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Civil Service LEADER

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ABRAHAM S. WEBER
"...I have to be a no-man!"

Merit Men By SEWARD BRISBANE

SEVEN days a week Abraham S. Weber worries about money. But it isn't about the few dollars he may need for a shirt or a tie. It's about the millions that pass through his hands as Budget Director for New York State.

Since 1931, when Gov. Franklin D. Roosevelt appointed him acting Budget Director, Abe Weber has been entrusted with the tough job of deciding how much New York State can spend for highways, schools, hospitals, a militia, parks, relief, and a hundred and one other services and functions.

A Lot of Pruning

It's up to Weber and his staff of 25 experts to whittle down to a practical point the amounts requested by State departments.

"I have to be a no-man most of the time," he says ruefully. "Last year we had a budget of \$393,000,000. This year the departments will ask for \$500,000,000. So, you see, we'll have a lot of pruning to do!"

Weber has been a Merit Man for 25 years. He started at the bottom of the Civil Service ladder in 1914 as a Clerk in the State Architect's office. His starting salary was \$1,200. Today he makes \$12,000.

Advice to Young Men

If Abe Weber, who's just crossed 50, has any advice to young men, it's this: "Get a Civil Service job. Today Civil Service offers young men and women careers as attractive as those in any other field, more attractive than most."

"I've always been more than satisfied with every job I've had. If I had it to do over again, I'd pick a Civil Service job."

Though the Budget Director is not under Civil Service, he retains his Civil Service status, and would automatically become a Budget Examiner if anything happened to his present job.

Weber rose in the service by passing one promotion exam after another, finally became an Examiner in the Budget Director's office, then acting director in 1931. Governor Leh-

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NEXT WEEK
Mrs. Johanna M. Lindlof, first schoolmarm Commissioner of Education.

8 NEW FEDERAL TESTS

Full Official Requirements

Begin on Page 8

Sanitation Man Details

Pension Plan Set

Police, Firemen To Okay Settlement

Overwhelming approval of the pension settlement reached last week by Mayor LaGuardia and representatives of the Police and Fire departments is expected in a few days from the 30,000 members of the two forces.

Ballots distributed over the week-end seek answers on five questions. The main plank offers the men 20-year pensions for a 6 percent contribution, and pensions after 25 years for those paying 5 percent. The ballots are due in the offices of the Patrolmen's Benevolent Assn. and Uniformed Firemen's Assn., both

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TABLES ARE TURNED

More than 900 Sergeants in the Police Dept. took the promotion test for Lieutenant in three sessions last Friday and Saturday at Franklin K. Lane High School, Brooklyn. Shown here is one of the candidates being fingerprinted just before the written exam started.

Physical ability will count 100 percent in the new exam for Sanitation Man, Class A, which the Municipal Civil Service Commission will announce on Dec. 1, according to Paul M. Brennan, examiner in charge of the commission's physical bureau.

Filing for Sanitation Man will begin during the week of Dec. 4.

In an exclusive story last week, The Leader revealed many of the requirements for the Sanitation test and additional requirements are published for the first time today.

From reliable sources The Leader has learned that no educational requirements will be set for the test; but candidates must meet certain physical and medical standards.

They must be between 18 and 35, and be at least 5 feet,

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TRIAL EXAMINER TEST PLANNED

A special exam open to lawyers will be given by the State Civil Service Commission in January for the position of Trial Examiner, State Labor Relations Board, The Leader has learned exclusively.

Announcement of the qualifications, now being determined by members of the State Commission and of the SLRB, is expected within two weeks. No hint of the requirements beyond the law degree is known now, as no attorneys in any other State department are doing the same type of quasi-judicial work involved in this position.

Action has been forced by a
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U.S. JOBS OPEN FOR MARINE CADETS

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Quick Approval Seen For Pension System

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at 63 Park Row, by tomorrow morning.

Following expected majority approval by the men, the proposal goes to the City Council in the form of a local law to amend the city's code. As 45 days must elapse before this action can be concluded, there is little possibility of the change going into effect before Jan. 1.

Appointments Delayed

Paralleling this course, there seems little chance of any new appointments of Patrolmen and Firemen until the beginning of 1940. Mayor LaGuardia has expressed himself as opposed to bringing in new members to the forces before the pension matter is definitely settled. This is particularly disappointing in the case of the Patrolmen, as a new list was published two months ago, no appointments have been made since last Summer, and numerous vacancies exist in the Police Dept.

More than 90 percent of the members of the PBA will accept the proposed plan, president Joseph J. Burkard predicted to The Leader yesterday. Approval is expected to be less enthusiastic in the Fire Dept., where members now pay nothing toward their pensions. Patrolmen at present contribute 2 percent.

First returns came in yesterday from the 103d precinct, in Queens. Delegates Thomas Fox, William Maher and George Peters were responsible.

Full Sick Pay

Other items on the settlement give the Patrolmen full sick pay after three days, while the present half-pay rate continues for sickness before that. The average sick leave in the Police Dept. is approximately four and one-

half days. The Firemen retain their present full-pay stipend. The \$600 widow's pension is also continued.

New men in the departments will have the option of 20 or 25-year retirement, and contributions will be determined accordingly. The figures they will pay have not yet been determined by actuaries, although the pensions must be on an actuarial sound basis, with the city assuming only 55 percent of the debt incurred.

The settlement, announced Thursday at a conference in City Hall attended by Mayor LaGuardia and other city officials, along with members of the nine line forces, is seen as something of a personal victory for Burkard.

Held Out Single-Handed

It is learned that higher officers within the department went on record several months ago as favoring a flat 5 percent contribution, and that Burkard waged a single-handed battle to continue discussions until more satisfactory terms could be reached.

File Clerks to Meet

The State File Clerk Eligibles Assn. will hold its next meeting on Thursday, Nov. 30, at 7 p. m., in the Hudson Park Library, 10 Seventh Ave. South, near Houston St., according to an announcement yesterday by Lawrence I. Waks, secretary of the group.

Police Eligibles Hold First Meeting Tonight

Eligibles on the Patrolman, P. D., Special list will hold their first meeting tonight at 8:15 o'clock in room 218, City Court House, 52 Chambers St. An election of officers will be held.

Abraham Umanov, acting chairman of the association, yesterday urged that all men who are on the list attend the organizational session.

Joint Examinations Set for City, State

(Special to The Leader)

ALBANY, Nov. 20.—The State Civil Service Dept. and the New York City Civil Service Commission will experiment with a new method of giving exams, which may have a far-reaching effect, when they hold a joint written test for Title Examiner on Dec. 9, it was announced here today.

The two commissions previously made independent announcements for Title Examiner and discovered that similar requirements were set forth for both tests. Therefore they decided to hold a joint exam for applicants for the position who had filed separately with the city and with the State.

Applicants who pass the written test next month will be placed on two eligible lists for appointment to jobs in the city and State service.

This experiment in joint examinations probably will be followed by others, since the State and city commission believe such a policy will result in economies in holding tests.

Court of Appeals Okays City-Wide Promotions

A long-standing threat to city-wide promotion lists was spiked last week when the Court of Appeals upheld the Appellate Division and the Supreme Court in the case of Abrams vs. Kern, ending a long court battle.

In its action, the court upheld the ruling of a lower tribunal which directed the appointment of eligibles on the city-wide promotion list for Clerk, Grade 3, to positions in the Dept. of Welfare, which are held by provisionals under the title of Office Manager.

The incumbents are temporary employees under the Livingston-Wadsworth Law. They were transferred to the Welfare Dept. from the old ERB. They claimed that they were entitled to compete for their positions and that they should be given credit for their experience. They also claimed that the title of Office Manager was not equivalent to Clerk, Grade 3, and that city-wide promotion lists could not be used to fill their jobs.

The Abrams petitioners contended that the temporary employees were serving illegally; that they had no preferential rights in exams or appointments; and that city-wide promotion tests were legal.

In the Court of Appeals it was argued that the practice of the Municipal Civil Service Commission in holding city-wide promo-

tion exams was illegal. This point was not raised specifically in the Special Terms Court; but the commission assumes that the Court of Appeals, by affirming the lower courts' ruling on the Abrams case, has approved the validity of holding promotion exams on a city-wide basis. The commission, therefore, will continue certifications on that basis.

De Graff Urges Aid For Questionnaire

Stating that the legislative commission seeking to bring 200,000 State employees in counties, villages and towns under Civil Service is "open-minded," John T. DeGraff, counsel to the Assn. of State Civil Service Employees, urged cooperation throughout the State in filling out a questionnaire being prepared by the commission.

He spoke at the meeting of the Regional School for Town and City Officers at Rochester. Frank C. Moore, executive secretary of the Assn. of Towns, also addressed the gathering.

Engineers Expect Back Pay Cuts After 4 Years

An end to the long struggle of several hundred engineers in various city departments for restoration of pay cuts which resulted from layoffs during the depression, was predicted yesterday by C. A. Van Horn, president of the Technical Engineers' Union, Local 65.

The agreement, said Van Horn, marks the end of a controversy which has been going on for more than four years.

In 1934 many city engineers who had been dismissed were reinstated, but they received the minimum salaries of their grades instead of the pay they had been getting when they were dropped.

Since then a group of engineers, led by Van Horn, have attempted to have the difference in salary restored. They were successful in getting a bill, sponsored by Assemblyman Mario J. Cariello, passed in the Legislature.

Budget restrictions and other difficulties, however, have prevented the full payment of some of these claims.

According to president Van Horn, a settlement has now been reached which will provide for: 1) payment of Cariello claims from the date of reinstatement on the basis of the salary received at the time of layoff; 2) Carroll Law Claims will be paid as of July 1, 1937, on the same basis; 3) the Board of Transportation will submit schedules for employees affected favorably by this settlement and will recommend that the Board of Estimate transfer the necessary funds for the payments.

Boyd Is Guest Speaker

Robert W. Boyd, director of the New York State Employment Service, was guest speaker last Thursday night at a dinner meeting of the New York State Employment Managers Assn. of the Division of Placement and Unemployment Insurance in the Labor Dept., held at the Cafe Loyale.

Miss Henrietta Rothstein was chairman of the arrangements committee. Robert F. Green is president of the association and Joseph A. Rosenthal is secretary.

TRIAL EXAMINER TEST PLANNED

(Continued from Page 1)

Court of Appeals decision last week holding that the position must be filled after a competitive Civil Service test. Until the list is issued, all hearings will be conducted by the three members of the Board, thus slowing SLRB work to a virtual standstill.

That the urgency of the situation is realized can be seen from the fact that the State Commission has just ended the application period for a series of 43 tests, and its next announcement of exams is not expected for several months.

The court upheld the contention of the Metropolitan Life Insurance Co. that the trial examiner for the SLRB was not validly selected under Section 702, 4, Labor Law.

During the last session of the Legislature a bill was passed seeking to amend the SLRB law so that all Trial Examiners would be in the exempt class. This was vetoed by Gov. Lehman. In the court decision further action of this sort was visioned for the coming session of the Legislature. It said: "If a change in the wording of the provision is desired, it might be made by the Legislature."

The Trial Examiners up to now have been called in only when the occasion for their services arose. This is at variance with National Labor Relations Board practice, which exempts a permanent staff.

Auto Enginemen Test

The written test for Auto Enginemen will be given during Christmas week, the Municipal Civil Service Commission announced yesterday.

The Delehanty Institute Establishes an

EDUCATIONAL ADVISORY BOARD

COURSES offered by this Institute are now presented under the supervision of a Board of Educational Advisers composed of experts in the field of higher education.

The Honorable Charles P. Barry, a member of the Board of Higher Education of the City of New York, and formerly a college administrator in New York University for over fourteen years, is Chairman. The members of the committee have been selected from the faculties of New York University, the College of the City of New York and Fordham University.

This Educational Advisory Board supervises the planning and arrangement of courses and prescribes the standards of instruction, as well as the objective of the Institute.

Full information concerning the personnel and functions of this board may be obtained by writing, telephoning or calling at our main office.

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COLLEGE CLERK	STENOGRAPHER & TYPEWRITER	CLERK GR. 1
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(CLOSED ALL DAY NOV. 23, TRANKSGIVING DAY)

STuy. 9-6900

Set Climber-Pruner Written Test Dec. 15

More than 1,400 men who filed for Climber and Pruner last month will be called for the written exam Saturday, Dec. 15, the Municipal Civil Service Commission announced late yesterday. At the same time, 100 employees of the Park Dept. will take a change-of-title test.

The written exam will consist of questions on the names of trees, the methods of caring for them, the procedure for pruning, trimming, planting.

Practical in January

After the written exam a practical test will be given to groups of 100, as vacancies occur in the Dept. of Parks. It is expected that the first of these will be held in January.

There are at present 30 vacancies in the position of Climber and Pruner, and others are expected. The commission has also decided to use the list for positions as Maintenance Man in the Dept. of Water Supply and as summer laborers in the Dept. of Parks.

Must Shiny a Tree

A candidate who passes the written exam and is called for the practical will have to shiny up a 40-foot tree with ease, prune the top branches, make himself secure, and show an ability to tie certain knots. In the past this exam has usually been given when there is snow on the ground.

Junior Statistician Exam Filing Will Be Reopened

The Municipal Civil Service Commission will reopen filing for a city-wide promotion exam to Junior Statistician during the first week in December, it was announced yesterday.

This test first opened in August and the written exam was set for Oct. 7. The commission, however, was unable to complete the rating of candidate's experience in time to hold the test as scheduled. Therefore filing will be reopened for anyone who has become eligible since October 7.

The exam is open to employees in the competitive class who earn less than \$2,400 and who have had six months' service. In addition, they must have a college degree and have completed a basic course in statistical methods, or a high school education and two years' experience in work involving the application of a knowledge of statistical theory and methods, or a satisfactory equivalent.

It is expected that the commission will set a date in December for the written exam.

Turkeys at the Door

Twenty-four Thanksgiving baskets will be given away as door prizes to members of the Fire Eligibles Assn. tomorrow night at a meeting at P. S. 27, 42d St., near Third Ave., at 8 o'clock.

This is a holiday custom established last year, according to Joseph J. Nicols, secretary.

Parole Eligibles Unite

Eligibles on the State Parole Officers list are urged to attend the first meeting of the recently formed eligibles association on Tuesday night, Nov. 28, at 8 o'clock, at 84 Livingston St., near Court St., Brooklyn. Matthew V. Richard is acting president of the group.

Visit The Leader store for everything in Civil Service—99 Duane St., N. Y. C.

Increments Due Nov. 30

By Nov. 30 2,600 employees the Welfare Dept. will receive salary increases due them since July 1, department officials said yesterday.

The Office of the Comptroller plans to pay \$350,000, appropriated last week by the Board of Estimate, to 6,000 city employees in all departments. This is in accordance with the Wexler decision, which ruled that increments start from the date of employment and not from the budget date.

The State, County and Municipal Workers of America (CIO), who successfully fought the Wexler case through the courts, has urged that payment be made department by department, as each completes verification of the money due its own employees.

ASCSE Inaugurates Recording System

Faced with complicated record-keeping because of its new insurance plans and increased membership, the Assn. of State Civil Service Employees will start a new system of membership records about Dec. 1. The association has more than 30,000 State employees on its books.

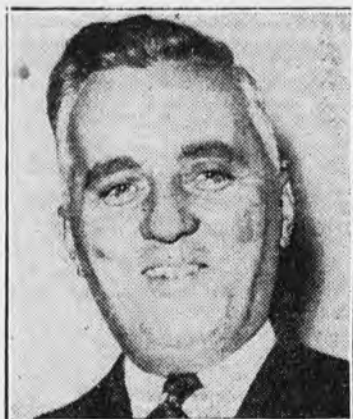
Instead of members being forced to fill out a membership application upon paying dues, duplicate sets of 1940 membership bills will be sent to each representative for each member in his group. One copy will go to the member, the other to the representative's files.

Dues may be attached to the bill and returned by members to their representatives, who will receipt the bills and send the remittance to headquarters. A membership card will then be sent to the paid members.

Sanitation Physical Counts 100 Per Cent

(Continued from Page 1)

5 inches. However there will be no weight requirements. In addition they must have normal vision of 20/20 in each eye, but they will be able to wear glasses during examination. Their color vision must be normal. Hearing must be perfect and each ear will be tested separately. An applicant will be rejected if he has a hernia, varicose veins, hemorrhoids, hydrocele, disabled feet, abnormalities of the hands or arms, or imperfect teeth. A healthy mouth condition will be required, and decayed or broken teeth will disqualify unless they are corrected.



PAUL M. BRENNAN

Physical Tests

Competitive physical tests for Sanitation applicants will be held early next Spring as soon as the weather permits. These tests will be designed to measure strength, agility and endurance. A description of the various events in which candidates will have to compete was published in The Leader last week.

In addition to the physical test, the men must pass a qualifying written exam, which will simply test ability to read and write.

Officials Weigh Call For Extra Holidays

While top government officials weighed the proposal of Seward Brisbane, editor of The Leader, that the Saturdays before Christmas and New Year's be declared holidays for Civil Service employees, Welfare Commissioner William Hodson announced he will have only a skeleton staff in his office on those days.

In a letter to Brisbane, Governor Lehman stated he was "carefully looking into the matter." Stephen Early, secretary to President Roosevelt, said that the President also was considering the proposal. Commissioner Hodson recorded "enthusiastic approval" of Mayor LaGuardia.

Manhattan Borough President Stanley M. Isaacs told The Leader he believed it "a proper thing to give every employee of this City three-day holidays at Christmas and New Years." He was joined by the heads of the four other boroughs—Ingersoll of Brooklyn, Lyons of the Bronx, Harvey of Queens, and Palma of Richmond—in his sentiments.

Sample Test

It is expected that the written exam for Sanitation Man A will be similar to that given recently for Auto Truck Driver.

As a special service to those who expect to take this test, The Leader last week published a sample written test for Auto Truck Driver. This week The Leader publishes another of these tests.

On Saturday, Sept. 2, 1939, John Smith, Auto Truck Driver, D. S., identification number 18-738, took a truck out of the garage. The truck's plates were numbered COM 330-712. Brakes were later found to be defective.

At 3 p.m., while on duty, he turned the corner of Halsey and Van Dyck Sts. in Brooklyn at twenty miles an hour, crashing into a Ford pleasure vehicle driven by Alfred Williams. The radiator of the Ford, plate number 3N-35-78, was broken and the occupant was injured by flying glass.

Ambulance surgeon, Dr. Jerome Doe, treated him for cuts on the face and hands. The injured man refused to go with the ambulance to Cumberland Hospital and insisted on going home. Patrolman Patrick Kelly of the 66th precinct responded to the ambulance call and made out a report of personal injury.

Assume that you were the driver of the truck. Make out a report of the accident in your own words.

Plan College Clerk Exam For January

The exam for College Clerk, originally scheduled for December, will not be ready until January, according to the Municipal Civil Service Commission.

This delay has been necessary, it was stated, because the commission is now making an exhaustive survey of city colleges to classify positions and to set up lists of qualifying subjects for different types of jobs.

The exam will be open to any person with a degree, and it is expected that there will be no other education or experience requirements. The positions will pay \$1,200 a year, and the new eligible list will be used to fill vacancies as they occur in the 600 College Clerk positions in the city.

New \$12,000 Position Goes Into Board of Education

A new position of Superintendent of Plant Operation and Maintenance, Board of Education, paying \$12,000, was ordered into the non-competitive class Thursday by the Municipal Civil Service Commission. This will be among the 10 highest paid jobs in this class.

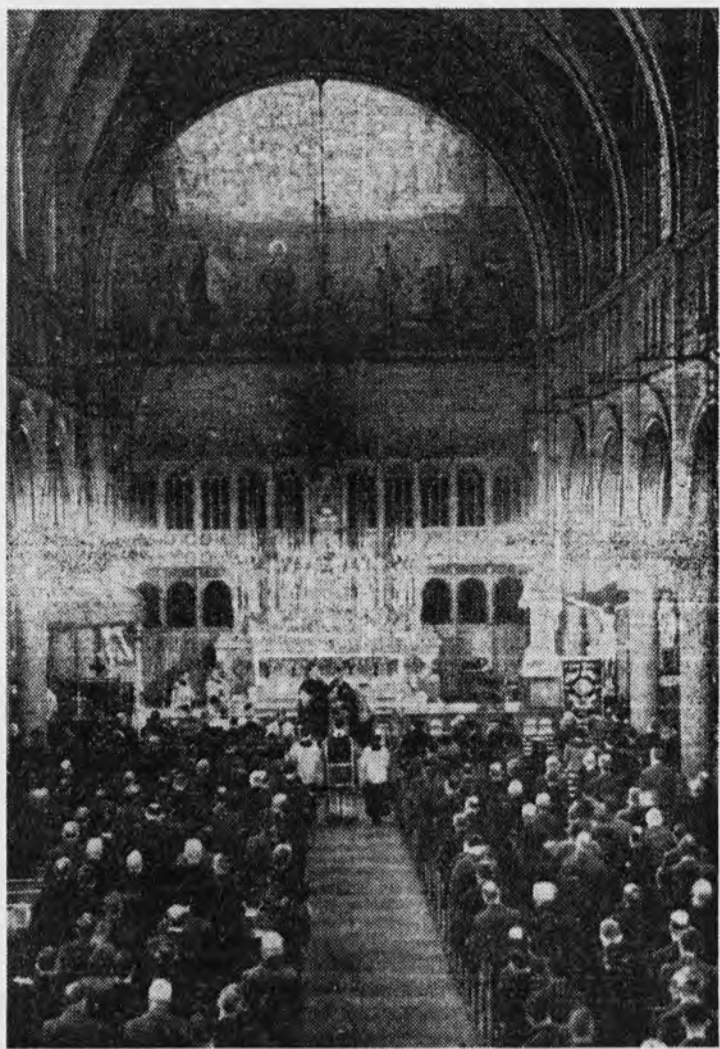
The resolution now goes to Mayor LaGuardia. If he approves, then it goes to the State Civil Service Commission for final action. These steps will take at least six weeks, probably longer.

The position represents a compromise between those who wanted the position appointive and those who argued it should be filled by a competitive examination.

Kane on Labor Council

Vincent J. Kane, president of the Uniformed Firemen's Assn. since 1930, was elected to the Executive Council of the Central Trades and Labor Council, directing body of the American Federation of Labor in New York City, at a meeting Thursday night.

Kane is Vice-President of the International Assn. of Fire Fighters and of the State Federation of Labor.



Leader Photo—Courtesy Hyman

P. O. Group Holds Lavelle Rites

In memory of Rt. Rev. Msgr. Michael J. Lavelle, PA. VG., a Requiem Mass at St. Michaels Church, West 34th St., was held last week under the auspices of the New York Post Office Holy Name Society. Rev. John J. Kiernan, spiritual director of the society, conducted the services at the conclusion of the Mass. Msgr. Lavelle, rector of St. Patrick's Cathedral, died several weeks ago at the age of 83, after spending more than 60 years in the priesthood.

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Seward Brisbane.....Editor

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Tuesday, November 21, 1939

Three-Day Vacation Periods

THE LEADER's suggestion that the Saturdays before Christmas and New Year's be made holidays for Civil Service employees has received enthusiastic response from all quarters.

Letters to President Roosevelt and Governor Lehman have brought replies which indicate that favorable action will be taken on the proposal. In the meantime, the majority of elective officials in New York City have stated their intention to release employees in their offices from work on the two Saturdays before Christmas and New Year's.

If these two additional holidays are proclaimed, thousands of employees in the city, State and federal services will be able to enjoy two long vacation periods, with little or no handicap to their departments.

Internes Must Live

FOR too long internes in city hospitals have been denied even a decent salary raise. At present they receive \$15 a month. This niggardly policy of the city's is not only unfair but destructive to the morale of the service.

Inevitably the city will suffer when men, from whom so much is demanded in loyalty and sacrifice, are so badly rewarded.

The Burke bill, now before the City Council, would increase the monthly salaries of internes from \$15 to \$35. Percentage-wise this is a big increase. Actually it is little. A graduate of a medical school has a tough enough time hurdling the many obstacles in his path without having to exist on nickels and dimes.

Engineering cadets and law clerks with city jobs get \$1,000 or \$1,200. Medical cadets ought to get a comparable amount. It may be said that internes should be grateful for the chance to obtain additional training in city hospitals. But does anyone deny that the work they do isn't worth more than 50c a day?

We believe the Burke bill, which attempts to rectify a long-standing injustice, should be passed. We believe it should be passed at once!

Settlement In Sight

WITHIN the next few days it is expected that a majority of the men in the Police and Fire departments will approve the pension settlement reached last week. THE LEADER hopes that this vote will be forthcoming in short order, and that the change will be put into effect with no delay.

Six months of difficult, sometimes heat-breaking conferences, have brought a solution that seems satisfactory to all. The men on the forces, who must realize that revision is inevitable, find most of their objectives reached. The taxpayers should be satisfied, as pensions will be on a sound basis. And it was all done right here in New York City, quite in keeping with our ideas of "home rule."

The best congratulations that we can offer to those whose patient efforts have made this settlement possible will be the news in the near future that the entire matter has been cleared up.

letters Special Patrolman's Group

Sir: We believe that it would be of great importance to all the eligibles on the Special Patrolman list to learn that the formation of the Special Patrolman's Eligibles Assn. is already under way and that an executive committee has completed all the preliminaries attending organization. The first meeting will be held on Friday evening, Nov. 24, at 8 o'clock at the Washington Irving H. S., at which time the members will have the privilege of hearing a distinguished and outstanding authority on Civil Service problems discuss the various aspects relative to this list.

Since it is the firm belief of the executive committee that it is the duty of every member to fully cooperate with the Civil Service Commission and all other municipal agencies, we urge the men on the list to bring the questions to the attention of the organization.

Although every eligible has every right to make any independent inquiry he may so desire, we are of the opinion that if eligibles avail themselves of the services of this organization we may be able to establish a central clearing house or bureau for such inquiries, whereby all questions will be referred to the proper authority. This will reduce considerably the duplication of inquiries which might tend to tax unduly the facilities of the Civil Service Commission and other agencies concerned.

We therefore advise these eligibles to address their inquiries to the association, care of The Civil Service Leader, so that they may be answered at this meeting.

—HERBERT L. BLUME

Vice chairman
Executive Committee
Special Patrolman's Eligible Assn.

Likes Complaint Corner

While I have no complaint whatever to make, I am glad that The Leader is giving space to those who feel that they are suffering injustices.

In my opinion, "blind-alley" jobs are the worst feature in government employment. They put a man in harness. Some call it a gilded one, but even that is burdensome. Why cannot Civil Service offer a real future, in prospect at least, as other employment does?

My letter may sound pointless, but it is merely the sincere expression of another government employee who feels that when the time comes for legitimate complaint he will find a medium to express his troubles.

My fellow workers and I are glad that at last there is a paper in New York which sheds light, without fear or prejudice, on conditions which can be improved.

CHARLES DOORN.

Civilian's Answer

In answer to the letter signed "Friend of the Police" who seems very familiar with Police Rules and

Progress

Sir: We have watched with interest the progress of the Civil Service Leader during the first two months of its publication, and we would like to commend you on your adoption of a policy championing the legal and ethical rights of Civil Service employees and eligibles. We hope that your efforts along these lines will continue unceasingly.

BERNARD EISENBERG

President
Attendant-Messenger
Eligibles Assn.

Regulations and also duties of "Cop Clerks," he answered his own statement at the start of his letter when he stated "Section 434A-16.0 of the Administrative Code provides that members of the Force shall be assigned to Police Duty." This simply means "To Protect Life and Property and Prevent and Detect Crime," not behind a desk doing clerical work or switchboard duty, but out patrolling the city streets.

In regard to civilian switchboard operators, these men are now undergoing a training course at the Police Academy and will replace \$3,500 Sergeants who will have more time to supervise the patrol force. Signaling, aided cases, etc., are all entered in the No. 6 book by the operator at the board and all orders are given through the Desk Lieutenant in charge at the time to the operator who relays them to the patrolman.

As to "the Sergeant laying down no the job," that is not done in the Police Dept. as there are too many men on the Sergeant's list who gladly step into these positions.

There should be no fears as to the Civilian Clerk giving out Confidential Information. Civilian Clerks have been working in the Dept. for 20 years. The Commissioner of Police, his Deputy Commissioners, Chief Clerk, Chief Property Clerk, Chief Bookkeeper, Chief Engineer, Chief Chemist and other important officials of the Police Dept. are civilian employees.

At the present date the total number of civilians in the Police Dept. is over 1,000, and to their credit not one has ever been accused or dismissed for being unfaithful to his trust.

JOHN J. MAHONEY
Friend of the Civilians

Vote in Leader's Poll

Political feeling of Civil Service employees on the pressing problem of who will be the major party standard-bearers in the 1940 elections continues to pour onto the desk of the Straw Poll Editor of The Leader. Readers are urged to vote on this important matter.

1. Do you favor a third term for President Roosevelt?.....
2. If not, which of the following will you vote for:

Bruce Barton	Paul V. McNutt
Thomas E. Dewey	Lloyd C. Stark
James A. Farley	Robert W. Taft.....
John Nance Garner	Arthur H. Vandenberg
Cordell Hull	(Others)
Fiorello H. LaGuardia

Simply fill in this ballot and mail it to Straw Poll Editor, CIVIL SERVICE LEADER, 305 Broadway, New York, N. Y. You need not sign your name.

MERIT MEN

By Seward Brisbane

(Continued from Page 1)

man made the appointment permanent in 1938

How a Budget Is Made

Sitting in Weber's big panelled office in the State Capitol, surrounded by autographed pictures of Governors Lehman, Al Smith and Franklin D. Roosevelt, we asked him how a budget is prepared. It works like this, he said. At the end of every year the State department send the Governor estimates of their expenses for the next twelve months. These in turn go to Weber and his staff for careful examination.

The Governor lays down the general budget policy, but the details are worked out by Weber. Hearings are held by the Governor with the heads of departments, the chairman of the Senate Finance Committee, the House Ways and Means Committee and the majority and minority leaders of both houses.

The hearings for next year's budget got underway a couple of weeks ago, and will last through December.

Every part of the proposed expenditures is carefully checked. The smallest item may be \$1—for repairs to a chair; the largest \$125,000,000—for State aid to schools. Each must be considered individually. Sometimes, says Weber, it takes as much time to rule on a \$1 expenditure as it does to decide on one for \$1,000,000.

When the budget is finally set, it is submitted to the Legislature for approval. The Legislature may add or subtract items; but it cannot submit an entirely new budget. Such an attempt was made last Spring and declared unconstitutional.

Many New Expenses

Back in 1911, when Weber got his first State job, an appointive one as Clerk to the Senate Finance Committee, the annual budget of New York State was \$35,000,000. Now it's ten times as large. "Even in the last eight or nine years," Weber points out, "the State has entered into many new activities." One of these, which his predecessors didn't have to worry about, is relief, which costs the State \$60,000,000 a year. Another is State aid for schools, which has jumped from \$8,000,000 in 1918 to \$123,000,000.

"Ten years ago this job," says Weber, "was almost a seasonal one. There was little to do between the time the budget was drawn and the interim when the Legislature met. Now the problems of government are so big we have to keep our noses to the grindstone all the time."



complaint corner

Court Attendant List

The Court Attendant's list has moved very slowly and it is possible that a vast majority of the eligibles on it will never be reached.

In view of the fact that the requirements for that examination were very high and that the physical test was sufficiently exacting to eliminate all but those of high physical ability, may I, as an eligible on that list, suggest that your paper advocate the using of the Court Attendant list for appropriate positions.

G. N. ANDERSON

Ed. note: This letter has been brought to the attention of the Municipal Civil Service Commission.

Park Employees' Pay

Mayor LaGuardia believes in the merit system for Civil Service employees in public printing only it seems. There are many loyal city employees, including Park Dept. workers, who are still being paid on a per diem basis, with reductions in pay always threatening us no matter how hard we work.

We hope a new deal will come with the passing of the bill which would place all city employees on a per annum salary basis.

A PARK EMPLOYEE

Height Requirement

I passed written competitive examinations for Post Office Carrier (average—82.80). I was called for appointment and rejected for height. I also attained a place on the list for Post Office Laborer (average—97.50); and the Messenger-Attendant (average 85). But I am told that I will not be considered because I am only 5 ft. 3 inches in height.

Because of this my family will have to go on relief. Why is not some consideration shown for those who are under 5 ft. 4 inches?

M. D.



QUESTIONS & ANSWERS

by H. ELIOT KAPLAN

H. ELIOT KAPLAN, noted Civil Service authority, is the contributing editor of the Civil Service Leader. He conducts his Questions and Answers column here every Tuesday.

J. T. F.—In spite of your ten years of excellent service in the Park Dept., reinstatement within year after your resignation rests solely with the dept. A person who resigns has no absolute right to reinstatement. He cannot compel the dept. to reemploy. On the other hand, if a leave of absence for one year is granted, the employee must be reemployed in the same position or one of right.

M.—Clerks to Justices of the Municipal Court are not competitive positions. They are exempt by statute. Appointments are made by the individual justices, one for each justice.

G.—Court Clerk vacancies in Magistrate's Court are filed by promotion from Assistant Clerks of Court. An eligible list for this position is still in existence. There are two names left on the list. Those appointed to lower grade salaries will remain on the promotion list for grade 4 salaries.

R. K. O.—The original Federal Civil Service act of 1883 was introduced by a Democratic Senator (Pendleton of Ohio) and signed by a Republican President (Arthur). The New York Civil Service law was sponsored by Assemblyman Theodore Roosevelt (Republican) and signed by Gov. Grover Cleveland (Democrat) the same year.

A. A.—Not all positions located in the city are under the jurisdiction of the Municipal Civil Service Commission. All Federal positions are under the control of the U. S. Civil Service Commission. Positions in the State and County services are under the jurisdiction of the State Commission. The three-year residence requirement (Lyons law) does not apply to appointments in the Federal or State service.

Lawyer—The name of the case involving the classification of positions in the Magistrate's Court is known as "Volgenau against Fine", decided in 1936. This column cannot give legal advice.

E. B.—The list for Inheritance Examiner, Internal Revenue Bureau will undoubtedly last at least another year. We cannot tell when appointments will be made. The list may be used for any other position which commission deems appropriate. There are no provisional appointees serving as Inheritance Examiners. For positions in the Internal Revenue Bureau, Washington, D. C.

K.—When the Federal Commission notified you that you have a relative standing on the eligible list for "235 departmental" (Junior Professional Assistant), it meant that you were that number on the list for certification for appointment to departmental service at Washington, D. C. The field service may be

anywhere outside Washington. Appointment "not favorable at present" probably means your name will not be reached for quite some time. Whether a list shall be continued beyond one year is determined upon the needs of the service. There is no fixed rule covering it. The chances are that your list will last at least two years.

M. B.—Appointments from the eligible list for Assistant Supervisor for the Welfare Department has been held up pending litigation. The court upheld the right of those already serving in preference to those on the list.

J. B. O'C.—Employees of the Supreme Court are in the State service. The fact that they are paid out of the city treasury does not make them city employees.

G. L.—It is impossible for a Patrolman to be transferred from the Police Dept. to any similar position in another dept. of the city. Such transfer may be made only after the probationary period is completed. The salary and pension privileges of those appointed as Patrolman, P. D. differ materially from those appointed from the special Patrolman list.

A. S.—There appears to be no basis for the rumor that the Civil Service Commission plans to give added credit in competitive tests to those honorably discharged from the Army, Navy and National Guard. Undoubtedly some credit for experience gained therein will be given when it is of value. In the Federal service the commission gives an added credit of five points to veterans and ten points to disabled veterans.

H. G.—The Hilsenrad case involving the subject of "temporary" appointment as distinguished from "permanent" appointment is now before the Appellate Division, Third Department (Albany) for consideration. It has not yet been argued.

R. N.—When appointments are made to the positions of deputy clerk and court stenographer in the N. Y. State Court of Claims, the Leader will publish announcement, giving name and salary, if possible.

"Forum Council."—The Livingston-Wadsworth age discrimination law does not prohibit the Civil Service Commission from fixing age limits in

S.S.—Your acceptance of a temporary position in the federal service in Albany or Buffalo will not interfere with appointment from the Patrolman list under the Lyons law, if your intention clearly is to retain your city residence.

all exams. It may be for tests where positions require more than ordinary physical ability. It is generally left to the discretion and judgment of the commission, except where there is no plausible reason for any fixed age requirement. The same rule applies to positions in the labor class, as well as to non-competitive positions.

R. D. T.—The eligible list for pharmacist, state and county institutions, is used in this manner: for appointments to State institutions those on the general State list are certified; for jobs in county institutions, those on the list for the particular county. If there is no list for a county, the commission may hold a new test open only to residents. The commission will certify the general State list for county institutions only at the special request of the county appointing officer.

G. B. S.—Persons dismissed from the civil service are not entitled to retirement allowances. They may receive a refund of their contributions to the retirement fund.

J. O'B.—The Federal quota rule relates to the law requiring that the positions in the departmental service at Washington should be distributed among the states in ratio to their population. The rule does not apply to jobs in the field service outside of Washington.

F. J.—Copies of the Federal civil service law and rules, State law and rules, as well as the municipal commissions rules may be examined at the Public Library, 42nd Street Branch, and the Municipal Reference Library, Municipal Building. They are not sold as a rule.

E. X. T.—For practically all positions in the competitive class, Federal, State and Municipal, a probationary period ranging from 3 months to a year, is required. The period of probation is fixed by the commission in its rules.



By CHARLES SULLIVAN

WASHINGTON, November 20.—Veterans' preference has reared its controversial head.

It threatens to become next year's largest single issue on the Federal Civil Service front. It

also threatens to develop into a major political battle, with the President in the thick of the fight. However the problem is settled, it will have a major bearing on the job chances of every person, veteran or non-veteran, seeking work with Uncle Sam.

The issue assumed prominence when reports leaked out that the President's Committee on Merit System Improvement was about to recommend that veterans' preferences be drastically whittled down.

Veterans Must Pass

According to unimpeachable and informed sources, the committee plans to recommend that disabled veterans passing a Civil Service examination no longer be placed at the top of the list; that veterans receive the existing 5 and 10-point bonuses on examination grades only if they first receive a passing mark; and that the existing waiver of age limits for veterans applying for a federal job be cancelled.

The preferences, as they exist at present, are as follows:

Veterans receive a 5-point grade bonus added to their examination marks, and disabled veterans a 10-point bonus. These apply whether the original grade is passing or failing, and can result in giving an applicant a passing mark when his earned mark was failing. Disabled veterans who gain a passing grade with the addition of their 10-point bonus are placed at the top of the list of eligibles, and are thus the first certified to fill vacancies. Where job specifications prescribe an age limit for the incumbent, this limit is waived for applicants who are veterans.

Law Gives Preference

The law merely prescribes that veterans shall have preference in filling federal jobs. The details of this preference, as outlined above, are a matter for administrative discretion, and owe their existence to Presidential order. Thus the recommendations of the President's committee could be put into effect without taking the matter up with Congress. An Executive Order is sufficient.

Veterans organizations—the American Legion, the Veterans of Foreign Wars, the National Association of Regulars, the Regular Veterans' Association—took the field in a storm of protest.

Their position was, in general,

that if there were to be any change in existing veterans' preferences, they should be increased, not diminished. Notice was served that President Roosevelt, on the dawn of an election year, would run up against the opposition of groups once powerful enough to force an overriding of his veto, if he followed the committee's probable recommendations.

Fight Looms

Personnel officers and progressive Civil Service reform organizations, on the other hand, are equally insistent that the preferences must be cut down. They argue that with veterans given such a large advantage, other persons, better qualified, will hesitate to apply for government jobs. They claim that under existing regulations, a veteran in many cases must be given a Federal position for which he is in no way qualified, and who may actually have failed to obtain a passing "earned" examination mark. Persons better qualified, they argue, see the doors thereby shut in their faces.

The full fury of the fight and its settlement, one way or the other, is expected shortly after the new year, when the President's Committee makes its recommendations. If they stand as they are now written, and are adopted by the President, the battle may very probably be continued in Congress.

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SCHOOL NEWS



Police Instructors Exempted by Board From Dual-Job Law

In a resolution that has wide implications for Civil Service employees throughout the city, the Board of Education tomorrow is expected to exempt eight teachers who have been serving as instructors at the Police Academy from the regulations of the Goldberg-Coudert dual-job law.

President James Marshall of the Board will report to the twice-monthly meeting that the resolution has the approval of the Law Committee. Marshall heads the Law Committee as well.

Reasons Stated

The reason for the exemption, as has been the case with most of the other exemptions under the dual-job law, is that continued employment of these instructors is for the best interests of the school system, and that other men would be unavailable to take their place.

Instructors at the Police Academy give rookie Policemen training in the duties of the job. In like manner, other training throughout the city departments have been given on many occasions by regular teachers in the city schools. Tomorrow's action presages continuation of this policy.

Another Exemption

Another resolution coming before the Board's meeting tomorrow asks exemption for Jacob M. Gray, head of the Technical Drafting and Design department at Brooklyn Technical H. S., to conduct courses next Summer on State funds at Cornell University. These courses are offered in the New York State School of Agriculture, which is constantly contacted by Civil Service commissions for candidates for park and forestry exams.

Seven Exams Are Withdrawn

While the Board of Superintendents continued its hunt for suitable places in which to practice economies so as to meet the \$2,000,000 deficit expected in January, the Board of Examiners has withdrawn a tentative list of seven exams to be given as soon as the budget permits.

Dr. William A. Hannig, chairman of the Board of Examiners, explained that any further exams must wait until the Legislature reconvenes at the first of the year, and some attempt is made to regain the funds cut last session.

A saving of \$75,000 was reported this week when the Board of Superintendents announced the abolition of 29 jobs.

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As School Employees Frolic



Leader Photo—Gordon.

A moment off was taken by officials Friday night at the annual ball of the Federation of Associations of Employees, Board of Education, held at the Riverside Plaza. Seated, left to right, are Patrick Harvey, arrangements committee; James E. Cox, president of the Federation; William Allen,

chairman of the ball, and August A. Dieter, treasurer. Standing, left to right, are Elwood Lauer, reception committee; Alexander Koral, publicity committee; Henry Haas, ticket committee; Richard P. Coogan, entertainment committee, and Peter Rugere, box committee.

Accounting Licenses Awarded

Leading the field by almost three points, Marsha Cooperman, 133 Powell Ave., Brooklyn, was first among 29 candidates awarded licenses as teachers of accounting and business practice this week by the Board of Examiners. Her rating was 82.08. The list follows:

WOMEN	
Cooperman, Marsha.....	82.08
Molodetsky, Dorothy.....	77.95
Rosenberg, Esther.....	76.58
Millman, Edith N.....	76.54
Bender, Anne F.....	74.38
Taman, Norma.....	74.30
Bellin, Lillie.....	74.18
Sharfstein, Ellen P.....	74.03
Grossman, Mildred.....	73.13
Botte, Alice A.....	72.83
Damsker, Gertrude.....	72.53
McGloine, Gertrude V.....	70.38
Richman, Helen M.....	68.13

MEN	
Briloff, Abraham J.....	79.48
Faust, Ira R.....	79.30
Meyer, Robert J.....	76.90
Kartou, Marcus.....	75.33
Hoffman, Herman.....	75.23
Schneider, Herman H.....	75.08
Stelzer, Morris.....	74.63
Gonchar, Abraham.....	73.80
Lichtenthal, Milton.....	73.53
Weinman, Murry.....	71.50
Jericho, George B., Jr.....	70.93
Hoffman, Harry.....	70.80
Gruber, Joseph.....	70.38
Rosen, Emmanuel.....	67.80
Silverstein, Irving A.....	65.28
Sperman, Ephraim.....	64.81

Doubtful

The general public demands "ever newer, better and more expensive schools," declares the Joint Committee of Teachers Organizations in the latest issue of its monthly bulletin, out this week; and since the cost of maintaining New York City's school buildings amounts to \$13,000,000, the Committee doubts the possibility of reducing this figure to meet budget limitations.

Mask Exhibit

As an aid to the study of mask-making as a design problem, students were advised this week by the Board of Education of an exhibit remaining at the Brooklyn Museum until Jan. 1, including ceremonial masks, theatrical masks, burial masks, beauty masks, and gas masks.

Visit The Leader store for everything in Civil Service—99 Duane St., N. Y. C.

Sub Hiring Scored by Guild

Maintaining that the Board of Education has been violating the Vanderwoude decision and the Feld-Holley Law, the Teachers Guild this week urged discontinuance of the policy of filling positions in the schools by substitutes or by those holding lower licenses than called for by the position in question.

The appeal was made in a letter to President James Marshall, signed by Albert Lee Smallheiser, president of the Guild.

Court Ruling Holds Custodian Helpers Employees of State

(Special to The Leader)

ALBANY—Overriding the lower courts, the Appellate Division ruled this week that helpers of custodian engineers in the school systems, even though they are hired and fired directly by the custodians, are nevertheless employees of the State.

The ruling decided the Gorenstein and Mullin cases, asserting that custodians do not have to pay unemployment insurance for these helpers. Unemployment insurance is not given to government employees on the theory that they have tenure and pension rights not accorded those in private industry.

3,000 Involved

Three thousand helpers are involved. The custodians, numbering 750, receive lump sums from the Board of Education and Board of Higher Education, which they use for janitorial help in the City schools and colleges.

This decision comes on the heels of a complaint filed with the State Labor Relations Board by the School and Library Employees, local 7 (AFL), that another AFL affiliate, the International Union of Operating Engineers, has been guilty of unfair labor practices in attempting to deal with these same custodial helpers.

State Board Upheld

The State board was allowed jurisdiction following a State Supreme Court decision a year ago which held that the custodial engineers are individual contractors as far as their helpers are concerned. Had the helpers at that time been declared employees of the State, the State board would have had no jurisdiction, as government employees are outside its scope.

A hearing will be held by the State board at the State Office Building, 80 Center St., Man., on Monday morning, Dec. 4, at 10 o'clock. Certification of the School and Library Employees as the bargaining agent, due to expire last Saturday, has been extended pending the outcome of this hearing.

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Complete 1938 Telephone Operator Test

Filing for Telephone Operator, Grade 1, (Male) remains open until Nov. 28. Candidates should apply at 96 Duane St., between 9:30 a.m. and 4:30 p.m. At least 40 vacancies in this position exist in the Police Dept. and others are expected. As a special service to men who apply for this exam, The Leader is publishing the test given on Oct. 8, 1938, for Telephone Operator. The final part of these questions appears this week.

NOTE: This test consists of 100 items, each one having an equal weight. For each item four possible answers are suggested to complete each sentence. One of the answers (A), (B), (C) and (D) best completes each sentence. It is the best answer which is desired in response to each item, not merely one which can be defended as a good answer. In the following questions the correct answer is starred.

61. The signature written on the back of a check before it can be cashed is known as (A) certification (B) endorsement (C) affidavit (D) guarantee.

62. The maximum number of words that may be sent in a night letter without extra charge is (A) 10 (B) 30 (C) 20 (D) 50.

63. Sundstrand is the name of (A) a filing cabinet (B) a safe (C) a typewriter (D) an adding machine.

64. The envelope that requires no addressing on it is called (A) legal envelope (B) window envelope (C) standard envelope (D) extra-size envelope.

65. The total charge for sending a registered letter from Manhattan to The Bronx is (A) 6 cents (B) 15 cents plus local postage (C) 20 cents plus local postage. (D) 5 cents.

66. Of the following names, the one which is filed first is (A) St. Mary's Book Shoppe (B) The 75th Street Corporation (C) Seward Park High School (D) Seymour's Restaurant.

67. Of the following names, the one which is filed first is (A) Standard Oil Co., Newark, N. J. (B) Standard Oil Co., of New York, N. Y. (C) Standard Oil Co., Cleveland, Ohio (D) Standard Oil Co., Los Angeles, Calif.

68. Manila paper is commonly used for (A) making carbon copies (B) fancy stationery (C) bond paper (D) wax paper.

69. In filing, an entry under one heading referring to another heading under which related matters may be found, is known as (A) geographic filing (B) tickler file (C) cross index (D) alphabetic filing.

70. Of the following names the one which is filed last is (A) McAneny (B) MacBride (C) Madden (D) McWilliams.

In the following star the word most nearly the same or most nearly the opposite in meaning to the numbered word:

- 71, corollary (A) conundrum (B) program (C) consequence (D) plan.
- 72, eleemosynary (A) philanthropic (B) divergent (C) droll (D) handicap.
- 73, expropriate (A) protrude (B) erode (C) expunge (D) deprive.
- 74, fruition (A) futility (B) realization (C) resentment (D) economy.
- 75, inception (A) origin (B) trickery (C) riot (D) confinement.
- 76, reticent (A) opulent (B) loquacious (C) reliable (D) persuasive.
- 77, stricture (A) bite (B) creak (C) surprise (D) criticism.
- 78, subjugate (A) conquer (B) dismiss (C) allow (D) append.
- 79, subversive (A) support (B) playful (C) corrupt (D) averse.
- 80, tangible (A) inflammable (B) inferior (C) responsible (D) palpable.

- 81, lenity (A) cruelty (B) insanity (C) ease (D) nimbleness.
 - 82, furtive (A) ardent (B) stealthy (C) gaping (D) glowing.
- In the following if the sentence is correct check (A); if it contains an error in grammar check (B); if it contains an error in punctuation check (C); if it contains an error in spelling check (D).
- All incorrect sentences contain but one error, either (B); (C); or, (D). Do not check more than one letter for any sentence. If any sentence is checked more than once, it will not be rated.
- 83. A station-to-station call is one in which you wish to talk to any one which answers at the called station. (B).
 - 84. A small charge is made for an uncompleted person-to-person call. (A).
 - 85. In proportion to the population of 1936, New York City had twice as many telephones as London. (D).
 - 86. Bad manners on the part of a telephone operator may not be excused even though he or she are otherwise efficient. (B).
 - 87. The same number can be reached only on one central office trunk line at a time. (B).
 - 88. There is little justification in assigning an inefficient person to operate a P. B. X. board. (D).
 - 89. Accuracy is one of the most important factors in filing. (D).
 - 90. One moment please, said the operator as he looked into the directory. (C).
 - 91. The presiding officer of the U. S. Senate is the (A) speaker (B) Secretary of State (C) Vice-President of the United States (D) oldest Senator.
 - 92. The Federal enterprise used as the yardstick for utility rates is known as the (A) R. A. (B) R. F. C. (C) T. V. A. (D) P. W. A.

- 93. Canada was included within the scope of the Monroe Doctrine in a recent (A) law passed by the Federal Congress (B) decision of the U. S. Supreme Court (C) speech by President Roosevelt.
- 94. The proposed State Constitution is to be submitted in the form of (A) a single, whole document (B) four groups of amendments (C) fewer than four groups of amendments (D) more than four groups of amendments.
- 95. The proposed New York State Constitution (A) abolishes P. R. (B) provides for P. R. only in cities which exceed one million in population (C) provides for elections to the State legislature by means of P. R.
- 96. The effect of the reapportionment provision of the Proposed New York State Constitution is to (A) increase the representation in the State legislature of New York City (B) decrease the representation in the State legislature of New York City (C) leave unchanged the representation in the State legislature of New York City.
- 97. The governmental body that is the head of the New York City Employees' Retirement System is the (A) Council (B) Board of Estimate (C) Tax Department (D) City Planning Commission.
- 98. If the President of a borough of New York City is prevented from attending to his duties by reason of sickness, his place may be taken by the (A) President of the Council (B) Secretary to the President (C) Commissioner of Borough Works.
- 99. The President of the Council may be removed by the (A) Governor (B) Mayor (C) 2/3 vote of the Council (D) popular referendum.
- 100. The New York City council is a (A) Legislative body (B) Executive body (C) Judicial body (D) a combination of A, B, and C.

Advertisement BIDS AND PROPOSALS

STATE DEPT. OF PUBLIC WORKS DIVISION OF HIGHWAYS ALBANY, N. Y.

Sealed proposals will be received by the undersigned at the State Office Building, 13th floor, Albany, N. Y., until one o'clock p.m., on WEDNESDAY, DECEMBER 6, 1939, for the construction and reconstruction of highways and bridges and construction of railroad grade crossing elimination project, as follows: in the Counties mentioned below:

RAILROAD GRADE CROSSING ELIMINATION PROJECT—RECONSTRUCTION

County	Deposit Required	Type	Miles
Dutchess	\$16,500	Two 68 ft. girders, 100 ft. girder bridge carrying N.Y., N.H. & H. R.R. 48 ft. concrete 2 1/2 in. div. lanes 22 ft. concrete 8 in.0.53	
HIGHWAYS AND BRIDGES Construction			
Greene and Ulster	21,500	20 ft. bit. mac. M.M. type 3, includ. 23 1/2 ft. rigid frame and 40 ft. I-beam.10.90	
Reconstruction			
Browns	32,000	Var. dual type 8 in. concrete bit. mac. M.M. type 3; 24 ft. concrete 8 in., 2-24 ft. lanes 8 in. concrete with variable center mill.5.55	
Cattaraugus	1,500	20 ft. gravel incl. 111 ft. truss.9.45	
Columbia	24,000	Concrete.3.97	
Rockland	500	Var. widening concrete 8 in. & Misc. work.0.95	
Rensselaer	8,600	Concrete.2.84	
Westchester	8,000	Concrete.2.95	

Maps, plans, specifications and estimate of cost may be seen and proposal forms obtained at the office of the Division of Highways in Albany, N. Y., and at the office of the District Engineers in whose district the roads or projects are located, upon the payment of five dollars (\$5.00) for plans and proposal forms. Standard specifications are two dollars (\$2.00) per copy. No refund will be made on plans, specifications or proposal forms. Plans and proposal forms may be seen at the office of the State Department of Public Works, State Office Bldg., Worth and Center Streets, New York City. The addresses of the District Engineers and Counties will be furnished upon request. Special attention of bidders is called to "General Information for Bidders" in the proposal, specifications, and contract agreement. The attention of bidders is also directed to the special provisions applying to projects with federal funds.

Proposal for each highway or contract must be submitted in a separate sealed envelope with the name and number of the highway plainly endorsed on the outside of the envelope. Each proposal must be accompanied by cash, draft or certified check, payable to the order of the New York State Department of Public Works, Division of Highways, for the sum as specified in the advertisement for proposals and the proposal itself for each project. The retention and disposal of such cash, draft or check by the State Division of Highways shall conform with Sub. 2, Section 11 of the Highway Law, as amended. The successful bidder will be required to execute the contract and comply in all respects with Section 38 of the Highway Law, as amended, and also pursuant to the provisions of Chapter 707 of the Laws of 1938, there will be required on all contracts entered into by the State Agency on and after July 1, 1939, a separate bond guaranteeing prompt payment of moneys due to all persons supplying the contractor, or subcontractor, with labor and materials

employed and used in carrying out the contract as follows:

- (a) Whenever the total amount payable by the terms of the contract shall be not more than \$500,000 the said bond shall be in a sum equal to the total amount payable by the terms of the contract.
- (b) Whenever the total amount payable by the terms of the contract shall be more than \$500,000, and not more than \$1,000,000 the said bond shall be in the sum of one-half of the total amount payable by the terms of the contract.
- (c) Whenever the total amount payable by the terms of the contract shall be more than \$1,000,000 and not more than \$5,000,000 the said bond shall be in the sum of forty per centum of the total amount payable by the terms of the contract.
- (d) Whenever the total amount payable by the terms of the contract shall be more than \$5,000,000 the said bond shall be in the sum of \$2,500,000.

The amount of the certified check accompanying the proposal of bidder to whom the contract is awarded will be returned when ten per centum of the work under the contract has been completed. If Surety Bond is dispensed with, in pursuance with the Highway Law, the amount of the bidding check will be returned when fifteen per centum of the contract work has been completed. On contracts with federal funds, when optional types are permitted for any item of work, contractors must state in the space provided in the proposal for this purpose the exact designation of the optional type upon which the proposal is predicated. No one proposal shall contain more than one bid for an optional item. The award, if made, will be on the basis of the responsible proposal which for all items of work gives the lowest total cost for the project and the contract will call for the type designated in such proposal.

Skilled, Intermediate Grade, and Unskilled Labor on all projects shall receive the minimum wage rate per hour as follows:

In New York City: Skilled Labor, ninety cents per hour; Intermediate Grade Labor, eighty-seven and one-half cents per hour; Unskilled Labor, eighty-seven and one-half cents per hour; in the Counties of Suffolk, Nassau, Westchester and Dutchess; Skilled Labor, seventy-five cents per hour; Intermediate Grade Labor, sixty-five cents per hour; Unskilled Labor, sixty-five cents per hour; in the Counties of Ulster and Orange: Skilled Labor, seventy-five cents per hour, and for Intermediate Grade and Unskilled Labor, sixty cents per hour; in Sullivan County: Skilled Labor, seventy-five cents per hour, Intermediate Grade Labor, fifty-five cents per hour, and Unskilled Labor, fifty cents per hour; and in all other counties, other than above, Skilled Labor, seventy-five cents per hour, Intermediate Grade Labor, fifty-five cents per hour, Unskilled Labor, forty-five cents per hour, unless shown otherwise in the itemized proposal.

The minimum hourly rate of wages for the various types of operations and trades, as well as the hours of work and conditions of employment, shall be set forth under the Special Provisions in the itemized proposal for each project.

In conformity with the provisions of Section 220, Sub-division d of the State Labor Law, as amended, the minimum hourly rate of wages has been established and is annexed to and forms a part of the specifications for the project, and may be ascertained upon reference to the proposal for the project itself.

The right is reserved to reject any or all bids.

ARTHUR W. BRANDT, SUPT. OF PUBLIC WORKS.

PENSION SYSTEM OFFERS MANY OPTIONAL BENEFITS

This is the second in a series of articles explaining the benefits, costs, provisions and other features of the New York City Retirement System. A previous article traced the history of the system. This week the costs and benefits are outlined.

Contributions to the Retirement System are based on an employee's age when he becomes a member, sex, group (labor, clerical, etc.), and the retirement age he selects—55, 58, 59, or 60. Deductions are made from each salary check. However, after he reaches the minimum retirement age (and if he is eligible for at least a half-pay pension), he can stop further payments.

Larger Pensions

An employee may add 50% to his regular contribution for an additional annuity. These extra payments draw 4% interest yearly.

Since an employee's contributions increase by 4% annually and the cost decreases as he grows older, the greater the retirement age, the greater the annuity bought by excess payments.

When a member's prospective service isn't enough to purchase a half-pay pension, he may pay a lump sum at any time, or over a period of time, to bring his total allowance to half-pay.

May Withdraw Money

A member who stops payments after his retirement age is reached

may withdraw any sum in excess of the amount to his credit which is due at the end of his eligible year. In other words, after attaining the right to retire on half-pay, instead of contributing from 4 to 10% to the Retirement System, the System will contribute 8 to 12%. A member may, if he likes, later repay such withdrawals and buy a bigger annuity.

A member paying arrears, because he decided later to retire at 55 or to increase his pension, is eligible to a reduction in rate when he completes back payments.

If retirement at 55 is selected instead of 60 for the clerical service, 59 for the mechanical service, and 58 for the labor service, contributions are much higher. They range from 20 to 40% more, depending on age. For example, a person entering the administrative or clerical service at

Pension Costs

Age	Clerical	Mech.	Labor
25.....	3.95%	4.00%	4.15%
30.....	4.20	4.30	4.60
35.....	4.65	4.75	5.10
50.....	6.10	6.40	7.00

25 contributes 3.95% for retirement at 60 and 5.95% for retirement at 55. Pensions for clerks, payable monthly, amount to 1-70th of the average salary for the best five consecutive years of service, multiplied by the number of years of service. For the mechanical group it is 1-168th, for the labor group 1-166th. If an employee retires at 55, his allowance will be about 1-60th.

An employee may voluntarily retire when he reaches the retirement age of his group; but, with the exception of rare cases, he must accept a pension when he reaches 70.

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Civil Service Division
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Examination Requirements



EIGHT NEW TESTS LISTED BY FEDERAL COMMISSION Popular Exams Open For Marine Cadets

Eight new open competitive tests were announced yesterday by the U. S. Civil Service Commission. Seven are nation-wide, while one for Corps Area Service Manager (Motor Transport), \$2,600, is open only to residents of New York State.

The tests announced yesterday by the commission's office in Washington are for Principal Editorial Clerk (\$2,300); Editorial Clerk (\$1,800); Assistant Inspector of Ship Construction (Mechanical) (2,600); Instructor (\$3,800), Associate Instructor (\$3,200), Assistant Instructor (\$2,600), and Junior Instructor (\$2,000), Air Corps Technical School. There are 22 optional trades in which applicants for the Air Corps Technical School positions can qualify.

Applicants for these positions should file at the Federal Building, 641 Washington St., Manhattan. They must file before Nov. 30 for the Corps Area Service Manager test and before Dec. 11 for the others.

Full requirements for these positions and other federal jobs open follow:

Competition for positions started () involves no written exam. Competitors will be rated on the extent of their education, the extent and quality of experience relevant to the duties, and fitness, on a scale of 100, based on sworn statements in application and corroborative evidence.*

*CORPS AREA SERVICE MANAGER

(Motor Transport)
(\$2,600 a year); file by Nov. 30. Appointments will be made at Quartermaster, Headquarters, 2nd Corps Area, Governor's Island, New York. The list may also be used to fill vacancies in other places. Age 18-45.

Duties

Inspect motor transport equipment; advise the quartermaster regarding motor equipment requirements, replacements, assignments, etc.; supply technical information; be responsible for maintenance, overhaul, reconditioning or salvaging of varied motor transport equipment.

Requirements

Applicants must show basic qualifications of an automotive mechanic (not automobile mechanic), have four years' practical experience in the maintenance and overhauling of varied equipment, including automobiles and light trucks. In addition, four years' employment as foreman or service manager in a garage employing not less than 10 mechanics; or have been directly responsible for the management of a complement of not less than 50 motor vehicles, including buses, tractors, and trucks.

Principal Editorial Clerk
\$2,300)

Editorial Clerk (\$1,800)

File by Dec. 11. Age: 18 to 50. Vacancies will be filled from this exam in Washington, D. C., and in the field. These eligible lists will also be used for Senior Editorial Clerk (\$2,000) and Assistant Editorial Clerk (\$1,620).

Requirements

Applicants must have two years' of full-time paid experience in editing material for publication. Substitutions for this experience will be allowed as follows: not more than one and one-half years

for successfully completed study, which must have included courses in English, in a college or university. Thirty semester hours of college credit will be considered equivalent to one year of experience. For the required editing experience, applicants may substitute proofreading experience for one-third of the two years required. For positions in the Dept. of State, applicants must show a reading knowledge of foreign languages as follows: for Principal and Senior Editorial Clerk positions, any two, and for Editor Clerk and Assistant Editorial Clerk, any one, of the following: French, Spanish, German.

Weights

For Principal Editorial Clerk, ratings will be: editing, 3; proofreading (practical tests), 2; proofreading and manuscript preparation (practical questions), 2; abstracting (revising and condensing manuscript), 1; indexing (practical tests), 2. For Editorial Clerk ratings will be: editing, 5; proofreading, 5.

ASSISTANT INSPECTOR OF SHIP CONSTRUCTION

(Mechanical)

(\$2,600); file by Dec. 11. Age: 25 to 53. For positions in the U. S. Maritime Commission.

Duties

To inspect the construction and erection on shipboard, of mechanical installations including engines or turbines, boilers, condensers, pumps, valves, refrigeration machinery, etc., to determine workmanlike completion of all mechanical installations in accordance with drawings and specifications; to make reports.

Requirements

Four years' experience in the inspection of marine machinery, including steam-power units and their accessories installed on shipboard, to determine acceptability of erection and installation workmanship in accordance with drawings and specifications. Applicants may substitute for each six months of the inspection experience, one completed year of the education or experience under (a), (b), or (c), but in no case may more than three years of such experience be substituted: a) experience, up to four years, in the machinists' trade in the erection or installation of marine steam-power machinery and equipment on shipboard; b) study leading towards a degree in mechanical or marine engineering in a college or university of recognized standing; c) equivalent experience or education.

INSTRUCTOR (\$3,800)

ASSOCIATE INSTRUCTOR (\$3,200)

ASSISTANT INSTRUCTOR (\$2,600)

JUNIOR INSTRUCTOR (\$2,000)

(Air Corps Technical School)
Filing closes Dec. 11. Positions will be filled in the U. S. Army Air Corps, War Dept., Chanute Field, Rantoul, Ill.; Scott Field, Belleville, Ill., and Lowry Field, Denver, Col. Age limit: 21 to 53.

Optional Branches

Teletype; radio operating; clerical; aircraft armament; aircraft electrical systems; aircraft engines; aircraft fabric work; air-

craft hydraulic systems; aircraft instruments; aircraft mechanics; aircraft propellers; aircraft sheet metal work; aircraft welding; air corps fundamentals; electricity; heat-treating; machine shop; mechanical drafting; parachutes; photography; shop mathematics.

Duties

With varying degrees of supervision for the several grades, to instruct, or supervise the instruction of officers and enlisted men of the Army Air Corps, National Guard, or Reserves, in the subject indication by the titles of the optional branches, in accordance with a definite instructional program of prescribed course of study; to prepare test material for class instruction.



Requirements

All grades, Option 1, Teletype: a) completion of a four-year electrical or mechanical engineering course, or teacher-training course with major in electrical or mechanical subjects, leading to a bachelor's degree; in addition, six months of experience in maintenance and servicing of teletype equipment; b) four years of experience in the maintenance and servicing of teletype equipment. Additional Requirements: for Junior Instructor, none; for the Associate grade at least two years, and for the Instructor grade at least three years, of experience in the maintenance and servicing of teletype machines, including, for the Assistant and Associate grades at least one year, and for the Instructor grade at least two years, of supervisory experience in the maintenance and servicing of teletype equipment. Applicants may substitute a six months' course of instruction in the installation, maintenance, and servicing of teletype equipment for six months of non-supervisory experience or for one year of the college education; or they may substitute six months of experience as instructor of classes of service and operating personnel on teletype machines for each

(Continued on Page 9)

Nationwide open competitive exams for Deck Cadet and Engineering Cadet were announced last week by the U. S. Maritime Commission. They are open to young men who are not less than 18 nor more than 25 years of age. Filing will be open until December 21.

The Maritime Commission stressed the fact that these exams do not come under the jurisdiction of the U. S. Civil Service Commission and that the positions are not in the military service.

The eligible lists resulting from the exams will be used for appointment as Cadet D, or Cadet E, in merchant vessels.

After a four-year training course and after examination by the Bureau of Marine Inspection and Navigation, men who are appointed to the Cadet positions may become licensed officers.

Requirements for the tests and other information for applicants follow:

Requirements

(a) Not less than 18 nor more than 25 years of age on July 1, 1940; (b) unmarried American citizens who can produce evidence of good moral character. Applicants must have received the following 8 units from accredited schools: English (3), algebra (1), plane geometry (1), general science or chemistry (1), physics (1), and a foreign language (1), except that applicants for cadet (E) appointment may substitute one unit in a mechanic arts subject in lieu of a foreign language. In addition, applicants must possess 8 elective units.

3. Applicants must be of normal size, sound condition, and free from physical defects, especially those of sight, color perception (ISHIHARA TEST), speech, and hearing.

4. In addition, applicants must meet the following:

Mental Test

Designated candidates will be assembled for a written examination in (1) algebra, (2) plane geometry, and (3) physics. Double weight will be given to physics in rating the examination.

Time Required

One day will be required for mental test.

Physical Examination

Successful candidates who are placed on the eligible list will be examined as to physical condition by a medical officer of the U. S. Public Health Service before beginning service as cadet. Any

one of the physical conditions listed in application may cause rejection. There will be no waivers for defects in vision, color perception, and hearing. Prospective candidates must be thoroughly examined at home before submitting application in order to assist in saving them from useless expense and disappointment caused by any failure to pass at a distant Public Health station or at a distant seaport.

Aptitude Test

Successful candidates assigned to shore receiving stations or to vessels as vacancies occur will be required to pass aptitude tests and later obtain approval of Master before beginning service as cadet.

Minimum Pay

The minimum pay for cadets after acceptance by steamship company employer and Master is at the rate of \$50 per month. In addition, cadets receive food and quarters. Wages and allowances are paid by steamship company employers. Cadets are berthed in officers' quarters aboard ship and mess with junior licensed officers. No pay is received at receiving stations, but subsistence and quarters are furnished by the United States Maritime Commission.

Courses of Study

Study assignments are furnished to cadets on beginning service. Cadets must purchase necessary textbooks. Vessels do not carry instructors for textbook work. Cadets must prove to District Cadet Training Instructors, who visit their vessels in United States ports, that they have been applying themselves diligently.

Uniforms

Cadets must purchase prescribed uniform equipment.

Additional Information and Application Forms

A pamphlet, "General Information for Applicants and Regulations Governing Appointments," and application and school-record forms will be forwarded after the following-words request is received by the Supervisor of Cadet Training, United States Maritime Commission, Washington, D. C.: "I have carefully read the announcement of examination for appointment to cadetship in the Merchant Marine of the United States, and believe I can fully meet the requirements. I possess scholastic units, including the 8 required units. (See paragraph in 'General Qualifications for Admission to Examination.') Please forward the necessary forms to the address given below." Full name of applicant, home, and mailing address (street or R.F.D., city and state) must be clearly stated in request. This request must be transmitted promptly.

Closing Date

Applications, properly executed, supporting papers, and transcript of school record, must be mailed to the Supervisor of Cadet Training, United States Maritime Commission, Washington, D. C., and postmarked no later than midnight, December 21, 1939.

Date and Place of the Mental Test

Only those applicants whose applications, supporting papers, and school certificates indicate that they are qualified will be notified of the date and places of mental test.

How to Apply for Tests

U. S. citizens may apply to take exams during the period when applications are being received.

Promotions tests are open only to those already in service.

For further information and application blanks, write or apply in person to the following offices:

City jobs—96 Duane St., West of Broadway.

State jobs—Room 576, 80 Centre St., corner Worth St.

Federal jobs—641 Washington St., corner Christopher St.

Fees are charged for City and State exams, but not for Federal exams.

Applicants for City jobs must have been residents of the City for three years at time of appointment. This does not apply to jobs in the Board of Higher Education, Board of Transportation, Board of Water Supply, Education Dept., Municipal Civil Service Commission, N. Y. C. Housing Authority, N. Y. C. Parkway Authority, N. Y. C. Tunnel Authority, and Triborough Bridge Authority. U. S. citizens may apply for positions in these departments, but must become residents of the State before receiving appointment.

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(Continued from Page 8)

year of the education or non-supervisory experience.

All Grades, Option 2, Radio Operating: a) successful completion of a full-four-year electrical or radio engineering course, or teacher-training course with major in electrical or radio subjects, leading to a bachelor's degree; in addition, six months paid experience in the operation of radio telegraph or the possession of at least an amateur's license as radiotelegraph operator; b) four years of paid experience in the operation of radiotelegraph. Additional Requirements: none for Junior Instructor; for the Assistant grade at least one year, for the Associate grade at least two years, and for the Instructor grade at least three years, of paid experience in the operation of radiotelegraph. For the Associate grade at least one year, and for the Instructor grade at least two years, of this experience must have been in a supervisory capacity. Substitution: applicants may substitute a six months' course of instruction in radiotelegraph operation for six months of non-supervisory experience or for one year of the college education specified; or they may substitute six months of experience as instructor of classes of service and operating personnel on radiotelegraph for each year of the education or non-supervisory experience specified.

All Grades, Option 3, Clerical. Applicants must have a) successful completion of a full four year course leading to a bachelor's degree with major in commercial subjects. This education must have included or must have been supplemented by courses in stenography, typing and bookkeeping or accounting; b) successful completion of a four-year course with a major in commercial subjects including stenography, typing and bookkeeping or accounting.

Additional requirements: for Junior Instructor none; for the Assistant grade at least one year, for the Associate grade at least two years, and for the Instructor grade at least three years, of experience in teaching stenography, typing, and bookkeeping or accounting, including for the Instructor grade at least two years of experience in a supervisory capacity over instructors of stenography, typing, and bookkeeping or accounting.

Substitution: for each year of the college or teacher-training course, there may be substituted any one or more of the following, provided that in the absence of college or teacher-training education as specified, not less than one year of experience in teaching these subjects must be shown; and provided further, that any substituted experience must have demonstrated knowledge of, and ability to use, bookkeeping machines: a) one year of experience in teaching stenography, typing, and bookkeeping or accounting; b) one year of experience as stenographer, typist, and bookkeeper; c) one year of study of these subjects, with diploma in stenography, typing, and bookkeeping.

For all grades, Option 4 to Option 22: graduation from a standard four-year high school or the completion of 14 units of high school study acceptable for college entrance, and at least four years of paid experience as shop foreman or as instructor of organized classes, at least one year of which must have been in the optional branch for which application is made.

Substitution: applicants may substitute, year for year, each completed year of a course leading to a bachelor's degree in engineering or vocational education in a college or university of recognized standing, except that applicants for the Junior Instructor grade may not substitute education for the one year of experience required in the optional branch for which application is made.

Additional requirements: none for Junior Instructor. Applicants for the higher grades must show the following paid experience as shop foreman in the optional

branch for which application is made, or as instructor of organized classes: Assistant Instructor—two years of experience, of which one year must have been in the optional branch for which application is made; Associate Instructor—three years of experience, including at least one year in a supervisory capacity over instructors in the optional branch for which application is made; Instructor—five years of experience, including at least four years in a supervisory capacity over instructors in the optional branch for which application is made.

Except for Teletype, Radio Operating, Clerical, Electricity, Heat-Treating, Machine Shop, Mechanical Drafting, Photography, and Shop Mathematics, the required supervisory experience must have had direct application to the branch of aircraft operations indicated by the optional branch for which application is made.

JUNIOR ENGINEER (All Branches)
(\$2,000); not over 35 years old; file by Dec. 11.

Duties
Under immediate supervision, test and inspect engineering materials, draw up plans for minor projects, prepare specifications for engineering material or apparatus, do field work, make computations, prepare maps, assist in conducting experimental research, compile reports, handle technical correspondence.

Requirements
Bachelor's degree in engineering, with details of courses taken and degree granted.

Weights
General test, 3; professional questions, 7. Rating of 70 required.

***ASSOCIATE TEXTILE ENGINEER (Experimental Apparatus Development, Cotton Fibres and Textiles)**
(\$3,200); not over 45 years old; file by Dec. 11; Agricultural Marketing Service, Dept. of Agriculture.

Duties
Under general supervision, plan, design, develop and improve apparatus and instruments of mechanical or electrical nature for use in experimental cotton spinning and weaving, in testing cotton fibres, yarns, cords and fabrics, in measurement of color and related grade elements, and in determining other cotton fiber properties; prepare reports for departmental use and publication; related work.

Requirements
Bachelor's engineering degree. Three years' progressive professional engineering experience, including two in moderately difficult and important work in design, development, or improvement of apparatus or instruments used in testing or experimental processing of textile fibers, yarns, cords or fabrics.

Requirements
Two years' professional engineering experience with one in design, development or improvement of apparatus or instruments used in testing or experimental processing of textile fibers, yarns, cords or fabrics. Furnish concise



description of each instrument or piece of apparatus. One year of postgraduate study in engineering may be substituted and postgraduate study in textile engineering may be substituted for two years, provided the work was comparable to experience required.

ORTHOPEDIC MECHANIC (BRACEMAKER)
(\$2,000); 25-50 years old; file by Dec. 11; U. S. Veterans Administration.

Duties
Construct, alter, fit and repair orthopedic appliances, such as braces, arch supports, belts and elastic goods, make and repair leather, canvas and felt parts of orthopedic appliances; anneal, forge, weld, shape, grind and polish iron, steel and other metals used in orthopedic appliances; do nickel plating; do plaster work.

Requirements
Five years' experience.

Weights
General test, 3; experience and fitness, 7. A rating of 70 must be attained in both parts.

ORTHOPEDIC MECHANIC (SHOEMAKER AND LEATHERWORKER)
(\$2,000); 25-50 years old; file by Dec. 11; U. S. Veterans Administration.

Duties
Design and construct orthopedic shoes; modify shoes; fit and adjust orthopedic shoes; make all parts for complete shoes; make plaster casts of feet; carve complete lasts; design and mold leather; do leather work pertaining to orthopedic appliances.

Requirements
Five years' experience.

Weights
General test, 3; experience and fitness, 7. A rating of 70 must be attained in both parts.

ORTHOPEDIC MECHANIC (LIMBMAKER)
(\$2,000); 25-50 years old; file by Dec. 11; U. S. Veterans Administration.

Duties
Design, construct and fit artificial limbs; repair artificial limbs; do wood, metal and leather work pertaining to artificial limbs, including turning, shaping, grinding, polishing and nickel plating.

Requirements
Five years' experience.

Weights
General test, 3; experience and fitness, 7. A rating of 70 must be attained in both parts.

***CHIEF ACCOUNTANT (Transportation Statistics)**
(\$4,600); not over 53 years old; file by Dec. 4; Bureau of Statistics, Interstate Commerce Commission.

Duties
Under general supervision of Assistant Director in Charge of Cost Finding, plan, organize, conduct, or assist in conducting investigations of cost of performing specific classes of freight, passenger, or other service by transport agencies; prepare reports for inclusion in opinions of ICC. Act as expert witness in cost cases and assist Commissioner and examiners in conducting rate cases.

Requirements
Three years' supervisory experience in accounting, engineering, executive, transportation or traffic department of a railroad, water line, air line, motor carrier, express or forwarding carrier, sleeping-car company, or freight-car line. Five years' experience with analyses of cost of service, efficiency of operation, rate making, traffic trends, or other economic aspects of transportation, consisting mainly of cost finding,

Jobs Open For Boatbuilders

Applications are open until further notice for two new positions at the Philadelphia Navy Yard, it was announced this week by the U. S. Civil Service Commission. The titles are Boatbuilder (Wood) and Shipwright. Blanks may be secured at the Philadelphia Navy Yard or the Philadelphia Commission office, and must be filed at the Yard.

Duties of the Boatbuilder job, which pays \$1.04, 98 cents, and 92 cents an hour, are the erecting, assembling, and caulking of wooden boats, including steaming and bending of lumber from frames and plunking. Appointees must be able to lay out work from blue prints and sketches. Four years' apprenticeship or experience is required.

Candidates for the post of Shipwright at \$1.06, \$1, and 94 cents an hour, must likewise have had four years' apprenticeship or experience. The age limits for both exams are 20-55.

statistical apportionments, or statistical comparisons.

***ASSISTANT CHIEF ACCOUNTANT (Transportation Statistics)**
(\$3,800); not over 53 years old; file by Dec. 4; Bureau of Statistics, Interstate Commerce Commission.

Duties
Under general supervision of Assistant Director in Charge of Cost Finding, plan, organize, conduct, or assist in conducting investigations of cost of performing specific classes of freight, passenger, or other service by transport agencies; prepare reports for inclusion of opinions of ICC.

Requirements
Three years' supervisory experience in accounting, engineering, executive, transportation, or traffic department of a railroad, water line, air line, motor carrier, express or forwarding carrier, sleeping-car company, or freight-car line. Four years' experience with analyses of cost of service, efficiency of operation, rate making, traffic trends, or other economic aspects of transportation, consisting mainly of cost finding, statistical apportionments, or statistical comparisons.

***SENIOR ACCOUNTANT (Transportation Statistics)**
(\$3,500); not over 53 years old; file by Dec. 4; Bureau of Statistics, Interstate Commerce Commission.

Duties
Under general supervision of Assistant Director in Charge of Cost Finding, plan, organize, conduct, or assist in conducting investigations of cost of performing specific classes of freight, passenger, or other service by transport agencies; prepare reports for inclusion in opinions of ICC.

Requirements
Three years' supervisory experience in accounting, engineering, executive, transportation, or traffic department of a railroad, water line, air line, motor carrier, express or forwarding carrier, sleeping-car company, or freight-car line. Three years' experience with analyses of cost of service, efficiency of operation, rate making, traffic trends, or other economic aspects of transportation, consisting mainly of cost finding, statistical apportionments, or statistical comparisons.

***ACCOUNTANT (Transportation Statistics)**
(\$3,200); not over 53 years old; file by Dec. 4; Bureau of Statistics, Interstate Commerce Commission.

Duties
Under general supervision of Assistant Director in Charge of Cost Finding, plan, organize, conduct, or assist in conducting investigations of cost of performing specific classes of freight, passenger, or other service by transport agencies; prepare reports for inclusion in opinions of ICC.

Requirements
Three years' supervisory experience in accounting, engineering, executive, transportation, or traffic department of a railroad, water line, air line, motor carrier, express or forwarding carrier, sleeping-car company, or freight-car line. Two years' experience with analyses of cost of service, efficiency of operation, rate making, traffic trends, or other economic aspects of transportation, consisting mainly of cost finding, statistical apportionments, or statistical comparisons.

JUNIOR OFFICER, MECHANIC
(\$1,860); 25-45 years old; file by Dec. 4; Bureau of Prisons, Dept. of Justice.

Duties
After training in prison service, act as instructor in one of the following: automotive mechanics, blacksmithing and welding, brick-laying, carpentry, electrical work, laundry, machine shop, painting and decorating, plastering and cement finishing, plumbing, sheet metal work, steamfitting. If assigned as head of a trade shop, be responsible for supervision of and instruction of inmates in work of repairing equipment, alterations, or repairs to building, or new construction. Applicants unable to qualify as instructors but who demonstrate ability may remain as assistants to instructors.

Requirements
Four years' apprenticeship or experience. Additional credit for teaching experience in organized instruction.

Weights
Written, 40; experience and fitness, 60. 70 percent required.

***SPECIAL AGENT**
(\$3,800); not over 53 years old; file by Dec. 4; Office of Education, Federal Security Agency.

Duties
Under general supervision of the chief of the service, make studies and investigations and prepare reports on the various types of trade and industrial education; inspect the work of schools and teacher training institutions receiving Federal aid; cooperate with State school, college and industrial executives in promoting special phases of trade and industrial education; make field audits of State accounts; review State plans, and to perform other special duties as assigned.

Requirements
Four-year course leading to a bachelor's degree in a college of or university of recognized standing, included or supplemented by 30 semester credits of professional training in the field of trade and industrial education. At least five years full time, paid, successful experience as a teacher, supervisor, co-ordinator or administrator in the field of trade and industrial education in a high school, vocational school, or industrial establishment, at least one year of which must have been in the supervision or administration of the teaching of several trades. Applicants may substitute, for a maximum of two years, additional experience, year for year, in place of education, provided they have had the 30 semester hours of professional training; they may substitute one year of graduate training for one year of experience.

***DRILLER (PNEUMATIC)**
(84, 78, 72 cents an hour); 20-55 years old; filing open at U. S. Navy Yard, Phila., Pa., or U. S. Civil Service District, Phila., Pa.

Duties
To drill, ream and countersink holes in steel plates, bars, angle and channel iron; to lay out sizes of holes for drilling; to make set-ups and adjustments of drill parts, buckets, clamps, etc., and to perform related work as required.

Requirements
Six months of experience in setting up and operating pneumatic drills on plates, shapes and structural steel members.

Other exams just announced by the U. S. Civil Service Commission include the following:
(Continued on Page 10)



ASSISTANT TEXTILE ENGINEER (Experimental Apparatus Development, Cotton Fibres and Textiles)
(\$2,600); not over 40 years old; file by Dec. 11; Agricultural Marketing Service, Dept. of Agriculture.

Duties
Under general supervision, perform simpler types of work described under duties for Associate Textile Engineer, and generally assist Associate Textile Engineer in development of apparatus for testing and experimental processing of cotton fibres and cotton products.

Requirements
Two years' professional engineering experience with one in design, development or improvement of apparatus or instruments used in testing or experimental processing of textile fibers, yarns, cords or fabrics. Furnish concise

Swansong for 1939
The final exam to be given by the U. S. Civil Service Commission in 1939 will be the test for Junior Engineer, to be held Saturday, Dec. 9. Optional subjects are aeronautical and naval architecture.
The test for Junior Custodial Officer is to be held Saturday.

Filing for City Exams Is Due Next Tuesday

Applications for the November series of 24 exams of the Municipal Civil Service Commission must be filed by one week from today. The Commission application bureau at 99 Duane St., near Broadway, is open daily from 9 a. m. to 4 p. m., and on Saturdays from 9 a. m. to 12 noon. Mail applications must bear a postmark not later than midnight, Nov. 28.

Included in the series are eight positions in the new Dept. of City Planning, such popular tests as Telephone Operator, Grade 1 (men), and Playground Director (men) and (women), and six promotion exams.

Full requirements for the series follow:

(OPEN)

ADMINISTRATIVE ASSISTANT (Dept. of Welfare)

(\$4,000-\$5,000); fee, \$4. File Nov. 13-20. Applicants who filed in July for this exam need not file again. Two vacancies, subject to the budget. The list may be used for positions at the same or lower salaries.

Duties

Under supervision, to assist in the administration of a bureau of division of the Dept.; plan and be responsible for the administrative work; represent the bureau in inter-departmental relationships and on matters of administrative routine; aid the commissioner and his deputies in the development of departmental policies.

Requirements

A baccalaureate degree, or equivalent training; four years of responsible work within the past 10 in a governmental agency or a large business or industrial organization in positions requiring administrative ability such as that of secretary of a governmental agency, office manager or positions of a similar nature, or a satisfactory equivalent combination of education and experience. Consideration will be given to graduate study in a recognized college or university in the fields of public administration, business administration and ac-

counting, management, social work and similar fields. But candidates must have at least two years of administrative or executive experience.

All persons in the competitive class earning not less than \$3,000 and who have served three years in the city service will be eligible for the exam without regard to the education or experience requirements. Candidates must have an understanding of the general functions of governmental agencies and must appreciate the significance of modern management and personnel procedures.

Weights

Written, 5; training, experience and personal qualifications, 5.

CARRIAGE UPHOLSTERER

(\$10 a day); fee, \$2. File Nov. 8 to 28. One vacancy in Dept. of Parks.

Duties

To make and repair tufted cushions and auto (carriage) seats; to lay out, cut and sew leather, hair felt; grade ticking and other like material. The duties include both hand and machine sewing.

Requirements

Five years' experience of the character described under duties.

Weights

Written, 4; practical, 5; physical 1.

ELEVATOR MECHANIC'S HELPER

(\$8.25 a day, \$1,800 a year); fee, \$1. Five vacancies. Open to persons of all ages. Filing from Nov. 8 to 28.

Duties

To make general mechanical and electrical repairs and adjustments on electric and hydraulic elevator systems; to help renew sheaves and cables, repacking shipping boxes, valves, glands, etc.

Requirements

No one should apply who lacks

Commission Bows to Machine

Bowing to the vagaries of the machine age, the Municipal Civil Service Commission this week ruled that rating of the Social Investigator examination papers will be considered on a basis of 135 items.

According to the revised key, adopted by the Commission two months ago, any answer is acceptable for four of the questions. Under normal circumstances these four queries would be eliminated and the papers marked on a basis of 131 questions.

Reason for the Commission's action: The marking machine works better when all the questions are in.

So, every one of the 15,000 persons who took the exam in June will be given four "corrects" no matter what their original answers were.

Incidentally, the Commission estimates Dec. 15 as the date when the list will be ready. The passing mark will be that received by no. 2,500; if several are tied at this figure, more than that number will pass.

sufficient experience and training to pass the difficult competitive tests which will be part of this exam.

Weights

Written, 3; practical, 5; physical, 2.

FIRE TELEGRAPH DISPATCHER AND RADIO OPERATOR

(\$1,560); two vacancies in Municipal Broadcasting System; two in Fire Dept. Fee, \$1; filing from Nov. 8 to Nov. 28.

Duties

Municipal Broadcasting Station: under direct supervision, to operate all mechanical and electrical equipment of a broadcasting station and public address equipment, to make repairs, tests and new installations; keep records and make reports. Fire Dept.: in addition to these duties, to receive and transmit fire alarms and related work.

Requirements

Two years of recent, satisfactory experience in operating, maintaining or designing radio broadcasting equipment in a licensed radio broadcasting station or company. Credit will be given for an engineering degree or courses toward such a degree on a pro rata basis. At the time of appointment, candidate must hold a First Class Radio Telephone Operators' License granted by the Federal Communications Commission.

Weights

Experience, 2 (70% required); technical, 4 (75% required); practical, 4 (75% required).

JUNIOR ADMINISTRATIVE ASSISTANT

(Dept. of Welfare)

(\$3,000-\$4,000); fee, \$3. Filing from Nov. 13 to Nov. 20. Applicants who filed in July need not file again. List may also be used for positions in the next lower grade. Twelve vacancies, subject to budget. No age limit.

Duties

Under supervision to assist in the administration of a division or bureau of the Dept., by being generally responsible for the administrative detail work; to represent the division in inter-office relationships; to aid in the development of divisional policies and procedures.

Requirements

A baccalaureate degree, or equivalent training; in addition two years of responsible work within the last five in a governmental agency or in a large business or industrial organization, in positions requiring supervisory ability such as office manager.

All persons in the competitive class earning not less than \$2,400 who have served three years in the city service, will be eligible. Consideration will also be given to graduate study in a recognized college or university in the fields of public administration, business administration and accounting, management, social work, and similarly appropriate fields, but candidates must have had at least one year of supervisory experience. Candidates must have an understanding of the general functions of governmental agencies and must appreciate the significance of modern management and personnel procedures in governmental agencies.

Weights

Written, 5; training, experience and personal qualifications, 5.

JUNIOR ENGINEER (CIVIL) GRADE 3

Junior Engineer (Housing Construction), Grade 3 (\$2,160-\$3,120); fee, \$2. Filing from Nov. 8 to Nov. 28. Vacancies: 157 in the title of Engineering Assistant, Grade 3, at \$2,160; 31 in the title of Engineering Assistant (Tunnel Construction), Grade 3, 21 of which are at \$2,160 and 10 at \$2,400; 34 in the title of Topographical Draftsman, Grade 3, at \$2,160; 13 in the title of Junior Topographical Draftsman, Grade 3, at \$2,160; 12 in the title of Junior Engineer, Grade 3, at \$2,160; 16 at \$2,400 in the Housing Authority as Junior Engineer (Housing Authority), Grade 3.



Duties

Under supervision, to perform elementary civil engineering work in the investigation or development of civil engineering projects, the design, layout, construction, inspection, testing, operation, or maintenance of civil engineering works or equipment for rapid transit railroads, tunnels, bridges, schools, public buildings, highways, sewers, etc., or in scientific civil engineering research; keep records and make reports. The duties of Engineers certified under the Housing Construction title will be to perform elementary engineering work in the investigation or development of housing projects, the design, layout, construction, inspection, testing, operation or maintenance of these projects.

Requirements

An engineering degree prior to



certification; or graduation from a four-year day high school course and six years' satisfactory practical experience in civil engineering; or a satisfactory equivalent; general knowledge of the fundamental principles of civil engineering, of physics and mathematics, and of the ordinary sources of civil engineering information; ability to prepare field notes or data for plans and reports; familiarity with the use of drafting instruments, instruments of precision, and mathematical tables required in the performance of civil engineering work.

A separate list will be made up from this exam of those otherwise qualified who have had at least one year's satisfactory practical engineering experience on building construction. This list will be a list for Junior Engineer (Housing Construction) and will require the additional experience mentioned.

Weights

Technical, 7; training, experience and personal qualifications, 3.

MEDICAL SUPERINTENDENT

(Communicable Diseases Hospital)

(\$3,885); fee, \$4. Filing from Nov. 8 to Nov. 28. One vacancy at the Kingston Ave. Hospital.

Duties

General supervision of a hospital for communicable diseases, and jurisdiction over the administration of the hospital. Incumbent will be responsible for the management, examination, treatment, isolation, and detention of such cases of communicable diseases as are admitted to the hospital, under the provisions of the Public Health laws, and the Sanitary Code and the regulations of the Dept. of Health.

Requirements

M. D. degree; internship of one year in an accredited hospital. Candidates must have three years' experience in an accredited hospital for communicable diseases in the capacity of Superintendent or Assistant Superintendent. In addition, candidates must have one year's experience as resident or interne in a hospital devoted to the diagnosis and treatment of communicable diseases.

Weights

Written, 4; training, experience and personal qualifications, 6.

PLAYGROUND DIRECTOR (Female)

(Permanent Service)
(\$1,200); fee, \$1. Filing from Nov. 8 to Nov. 28. Age limit: 18 to 29.

Duties

To conduct games, dancing, dramatization and other recreational activities such as kindergarten and draft classes and to give instructions in various forms of athletics and gymnastics in playgrounds under the Dept. of Parks; to be responsible for proper control and administration of these and all other functions connected with the playground.

Requirements

Graduation from senior high school and either: 1) the completion of an accredited course in recreational and health education on a college level; or 2) paid experience of two seasons as an instructor, counsellor or coach; or 3) a satisfactory equivalent combination. A college degree will be regarded as a satisfactory equivalent.

Weights

Written, 5; oral-practical, 5.

PLAYGROUND DIRECTOR (Male)

(Temporary Service)
(\$4 a day); fee, \$1. Filing from Nov. 8 to 28. Age limit: 18 to 29. This list is for temporary employment only and will expire at the end of four years. 125 vacancies expected.

Duties

To direct and conduct games, dancing, dramatization and other recreational activities and to give instructions in various forms of athletics and gymnastics in playgrounds under the Dept. of Parks; to be responsible for proper control and administration of these

(Continued on Page 11)

26 Navy Yard Jobs Still Open

(Continued from Page 9)

ASSISTANT INSPECTOR OF HULLS

(\$3,200); 25-48 years old; file by Dec. 27; Bureau of Marine Inspection and Navigation, Dept. of Commerce. Experience requirements on vessels.

ASSISTANT INSPECTOR OF BOILERS

(\$3,200); 25-48 years old; file by Dec. 27; Bureau of Marine Inspection and Navigation, Dept. of Commerce. Experience requirements on vessels.

PROCUREMENT INSPECTOR

(\$2,300); 25-53 years old; file by Dec. 4; Material Division, Air Corps, War Dept.
Senior: (\$2,600); 25-53 years old.

Assistant: (\$2,000); 21-45 years old.

Junior: (\$1,620); 21-45 years old. Exact mechanical and inspection experience or engineering education is required for all Procurement Inspectors.

JUNIOR GRADUATE NURSE

(\$1,620); not over 35 years old; filing open. U. S. Public Health Service, Federal Security Agency, and Veterans' Administration.

Duties

Under immediate supervision, do general nursing work in hospital wards, infirmaries, or sanatoria; related duties.

Requirements

Completion of a four-year high school course; completion of a course in a recognized nursing

school with a residence of two years in a hospital with a daily average of 50 bed patients; registration as a graduate nurse. Those in the final year in nursing school will be accepted if they furnish proof of fulfilling requirements during life of register.

Also open are 26 federal exams for skilled jobs at the Brooklyn Navy Yard. Filing is due to close Dec. 28. The age limit for the following eight was extended last week to 55:

Blacksmith (Heavy Fires), Blacksmith (Other Fires), Boat-builder, Coppersmith, Loftsmen, Pipecoverer and Insulator, Ship-fitter, and Shipwright.

The 48-year limit is retained for the other 18 tests:

Anglesmith, Heavy Fires; Anglesmith, Other Fires; Boilermaker, Chipper and Caulker, Iron; Die Sinker, Driller, Flange Turner, Frame Bender, and Gas Cutter or Burner.

Holder-On, Molder, Puncher and Shearer, Rivet Heater, Riveter, Sailmaker, Saw Filer, Sheet Metal Worker, Toolmaker, Welder, Electric (specially skilled), and Welder, Gas.

939,876 U.S. Employees

Federal employment reached a new high in September, when Civil employees totaled 939,876, according to an announcement last week by the U.S. Civil Service Commission. The increase over the previous month was 6,490.

Arsenal Machinist Wanted

An open competitive exam for Machinist to fill immediate vacancies at the Watervliet Arsenal, Watervliet, New York, has been announced by the U. S. Civil Service Commission, Second District.

The test is open to any resident of New York State. The salary range for the jobs is 81c. to \$1.01 an hour. Applicants must file before Dec. 5 with the secretary Board of U. S. Civil Service Examiners, Ordnance Dept. Watervliet Arsenal. Forms may be obtained at the U. S. Civil Service Commission, Federal Building, Christopher St., New York City, or at any first-class Post Office.

Successful candidates must be able to operate machines and tools of all types which are common to a modern machine shop; read drawings; make construction lay-outs and set-ups; obtain from blueprints a full knowledge of all tools; be familiar with and use various precision measuring instruments such as micrometer, vernier caliper, depth gage, height gage, etc. Applicants must have finished a four-year apprenticeship or have had four years of practical experience. No written test will be given. Applicants will be judged solely on their experience and fitness.

Six Promotion Tests In City Series



(Continued from Page 10)

and all other functions connected with the playground.

Requirements

Graduation from senior high school and the completion of either: 1) an accredited course in recreational or health education work on a college level; or 2) paid experience of two seasons as an instructor, counsellor or coach; or 3) a satisfactory equivalent. Candidates who will have both these requirements of age and experience by July 1, 1940, are eligible. A college degree will be regarded as a satisfactory equivalent.

Weights

Written, 10. There will be a qualifying oral-practical exam for successful candidates as the needs of the service require.

TELEPHONE OPERATOR GRADE 1

(Men)

(\$1,200—\$1,800), fee, \$1. No age limit. Filing from Nov. 8 to Nov. 28. Forty vacancies expected in the Police Dept.

Duties

To operate a telephone switchboard; keep records of telephone calls; perform clerical and other incidental work. Night duty may be required.

Requirements

At least one year of experience in the operation of private branch switchboards used by the New York Telephone Co., having at least five trunk lines, and twenty extensions; or a satisfactory equivalent. Part time in mere incidental telephone operation in a small establishment is not a satisfactory equivalent. Candidates will be required before certification, to pass a rigid medical and physical examination to include speech, hearing and voice. Slight hearing or speech defects or unsuitable voice will cause rejection.

Weights

Written, 5; practical, 5.

(PROMOTION)

CHIEF PAROLE OFFICER (City-Wide)

(\$3,500); file Nov. 8-28; written, Dec. 15; fee, \$3. Vacancy in the Parole Commission.

Eligibility Requirements

Open to Parole, Probation and Crime Prevention Officers, Supervising Parole Officers and Directors of Placement, Classification and Education, who have served one year in the eligible title or titles by Dec. 15, and are otherwise eligible.

Scope of Exam

To follow duties: under direction of Parole Commission, formulate, plan and execute parole work methods; direct supervising parole officers and parole officers; promote efficient parole investigation, supervision and treat-

ment; provide for in-service training and staff evaluation; review records and prepare reports; exercise executive supervision; related work.

Weights

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

JUNIOR BACTERIOLOGIST (City-Wide)

(\$1,500-\$2,100); file Nov. 8-28; written, Jan. 31; fee, \$1. Departmental lists will be set up by promulgation only for departments other than Health.

Eligibility Requirements

Open to persons in the City Service who have served six months by Jan. 31 in the following titles and are otherwise eligible: Laboratory Assistant (plain and all specialties); Assistant (plain and all specialties); Laboratory Technician, and other comparable laboratory positions in competitive class, salary of which is below \$2,100.

Scope of Exam

To follow duties, routine bacteriological tests and analyses.

Weights

Record and seniority, 50; written, 35; training and experience, 15.

PARK FOREMAN, GRADE 2 (Men) (PARK DEPT.)

(\$1,800-\$2,400); file Nov. 8-28; written, Feb. 1; fee, \$1. Vacancies occasionally occur; none now.

Eligibility Requirements

Open to those who have served required period of time by Feb. 1, and are otherwise eligible: Auto Engineman, 1 year; Assistant Gardener, 1 year; Attendance Service (Grades 1 and 2), 1 year; Gardener, 6 months; Instructor (Farming), 6 months; Auto Lawn Mower Engineer, 1 year; Tractor Operators, 1 year; Ticket Agents, 1 year; Labor Class, 3 years. Those on preferred lists for these titles are also eligible.

Scope of Exam

To follow duties: supervise men in general park work; familiarity with departmental procedure and regulations; knowledge of factors of maintenance and operation; alertness in regard to improved methods of park work.

Weights

Record and seniority, 5; written, 5.

SUPERVISOR, GRADE 3 (Medical Social Worker) (City-Wide)

(\$2,400-\$3,000); file Nov. 9-29; written, Jan. 16; fee, \$2. Vacancies occasionally occur.

Eligibility Requirements

Open to medical social workers who have served in this title six months by Jan. 16, and to Hospitals Dept. employees who will be classified as Medical Social Workers by reclassification resolutions, and who have served

six months by Jan. 16, and are otherwise eligible for promotion.

In addition, graduation from high school or its equivalent, four years of education and six years of experience, of which three were in medical social work. Education acceptable: completion of courses creditable towards a degree, diploma or certificate from a college or university, school of nursing, or school of social work. Experience acceptable: full-time paid experience within last 10 years in an agency of acceptable standards in medical social work, social case work, or public health nursing.

Scope of Exam

To follow duties: under general direction and supervision, medical social work of a sub-division of a social service department; provision of in-service training, staff evaluation; other administrative duties; explanation of the work to patient, hospital staff, and community; coordinate work of the department with other departments; related work.

Weights

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



STATIONARY ENGINEER (City-Wide)

(\$9 a day); file Nov. 8-28; written, Dec. 1; fee, \$2. Three vacancies in Sanitation Dept.; five in Hospitals Dept.; one in Police Dept.

Eligibility Requirements

Open to Licensed Firemen, Oilers, Water Tenders, Asphalt Steam Roller Engineers, Locomotive Engineers, Crane Enginemen (Steam), Pile Driving Engineers, Marine Engineers, Chief Marine Engineers, Marine Oilers, Marine Stokers, Marine Stokers (oil burning), Marine Firemen, Inspectors of Boilers, Boilermakers, Foreman Boilermakers, Steamfitters, Foreman Steamfitters, Junior Mechanical Draftsmen (all sub-titles and grades), Assistant Mechanical Engineers (all sub-titles and grades), Mechanical Engineers (all sub-titles and grades), Electricians, Electricians (Powerhouse), Airport Electricians, Inspectors of Light and Power (all grades), Electrical Inspectors (all grades), Dynamo Engineers, Crane Enginemen (Electric), Junior Electrical Engineers (all sub-titles and grades), Assistant Electrical Engineers (all sub-titles and grades), Mechanical Draftsmen (Electric) (all sub-titles and grades), Electrical Draftsmen (all sub-titles and grades), Power Maintainers, Power Operators, Assistant Supervisors of Power, Foremen (Power), Power Dispatchers, Relay Maintainers with following experience and otherwise eligible: five years' experience in operating high pressure steam or high tension electric power plants; or two years' such experience and an engineering degree; or two years' such experience and three years' experience as journeyman machinist, boilermaker, steamfitter, or electrician, or equivalent.

Employees with other titles who have done qualifying work may apply for this exam within 10 days. Some certifications will require a New York City Stationary Engineer's License. Employees in the competitive class must have six months in the department and one year in the title immediately preceding. Labor class employees must have three years' city service immediately preceding.

Scope of Exam

To follow duties: operate, maintain, and adjust either steam or electric power plant equipment, including boilers, engines, heating, ventilating, lighting, and refrigeration equipment, pumps, sewage, screens, blowers, compressors, sewage ejectors, elevators, with such auxiliary equipment as switchboards, transformers, rotary converters, meters, circuit breakers, feed water heaters, condensers, superheaters, oil burners, etc.; oil, clean, and make minor repairs to this equipment; make periodic inspections and ex-

aminations; take readings of meters, gauges, and recording devices; keep a station log and other necessary records and charts; make daily reports; related work. Incumbents may be placed in charge of a watch.

Weights

Record and seniority, 5; technical written, 2; practical, 2; education, training and experience, 1.

LIEUTENANT (FIRE DEPT.)

(\$3,900); file Nov. 9-29; written, Jan. 6; fee, \$3. Vacancies occasionally occur.

Eligibility Requirements

Open to Firemen, 1st grade; En-

gineers of Steamer; Pilots; Chief Marine Engineers (Uniformed) and Marine Engineers (Uniformed). Requirements must be met by Jan. 6.

Scope of Exam

Written exam will test, as an integrated whole, knowledge of fire administration, practice, and procedure, including interpretation and application of pertinent laws, ordinances, rules and regulations, and will demonstrate fitness to be appointed to rank of Lieutenant.

Weights

Record and seniority, 5 (60 percent required); written, 5 (70 percent required, 50 percent on each part).

Eight Planning Dept. Posts To Be Filled by New Exams

Eight positions in the newly-formed Dept. of City Planning will be filled by open exams among the current city series, which ends next Tuesday. They are:

ASSISTANT SEC'Y TO THE COMMISSION (City Planning)

(\$2,400); fee, \$2. File Nov. 8 to 28. One vacancy.

Duties

To assist the Secretary of the Commission maintain records and information service on all matters referred to it for action; obtain and distribute planning reference material for the commission and staff, including preparation of summaries and indexing; distribute reports of the Commission; prepare confidential reports; have responsibility for official correspondence; communicate with public planning and related organizations; meet and interview groups interested in the commission's work.

JUNIOR CITY PLANNER

(\$3,000—\$4,000); fee, \$2. Filing from Nov. 8 to 28. One vacancy in Dept. of City Planning.

Duties

Under supervision, to develop general planning programs, including surveys and investigations of land use problems; make investigations and prepare reports; make studies of long-range industrial and residential population movements and similar basic educational and social factors to determine the city's future development; make reports and recommendations on these problems.

RESEARCH ASSISTANT (City Planning)

(\$2,000—\$3,000); fee, \$1. Filing from Nov. 8 to Nov. 28. One vacancy in Dept. of City Planning for economic and social research and two for physical planning.

Duties

Research Assistant (Economic and Social Research). Under supervision to study and make reports on long range industrial, commercial, financial and general

economic movements affecting New York City; make population and growth studies; prepare graphic and statistical material.

Research Assistant (Physical Planning). Under supervision to study and make reports on land use Phase of the City's Master Plan: 1) for private purposes (zoning); 2) for transportation and traffic; 3) for recreation and education; 4) for sites for government buildings, and 5) for provisions of such public services as water supply and sewage and garbage disposal. All candidates must have an understanding of the general functions of governmental agencies and a thorough knowledge of the aims of city planning.

ADMINISTRATIVE ASSISTANT (City Planning)

(\$4,000-\$5,000); fee \$3. One vacancy in Dept. of City Planning. File Nov. 8-28.

ADMINISTRATOR (City Planning)

(\$5,700); fee, \$5. File Nov. 8 to 28. One vacancy in Dept. of City Planning.

ASSISTANT CITY PLANNER

(\$4,000-\$5,000); fee, \$3. File Nov. 8 to 28. One vacancy in Dept. of City Planning.

ASSOCIATE CITY PLANNER (City Planning)

(\$5,000-\$6,000); fee, \$4. File Nov. 8 to 28. One vacancy in Dept. of City Planning.

CITY PLANNING DIRECTOR

(\$6,000 and up); fee, \$5. Filing from Nov. 8 to Nov. 28. One vacancy in Dept. of City Planning.

Monday Set as Deadline For Buffalo Phone Test

Filing closes next Monday, Nov. 27 for the Telephone Operator exams to be given by the Buffalo Municipal Civil Service Commission on Dec. 5. Only residents of Buffalo are eligible to compete. Full requirements follow:

TELEPHONE OPERATOR

Salary varies. Recent appointments made at \$1,201 a year; fee, \$1; file by Nov. 27; exam, Dec. 5.

Duties

Operate a telephone switchboard in a municipal department; operate simple office appliances; keep records of all calls and telephone connections; give information; do clerical work.

Requirements

Either (1) graduation from an approved academic or technical high school and one year or full-time paid experience as a tele-

phone switchboard operator; or (2) graduation from an eighth-grade school and completion of at least two years' work in an approved academic or technical high school, and two years' full-time paid experience as a telephone switchboard operator; or (3) graduation from an eighth-grade school and three years' full-time paid experience as a telephone switchboard operator. Candidates must have acquired experience in operation of a telephone switchboard; answering incoming calls and making switchboard connections; making connections for outgoing calls; keeping records of long-distance calls; giving information to the public; assisting on routine clerical work such as filing, typing and keeping simple records.

Weights

Technical exam, including practical, 7; training, experience, and general qualifications, 3.

WATCH THIS SPACE
NEXT ISSUE
FOR A SPECIAL ANNOUNCEMENT
ON
TYPEWRITERS

Court to Rule on Open Exams for New Posts

The policy of holding open competitive exams to fill new positions in city departments is at stake in a show-cause order directing the Municipal Civil Service Commission to explain why its test for Borough Superintendent of Buildings should not be annulled.

In Supreme Court Friday, Justice William T. Collins reserved decision on the order. The action was brought by nine employees who failed the exam, given last summer, to fill posts established by the new Charter. The Charter consolidated the Tenement House Dept. and the five borough commissioners of buildings within the new Dept. of Housing and Buildings.

The posts at issue head the administration in each borough, the incumbents actually serving as deputy commissioners. Salaries vary from \$5,000-\$6,500.

Mayor LaGuardia and former Commissioner Alfred Rheinstein both agreed that the exams should be open competitive. Future vacancies are to be filled by promotion tests on the theory that direct training in the work will be given to subordinates in the department.

Order Four Exams

The Municipal Civil Service Commission has ordered four new promotion exams, The Leader learned yesterday. Included in the group are tests for Foreman of Drillers; Inspector of Iron and Steel Construction; Machinist, and Steamfitter, Board of Education.

Stoiber Reelected War Veteran Head

Frederick J. Stoiber was unanimously reelected State Chairman of the New York War Veterans in Civil Service, Inc., last Monday night, at the annual election held in the Olympia Restaurant, 107 W. 43rd St. Councilman Charles E. Keegan led the installation ceremonies.

Others chosen were William B. Murray, recording secretary; Curtis E. Kohler, corresponding secretary; Solomon Unger, treasurer; John R. O'Neill, financial secretary, and Roy P. Monahan, counsel.

The following county chairmen were elected all unanimously: Bernard S. McGovern, New York; Saul C. Friedman, Bronx; Martin F. Heneghan, Kings; Pedro Garcia, Queens, and Ray Hannan, Richmond.

Former State chairman William E. Skillman accepted appointment as chairman of the membership committee.

Testimonial for Kane

Vincent J. Kane, president of the Uniformed Firemen's Assn., will be tendered a testimonial dinner Saturday night, Dec. 16, at the Hotel Capitol, 50th St. and Eighth Ave. The occasion will mark complete establishment of the three-platoon system in the Fire Dept.

Chairman of the committee is Richard T. Martin. Associates of Kane have invited all members of the Fire Dept. to honor the veteran leader.

Market Group to Meet

A meeting of the Dept. of Markets Eligibles will take place tonight at 8 o'clock at the Irving Plaza, 15th St. and Irving Pl., Man. Those unable to attend are asked to communicate with secretary W. Goldstein, ESplade 5-8274.

Amusement

By D. FRANK MARCUS



JACK WHITING AND FRANCES MERCER

"Very Warm for May" at the Alvin



GERALDINE FITZGERALD

"The Mill on the Floss" at the Astor



GLORIA BELMONTE
Glamorous Spanish Dancer at El Chico

The Theatre:

Although this department first makes its bow today, the weeks since mid-September record a merry march on busy box offices.

Indeed, the season is more notable for its frequent registering of hits than for the seizure by "Tobacco Road" of the Broadway long-run record once confidently held by "Abie's Irish Rose".

As matters now stand, "MARGIN FOR ERROR" made no mistake and has entered the winner's circle as the satiric champion of Anti-Nazi melodramas... Helen Hayes has been found guiltless, though involved in the jury room machinations of "LADIES AND GENTLEMEN"... Monty Wooley is the good-good wolf in the whimsically sheepish Alexander Woollcotts' mood, if not in his clothing, making "THE MAN WHO CAME TO DINNER" a festive board for the comedy hungry... "LIFE WITH FATHER" is a live hit, based on a bygone era... "TOO MANY GIRLS" has landed on the top rung of the musical comedy ladder; and Gertrude Lawrence is living up to the title of "SKYLARK," her current vehicle.

"VERY WARM FOR MAY"

A very lovely score by Jerome Kern and Oscar Hammerstein, 2nd—ranging from singing sentiment to gay swing—plus a cast with highly diverting talents, are the high command of "VERY WARM FOR MAY," last Friday's premiere at the Alvin.

These have built the fortifications which may defend this elaborate, new musical against the slight chill of a weak book, dealing with trials and tribulations in the Summer theatre... Grace McDonald, Jack Whiting, Hiram Sherman, Frances Mercer, Maxine Barrat and Don Loper are among the redoubtables fetchingly engaged. They have the ability and amiability to heat up the proceedings.

"THUNDER ROCK"

Tonight, after nine performances at the Mansfield, the Group Theatre's production of Robert Ardrey's "THUNDER ROCK" closes. In this

play Mr. Ardrey attempted to introduce a shiplod of ghosts, in order to contrast the expectancies of the future with the realizations of the past. Unfortunately Mr. Ardrey's ghosts gave him up.

The Movies:

"THE MILL ON THE FLOSS," current at the Astor, arouses mixed emotions. The beauty and ability of Geraldine Fitzgerald, plus Frank Lawton's handsome presence, at times lift the main Romeo and Juliet theme of George Eliot's screened novel to splendid heights. Too bad too many extraneous sequences were also included, leading the film as a whole, into doing a bit of "Humpty-Dumptying." Keeping these punier counterplots between the pages of the author's book might have turned a good picture into a better one.

George Jessel and Ben Hecht, in quick response to Mayor LaGuardia's efforts to revive film-producing in our city, have informed the Mayor that "BEFORE I DIE" is the first production they have scheduled (despite its title) to restore life to the old Vitagraph and Astoria studios.

Tomorrow "THE CAT AND THE CANARY," starring Bob Hope and Paulette Goddard, comes to the Paramount, ending the hold-over run of Douglas Fairbanks, Jr., in "RULERS OF THE SEA."

Garbo's comedy triumph in "NINOTCHKA" not only affords a moviegoer's treat, but an Anti-Communist's holiday.

Thursday ushers another melodrama into the Criterion—"THE RETURN OF DR. X," featuring Humphrey Bogart and Rosemary Lane.

Deanna Durbin's newest vehicle, "FIRST LOVE," not only cameras this charming young star in her first kiss, but affords, as well, a first perspective on her now, maturer ability.

Gay Spots:

If anyone but Sam Blake, amiable exploiter of the Piccadilly Circus Bar, had told this meanderer to have his head examined, he might have been slightly annoyed. But who can blame Sam in his attempt to publicize John Fraser, the phrenologist who is currently on hand during the pic's cocktail hour... Knowing one's hat-size comes in handy at that—if only because the Weylin Bar awards a derby these Wednesday after-

noons to the luckiest of its male visitors.

A quick march through the Village Barn still intriguing its grown-up patrons with those merry games of childhood, such as musical chairs and obstacle races... The more sophisticated mood prevails at the Greenwich Village Casino, where Aileen Cook heads the elaborate entertainment doings, tempoed by Joe Candullo's music.

Benito C. Collada, genial proprietor of El Chico, not only extended a cordial welcome to this reporter upon his return to the ranks of gay-doings commentators but was quick to inform him that Hugo Mariani's Latin-mooded, N.B.C. orchestra and Gloria Belmonte's scintillating Spanish dancing were luring unusually large crowds to New York's most famous Spanish rendezvous.

ODD ODES TO MUSIC MAKERS

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Civil Service organizations are invited to call upon the Civil Service Leader's Amusement Department for consultation and advice, relative to large or small parties. Complete arrangements can be made, if desired. A call to CO. 7-5665 will put you in contact with this courtesy service, for which there is no charge whatsoever.

Ask for the Amusement Dept.

17 Civilian Clerks

While 17 civilian clerks started a two-week course yesterday at the Police Academy to learn their duties at police stations throughout the city, "interested observers" continued their vigil to determine if any civilians are doing "police" work.

A suit to contest the action of the Police Dept. and the Municipal Civil Service Commission in replacing Patrolmen and Sergeants by clerks and telephone operators is expected as soon as the duties are clarified.

The first group of 37 civilians started work last week at the switchboards of various precincts.

Mahoney Re-elected

Unanimous choice for the 16th consecutive time, Detective Dennis Mahoney was re-elected president of the Detectives Endowment Assn. at the annual election of officers Thursday night at the Hotel Croyden, 2 E. 86th St.

Mahoney has served since Jan. 1, 1924, only person to hold the presidency more than one year. The other officials of the association were also returned to office.

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Disfiguring hair removed forever from face, body. Personal attention. Men also treated privately. Special offer to new clients.
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BELLETTA Room 1102 MED. 3-4218

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FURS—J. T. VIDAL, 231 W. 29th St. (LONGacre 5-1347) is where Civil Service Employees get special discounts on quality fur coats. Easy terms if desired.

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To Open Law Steno Test in December

A competitive exam for Stenographer (Law) Grade 2 will be announced by the Municipal Civil Service Commission in its December issue. The Leader has learned from reliable sources.

The new test will be the first for Legal Stenographers in four years. The salary for the position ranges from \$1,200 to \$1,800.

It is expected that candidates will be required to have three years' recent experience as a Stenographer in a law office, a diploma from an accredited high school, ability to take dictation at the rate of 120 words a minute and type rapidly.

Exam Postponement To Cost City \$2,000

A court order in the case of Goldstein vs. Kern which forced the postponement of the Stenotypist, Grade 2 written exam will cost the Municipal Civil Service Commission nearly \$2,000 in additional expense, Commissioner Wallace S. Sayre said yesterday.

The test was scheduled for Saturday at Seward Park High School, but was indefinitely postponed following the court's order.

No new date will be set for the Steno-typist exam, according to Commissioner Sayre, until the litigation in the Goldstein case is settled.

Marines Busy at 'School'

Civil Service subjects are among the most popular taken by U. S. marines in the Marine Corps Institute of Washington, D. C., it was revealed this week by the Institute. As courses are given by mail, the student body stretches as far from headquarters as Hawaii and the Philippine Islands.

Police Group to Meet

First general meeting of the newly formed Special Patrolmen Eligibles Assn. will be held Friday night at 8 o'clock at Washington Irving H. S., 16th St. and Irving Pl., Man.

State Commission Approval Spurs Cadet System in Public Works Dept.

City officials today watch with interest a system of engineering "internships," recently given its second tryout in a city department.

Established last year in the Board of Transportation, the title of Cadet Engineer was sanctioned two weeks ago by the State Civil Service Commission for six young men in the Dept. of Public Works. The plan is still definitely on a trial basis, as the State approval included an order that the title shall not be extended beyond one year.

The men were selected last Spring from the senior classes in engineering colleges throughout the city. The department contacted the deans of C.C.N.Y., N.Y.U., Columbia, Manhattan, Cooper Union, St. John's, and Polytechnical Institute, urging them to recommend highly-trained students in the top third of their class. Interviews were held with department officials, and six of the students recommended were asked to take a qualifying exam by the Municipal Civil Service Commission. The positions pay \$960 a year.

In the department, the cadets are assigned to various subdivisions, such as sewage construction and bridge construction. After their year is concluded, they will receive no special treatment from the Civil Service Commission as far as further exams are concerned. However, it is expected that in open competition for \$2,100 Junior Engineer jobs their year of internship will be acceptable to meet experience requirements.

No attempt is being made as yet to extend the system of internships to other city departments. However, if the trial succeeds, it is likely that the plan to induce college students to enter the City's engineering service will be used wherever practical.

Delay Life Guard Test

Two exams for Life Guard, originally slated for Nov. 15 and Nov. 17, were postponed until Spring by the Municipal Civil Service Commission last week.

The commission decided to delay the tests because many of the men are now employed as instructors in athletics at colleges in the metropolitan area, and others have received jobs as life guards at Southern beaches. At least 25 percent of the candidates are employed during the tourist season in Southern resorts, the commission estimates.

Commissioner Carey III

Sanitation Commissioner William F. Carey is reported to be in "excellent" condition at the Medical Center, following an operation Thursday.

Water Suppliers Frolic

Deputy commissioner William Corrae of the Dept. of Water Supply, Gas and Electricity was honorary chairman of the annual entertainment and dance of the employees of the department, held Friday night at the Hotel Pennsylvania.

Junior League Dance

Arrangements for the first annual dance of the Junior League of the Civic Center Synagogue, to take place Saturday night, Dec. 2, at the Grand St. Boys Assn., 106 W. 55th St., were furthered Sunday at a meeting held at Carnegie Hall, Sunday evening.

Tenders to Nominate

Nomination of officers of the Bridge Tenders' and Operators' Mutual Aid Society will be held tonight at 8:30 o'clock in room 2034, Municipal Bldg., Centre and Chambers Sts., Man.

Garrison Meets Tonight

Civil Service employees are especially invited to the meeting of the Bronx Garrison, No. 1010 Army and Navy Union, tonight at 8:30 o'clock at the Bronx County Bldg., 161st St. and Grand Concourse, according to E. L. Siegelbaum, judge advocate.

Basketball Season Will Open Tonight

While Parks Dept. officials continue the hunt for additional gymnasiums throughout the City where games of the Municipal Basketball League may be played, the season opens this evening at Textile H. S., 351 W. 18th St., Manhattan.

The Boards of Education and Transportation will meet in the first game, to be followed by squads representing the office of the Borough President of Manhattan and the Dept. of Water Supply, Gas and Electricity. The first game starts at 7 p.m.

A new gym was discovered this week, at Cromwell Center, Pier 4, Murray Hulbert Ave. and Arietta St., St. George, S. I. It will be pressed into service on Wednesday nights.

Link Heads Registers

George Link was installed as president of the Queens Water Register Assn. at exercises last week at Keenan's Restaurant, Long Island City. Chief Clerk Edward J. Stewart was installing officer in the absence of Deputy Commissioner W. H. Corrae.

Other officers are Edward J. Stader, vice-president; John F. Egan, corresponding secretary; James P. Flannerty, treasurer and financial secretary; Ernest H. Thomas, sergeant-at-arms, and George A. Ryan, Oscar H. Zinn, and Wilbur W. Lincoln, trustees.

N. Y. Host to Committee

New York City will be the scene of the next meeting of Governor Lehman's newly-appointed committee to extend the State competitive service to a majority of the 20,508 positions now in the non-competitive class. The 12 members are expected to come together either at the end of this month or the beginning of December.

First task of the committee is to transfer 1,182 posts in the Correction Dept., which is expected to take place by Jan. 1.

Watson Booth Installed

Watson Booth was installed as president of branch No. 9, American Post Office Employees, at exercises Sunday afternoon at the Oasis, 208 W. 23rd St. Secretary Holden was among the other officers who also took office.

Booth outlined pending custodial and labor legislation, and the program of the association.

Physician Exam

Expected among the City exams to be announced in January or February is a promotion test for Resident Physician, Grade 3, for the Correction Dept. It will probably be restricted to those holding medical positions in the department at salaries below \$2,400.

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On the last examination in February, 1939, MONDELL GRADUATES passed high and were appointed.

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Engineering Draftsman
Jr. Architectural Draftsman, Gr. 4
Addressograph Operator
Auto Engineman
Student Aid
Inspector Textiles, Clothing
Pipes & Castings Inspector
Accounting, Auditing, Bookkeeping
Signal Maintainer
Pipe Caulker
Foreman of Carpentry
Drafting
Inspector, Hulls & Boilers
Examiner, State Expenditures
Inventory Recorder
Bridge Operator

Payroll Auditor
Blueprint Reading
Fire Lieutenant
Elevator, Mechanic, Helper
Animated Cartoning
Foreman of Mechanics
Jr. Marketing Specialist
Inspector of Elevators
Clerk, Gr. 1
Fire Telegraph Dispatcher and Radio Operator
Inspector, Heating & Ventilating
Mechanical Draftsman, Heating & Ventilating
Supt. Asphalt Plant
City Planning Exams
Navy Yard Exams
Supt. Plant Operation
Car Maintainer
Foreman (Track, Cars and Shop)
Jr. Architect, Gr. 3
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