In all probability, the test will attract an even greater number of candidates than the forthcoming patrolman exam.

The ordering of the conductor examination is the result of plans of the Commission to establish a "general basic list which the New York City Transit system may use for titles for which the fireman and sanitation man list are now being used." However, present plans of the Commission call for the continued use of the Sanitation Man list for positions as porter and car cleaner.

The LEADER will keep prospective candidates fully informed of progress on the conductor test.

Fire List Still Unready

Names Change Places, Slow Things Up

If patience is a virtue, the 2,506 successful eligibles on the forthcoming fireman list are the 2,506 most virtuous young men in New York. The list, originally expected to be released for publication at the end of November, will be held up for one more week.

The list itself is in the hands of the computing room of the Civil Service Commission, now that the rating on the second questionnaire has been completed. It is the duty of the employees of this room to compute the averages of the ratings received on the various parts of the test—a ticklish job at best, and one that must be done carefully.

Names Change Places

Because of the ratings made by the extra-credit markings, many names may change places. Each name will have to be checked and double-checked to see that

the right mark appears beside the right name in the correct position on the list. The 160 candidates who will fail to make the list will receive their notices first. The passing candidates will probably be notified in the early part of next week. Immediately after that the list will be released for publication.

As soon as it is released, you will, of course, see your name in print in The LEADER.

What a Lawyer Does

TROUBLESHOOTER: A lawyer, applying for a Government job, gave this description of his duties: "Mostly getting persons and firms out of predicaments in which they find themselves, usually claimed by them to be the fault of someone other than themselves."...

Where Do I Stand?

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

Junior Clerk		
P—New York—\$900...	1,876	83.55
P—Albany—\$900.....	5,337	79.20
T—New York—\$900...	4,514	80.35
T—Albany—\$900.....	6,902	76.50

Junior Stenographer		
P—New York—\$900...	1,584	84.10
T—New York—\$900...	2,345	78.00

Junior Typist		
P—New York—\$900...	1,470	86.40
P—Albany—\$900.....	3,220	79.90
T—New York—\$900...	3,393	76.60
T—Albany—\$900.....	3,390	77.24

Assistant File Clerk		
P—New York—\$1,200..	243	88.20
P—Albany—\$1,200....	188	88.60
P—Albany—\$900.....	1,759	84.40
T—New York—\$1,200..	459	87.30
T—Albany—\$1,200....	1,645	84.60
T—Albany—\$900.....	2,451	83.50

Assistant Clerk		
P—New York—\$1,200..	114	90.37
P—Albany—\$1,200....	908	86.97
T—New York—\$1,200..	606	87.74
T—Albany—\$1,200....	774	87.27

Assistant Stenographer		
P—New York—\$1,200..	216	88.60
P—New York—\$1,200..	355	87.70
T—New York—\$1,200..	1,379	83.10

Assistant Typist		
P—Albany—\$1,200....	189	87.40
T—New York—\$1,200..	1,118	82.04
T—New York—\$900...	383	86.16
T—New York—\$900...	1,227	81.19
T—Albany—\$1,200....	1,490	77.84

Latest permanent appointments from these lists follow:

Junior Clerk		
New York—\$900.....	1,384	84.475
Albany—\$900.....	5,426	79.50

Junior Stenographer		
New York—\$900.....	980	86.30
Albany—\$900.....	2,347	77.80

Junior Typist		
New York—\$900.....	1,243	87.04
Albany—\$900.....	2,669	82.66

Assistant File Clerk		
New York—\$900.....	105	89.60
Albany—\$1,200.....	127	89.20
Albany—\$900.....	1,581	84.70

Assistant Clerk		
New York—\$1,200....	79	90.75
Albany—\$1,200.....	472	87.10

Assistant Stenographer		
New York—\$1,200....	173	89.10
Albany—\$1,200.....	484	87.00

Assistant Typist		
New York—\$900.....	539	85.29
Albany—\$1,060.....	167	87.60

BULLETIN BOARD

GARRISON 22, ARMY & NAVY UNION

The General John J. Byrne Post, Garrison 22, Army & Navy Union, U. S. A., will hold its annual military ball and massing of colors Friday, January 30, at the Grand Ball Room, Hotel Diplomat, 110 West 43rd Street, New York. More than one hundred sets of colors are expected to participate in the massing of colors. All military, veteran, and patriotic organizations who are desirous of taking part in the ceremonies should communicate with Charles Grier, 503 West 178th Street, New York. Refreshments will be served to color bearers and color guards.

JUNIOR CLERICAL ASSISTANTS

A regular membership meeting of the Junior Clerical Assistants Association will be held Thursday, December 4 at 7:30 p. m. in Edison hall. Reports on the salary campaign will be made by various committees. A final drive for petitions will be launched. The salary campaign committee will report on the success of its drive to date.

U. S. WAGE AND HOUR INSPECTORS' ELIGIBLES ASSOCIATION

The next meeting of the Association of U. S. Wage and Hour Inspector Eligibles will be held Thursday, December 4, in Room 2218, 401 Broadway, Manhattan, at 6:30 p. m. The association is making attempts to have its list used for appropriate positions in the defense program. Persons on the register who wish to work

on this problem are invited to attend the meeting or write to Mr. John Cody, secretary, 524 Second Street, Brooklyn, N. Y.

GREATER NEW YORK PARK EMPLOYEES

The Bronx Council, Greater New York Park Employees' Association will hold a meeting tomorrow (Wednesday) night at 8 p. m. in the Bronx County Building, 161st Street and Walton Avenue, Bronx, New York.

BROTHERHOOD OF CIVIL SERVICE MACHINISTS

The next regular meeting of the Brotherhood of Civil Service Machinists and Helpers will be held in Germania Hall, 160 Third Avenue, between 15th and 15th Streets, Friday, December 5, at 8 p. m., sharp. The attorney of the association will be present. All members of the organization are urged to attend.

NEW YORK CHAPTER ASSOCIATED STENOGRAPHERS

Next regular meeting of the New York City Chapter, Associated Stenographers of America, will be held at 8:30 p. m., Thursday, December 11, in Studio A of the Crown Hotel, 144 West 44th Street. An interesting program has been planned and members are urged to attend. Further information concerning the meeting can be obtained by writing to the corresponding secretary, Sidney Shofron, 204 Sherman Avenue, New York. Mr. Shofron can be reached by phone at LO. 7-6749, any evening after 7 p. m.

First Aid Course For Welfare People

The Welfare Department is going in for defense in a big way. With the cooperation of the Health Department, a first aid course has been worked out totalling 22 hours of study. The course is given at all offices after working hours.

Two courses under the direction of Red Cross teachers are under way to train administrators and supervisors to become instructors in first aid. Sixty persons in these categories are signed up.

Joe Comes Back

Joe Strack, the popular Albany guy who used to be the popular Welfare Department publicity man, marched into town last Thursday. He went up to his old office, and spent an entire afternoon giving advice to the lovelorn. The lovelorn just flock to Joe.

The Ideal Christmas Gift
For Sweetheart, Mother or Daughter, Luxurious, Long Lasting Gifts
FUR MUFFS including POCKETBOOK
Many Popular FUR MUFFS. To close Out as Low as **\$10**
FUR COAT or Collars Matched Perfectly. (Five Neckpieces).
BANDS OF FUR TO TRIM HATS AS LOW AS 50c.
Showroom Samples to Close Out—Guaranteed 1941-42 Styles
Persian Lamb and Sable Dyed Muskrat Coats. . . . **\$119**
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143 W. 29th ST., N. Y. C. • Open to 7 P.M. • PE. 6-5944
Come In and Look — No obligation to Buy.
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