

**EXCLUSIVE**

# PAUL KERN'S ADVICE ON FIREMAN TEST

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for Saturday's Written Exam*

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# What Makes a Good Examination?

## The Experts Try to Figure It Out, Not Too Successfully

(Exclusive)

The LEADER recently reported the work of the ACMPP, a conference of big shots who are gathering regularly to study-discuss various matters of importance to Civil Service employees. Below, The LEADER gives an exclusive report of a meeting of the committee dealing with the question of exams—what makes a good exam, what makes a bad one. Characters in the play, in the order of their appearance, are:

Clifford T. McAvoy, Deputy Commissioner, Welfare Department, (since resigned).

Wallace S. Sayre, Civil Service Commissioner.

Kenneth Dayton, Director of the Budget.

William H. Latham, Consulting Park Engineer.

Dr. Leona Baumgartner, Acting Director of Child Welfare.

Dr. William H. Best, Deputy Commissioner, Health Department.

Joseph M. Cunningham, Deputy Gilbert E.

Clifford T. McAvoy, Assistant to Manhattan Borough President.

William F. Merritt, Assistant to the Director, Bureau of Real Estate.

McAvoy: We find in general examinations like those for administrative assistant that the lists established sometimes contain the names of capable people, but who do not have the qualifications necessary for particular jobs.

Sayre: We usually find that the people who pass these general examinations compare very favorably with provisionals, except in the specialized experience which the provisionals have acquired on the job. We want to appraise the

kind of experience John Jones had when he became a provisional and not the experience he acquired since appointment.

### Investigator Test

Dayton: We are getting away from a material item—relating the examination to the job. My criticism of the social investigator examination was that it was too general and not related to the job itself.

Latham: In some cases highly specialized requirements would be better. A fellow with four years of experience in our department failed the assistant engineer (designer) test although some of his subordinates, not so well qualified, passed.

Sayre: Was that because the test was too general?

Latham: It was specialized to the extent that it called for some design of structures of a kind never done in our office, but by consultants. There was too much detail for a supervisory job. In the examination for park foreman there were numerous questions of the kind in which a fellow has three chances to make a mistake, questions a foreman would not be expected to answer anyway—they were too general or had to do with departmental policy. Some of the answers supposed to be right were not right when checked with the department's policy.

Dayton: Is there any point where the department might have an opportunity to advise the Civil Service Commission about the examination and in making up the key to the answers? In the examination for junior budget examiner we had an opportunity to discuss the proper answers and we found one question had been asked under a misapprehension about budget practice.

Sayre: I think our procedure is well worked out where the examination is departmental. Perhaps it needs strengthening in city-wide examinations. When we publish tentative keys for city-



Kenneth Dayton, Director of the Budget, criticizes exams which are too general

wide examinations in which you are interested, we should like to have the departments write us their criticisms of any of the tentative key answers.

McAvoy: Are there not controversial items, among others, in some examinations?

Sayre: We can never be sure that such questions will not be included in an examination. What seems controversial to you may not seem so to our examiners.

McAvoy: There were five questions on the administrative assistant examination on which authorities differed.

### Too Many Cooks

Sayre: The only way by which we can eliminate such items is to have more persons look at the printed questions. We prefer to have two people work on an ex-

amination and a third to check it. We cannot always eliminate all weak items in this way, but on the other hand, if we expand the process too much, too many people know about the examination. We prefer to eliminate five items rather than have six people read the questions.

Baumgartner: How about the rating key? We had a list for which the type of experience we could use was not rated so high as experience which offered no qualification for the job. In this particular instance—the job required working with children—a doctor with ten years of service in a hospital was given more experience credit than a doctor who had three years of experience entirely with children. The former had more experience of course, but not the best type for this position.

### Experts Sometimes Fail

Sayre: We try to solve that problem by using experts for the rating. Sometimes the experts fail us.

Best: In this connection I can think of our list for medical inspector, with five different types of experience. All candidates took the same examination in the morning, and in the afternoon took their specialties. Experience was rated on the basis of two years of clinical experience, but did not take the specialty into consideration. For the two pertinent clinic years they all got the same credit. That failed one of the best pediatricians in the city who had only one year of clinical experience, but five or six years of general practice.

Sayre: Your example seems to show that the problem was something else. It was the two years of clinical experience required that eliminated one whom you regard as a good candidate. Your statement indicates the examiners were wrong in not giving proper weight to appropriate clinical experience.

Dayton: I think another item for enlightenment is the question of educational background as

against practical experience and eligibility.

### Official Appliance List

Cunningham: There is considerable difficulty there. Take the office appliance operators, for example. The first part of the examination was on general intelligence and educating; then followed a practical test. I think this procedure knocked out a lot of practical office appliance operators; it was a complete reversal of the proper examining procedure. If you devoted more attention to the practical side, you would bring in lots of people with practical experience.

Sayre: That is true if we can get those who now have jobs on these appliances in private business; but our experience has been that it is difficult to get them.

Goodkind: In the case of an administrative job, you get a different type of problem. In foremen jobs, for example, some of the men from the ranks do not make such good foremen as outsiders with greater education or experience in supervisory positions. There is another problem in lines of promotion; you do better with a person brought in from outside than with the people brought up from the ranks.

Merritt: The comment of some of our people in the examination for a specialized job like junior administrative assistant was that they were asked in tremendous detail about odds and ends of office procedure.

Goodkind: I make the point that there should be some means of promotion so that employees down below will not be hurt.

Baumgartner: How about the use of the probationary period?

Sayre: Those departments that use the probationary period actually participate in the examination process. It is actually a working test and you have complete authority under the law to use it as such.

Thompson: The employee generally does his utmost during the probationary period and then falls off.

Sayre: We notice, though, on the service rating reports which come in on new employees, that departments sometimes make negative reports but keep the employees.

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# Subway Job Finished

## Over 20,000 Brought Under Civil Service

With personal letters welcoming former B.M.T. and I.R.T. subway workers "to the family of city employees," and a report to Mayor LaGuardia on the job of reclassification, Paul J. Kern, President of the Municipal Civil Service Commission, announces that the process of transferring the transit group is all over except for a few finishing touches. "The entire operating and maintenance force of the former private subway systems has been reclassified except for about 600 who have special problems.



Paul Kern finishes job of bringing subway men into Civil Service

"This," Kern says, "means that 20,120 subway workers have been reclassified in the operating and maintenance end of the former B.M.T. and I.R.T. systems." Approximately 4,000 clerical and administrative employees have been investigated, but titles have not as yet been assigned, because the Civil Service titles vary considerably from the private system titles.

"Final classification of these clerical and administrative employees," Kern says, "will await a short delay while the Board of Transportation conforms its titles to ours."

### Checked Over 25,000

The Commission checked and fingerprinted 25,783 employees of the former private lines. Only 315 employees were disqualified for character, citizenship or lack of the required period of previous service.

"This exceptionally low number," Mr. Kern said, "is proof that the employees of the subway system are a conscientious, high-grade group."

It was the largest job of classification ever undertaken by a State or Municipal Commission, and was done at a "cost of about half that normally involved in reclassification work of this type in other Civil Service jurisdictions."

### All Visited on Job

Every employee was visited on his job by a field party which

checked the nature of his work and the functions he performed. Every employee was fingerprinted on the job for identification and

for a check of possible criminal record. Then each employee was interviewed at the Commission by an investigator who required proof of citizenship and good character and checked with the payroll records to determine if the employee had been employed for one year prior to unification as required by the Wicks law.

The work was complicated, it was said, because about 1,000 titles needed to be cut down to about 200.

### Done on Schedule

"The Commission is naturally pleased and somewhat proud of the fact that this tremendous job has been completed on schedule, despite the interruptions and harassment of the work occasioned during the year by the City Council Investigating Committee," Mr. Kern said.

The reclassification job was under the general supervision of Fred Hedin, head of the transit examining unit, and Joseph O'Neill, chief of the investment bureau of the Commission. Assistants were Joseph Sullivan, Milton Musicus and Miss Mildred Perlman.

# Barred 5 Years Ago, They Now Make List

The Municipal Civil Service Commission has extended the eligibility period for those on the attend-messenger list who had once been barred from taking the test and then were given a special examination by order of the Court of Appeals. The court held that they were qualified to take the original test given about five years ago.

The original list is due to expire in December. However, as a result of the time spent in settling the issue in court and in holding a special test, the names of those once barred were not added to the

list until a month ago. Unless the Commission granted another four years' eligibility, their rights for appointment would have expired along with the others on the regular list at the end of the year.

Therefore, the Commission decided to extend the life of the list for four years to those eligibles who would have been certified for appointment had their names appeared on the list originally. Forty-four candidates passed the special examination and were added to the list.

# "MAKE MINE RUPPERT"

YOU COULDN'T ASK FOR BETTER BEER

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# Kern's Advice to Fire Candidates

By PAUL J. KERN,

President, New York City Civil Service Commission

## Girl Eligibles in Defense

They're Wanted to Act As Air Raid Wardens

Girls!  
Are you over eighteen?  
Have you had experience as a clerk, nurse, teacher, switchboard operator, or typist?  
Or have you a knowledge of first aid, food preparation, shorthand, or social service?  
If you have, there is an enrollment and initiative and have civil defense as Air Raid Warden. Mayor LaGuardia may soon ask you to fill it out.  
You must possess good judgment and initiative and have no serious physical disability.  
As Air Raid Warden you will, in general, be the liaison officer between the public and the various

Air Raid Protection Services.  
The personnel of the Air Raid Wardens will be drawn from eligibles on Civil Service lists such as clerk, grade 1, city departments, and volunteers from all walks of life.  
A proposed course of instruction for Air Raid Wardens includes a series of lectures in First Aid, Restrictions in Wartime Regulations, High Explosive and Incendiary Bombs and their Effects, Gas Warfare, and Warden's Equipment. The most important part of the latter lecture will be an explanation of the use of the gas mask.  
The enrollment blanks for civil defense duty ask such questions as:  
"Will you perform Air Raid Warden duty?"

"Hours available by you for such duty?"  
"Are you licensed to operate a car, bus, or truck?"  
"State experience that might be of use in defense."  
Civilian volunteers may apply for enrollment blanks at police precincts.  
Meanwhile, Police Defense Coordinator Lewis J. Valentine and Fire Defense Coordinator Patrick Walsh, and their staffs are at work sorting and indexing lists of employees and eligibles for defense duty from the various city departments.  
Later, when the clerical work is finished, those available will be assigned to various police and fire divisions such as precincts and firehouses for instruction and training.

The best advice to give firemen candidates is to disregard all advice. Every man who takes an examination is a different person, with different training and background, a different nervous system, and different aptitudes. A couple of weeks ago I gave an interview on how to prepare for the police sergeant's test. I advised all the cops to eat a light breakfast—orange juice and such—before the exam. The first mail after the test brought a letter from a 240-pound policeman who said that he had eaten apple pie, ham, and fried potatoes for breakfast every morning for 15 years; and after he followed my advice he felt so faint he could hardly lift a pen. So no more of that. If you are used to apple pie, ham and fried potatoes for breakfast—by all means eat them the day of the exam.

But some advice is still good. Cramming the night before the test is useless. Cramming for a college test or even a bar examination may do some good because the test covers a limited area. But no one can predict the area of an examination for firemen. Generally the examination will cover the aptitudes needed on the job—mechanical and mental. The best preparation is to know the job. There is no substitute in four hours or even four weeks for four years of studious preparation which an ordinary candidate must put in to pass a present day civil service test.

There are some axioms about the test itself worth remembering. No question can be answered unless it is understood. Never start writing until you have read the instructions—all of them—carefully—and better read them twice. Never answer a question while in doubt about its meaning. Read it again. Never look for tricks. Civil Service examiners are not trying to fool people—they are trying to find out what the candidates know. If one answer seems reasonable and obvious don't look for a catch. A good examination should have no catch questions. Since no deductions are made for wrong answers, but the total score is computed on the basis of the total right in a civil service test, it is always well to answer all questions, those of which you have only a general idea as well as those of which you are sure.

A lot of candidates will fail. That is not because Civil Service examiners are nasty people looking around for ways to make mankind unhappy. In this test about three out of four will fail the written. The reason for this is the fact that there are only a few thousand jobs to be filled in four years. It is cruel and heartless to pass men onto a list, so far down that they never a prayerful chance of appointment, and raise false hopes that cannot be realized. The Commission is trying to put an end to this practice. It wants every man who passes to have a real chance for appointment, if not to the main job, then to an appropriate one. This means that lists are shorter, but those who pass can have some genuine hope of a job.

Most of all be philosophic. Not everyone can be a fireman—not even all those who wish to be. Remember that all is not lost by failure in one examination. A very prominent Mayor of New York City, who served with respect for two terms, went into politics only because he could not learn to run a subway train to the satisfaction of the BMT. One of the greatest medical clinics in the world is operated by a doctor who was once asked to withdraw from medical college because of some peccadillo or other. Failure on one examination is not a sure index of success, but neither is it a certain criterion of failure. Extreme nervousness before the test or extreme depression thereafter are both fatuous. Many of us who spent seven years in college passing all examinations and slaved over bar examinations always feel that we would rather be playground directors—especially at this time of year.

The examination will of course be tough. Take your time. Be calm. Read directions carefully and often. Don't be disturbed by trifles. If the candidate in front of you disturbs you by scratching the back of his ear with his pen—pay no attention. That is part of the test. You can not be disturbed at a three alarm fire by a battalion chief scratching his ear. If you are bothered by trifles you will never make a fireman.

And finally take the test home with you and compare the answers with the key. If you feel you have passed, begin preparing at once for the physical—for this is a period of national emergency and before the ink is dry on your examination paper it will be rated, and if it rates high you will be called—perhaps as early as August 1, for the physical test, details of which have already been published.

Good luck to you.

## Sanitation Lists Active

Last week saw new opportunities for more men open up in the Sanitation Department. There were twenty promotions to the position of assistant foreman, which pays \$2,280, and twenty additional promotions to the next higher grade, that of foreman, at a salary of \$2,460. The certifications were made from existing lists, and so far as could be learned, the Sanitation Department would take the men in the order in which they appear on the lists. The department feels there is no need to skip anyone, as the appointment officer has a right to do under the one-out-of-every-three rule. The last number certified for the assistant foreman job is 151; the last number certified for foreman is fifty-five.

Meanwhile, the sanitation man class A list continued active. That list is divided into two parts, the first going down to number 750, for positions as they arise in the Sanitation Department; and the other reaching to the end of the list. The second part of the list has been used, and will continue to be used by the Civil Service Commission, for a variety of appropriate jobs. The number 2 list was certified for jobs in the office of Manhattan Borough President Stanley Isaacs. The position is that of laborer, and it pays \$1,500. Last number certified from the sanitation man list is 812.

The Sanitation Eligibles Association, one of the most versatile and creative groups of its kind ever to appear in New York City, is meanwhile pressing its quest for positions with many department heads, including Sanitation, Public Works, Parks, and even Welfare. They plan to approach the Federal Civil Service Commission for possible openings in the defense program.

## Describes Subway Reclassification

The regular Civil Service broadcast over Station WNYC on Tuesday of last week featured Milton Musicus, the head of the Commission's transit reclassification unit. Speaking on the occasion of the virtual completion of this work, as required by the Wicks Act, Mr. Musicus described many difficulties encountered in the reclassification of the subway workers. He stated that the present classification scheme of the city's railroad service was equal to the best ones throughout the country.

## No Test for Assistant Marshall

The Municipal Civil Service Commission has denied a request of the Fire Department that an open competitive test for Assistant Fire Marshall be held. Instead, the Commission decided to certify the Patrolman No. 3 Register to fill the job.

## Phone Operator vs. Police; A Lawyer States His Case

The attorney for the telephone operator (male) eligibles this week stated the case for his clients. In an exclusive interview, he denounced, with passion and persistence, what he terms the "unfair stand" of the Police Commissioner. He feels that a grave wrong has been perpetrated and that city officials are nonchalantly acquiescing in it.

The attorney, Samuel A. Spiegel, reviewed the history of the battle between his clients and the patrolman eligibles who hold down switchboard jobs in the Police Department. "In 1939," he said, "after protestations by the Mayor and the Budget Director, a program of economy was planned in the Police Department by replacing patrolmen and sergeants operating the switchboards at the salary of \$3,000 to \$3,500, with operators at \$1,200 per annum. Thereafter, an examination was ordered for that specific purpose. The exam was taken in good faith by 1,080 applicants, who plunked down their good money for fees and put in their good time and effort. Three hundred ninety passed the exam, which consisted of a written and a practical test on switchboards.

Of that list, 120 were certified to Police Commissioner Valentine. Despite the fact that every advantage is to be gained by the appointment of these men—and a court decision to that effect—not a single appointment has been made."

### No Other Jobs

"The men on the list," Mr. Spiegel continued, "can't obtain jobs as operators in other departments, because the other departments use women operators. Just why are they being given the runaround? Why has not the Mayor interceded in their behalf? Should the Police Commissioner's dictatorial attitude deprive the city of dependable and efficient operators at less than half the salary of the present operators? Shall the appointment of additional patrolmen be thwarted because of this unneeded extravagance? Should the city disregard its moral and legal obligations to the eligibles?"

Meanwhile, the matter is coursing through the courts. Last week, Justice James O'Malley, of the Appellate Division, ordered the Police Commissioner and the Civil Service Commission to show cause why they shouldn't be punished for contempt in the refusal to hire eligibles from the list.

## BILL WOULD PERMIT ALIENS TO WORK IN HOSPITALS

The Committee on General Welfare of the City Council has before it today a bill proposed by Councilman Anthony J. Digiovanna, of Brooklyn, temporarily to waive citizenship requirements for three titles in the Hospitals Department.

The proposal would waive the citizenship requirements until July 1, 1942, and applies to physicians, nurses and internes, providing they have filed a declaration of intention, or "first papers" before appointment.

### Shortage Here

Councilman Digiovanna introduced the measure because of a shortage here of persons available for these positions.

If the bill is passed, the Hospitals Commissioner will be able to appoint persons in either of the three titles until the specified date, providing they meet the declaration of intention clause.

## Sanitation Gives 147 to Army, Navy

The armed forces have claimed 147 men in the Department of Sanitation. Interesting in this figure is the fact that 125 of the men are actually volunteers—had belonged to the National Guard or one of the reserve military organizations before conscription.

## ENGINEMEN IN 7 CITY JOBS

156 eligibles on the Automobile Engineman list have been called by the Municipal Civil Service Commission to take practical tests for the appropriate positions of Truck and Surface Heater Operator. The truck operator practical tests begin on June 24 and the tests for surface heater operator began two days later. They will continue thereafter every Tuesday and Thursday, respectively, through the middle of August.

The Commission has also been giving practicals to the eligibles on this list for jobs as lawnmowers and bus operators. In addition, the Commission recently conducted a training class for the Auto Engineman eligibles to teach them how to operate street cars. More than 80 have already been appointed to the post of trolley operator.

It is expected that the list will be used to fill vacancies as ambulance driver for the Department of Hospitals. It hasn't as yet been decided whether those who pass the practical test for truck operator will be used as ambulance drivers or whether a separate practical test will be held.

Including the position of passenger car operator, for which the examination was originally held, the list is being used to fill vacancies in seven different city positions.

**FIREMAN CANDIDATES**

*Important!*

**NEXT TUESDAY'S LEADER**

will contain unofficial answers to Saturday's Fireman Exam, prepared by an expert. If you want to know how you make out don't miss next week's issue.

## Maintainer Helpers To Fill Electric Jobs

The list for Maintainer's Helper, group C, will be used to fill vacancies in the job of Electrician's Helper, it was decided at the last meeting of the Municipal Civil Service Commission. In the event that the eligibles on this roster are unwilling to accept this offer, the commission decided, the list for Engineering Assistant (Electrical), grade 2 would be used to fill these posts when promulgated.

## Test Sept. 5 for Bridge Foremen

Candidates getting under the wire yesterday (June 23rd), the deadline for filing for the written examination for promotion to Foreman of Bridge Painters, will be given the test September 5. All bridge painters, foreman house painters and others with painter titles in the competitive class were eligible. The job pays \$10.50 a day.





Among the many services rendered by New York City's employees is one shown above—children receiving both medical and social care. Unfortunately many of the workers who perform these services are among the lowest paid. The recent budget didn't help them much, and they're kicking.

## Prevailing Rate of Wages May Cost the City Millions

The state labor law provides that skilled laborers are to be paid at the rate generally prevailing in the area. If the general rate for carpenter is \$1 an hour in the City of New York, then city employees working as carpenters must be paid at the rate of \$1 an hour.

How is the prevailing rate determined? The comptroller (in the case of City of New York) is required to conduct an inquiry—a sort of trial hearing—to find out by evidence of "experts," labor leaders and contractors, just what the prevailing rate in the industries are for a particular skilled trade position. He then establishes what the rate for each trade position is to be for the ensuing year until changed.

Some few years ago a dispute arose between the Comptroller and certain skilled trade groups as to the best method of determining the prevailing rate of wages. Was it to be based on the rate paid for similar positions prevailing in the industry on an hourly basis regardless of the number of hours of employment, continuous employment, steadiness of employment and other factors; or was the rate to be dependent upon the number of days of employment, vacation privileges, pension allowances, etc.? The Comptroller claimed (with the advice of the City Law Department) that inasmuch as city employees in skilled trades receive steady jobs, get vacations with pay and liberal pension allowances, the rate per hour ought to be less than that paid to others in outside jobs without steady all-year-round employment, vacations and pensions. If a carpenter made \$1 an hour on the outside, then a carpenter in the city service should get 90 cents an hour, reasoned the Comptroller—and fixed the rate accordingly.

Well, the employees of the city couldn't see that ten cent differential in hourly pay. If they were lucky enough to be on the city payroll, they ought to get the same rate of pay whether it was steady work or only a few months' work. As long as they worked they felt they ought to get the pay on the same hourly basis as outside skilled workers. The fact that they may in some cases make \$2,700 a year in the city service over a year's time, while others outside the city may make only \$1,500 for lesser periods of service was of no interest to the city employees. They claimed the prevailing wage law gave them the right to get the full pay without any deductions for such considerations as length of service, vacations, etc.

The Comptroller couldn't see it their way, so the employees brought a proceeding against the Comptroller and the City to compel them to pay city skilled workers at the same hourly rate of pay as is paid to non-city skilled workers in the same trade. (The cases are known as the Watson and Heaney cases.)

The Supreme Court held that the City had to pay the regular prevailing rates without any deductions of any kind, whether the employee worked only ten weeks a year or fifty-two. The City appealed. The Appellate Division modified the Supreme Court's decision by allowing the City to consider the factors of vacation, pensions and sick leaves in fixing the prevailing rates for city workers, and therefore, fix a somewhat lower rate per hour than that paid to the trade generally. The City was not satisfied with that. The Comptroller asked the Court of Appeals to construe the prevailing rate of wages law to give him the right to take into consideration the longer and steadier and more desirable conditions of employment by the city in addition to deducting for vacations, pensions, etc. But the highest state court supported the view of the Appellate Division.

## We Step Into Water Dept.

### This Is What We Discover

The annual boatripe of the Department of Water Supply, Gas and Electricity was held Monday when the S. S. Alexander Hamilton steamed up the Hudson to Bear Mountain with employees and members of their families. Proceeds of the event go to the Employees Welfare Fund which receives its moneys annually from this outing and the annual entertainment in the winter. The Welfare Fund permits employees in temporary need of financial assistance to make small loans without interest or endorsers.

Patrick Quilty, Commissioner, is Honorary Chairman of the Employees Welfare Fund and Mrs. Kraft, founder of the organization, is Chairman. The other officers are:

John J. McHugh, William J. Grantfield, Eugene A. Drumm,

Alice Donovan, Nichols J. Kelly, Thomas F. Bannon, William H. Correale, Herman Forster, Frank S. Sims and Oscar Zinn.

The Committee in charge of the boatripe consists of: "Bill" Correale, Honorary Chairman; Oscar Zinn, Chairman; Johnny Dugan, treasurer, "Bill" Shannon, secretary, Ed. Powers, Paul Rein, George Hidt, John Lowe, Arthur Kennedy and Ed. Stewart.

Our "eye" at the department of W.S.G.&S. reports that Lucille Bleistiff, clerk in the Brooklyn bureau of Water Register, is back on the job after an extended leave of absence due to illness. She is again full of pep and as active as ever collecting contributions for the department's Community Chest Fund. Welcome back, Lucille, and don't forget us.

The Abe Ginsburg's (Abe is engineering assistant in Brooklyn) announce the arrival of a fine looking baby girl. Lieut. Col.

# Recent N. Y. C. Appointments

## The Leader Gathers the List of New City Workers

An analysis of city records show that recent appointments include a group of Management Assistants, porters and Maintenance painters in the New York City Housing Authority; Clerks and typewriting copyists in the Welfare Department; Inspectors of Plumbing in the Housing and Buildings Department and cleaners in the Department of Public Works.

The appointments include jobs such as temporary Audit Manager in the Comptroller's office at \$6,000 a year and clerks at \$840 in various departments.

Since the list is not complete as appointments are not always immediately obtainable, The LEADER will publish additional recent appointments next week.

Meanwhile, a partial list follows:

**N. Y. C. Housing Authority**  
**Watchmen, \$1,200.** John Flinter, John J. Cash.  
**Management Assistants, \$1,560.** Herbert Gold, David J. Linsky, Seymour Griss, John M. Rothman, Mildred Swearingin, Leon Shaw, Mordecai A. Ladden, Edith S. Yanofsky, Sylvia R. Feutdhuh, Mary A. Abel, Julius Friedman.  
**Porters, \$1,020.** Alexander J. Bartolo, Sigmund Goldstein, Thomas W. Dwyer, Anthony L. Massa, Dalton Rand, Guerino R. Petrone, Paul Foss, Vincent G. Dillon, Louis J. Cardillo, Wilbur Johnson, Stephen DiBari.  
**Office Appliance Operator (Numeric Punch), \$1,200.** Gladys D. Ray.  
**Automobile Engineman, \$1,380.** Samuel W. Breeznoff.  
**Laborers (temp) \$4 a day.** Irving A. Domroe, Gerard A. Allen.

**Assistant Gardener, \$1,500.** Martin H. Walsh.  
**Maintenance Painters, \$44.50 a week.** Erich Trick, Gerard F. Jansen, Henry J. Harrison, Frederick J. Stauter, Theodore Mueller, Louis Kridges, Graham Breslawsky, John J. Mandile.

**Comptroller's Office**  
**Audit Manager (temp) \$6,000.** James T. Ellis.  
**Clerk, \$840.** Jack School, Julius Cohen.  
**Tabulating Machine Operator, \$1,200.** Anna Kruse.

**Licensed Fireman**  
**Department of Markets (temp) \$7 a day.** Vincenzo Sepe, Clifford G. Freelan.  
**Stationary engineer (temp) \$9 a day.** Bernard J. Treanor.

**Parks Department**  
**Ticket Agent, 68½ cents an hour.** Herman B. Sokoloff.  
**Clerk, \$840—Aaron Jasspe, Leon Stoller.**  
**Investigation—Stenographer (reporting) \$1,800.** Horace M. Levy.

**Welfare Department**  
**Foreman of Mechanics, \$1,800.** William F. Foran.  
**Typewriting Bookkeeper, \$1,200.** Marie J. Clifford.  
**Special Patrolman, \$1,200.** Aaron Himmelstein.  
**Clerks, \$1,200—Solomon Linowitz, Adie Pascal (Edward), Jerome Haber, Daniel Leo Levy, Helen Oser, Pauline Filloramo, Gertrude Eisenberg, Murray M. Kaplowitz, Natalie Bassein, Ray Langholz, Nathan Wallfisch, Kacon Shapiro, Malvino Holz.**  
**Clerks, \$840—Ruth S. Berman, Clark Donaldson, Helen Roth, Gertrude Zinman, Helen Schwartz.**  
**Typewriting Copyists, \$960—Bella Zabudowsky, Bessie Paterson, Florence F. Boffa, Rose Taub, Tillie Zins, Edith Singer.**

**Public Works**  
**Cleaners, \$860—Helen C. Kuntze, Mary C. Flood, Helen M. Fennessey.**  
**Cleaners, \$1,200—Isaac Richardson, Thomas V. Carreiri.**  
**Playground Director, \$1,200 — Henry Grossman, Saul Rimberg, Jo-**

seph J. Marino, John R. Hanebrough Jr., Martin Rosenberg, Herbert W. Penn, Morton Gluck, Irving Elson, Irwin Harsbells, William El Limpert, Jack B. Kalkowitz, William Nesdale, Irving Greenher, Nathan Silverstein, Charles Pat-

**Housing and Building**  
**Inspectors of Plumbing, \$2,400—** Charles F. Mahlan, Henry A. Richmond, Joseph Baldwin.  
**Inspectors of Elevators (temp) \$2,100—William P. Jahn, Jr., Julius J. Lissner, Edward J. Fitzgerald, Emil A. Bonander, Arthur J. Bland, James F. Galvin.**

**Department of Docks**  
**Junior Airport Assistants, \$960—** Arnold L. Greenberg, Charles Schmitz, David R. Kirschner, Alphonse A. Annunziato, David L. Walsh, Bernard L. Burstin, Henry M. Moller.  
**Oiler, \$1,980—Abraham Wexler.**  
**Marine Stoker, \$2,191—Francis Toal.**  
**Electrician's Helper (temp) \$1,200 — Joseph Aquilino.**  
**Junior Air Traffic Control Recorder (temp) \$1,900—Gerard C. Boon.**

**Sanitation Department**  
**Oilers, \$7 a day—Michael Joyce, Joseph A. Dunigan.**  
**Crane Engineman (electric) \$10.40 a day—Walter J. Brenna.**

**Department of Correction**  
**Correction Officer, \$1,769** Jules L. Valvera.

**Borough President, Bronx**  
**Stationary Engineer, \$9 a day—** George W. Melous

**Borough President, Brooklyn**  
**Clerk, \$840—Morris Ripps.**  
**Borough President, Queens**

**Laborers, \$1,500—William J. Carrell, Joseph F. Yushowski, Andrew Propokovitz, Louis J. Giordano, Stanley Greenberg, Barney H. Schor, Joseph Vitale, William Singer, Leonard Samuels, Jerome H. Laverty, Joseph Farbi, Julius Luckner, Martin W. Cirnan and Sidney D. Minson.**  
**Automobile Engineman (temp) \$1,500—Lawrence Schonberg.**

So that the law is substantially this: The city, in fixing the prevailing rate of wages, may consider along with the rate actually paid in the community, the benefits of vacation, pensions and other similar factors, and fix the rate at a lower hourly figure than paid to the general trade workers commensurate with the value of such special city privileges; but the City may not consider the factor of longer or steadier service throughout the year.

### What It Means

In practical application this may mean a difference of anywhere from \$100 to \$300 a year more to each skilled trade employee than has been paid in the past. It may mean payments of claims for unlawful deductions made by the city since 1937. Inasmuch as thousands of positions may be involved by this ruling of the Court, the additional cost to the city under the prevailing rate of wage law may jump a few millions a year.

But the budget for 1941-42 has already been adopted without allowing for such increased cost. What's the City going to do? Well, one crowd whispers "may be pay cuts"; another crowd fears reduction in the number of skilled positions. And a third whisper, hardly audible, says "annual salary basis for skilled laborers to avoid the prevailing wage rate law." Who knows?

Matthew F. Quinn, assistant engineer in the real estate division and an officer of the Engineer Reserve of the U. S. Army, was recently decorated with the Purple Heart. The award was presented at Governor's Island by Major General Irving J. Phillipson, commanding general of the Second Corps area. Quilty and others of the department were present during the presentation. George Jordan's Secretary in the Bronx changed her name to Mrs. Frank Eberle. Jordan is the Chief Clerk up at the Bronx office.

### Tests for Welfare Jobs

70 candidates will compete for jobs in two different positions in the Department of Welfare, next Wednesday and Thursday (June 25 and 26). The written part of the open competitive test for junior administrative assistant in the Division of Commodities Distribution of the Welfare Department will be given to 23 candidates on Wednesday. On the next day, 47 employees of that department are scheduled to take the promotion test for senior supervisor, grade 4.

## Full Pay For Draftees?

### What Are the Chances of Getting It?

If a proposal of Councilman John M. Christensen, of Queens, goes through, volunteers or drafted city employees will be on the same financial footing as that of members of the National Guard and reservists.

Councilman Christensen's bill provides that the difference between army pay and city pay be given volunteers and draftees. National Guardsmen and reservists already receive the difference between their army pay and civil pay.

According to the Councilman, a report on just how many employees will be affected and the money involved in making the adjustment, will be submitted by him later to the committee on civil employees to which the bill was referred.

The proposal also provides that volunteers or draftees should not lose their vacation or holiday privileges.

### State Senator Acts

Meanwhile, State Senator Phelps Phelps announced last week that he had written to Governor Lehman, Mayor LaGuardia, Dr. Cole, State Commissioner of Education; members of the Board of Estimate of New York City, and the Board of Education of the City of New York requesting them to issue an order giving Civil Service employees who are drafted or volunteer to serve in the armed forces, the difference between their Civil Service salaries and the salaries given to the temporary employees who are replacing them in government service.

In his letter to the Governor, Senator Phelps pointed out that the Governor's message to the State Legislature had urged that Civil Service employees who are drafted receive the difference in salary between their regular emolument and their army pay. Such a measure was not passed.

Since the money for the complete salary of all Civil Service employees has been included in the city and state budgets, Senator Phelps asked the Governor to issue an executive order granting drafted Civil Service employees the difference in salaries between their regular emoluments and the salaries of the temporary employees assigned to replace them. In support of this proposal, Senator Phelps stated: "This plan has certain advantages which I believe make it en-

tirely feasible. It costs the Government nothing. It helps the Government employee to protect his pension rights by enabling him to make his monthly pension payments which in many cases exceed the \$21 a month which he receives in the army. Furthermore, the governments are enabled to hire substitute employees to carry on the work while the regular employee is serving with the armed forces. In New York City, the Board of Education gives the difference in salary between a regular teacher's pay and that of a substitute to teachers on sabbatical leave, a leave of absence for recuperation of health, study or travel. Surely if one department can permit such a system for the above reasons, it is entirely feasible and desirable that a similar plan be instituted for all Civil Service employees for the much more worthy reason of serving our country in its hour of need."

### Chances of Bill

It cannot, of course, be said how much progress will be made either by the Christensen bill or the Phelps measure. At City Hall, this week, the chances of the Christensen bill were not viewed over-optimistically. However, a number of employee organizations are girding to fight for the pay-differential, and their efforts might be sufficiently strong to bring victory. The recent court opinion which gave the pay differential to National Guardsmen is considered a powerful argument in favor of the demands of civil servants for pay differential to all drafted government employees.

### Order Exam for Dental Hygienists

The Municipal Civil Service Commission has ordered both promotion and open competitive examinations for the post of Dental Hygienist. Requirements and dates for filing applications have not as yet been announced. They will appear in The LEADER as soon as officially announced.

### Stationary Engineers O.K. as Electricians

The Municipal Civil Service Commission has ruled that the list for stationary engineer (electric) will be certified to the Department of Docks as appropriate for the job of airport electrician at LaGuardia Field.



# CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

## Where Do I Stand? Hospital Tests All-the-Time

### Shortage of Attendants Makes the Step Necessary

The following are the latest certifications, in New York City and Albany, from popular State lists. P stands for permanent, T for temporary.

Junior Clerk		
P-New York—\$900	1,201	84.875
P-Albany—\$900	3,695	81.175
T-New York—\$900	3,225	81.725
T-Albany—\$900	4,998	79.925
Junior Stenographer		
P-New York—\$900	1,064	86.00
P-Albany—\$900	2,347	77.80
T-New York—\$900	1,491	84.50
T-Albany—\$900	2,271	79.70
Junior Typist		
P-New York—\$900	1,222	87.10
P-Albany—\$900	2,354	83.70
T-New York—\$900	1,713	85.70
T-Albany—\$900	3,333	78.80
Assistant File Clerk		
P-New York—\$900	178	88.70
P-New York—\$900	100	89.50
P-Albany—\$1,200	119	89.20
P-Albany—\$900	1,351	85.20
T-New York—\$1,200	459	87.30
T-Albany—\$1,200	438	87.40
T-Albany—\$900	994	85.90
T-Albany—\$900	1,445	85.00
Assistant Clerk		
P-Albany—\$1,200	321	88.80
T-New York—\$1,200	376	88.52
T-New York—\$1,060	558	87.91
T-New York—\$900	437	82.37
T-Albany—\$1,200	783	87.25
T-Albany—\$900	7,057	80.80
Assistant Stenographer		
P-New York—\$1,200	227	88.50
P-Albany—\$1,200	443	87.20
T-New York—\$1,200	217	88.60
T-New York—\$900	1,794	80.90
T-Albany—\$900	1,877	80.10
T-Albany—\$1,200	1,174	84.00
(from Sr. Steno. list)		
T-Albany—\$900	2,347	77.80
(from Jr. Steno. list)		
Assistant Typist		
P-New York—\$900	383	86.16
P-Albany—\$1,200	189	87.40
T-New York—\$1,160	417	85.90
T-New York—\$900	1,614	79.799
T-Albany—\$1,200	841	83.70

In the future, Hospital Attendant tests may be given at regular intervals to interested candidates. This is being seriously discussed as the only answer to the serious shortage of applicants willing to work in the State's Mental Hygiene institutions.

The problem, brought about by the fact that Attendants eligibles are being offered higher salaries for defense work, came to a head Saturday. Less than 6,000 applicants took the Attendant test, a figure one-third of the number who competed a year ago.

When the Governor's Committee on Reclassification met a fortnight ago, many possibilities were explored, but only the test-at-regular-intervals practice seemed satisfactory.

### First Call

State Civil Service Commission officials expect to give Saturday's papers call above all other tests, with the hope that a new list will be out before the end of the Summer. Even under such circumstances, however, a shortage of available applicants is expected by the first of 1942. The present list, established January 1, 1941, with 15,000 eligibles, is already exhausted for a number of institutions.

In giving tests regularly, the State Commission would be following the lead of the federal government, which uses a similar procedure for Typists and Stenographers.

Last week the zone representatives of the State Commission in zones 1, 3 and 4 started to make provisional appointments from candidates on Saturday's test. Such appointees will get regular jobs on the basis of their standing on the new list.

For latest news on the progress of the old list, see "Mental Hygiene Notes" on page 12.

from these lists are:

Junior Clerk		
New York—\$900	825	85.875
Albany—\$900	3,358	81.575
Junior Stenographer		
New York—\$900	719	87.30
Albany—\$900	2,347	77.80
Junior Typist		
New York—\$900	793	88.40
Albany—\$900	2,192	84.20
Assistant File Clerk		
New York—\$900	105	89.60
Albany—\$900	1,148	85.50
Assistant Clerk		
New York—\$1,200	63	91.04
Albany—\$1,200	533	87.37
Assistant Stenographer		
New York—\$900	405	87.40
Albany—\$1,000	192	88.89
Assistant Typist		
New York—\$900	539	85.20
Albany—\$1,060	167	87.60

## Motor Vehicle Test Certain

### Will Be Given This Fall

Present plans of the State Civil Service Commission, The LEADER learns, call for an open competitive examination for Motor Vehicles License Examiner on one of the first Saturdays in October. It is doubtful if any other State exam will be held on the same day.

Officials of the Department of Taxation and Finance and of its Bureau of Motor Vehicles have been discussing a new test ever since the old list expired a month ago.

A request will probably go to the Civil Service Commission this week.

Under the Civil Service law, the request for an open competitive list must be publicly advertised for 15 days, during which time present employees who feel that a promotion is called for can press their claim before the Commission. A number of Clerks in the Bureau of Motor Vehicles are expected to appeal for a promotion test to License Examiner but it is not likely that their contention will be upheld.

### Requirements

Requirements on the new exam, which should be announced at the end of August, will be substantially the same as those for the 1936 test:

Five years' driving experience;

### Upstate Civil Service

Final decision on the type of Civil Service administration to be adopted by upstate counties will probably wait until the middle of next month, following a letter that went out last week to local officials from the County Officers Association.

Secretary John L. Fiester, a member of the Fite Commission whose recommendations were adopted by the Legislature, pointed out that the summer meeting of the association is scheduled for Lake Placid from July 17-19, and that the Fite Civil Service Extension Law will be fully discussed at that time.

State Civil Service Commissioner Howard P. Jones, who was secretary of the Fite Commission, is one of the scheduled speakers at the convention.

### Training School For Commissioners

Four training schools for upstate Civil Service commissioners will be jointly sponsored next fall by the State Department of Civil Service and the State Conference of Mayors. The tentative dates and meeting places: September 9, Syracuse; September 10, Buffalo; September 18, Albany; September 24, Peekskill.

## Payroll Examiner Appointments

### State Is Split Up Into 7 Job Districts

To simplify the appointment of eligibles from the new Payroll Examiner list, the State Civil Service Commission has just split up the State into seven insurance districts. Appointments will go to eligibles residing within the district in which the vacancy occurs. However, when the list in one district is exhausted, those from other districts will be certified according to their standing on the State-wide list.

Incidentally, The LEADER learns some good news for those of the 779 eligibles who live in New York City: the previous list, due to expire in October, is now completely exhausted.

According to estimates, between 90 and 100 Payroll Examiner appointments will be made after July 1, when the new budget for the Division of Placement and Unemployment Insurance goes into effect. About two-thirds of the examining work is located in New York City.

### The Districts

Here are the insurance districts, according to counties:

No. 1, located at Albany—Essex, Warren, Washington, Saratoga, Schenectady, Schoharie, Albany, Rensselaer, Greene, Columbia, Ulster, Dutchess, Orange, Putnam.

No. 2, located at Utica—Clinton,

Franklin, St. Lawrence, Lewis, Oneida, Herkimer, Madison, Hamilton, Fulton, Montgomery.

No. 3, located at Syracuse—Jefferson, Oswego, Onondaga, Cayuga, Seneca, Tompkins, Cortland.

No. 4, located at Rochester—Wayne, Monroe, Orleans, Genesee, Wyoming, Alleghany, Livingston, Ontario, Yates.

No. 5, located at Buffalo—Niagara, Erie, Cattaraugus, Chautauqua.

No. 6, located at Binghamton—Steuben, Schuyler, Chemung, Tioga, Broome, Chenango, Otsego, Delaware, Sullivan.

No. 7, located at New York—Rockland, Westchester, Kings, Queens, Nassau, Suffolk, Bronx, New York, Richmond.

## Increment Quirk

ALBANY. — Court action to straighten out a quirk in the increment situation in the State service was hinted today, when Irving Raymar, an employee of the Department of Social Welfare, issued a call for all employees affected by a recent ruling of Attorney General Bennett to communicate with him. He may be reached at the offices of The Civil Service LEADER, 97 Duane street, New York City.

Under the ruling, State employees promoted between January 1 and June 30, 1939, who received increments on July 1, 1940 "by error," will not receive increments for the fiscal year starting July 1, 1941.

### Suspended Increments

The mix-up came about as a result of the Legislature's action in suspending increments for the year starting July 1, 1940. The suspension law was interpreted to mean that those entering the State service between January 1 and June 30, 1939, would have to wait until July 1, 1941—two years or more—for their first increment.

At the 1940 session of the Legislature, a law introduced by Assemblyman Abbot Low Moffat was passed to give increments beginning July 1, 1939, to all who en-

tered the service for the first time between January 1 and June 30, 1939. This law made no mention, however, of those who had been promoted during this same period. Nevertheless, some such employees got increments, "by error" according to Attorney General Bennett. They are now to be deprived of this year's increment. And that is why Raymar appeals for "possible joint action."

### Study Manuals For Law Stenos

Study manuals and other information of help to candidates for the Law Stenographer test to be held July 19 are available at the Municipal Reference Library, room 2230, Municipal Building, Manhattan, from 9 a. m. to 5 p. m. on week-days and from 9 a. m. to 1 p. m. on Saturdays.

Material on court work is found in the following publications: Horowitz, Jacob I. Manual for law clerks and stenographers. Second edition. New York: Central Book Co., 1936. 623 p. Hutcheson, Lois Irene. Standard handbook for secretaries. Second edition, revised. New York: Whittlesey House, 1939. 61 p. New York State. Legislature. Legislative manual, 1940. U. S. Government Printing Office. Style manual. Revised edition. January, 1939. 346 p. Wanous, S. J. Modern secretarial training. New York: Ronald Press, 1938. 474 p.

### To Rule on Protest Of Eligibles

When the State Civil Service Commission meets in Albany at the end of this week, it is expected to rule on the protest of eligibles on the Assistant and Senior Mechanical Stores Clerks against certification by judicial districts.

In a 14-page memo last week, the eligibles urged that the Commission change its ruling because: a) the original announcement of the tests did not mention the certification by judicial districts; b) such certification is not covered by the regulations of the Commission; c) such certification is contrary to the merit system.

You have a question about Civil Service?

Write, phone or drop in to see the Leader Information Service; 9 to 5 Mondays through Thursdays.

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## Important Notice --- Fire Applicants

Thousands of young men who have filed applications for this examination are awaiting the result of the mental test before starting to train for the physical. Inasmuch as only 2500 of those who pass the mental and physical exams will be placed on the list, it is essential to attain a high rating.

In order to attain 100% in the physical a candidate must:

- (1) Pass the COORDINATION examination which is designed to test hand-eye and foot-eye coordination and reaction speed of the applicant in which he is required while seated in the cab of an automobile to perform 5 operations in 2 SECONDS.
- (2) To lift to his shoulder, carry up a flight of stairs (8 steps), turn around and carry down and place gently on the floor a 170-pound dummy.
- (3) From a reclining position the candidate must assume a sitting posture, carry up behind his neck a barbell of 60 pounds and by sheer muscular effort (no throw up or snap up) raise at full arm's length above the head, each hand separately, an 80-pound dumbbell.
- (4) From a starting mark, candidate must run 8 yards; make 10' broad jump; continue 8 yards to a 3' 6" hurdle; 5 yards to a barrier, dodge through barrier; run 5 yards to ladder, mount vertical ladder until he reaches horizontal ladder; travel hand-over-hand under and across horizontal ladder until he can stand on fence; dismount therefrom; run 5 yards to 8' fence, climb over; run 5 yards; vault over 4' 6" vaulting box and then run 5 yards to finish line in 20 seconds or less.
- (5) Run a mile in 5 minutes or better.

Of course, a candidate who does not receive 100% may pass but those who receive less than 50% on Coordination, 70% on the Dummy lift, 60% on the Barbell, 70% on the Agility Test or 60% on the Mile Run are automatically rejected.

From the above, the average applicant can see that, in order to be successful, he must do considerable training.

We offer those who feel they have passed in the first 5000 in the Mental Test, specialized physical training in the best equipped gymnasiums in the United States. This instruction includes the running of a mile on an open air track under the guidance of a nationally known athletic coach.

## STATE STENOGRAPHER — TYPIST — CLERK

These State examinations are expected to be held in September or October. Each offers an exceptional opportunity for persons who pass with a high percentage to obtain a good-paying position in the State government.

Many believe that State service means employment in Albany exclusively, but this is a mistake, as each of these State departments has branches in N. Y. and thousands of Clerks, Typists and Stenographers are employed here as well as in Albany, Buffalo, etc.

Our class in preparation for the MENTAL TEST in connection with these examinations forms on TUESDAY, JUNE 24, at 1:15, 6:15 and 8:30 p.m. Classes TUESDAY and FRIDAY thereafter at the same hours.

Those desiring to take advantage of our speed classes in Stenography and Typewriting may do so on TUESDAYS and FRIDAYS at 6:30 p.m. at 120 West 42d St., N. Y. C.

## PATROLMAN

The present list should expire not later than March 1. Consequently, it is fair to assume that an examination must be held in the latter part of 1941. Young men who are interested in taking this test should begin preparation now, as only those who are thoroughly fit can hope to compete successfully.

## CARD PUNCH OPERATORS

(MALE and FEMALE)

Many seem to misinterpret the requirements for this position and for their benefit, we wish to make the following statement:

There is to be no written or practical test. The U. S. Civil Service Commission, apparently realizing the limited number of experienced operators, is receiving applications until further notice from persons who can show that they have had 60 hours of training in Card Punch Machine operation. Therefore, anyone between the ages of 18 and 53, male or female, who can devote the required time to instruction may file application at the conclusion of the course and be placed on the eligible list for appointment.

Since there are no experience or formal educational requirements, this presents an exceptional opportunity to secure civil service positions paying an entrance salary of \$1,200 a year. Classes are meeting day and evening at hours to suit the convenience of the student. According to the press, thousands of these operators are required in the government service.

## JUNIOR CLERK

(MALE and FEMALE)

This is the first clerical examination held by the United States Civil Service Commission in many years and should result in the appointment of thousands of clerks at an entrance salary of \$1,440 per annum.

We invite anyone interested to attend a class session on THURSDAY, JUNE 26 at 1:15, 6 and 8:15 P. M. Classes MONDAY and THURSDAY thereafter at same hours.

## Motor Vehicle License Examiner

List expired May 25, 1941. PREVIOUS REQUIREMENTS—Five years' experience in the operation of Motor Vehicles. Height 5 feet 5 inches. Vision, 20/40 each eye, glasses permitted. Class forms TUESDAY, JUNE 24, at 8.30 p. m.

### Examinations Expected in Near Future

JR. STENO. — JR. TYPIST—Applications now open for positions in Washington, D. C. Speed classes in Stenography and Typing meet TUESDAY and FRIDAY at 6.30 p. m., at Secretarial Branch, 120 West 42d St., N.Y.C., and at Jamaica Branch, 90-14 Sutphin Blvd., MONDAY and THURSDAY at 7 p. m.

MOTOR VEHICLE INSPECTOR (BUS)—Class forms TUESDAY, June 24, at 8.30 p. m.

STATIONARY ENGINEER'S LICENSE—Class now forming.

POST OFFICE CLERK-CARRIER—Monday and Friday at convenient hours.

RAILWAY POSTAL CLERK—Monday and Friday at convenient hours.

### Examinations for Which Applications Have Closed

ASST. FOREMAN, SANITATION—Classes THURSDAY at 1 p.m. and 8 p.m. Lecture repeated FRIDAY at 8 p.m.

CITY ELECTRICIAN—WEDNESDAY and FRIDAY at 8.30 p. m.

JR. ACCOUNTANT (Prom.)— TUESDAY, 6:15 and 8 p.m., and THURSDAY, 6:15 p.m.

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By CHARLES SULLIVAN

## New Jr. Clerk Test Likely

It's not at all improbable and in fact it's highly likely that a new junior clerk test will be announced soon by the U. S. Civil Service Commission.

Here's the reason: Only approximately 13,000 persons applied for the junior clerk test that was closed on June 17, just 9,464 for the filing option and 3,533 for the statistics option.

The number of applicants is far below the figure anticipated by the Civil Service Commission. One official in the Commission doubted if twenty per cent of the applicants would take and pass the exams and accept jobs. The labor market is getting just that tight. The jobs pay only \$1,440, and people are hesitating to come to Washington for that figure now.

### Only 9 Accepted

Federal officials are finding that the rate of turndowns is steadily growing in the low-paid job field. General Accounting Office recently reported that only nine persons accepted \$1,260 typists of the fifty names to whom wires were sent offering them jobs.

If and when the new junior clerk is announced it will probably be open indefinitely. However, it's a possibility that the qualifications may be lowered and the test held open only a few days.

Upwards of 200,000 persons took the last junior clerk exam in 1930 that didn't require experience.

### Card Punch Tests

There isn't much question that the test for alphabetic punch card operator will remain open for the duration. Punch carders just

aren't available, or if they are available, they don't apply for Civil Service jobs. Here's the dope on that:

Only 900 had applied for the alphabetic card punch operator and 1,457 for under card punch operator in the first three weeks the test was announced. These are miserably small numbers compared to times past and officials just conclude that there aren't but a handful of card punchers who want to work for the Government.

### May Include Relief Workers in Service

The House of Representatives accepted an amendment by Chairman Ramspeck of the House Civil Service Committee to the 1942 relief bill which will permit approximately 5,000 workers paid from relief funds to be brought under Civil Service on July 1. These workers are employees in General Accounting Office, CAA, Treasury, and Office of Compensation Commission. National Youth Administration employees, however, appear to have no chance to be brought under the merit system.

### Promotion Plan Stymied in Senate

The House has passed the uniform promotion plan but the Senate doesn't seem in the disposition to move and it'll be up to Senator Mead of New York to gear it into action again in behalf of federal employees.

The bill would amend: Provide that a one-step raise shall be given every eighteen months to employees whose salaries are below \$3,200, and a step promotion to employees making more than \$3,200 every thirty months.

## Postal News

By DONALD MacDOUGAL

### Investigator Eligibles Favor Longevity

The Investigator Eligibles Association, one of the largest of all eligible groups, last week passed a resolution favoring longevity. Here it is:

"WHEREAS, the General Investigator Eligibles Association believes in the Longevity Pay Principle and the crying need for its application to compensation of Post Office employees, and is convinced that the legitimate aims of groups of Federal eligibles and employees can best be achieved by mutual and united support on all matters as to which there is no conflict of interest,

"THEREFORE, it is hereby UNANIMOUSLY RESOLVED by the members of the General Investigator Eligibles Association that the provisions of H. R. 1057 be endorsed and approved by the Association, that its members be urged to write their Congressmen in favor of said bill and to take all other individual measures to support same, and, further, that a properly authenticated copy of his Resolution be forwarded to Senator Mead of New York, to Representative Flannery of Pennsylvania, and, with fraternal greetings, to the Joint Conference of Affiliated Postal Employees of Greater New York."

### Case of the Dismissed Fed

The Brooklyn Feds are talking about the case of the dismissed clerk who was fired out of the department although he had no previous penalties or demerits, on the charge of deliberately failing to work as capably as he could. The Feds claim that the supervisor who preferred the charges has a record of antagonism to their organization. And Postmaster Quayle is being asked to reinstate the dismissed clerk to his job.

### Big Questions Coming Up at Convention

The right of Civil Service unions to bargain collectively with the government is going to come up at the national convention of the Feds, to be held in St. Louis, Sept. 1 to 6. The fact that the A. F. of L. at its last convention endorsed this right, will figure prominently in the arguments.

### Subs Will Be Interested

The Whelchel Bill, which would provide graduated pay increases for substitutes, is practically a dead herring at this time. The Post Office Committee hasn't called for hearings. So among the things which postal workers haven't got yet are these: (1) Longevity; (2) Court of Appeals; (3) decent retirement legislation; (4) proper treatment of subs.

### State Employees Plump for Longevity

Letter carriers who visited the State Office Building last week were agreeably surprised to see big boosts for longevity on all the bulletin boards.



# Who's Included Under Ramspeck Act

## Here's a Complete Listing by Departments

The United States Civil Service Commission has added up more than 182,000 permanent positions subject to inclusion in the classified service under the authority of the Ramspeck Act of November 26, 1940.

Immediately upon passage of the Act, the Commission requested all federal agencies to submit a statement of the positions which could properly be included in the classified service under this

authority. The attached table, showing such positions by department and independent offices, was prepared on the basis of the reports received.

It is to be noted that some of the positions included in the total number listed have since December 1, 1940, been included in the classified service. Other positions included in the total number may soon be brought into the classified service by other authority than the Ramspeck Act such as those affected by pending legislation.

Positions Subject to Inclusion in the Classified Service By Departments\*

	Departmental		Field	
	Permanent	Temporary	Permanent	Temporary
Agriculture	5,451	299	29,193	3,821
Commerce	175	58	216	11
Interior	696	12	9,706	1,419
Justice	6	9	1,056	25
Labor	59	...	...	...
Navy	342	...	1,226	140
Post Office	20	...	39,096	873
State	17	...	...	...
Treasury	2,212	199	14,539	194
War	1,290	...	39,657	14,411
Alley Dwelling Authority	...	1	...	...
Civil Service Commission	19	6	...	...
Employees' Compensation Com.	76	...	2	...
Executive Off. of the President	219	36	75	...
Federal Loan Agency	4,452	50	13,796	582
Federal Power Commission	158	...	127	...
Federal Security Agency	417	9	5,292	144
Federal Trade Commission	279	...	62	...
Federal Works Agency	4,234	390	2,333	704
General Accounting Office	3,049	...	...	...
International Boundary Com. U. S. and Mexico	...	...	300	8
Interstate Commerce Commission	...	...	19	...
National Advisory Com. for Aero.	42	9	...	...
N. Capital Park & Plan. Com.	10	10	...	...
National Gallery of Art	46	...	...	...
Railroad Retirement Board	7	2	...	...
Securities and Exchange Com.	286	...	142	...
Smithsonian Institution	58	59	...	...
Tariff Commission	7	...	...	...
U. S. Golden Gate Intern. Expo. Com.	9	...	...	...
U. S. Maritime Commission	68	...	97	...
Veterans Administration	23	6	1,443	313
National Labor Relations Board	171	2	187	3
Civil Aeronautics Board	34	3	...	6
Total	23,932	1,160	158,554	22,654

\*Does not include positions excepted from the classified service by Executive Order No. 8044 of January 31, 1939, nor positions which are excepted by some existing provision of Schedules A or B of the Civil Service Rules, as, for example, positions in foreign countries.

## Women Are OK

Place women and more women in Federal jobs. That isn't the cry of a feminist organization, but of the U. S. Civil Service Commission.

The reason: The Commission is finding it so tough to supply men to the thousands of new jobs that are being created weekly.

Specifically, the Commission has discovered that women do these jobs well that are usually considered to be a monopoly for men: Airplane painting, aircraft fabric workers, materials buyers, parachute workers, machine operators, toxicologists, pharmacologists, draftswomen, powder bag loaders, workers on cartridge and artillery shell parts, laboratory technicians, gas mask inspectors, and assemblers of time fuses.

The United States Civil Service Commission last week addressed a request to appointing officers in all federal agencies, urging them to employ women in a greater variety of positions. The Commission pointed out that a great many men in federal employment are being called into military service and many others are being assigned to the more arduous positions in the Federal service related to defense work. It recommended that any appointing officers who heretofore have requested the certification of male eligibles only, now explore the possibilities of assigning women employees to positions which do not necessarily require men.

It has been "demonstrated that women can satisfactorily perform almost all kinds of work that men can perform," the Commission stated. "Not only have nations at war replaced many men in industry by women workers, but within the past year striking examples of the success with which such substitution can be made have been found in certain of our own arsenals."

## Employees Participate In Efficiency Rating

The United States Civil Service Commission today sent letters to all Federal agencies outlining the provisions of the Ramspeck Act and the executive order of May 1, 1941, authorizing boards of appeal of three persons in all agencies and providing for an employee representative on each board.

The new regulations are based on consultations by the Civil Service Commission with the Council of Personnel Administration and national heads of employee unions. Three basic principles will be used in the employee elections of representatives: (1) the use of a secret ballot; (2) the conducting of the elections by employees; and (3) the participation in the elections by all employees who receive efficiency ratings. At the present time, the procedures will apply only to federal employees in the District of Columbia.

Efficiency ratings of federal employees were authorized as far back as 1912 by Congressional ac-

tion, and are now given annually to all employees whose positions are subject to provisions of the Classification Act of 1923.

### Agency May Fire Men

Wage and Hour Administrator will have to fire some of its employees in its New York regional office if its 1942 budget that has been approved by the House is allowed to stand. It is definite that all temporary employees will be released on July 1 and up to 300 others also will lose their jobs unless the Senate restores part or all of the \$750,000 which the House cut from the amount for bureau salaries.

### Exam Dates

Examination dates: Junior engineering draftsman, July 1. Senior engineman, steam and electric, July 17. Associate assistant aeronautics inspector, associate aircraft carrier (operations) inspector, associate aircraft inspector, and associate aircraft carrier maintenance inspector, July 16.

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### Typist Steno Test Graded

The recent steno-typist test has been graded in record time by the Civil Service Commission. The eligibles: Junior stenographer, 758; junior typist, 2,571.

## Investigator Eligibles Report Progress

Members of the General Investigator Eligibles Association moved decisively toward their main goals at a meeting held last week at the Rand School.

One objective, that of having its basic customs and immigration lists used to fill clerical positions, now seems definitely attainable. Customs authorities in New York City, to whom the Association has repeatedly addressed requests that clerical positions be given Customs eligibles, have actually called such eligibles by telegram for interviews initially for three vacancies.

Another aim, that of having federal lists of eligibles open to public inspection, also appears likely to be achieved. By a unanimous vote the meeting approved the provisions of a bill (H. R. 4917) making this mandatory, and adopted a resolution supporting the efforts of Representative W. E. Barry of Queens, and of the Veterans Civil Service League and other organizations, to have this bill passed.

**Why a New Patrol Test?**  
The Association extended membership to border patrol eligibles.

On behalf of such eligibles, the U. S. Civil Service Commission will be asked why a new border patrol test is apparently being considered when the current list has barely been used. The Commission will also be informed that the Association condemns its failure to answer two direct queries of an eligible as to the result of his oral test. The eligible's Congressman finally learned for him that he had failed on the oral, but could not learn why. The Association believes efficiency and the public interest require that such an eligible receive a prompt and direct notice from the Commission, a definite statement as to the reason for "failure" and exact information as to his rights and remedies with respect to possible appeal.

On behalf of its ten lists of eligibles—customs, customs patrol and immigration patrol inspectors, assistant investigators (law, accounting, pharmacy and general), associate investigators (law and accounting), and border patrolmen—the Association launched an intensive summer campaign to secure extension of the eligibility period of such lists for one year from present scheduled expiration dates. Petition forms for mass signature, which any citizen may sign, were distributed to members and can be secured by mail from the Association at 123 William street, New York City. One enthusiastic member, John Davidson, turned down by the Commission on oral as not aggressive enough for the border patrol, secured 150 signatures before the campaign was officially begun. He says with the degree of aggressiveness to be expected from an eligible who is an ex-Marine and the holder of a Carnegie Hero Medal, that he will turn in a total of at least 500.

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# DEFENSE news

## Wanted: The Lame, Halt, Blind, Old Opportunities in Light Work, Stores, Garages, Factories

ALBANY—Employment opportunities for older and handicapped workers are increasing in upstate New York.

The developing shortage of labor is forcing employers to give greater consideration to minimum requirements for new employees. Many of the most desirable workers are now picking their jobs instead of being picked.

In the skilled trades, older men of 65 and 70 are being sought in some localities, according to Milton O. Loysen, executive director of the Division of Placement and Unemployment Insurance, State Department of Labor. Vocational teachers with special skills, who have been out of production for years, can now get additional first-hand shop experience while earning extra money during summer vacations. Even skilled workers in poor health, who must be limited in the number of hours they can work, are being used.

Jobs for Blind and Deaf  
Handicapped workers offer some advantages to employers, and in view of present shortages, employers are more ready to consider these special cases. For example, a person with difficulty in hearing may be better than average in some task requiring persistent attention, as he will not be distracted by noise or conver-

sation. A blind person may be of special value on inspection operations which are dependent upon sound or touch, such as the inspection of running mechanisms for noise. Handicapped workers represent one of the large and relatively untapped reserves of high-grade labor.

With the draft of younger able-bodied men from trade and service occupations into higher-paid factory jobs, many light jobs are available to older workers in stores, garages, and service stations.

If you're interested in learning more about the opportunities for handicapped and older persons, see your local office of the New York State Employment Service.

## Vacancies in New York City

The needle industries report vacancies:

Listed among labor shortages are sewing machine operators, cleaners, pinkers, and felling machine operators. The New York State Employment Service says that because so many workers have been diverted to the manufacturing of army clothing, there has arisen a shortage in such needle-trade occupations as alteration hands, bushelers, and operators on garments, slip covers, bedspreads, canvas and knit goods.

It has been noted, too, that difficulty is being experienced in finding people for selling jobs. Many workers previously in retail trades are now in clerical jobs.

### Other shortages:

- Doctors for summer camps;
- Building maintenance workers;
- Soda dispensers;
- Countermen;
- Hotel workers.

### Unwilling to Take Low Wages

An unwillingness to accept jobs at low wages prevails among young applicants, who hope to secure defense jobs or get into de-

fense training courses. Fewer "sub-standard" job openings in the domestic service are reported by the local employment offices.

Non-defense firms encountering labor shortages have adopted a variety of measures to meet the problem. Some hotels which formerly had strict hiring requirements are now willing to train inexperienced persons of suitable types, particularly chambermaids and housemen. Real estate men have indicated that doormen and porters may have to be trained to take over superintendents' jobs in apartment houses.

Although clothing manufacturers still express a preference for experienced workers, some of them are willing to employ and train persons with little experience. Needle-trades employers are substituting section work for a system of production in which a single worker makes an entire garment. They are now willing to hire sewing-machine operators, regardless of their former specialties.

Persons interested in any of these positions should communicate with the nearest office of the New York State Employment Service. Consult your telephone directory.

You have a question about Civil Service? Write, phone or drop in to see the Leader Information Service; 9 to 5 Mondays through Thursdays.

## Flight Instruction

The following ten graduates of the Spring Civilian Pilot Training are winners of the U. S. Government Flight Scholarship: William Richard Fleming, Jr., Robert Theodore Guba, Walter Clifford Hammond, Muriel Brooker, Martin Karagianinis, John Henry Sullivan, Jr., Kenneth Edward Ervin, August Michael Cusumano, Thomas F. Madden, Ralph Frederick Yokel.

Flight instruction will be conducted by Speed Hanzlitz at Speed's Flying Service, Flushing. These scholarships will be presented by C. A. A. Ground School Supervisor, Andrew I. Ivanoff, at a Commencement Dance, on June 28, at the Concourse Plaza.

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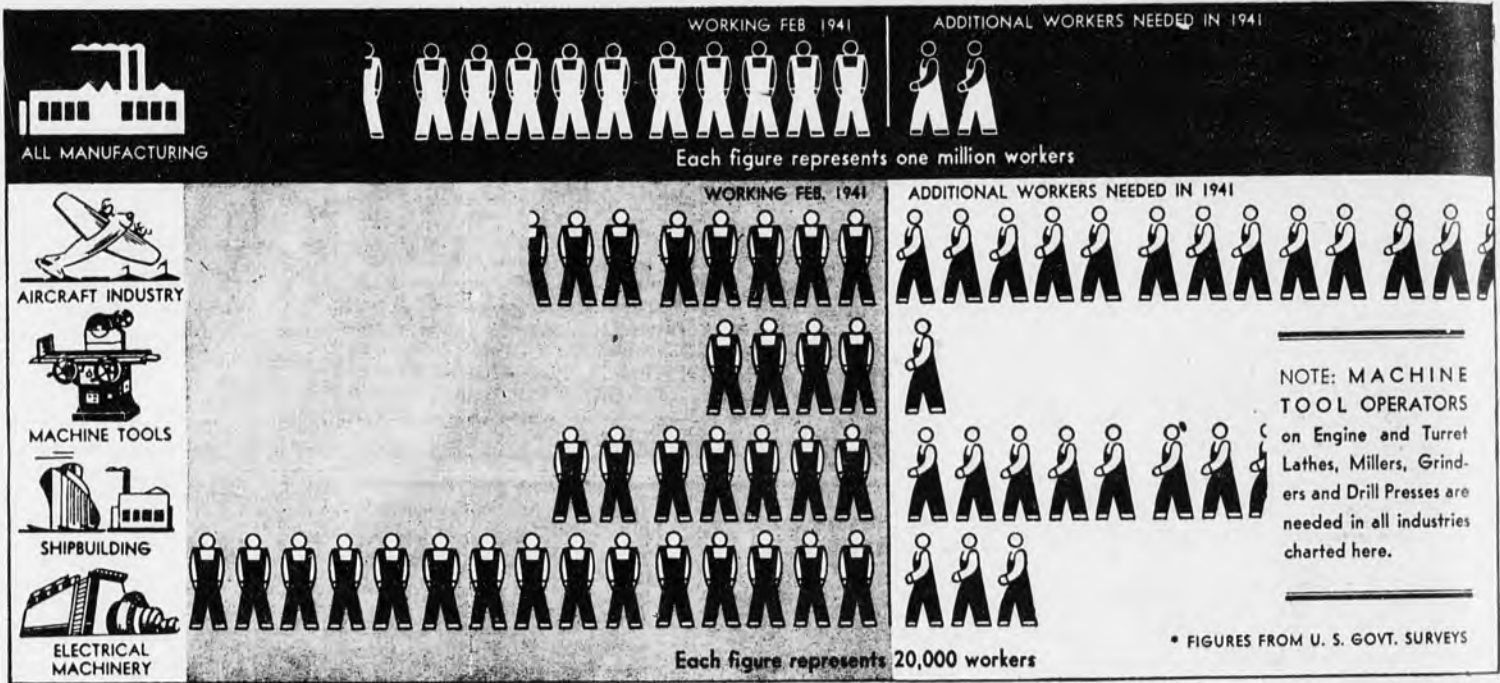
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This chart shows how the demand for workers in the various defense industries stands at the present time. It may be used as a guide for the young person seeking to train himself to enter some branch of the defense program.

## PRECISION LENS GRINDING COURSE

Designed for national defense needs, the School of Optics, 182 Henry street, Brooklyn, offers a new course in Precision Optics Lens Grinding. The course has been prepared especially to enable the trainee to meet U. S. Civil Service requirements for employment in government arsenals as well as civilian optical plants. The School of Optics is the only school in the United States offering training in Precision Optics.

In connection with military defense efforts, both the Army and Navy need thousands of new "eyes" to guide their power and observe the results. Optical instruments such as range-finders, gun-sights, periscopes, etc., known as fire-control instruments, are absolutely necessary for all but

the smallest calibre guns. Science and industry, both in times of peace and war, look to Precision Optics to supply many useful tools. The microscope, the camera, the telescope, binoculars,

eyeglasses are but a few. All of these optical instruments are made by Precision Lens Grinders. Enrolling in the Precision Lens Grinding course is limited to United States citizens only.

## Schooling in 15 Trades Courses Open to All

Two thousand six hundred and forty-six New Yorkers have obtained defense jobs in private industry as a result of training received in twenty-one city schools since last September. Altogether, 11,000 students are enrolled in the courses conducted by the Board of Education under the Emergency Training Program for National Defense.

The courses are open to both employed and unemployed, the only requisites being that the candidates have some experience in the trade they wish to master. The unemployed, however, must be registered with the State Employment Service. Many of the employed students are recommended by their employers.

Students attend the defense courses from six to thirty hours each week. Sessions are held from 4 to 7 p.m., from 7 to 10 p.m., and from 10 p.m. to 5 a.m. Courses are held in the following subjects:

- Auto Repair and Maintenance.
- Aviation Trades.
- Commercial Subjects.
- Electrical Trades.
- Foundry.
- Inspector's Courses.
- Machine Shop Practice.
- Maritime Occupation.
- Pattern Making.

- Radio Communications and Service.
- Sheet Metal.
- Ship Building.
- Trade Drawing.
- Welding.
- Woodwork and Carpentry.

### If You Want to Enroll

Prospective students who wish to enroll in these courses are advised to write to Dr. George F. Pigott, director, Emergency Training Program for National Defense, Trainee Personnel Office, Board of Education, 110 Livingston street, Brooklyn. Application can also be made directly at the schools in which the courses are held.

The twenty-one schools are: Bronx Vocational High School, Brooklyn High School for Automotive Trades, Brooklyn High School for Specialty Trades, Brooklyn Technical High School, Chelsea Vocational High School, Curtis Vocational High School, East New York Vocational High School, Haaren High School, Jamaica High School, Long Island City Evening High School, Manhattan High School of Aviation Trades, McKee Vocational High School, Newtown High School, New York Vocational High School, P.S. 147, Queens Vocational High School, Samuel Gompers Vocational High School, Straub Textile, Stuyvesant High School and Stuyvesant Annex.

### Can You Make Lenses?

Name of firm: Irving Lampert Co., and L. & L. Optical Co., Inc. Address: 92-94 Hinsdale street, Brooklyn, N. Y.

Personnel Director: Irving Lampert.

Total amount of defense contract: \$75,000.

Item of manufacture: Lenses.

How many men employed: Fifty.

Types of workers needed: Skilled workers, both male and female. Principally those familiar with cutting glass or grinding and polishing lenses.

Requirements for job: As above. How long will work continue: Steadily.

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# Answers to Police Sergeant Exam

The answers to the following questions were prepared by Lieutenant Bertrand P. Wray, instructor, writer, police expert. Lieutenant Wray was retired because of physical disability, Sept. 17, 1940, after a short, but brilliant career of twelve and one-half years in the Police Department. Appointed a patrolman, Feb. 20, 1928, Lieutenant Wray took the Sergeant's examination in 1936, finishing ninety-sixth on the list. With little seniority, he took the Lieutenant's exam in 1939 and finished 124th on the list. He was serving as Acting Lieutenant when he was retired prior to his promotion.

Wherever possible, Lieutenant Wray quotes authority for his answer. To cover many possible ramifications, Lieutenant Wray's answers are longer than necessary. In his opinion, candidates should be given full rating if their answers included only part of the material below. The answers are admittedly tentative. We shall be pleased to receive any comment which those who took the test may wish to make.

**Question 21**  
In ballistic identifications, rifling impressions change over a period of time due to various elements affecting the interior of the barrel, such as rust, corrosion, individual care and treatment, type of ammunition, whereas there are no two fingerprints identical as fingerprints never change from birth. For use in evidence, the real or demonstrative evidence is required in ballistics, whereas in fingerprints, the record, or secondary evidence will suffice. Ballistics is a study in physics, whereas the study of fingerprints is biological. (Modern Criminal Investigation)

**Question 22**  
The comparison microscope is double—two separate microscopes—fitted with a comparison eyepiece, which, when placed on them, merges them together like one microscope. The comparison eyepiece fuses the images of the two objects into one image. The investigator may also see the front half of one and the rear half of the other object, making them appear to be one in the microscope. The objects may be rotated independently or together and marks are bound to match in the composite image of the two objects, thus making identification positive. Laymen can view easily through the comparison instrument—hence the jury is more likely to accept as evidence what is seen therein, whereas the ordinary microscope views objects independently, and although capable of three dimensional views and obtaining views of larger surfaces, it allows for some conjecture. (Modern Criminal Investigation)

**Question 23**  
When original numbers were punched into the steel, its molecular structure underwent changes which were not confined to the immediate vicinity of the numbers. By grinding down the surface with emery, highly polishing it, and then treating the smooth surface with one of the etching fluids generally used in metallurgical work and with heat, the numbers can be made to reappear. (Modern Criminal Investigation)

**Question 24**  
1. Ascertain if scene is the same as when homicide occurred or if it has been disturbed. 2. Have witnesses vouch for originality. 3. Ascertain if lighting is sufficient. 4. Set camera for proper distance, using the proper lens so that there will not be any distortion of the scene. 5. Use tripod or fixed object for clear picture. 6. Make sure that film is unexposed. 7. Photograph the body, proximity of the body to other objects, the scene from all angles and surrounding area. Search for fingerprints, weapons, bullet holes, blood, etc., and if found, examine and photograph them. 8. No markings or markers should be used until scene and surrounding area have been completely photographed. 9. Black and white dusting powder to be used on latent prints. (Modern Criminal Investigation and expert Police Department photographers)

**Question 25**  
Identify not easily revealed, therefore better detection and enforcement. They have knowledge of known criminals from line-ups and files, making the tailing of suspects easier, and without being observed as policemen. They are in a better position to check on those planning crimes and to secure inside information and evidence. If they patrol in a car, the car is not easily identified as a police car. They can generally exercise the five major functions of the Police Department with better results than the uniformed man.

**Question 26**  
Keep witnesses separated and prevent them from entering into conversation with each other. Ascertain the time elapsed since the crime, mentality of the complainant or witness and whether or not he is an accomplice. Be sure not to show any photographs of the suspect alone. Test the ability of the complainant or witness in observation and his accuracy in describing persons and things.

**Question 27**  
Avoid loud or distinctive dress and disguise. Caution him to stay a reasonable distance behind. If the suspect stops for any reason, and you may be revealed if you stop, it would be better to continue. If necessary, it is better to lose

him than let him know he is being tailed. However, the technique of tailing from in front may be exercised. Note persons he contacts, places he visits, and things he does.

**Question 28**  
They are clever because of extreme precaution taken by business houses, (use of electric and other burglar alarms). The results of these thefts are generally lucrative, consisting of money, jewelry, precious stones, bonds, etc. These criminals usually work in mobs and each is a specialist in his own particular job. The finder "cases" the job and informs the rest of the mob of the details, such as size and location of safe, when cash is left therein, method of entrance and escape, habits of neighbors, patrolmen and watchmen. He is usually an employee of the victim. When plans are carefully made the first positive action is taken. Tools are sometimes planted by old men, women or boys so that arrest for possession will not take place. They usually have a "fence" ready for quick disposal of the swag or loot. (Modern Criminal Investigation)

**Question 29**  
No fixed locus delicti. Protection to seller because of the varied places of meeting the addicts and knowledge of detectives in the Narcotics Squad. Men on post apt to spot frequented premises. Bulk is not carried on person, making for easy distribution and protection. Continuously moving from place to place to avoid suspicion. If arrested, they are able to plead as a user rather than as a seller. User carries less punishment. Can make sale under less suspicious conditions. Buyers do not approach sellers in large numbers; scattered sales conditions. Where drugs are found in hidden places on premises a prima facie case is established, therefore street seller can hide drugs in buildings, cans, etc.

**Question 30**  
Can see at a glance the places needing special supervision by Alien Squad and Sabotage Squad. Makes it easy to study relationship to important places, to points where sabotage has occurred, to types of crime. Tends to check subversive activities. Aids in cooperating with the federal government in enforcing Alien Registration Act and other federal statutes. Allows for concentrated supervision and police activities of areas where citizens and sympathizers of belligerent nations are located.

**Question 31**  
Any of the following and many more can be used as the three chief reasons. 1. Keep alert and observing. 2. Give clear and distinctive signals, both hand and whistle. 3. Avoid unnecessary conversation. 4. Make sure pedestrians reach sidewalk before signaling traffic to proceed. 5. Do not permit jay-walking or allow pedestrians in roadway while traffic is moving. 6. Allow right or left turns only after pedestrians are cautioned. 7. Disregard traffic light signals only when necessary. 8. Develop initiative in handling traffic problems. 9. Favor heavy traffic. 10. Prevent parking near intersection. 11. Seek the cooperation of pedestrians, operators and chauffeurs. 12. Assist aged, crippled, blind, infirm, and young.

**Question 32**  
Observe his approach, attitude and method, how he times for tag summonses. Observe sector assigned to, and note changes, such as in overtime parking, double parking, cars remaining in the street, how much clearance is made, length of time spent in area. Make a comparison with the number of summonses and tags served together with the dispositions and time lost in court by not guilty pleas. Note if there has been a reduction in parking over a period of time. Determine justification of complaints. Ascertain cooperation he receives. A traffic flow map shows trend of traffic at various times and places. Acts as a guide in making assignments of men, in placing necessary traffic equipment, in causing physical changes in streets and highways such as one way streets, express streets, restricted areas, etc. Traffic experts and engineers can adequately plan to relieve congestion with this map.

**Question 34**  
The main reasons are: 1. Competitive safety campaigns. 2. Increase in assignment of more men to traffic, motorcycle and mounted duty to cope with traffic conditions. 3. Increase in use of vehicles. 4. Assignment of traffic safety men in patrol precincts. 5. The innovation of the summonses. 6. Express streets. 7. Lack of parking areas and loading zones. 8. Cooperation of magistrates by setting a uniform fine for violations resulting in no political fixes. 9. Increase in restricted parking areas. 10. More patrolmen on street due to non-appearance in court. 11. Cafeteria fine system.

**Question 35**  
The horse and motorcycle can be effectively utilized in addition to the psychological effect they have on crowds. Mounted men are particularly trained to effectively break

up mass formations and cause dispersement of crowds. They are more effective than a group of foot patrolmen because of their ability to see over crowds and locate spots where their presence may be required. Motorcycle patrolmen can quickly transport themselves to the scene for necessary action or to act as liaison officers. They can be used to pursue groups who throw missiles from vehicles. (Defense lecture No. 3 given by lieutenants to members of force.)

**Question 36**  
1. Crossing against lights, 282 killed. 2. Crossing not at crossing, 141 killed. 3. Collisions, 119 killed. (Statistics and Report of the Safety Bureau.)

**Question 37**  
Engineers have experimented in all areas and found congested areas impractical because of the longer interval required for cross-traffic at certain intersections. It is feasible along main thoroughfares having a light side street traffic. (Traffic and Safety Bureau, N. Y. C. Police Dept.)

**Question 38**  
The relationship is: The longer the skid, the greater the speed. (Modern Criminal Investigation)

**Question 39**  
By noting the lack of congestion and the action by those assigned to expedite the movement of snow removal equipment; by directing and re-routing traffic and causing parked cars to be moved. Note the number of parked cars and what efforts were made to have them removed. What explanation was offered the patrolman to account for vehicles not removed. The speed with which snow is being removed. Complaints of lack of cooperation. Check on number of snow summonses issued.

**Question 40**  
The trends indicate that there has been a decrease in children killed and injured; a decrease in adults injured and a fluctuation of adults

killed, or more specifically for 1930-1940, a decrease of eleven fatalities to children, a decrease of 167 in the number of injuries to children, a decrease of 806 in the number of injuries to adults and an increase of sixty-two fatalities to adults. Some of the probable reasons are: Competitive safety campaigns, more strict enforcement and traffic supervision, more traffic equipment in use, reflexes of children quicker than adults, children more responsive to education, educational campaigns for business people, motorists, school teachers and others via radio press, pamphlets, skits, lectures in schools, in Police Academy, contests in playgrounds, etc. Engineering, education and enforcement regarding traffic generally. (Safety Bureau, N. Y. C. Police D.)

**Question 41**  
The names of the two consorters if known, and if not arrested, marked unknown. Names of witnesses if any, searched, and if any property taken, an itemized list, upon whom found, name of the owner if obtainable, name of patrolman accompanying to headquarters. Time precinct patrol wagon arrived and left, patrol wagon number or line should be drawn directly under details. Article 2, paragraph 10, rule 66, Manual of Procedure. Lemon pool swindlers are pool sharks who swindle others at pool or billiards. They occasionally lose a game to the victim and when they win, it is generally by a small margin of one or two points. The victim generally loses large sums of money. (Modern Criminal Investigation)

**Question 42**  
Places where slips were found, whether found in hand of defendant, or in his coat pocket, or on a counter or table, and if on a table, and if on a counter or table, whether defendant was alone or whether other people were standing nearby, or whether found in overcoat hanging on wall, or whatever may be the facts in the case. Itemized list of property and

disposition of same. (Art. 2 par. 33 M&P R 36.)

**Question 43**  
Full and accurate description of person arrested. All essential points of evidence obtained. Itemized list of property. Fact that UF43 was prepared and forwarded to proper places. Reference to blotter entry if any, name of patrolman or policewoman assigned. Time patrol wagon arrived and left. Line drawn after complete entry. (Art. 2, Par. 3 & Art. 29 MP.)

**Question 44**  
Whether defendant is a seller or user. The fact of the wrapping, sealing, marking and tagging of the evidence by the arresting officer in the presence of the desk officer. The approximate amount of heroin. The forwarding to the technical research laboratory. Time precinct wagon arrived and left. A line drawn after complete entry. (Art. 2, 16 & R. 66.)

**Question 45**  
Evidence such as amount of money, description (including mark, make and caliber of gun and ammunition, other property taken from prisoner and disposition of same. Investigations and notifications to squad detectives, (UF 60-61) Lost Property Bureau, Bureau of Information (UF 65) ballistics bureau, a line drawn after complete entry. (Art. 2.)

**Question 46**  
Yes, Rule 66 provides that the desk officer shall cause property to be removed from the prisoner which is lawfully carried, but is dangerous to life or would facilitate escape.

**Question 47**  
Missing persons investigations sometimes lead into kidnaping, homicide, or other serious cases.

**Question 48**  
Civil Aeronautics Authority license number. Time of violation. Nature of offense. Approximate altitude if violation was acrobatic or one of low flying. Names and addresses of at least two witnesses. (Art. 15, par. 51.)

**Question 49**  
The following information will be entered in the Arrest Record under "Details of the Case." Country of which he is a native. Date of birth. Date of arrival in U. S. Port of entry. Name of ship on which he arrived. Whether a passenger or member of the crew. Form ID 96, Criminal Alien report will also be prepared as above. (Art. 12, par. 22.)

**Question 50**  
Personal recognition is a written contract entered into by an officer or court and the defendant or a parent or guardian of a child to guarantee the appearance of the defendant or child at some future time before a court officer. It is applied in lieu of bail in violations of: 1. Sec. 554 of C. C. P. Employees of Railroads and franchise buses involved in accidents in connection with the operation thereof. 2. Local law punishable by 30 days or less. 3. Juvenile delinquency cases.

The remaining questions in this series will be answered in next Tuesday's LEADER. They will be accompanied by the sources when possible. To check your own answers, follow this series carefully.



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

**CATHOLIC WAR VETS**  
The McKay-Derrig Post No. 172, Catholic War Veterans, Inc., will hold a dance Saturday, June 28, at St. John's Hall, 406 East Sixty-seventh street. The post is made up largely of civil and government employees. Members include Edward Loughlin, secretary to Judge Ferdinand Pecora; Justice John V. Flood of the Court of Special Sessions; Joseph T. Higgins, Collector of Internal Revenue; Paul Rao, Assistant United States Attorney; Joseph Cox, Public Administrator, and many others prominent in government affairs. Refreshments will be served. Tickets, one dollar.

**WAGE-HOUR INSPECTOR ELIGIBLES ASSN.**  
The U. S. Wage and Hour Inspector Eligibles Association will hold its next meeting at the Claridge Hotel, Forty-fourth street and Broadway, Thursday, June 26, at 8 p.m. Future meetings will be held on the second and fourth Thursday evenings throughout the summer at the above address.

**FIRE ELIGIBLES**  
The Fire Eligibles Association will hold its next general meeting at 8 p.m., Friday, June 27, at Public School 27, Forty-second street near Third avenue. Dr. Harry M. Archer, deputy commissioner of the Fire Department, will address the meeting. Reports on committee meetings with the Mayor and department heads will be given. Eligibles are urged to be prompt in attending the meeting. Attention is called to the fact that only six months remain before the list expires.

**NAVY YARD CIVIL SERVICE ASSN.**  
The Navy Yard Civil Service Association will hold an open meeting at 592 Fulton street, near Ashland Place, Brooklyn, Tuesday, June 24, at 6 p. m. Members, friends and guests are invited to attend.

**VETERANS CIVIL SERVICE LEAGUE**  
The Veterans Civil Service League will hold a meeting Tuesday, June 24, in the City Court building, 52 Chambers street. Plans will be made for an aggressive campaign to push veteran legislation, including H. R. 4,917. Veterans with or without civil service eligibility are requested to register at the League for defense jobs. All veterans un-

able to attend are requested to write to the League and send postage to cover mailing of information blanks. The letters should be addressed to Charles E. Russell, secretary, 11 Park place, New York City.

(Continued on Page Nineteen)

★ U.S. GOVERNMENT ★

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# Civil Service LEADER

Published every Tuesday by Civil Service Publications, Inc. Office: 97 Duane St. (at Broadway), New York, N.Y. Phone: COrtlandt 7-5665 Copyright 1941 by Civil Service Publications, Inc.

Jerry Finkelstein, Publisher; Seward Brisbane, Editor; Maxwell Lehman, Executive Editor; Charles Sullivan, Washington Editor; H. Eliot Kaplan, Contributing Editor; David Robinson, Art Director.

### —Subscription Rates—

In New York State (by mail).....\$2 a Year  
Elsewhere in the United States.....\$2 a Year  
Canada and Foreign Countries.....\$3 a Year  
Individual Copies.....5 Cents

Advertising Rates on Application

MEMBER, AUDIT BUREAU OF CIRCULATIONS



Tuesday, June 24, 1941

## Where Will They Go?

THE LEADER learns that Washington officialdom has come to the point where it's agreed that some 15,000 government employees will have to be moved out of the city in order to make way for workers in defense agencies. There is just so much space in Washington, and no more. The government may even go to the extent of paying moving costs for the employees that have to leave the city.

Will this solve the Washington space-problem? Not at all. For where the 15,000 employees have left, their place will be taken by no less than 30,000 defense workers!

Anyone who has been to Washington within the past year knows that the city is little short of a madhouse. It's just impossible to find either working space or living space. And the efficiency of running the government is thereby materially reduced.

The decision to move workers out of Washington is therefore a good one. It should be applied to defense workers as well.

Where shall they go?

Rumors are circulating around capitol hill that two mid-western cities are being considered. But why? The obvious place for federal agencies to settle is New York City. All the facilities they require are here. There is excellent space both for working and living purposes. The city is the dynamic core of the nation, even more so than Washington. A number of agencies are already located here. The labor market is good—and the shortages which have developed because people won't go to Washington—as in the case of stenographers and typists—won't happen in New York.

Bring 'em here, we say! The nation has everything to gain by establishing a second capital in New York City.

## The Police-Phone Operator Squabble

THE MEN who took the exam for telephone operators in the New York City Police Department have a legitimate beef. Elsewhere in this issue, their attorney presents his case. They've won in the courts, but it's a hollow victory so far. The facts in the case are very simple. They took an exam for a specific job. They passed the exam, and then the job was given—at a much higher salary, incidentally—to men on the patrolman list, who should better have been used to bring the police force up to full strength.

Commissioner Valentine hasn't taken a single good reason why he won't take on the men who passed fairly an exam which they took in good faith.

What kind of a merit system is it that permits this kind of thing?

### The LEADER Gets It First— And Gets It Straight

In last week's issue of *The LEADER* in an exclusive defense story the duties of an Air Raid Warden were listed. They were 9 in number.

The *LEADER* also listed 8 groups that would constitute the personnel of the service.

The *LEADER* also told how the police precincts would be divided into zones, sectors and posts and how they would be divided according to population.

The *LEADER* also told how civil servants would constitute the base of the defense set-up.

The dailies subsequently devoted columns to these identical phases of the defense program but not until the Mayor and Police Commissioner Valentine spoke before officials at Police Headquarters.

Oh, yes, a new point was that enrollment blanks were ready. Read *The LEADER*—and read it first.

*Don't*

Repeat This!



THE DIES Committee will soon send on to federal department heads the names of employees belonging to left-wing groups. If the administrators fail to fire these employees, the Dies boys will make the names public . . . Paul Kern personally signed every one of those 20,000 reclassification letters to subway men . . . German army officers are selected by a test system comparable to Civil Service exams in this country . . . An organization that sneered because tentative key answers in the Social Supervisor exams differed on 20 questions from the official key is now itself protesting 29 questions from that same key . . .

#### Politics Dept.

Waxed floors in the offices of the State Civil Service Commission have caused some serious falls . . . The new voluntary-quit provision in the Unemployment Insurance Law may mean the hiring of additional referees . . . More than \$2,000 in dimes is taken in every Sunday at LaGuardia Airport . . . The Welfare Department, which last week lost Deputy Commissioner McAvo, may soon lose another of its top men—but for a different reason . . . All is not well among the upper crust in the Docks Department . . .

#### Futurities

Most complicated elevator gadget in the city is to be found in the

## Merit Men



IF HIS PARENTS HAD NAMED him "Larry" in the first place, it would have simplified things a lot. We don't claim to know all about these things but, for some reason, you would no more call Larry McNally by his full name, Lawrence A. McNally, than you would have referred to the late Will Rogers as "William".

Larry McNally, who is now in his thirty-eighth year as a city employee, has two absorbing interests. One is his job as Chief Clerk of the Division of Permits and Encumbrances in the office of Manhattan Borough President Stanley M. Isaacs, and the other is the American Legion.

And, by the way, birthday greetings are in order this Friday as Larry was born June 27, 1888—way up there at 111th street and Lexington avenue.

It was Larry McNally who worked so hard to organize the American Legion Post in his department. He was elected Post Commander in 1930 and again in 1936. His energy and organizational ability did not go unnoticed as he was elected treasurer of the New York County Organization of

Municipal Building. Looks like something out of the future . . . An informal poll shows that the main telephone company beef of Civil Service employees is that the company frequently fails to return immediately nickels collected in error

the Legion for three years. He is now Senior Vice-Commander and at the County Convention next month his friends expect him to be named County Commander by an overwhelming majority. Began in 1903

Larry started his career as a city employee back in 1903 when he went to work as an office boy in the auditing division of the Board of Education. In 1911 he obtained a transfer to the office of the Manhattan Borough President, headed by George E. McAneny at that time, and was assigned to the auditing division. In 1921, when the Cost Accounting Division was formed, Larry was placed in charge. When Borough President Isaacs took office in 1938 Larry was promoted to his present position.

During the last war Larry enlisted in the Fighting Sixty-ninth (where else would a guy with a name like Larry McNally belong?) and served eighteen months overseas. He returned with a Sergeant's stripes.

It was the same energetic McNally, by the way, who organized the classy fife and drum corps in the Borough President's Office and, as drum major, led his outfit to the championship of New York State in 1937, 1938, 1939 and 1940.

Besides his job and the American Legion, Larry has another great interest. He's toured South America twice and has visited 45 of the 48 states in the Union. When asked about the other three states McNally said he was saving them for his honeymoon.

He's single and lives at 80 Riverside Drive. He adds, however, that if his dentist, doctor or tailor reads this they should not be fooled by the address.

Larry is tall, blue-eyed and has a thick shock of silvery hair.

Despite his remark about saving those three states for his honeymoon, Larry says:

"I was born single . . . and I like it."

at phone booths . . . Why can't the sign system out in Queens be as good as the roads? It's simple to get lost—and stay lost. . . A number of Police Sergeant candidates took the test just to get the five hours off. . .

## letters

# How He Passed Sergeant Test

Sirs: I am writing this after a hard afternoon during which I dug deep into my brain to find the answers to a tough test—the sergeant exam. I'm all worn out, but not so far gone that I can't sit down to write this letter and tell you that I know I passed that exam, thanks to the study material that ran in *The LEADER*. I studied everything there was to study—but the practical stuff which really did the work of preparing me was the series of articles, "What Every Sergeant Should Know." Whoever wrote that material is more than a police expert—he hit the exam right on the head. Several of the questions on the test were practically the same as those which ran in your study series. So here's to you *LEADER* boys from one cop who's grateful to you. And I know that my friends who studied with me will say "amen to that."

PATROLMAN.

## Protests Court Attendant Test

Sirs: As one of the many competitors in the recently conducted examination for Court Attendant I wish to call the attention of your readers to a portion of the examination which I believe was unfair under the circumstances and should not be counted in view of what happened.

In the first place I have looked at the announcement of the test and do not find any mention made that part of the examination will consist of a memory test. Under the Civil Service law the Commission is required to announce the subject matter of tests and while it announces court procedure, English, civics and arithmetic, it does

not mention a memory test. This should be sufficient to cause the memory test to be disregarded. The fifteen questions given counted for 15 per cent, which is a great part of the test.

Next, I have been told that in several rooms in which the test was conducted some of the competitors made a few notes which aided them in answering questions after the memory testing sheets were removed. This too is unfair.

CANDIDATE.

## Vets Thank Leader

Sirs: The Executive Committee of the Veterans Civil Service League, an organization of World War veterans and ex-service men devoted to the problems facing them in their program for getting adequate provisions in law and regulations as regards qualified eligible veterans in appointment and retention in the Civil Service, as well as in safeguarding the principles of democracy and government, have by unanimous decision passed this RESOLUTION:

"MINDFUL of the aid and support given by the Civil Service *LEADER* in our long campaign to focus attention on the needs to clarify existing so-called veterans preferences and mindful also of the public service it renders as a publication in enlightening readers on the need of the general support needed to obtain legislation to compel the U. S. Civil Service Commission to make available and publish all its eligibility lists, a campaign in which the Veterans Civil Service League has shown the lead and initiated legislation for that purpose through a bill recently introduced and known as H. R. 4917, be it

"RESOLVED, that the membership of the Veterans Civil Service

League, with headquarters at 11 Park Place, New York, and in Washington, D. C., appreciate the support rendered by the Civil Service *LEADER*, and publicly express this appreciation to the editors of the publication."

DR. EDWARD T. CURRAN,  
Chairman, Executive Committee  
A. EDWARD ALLEES,  
Commander  
SANFORD T. GORE,  
Vice Commander  
C. E. RUSSETT,  
Secretary.

## Protests Wage Cut

Sirs: Lulled into a sense of security by verbal assurances that there would be no Board of Transportation pay cut, the Special Patrolmen of the B.M.T. and I.R.T. were shocked beyond words, when they were informed by Inspector Spain that all those who were getting more than \$1,800 per annum would be reduced to that basis, and that we had the privilege of protesting this cut.

The writer, one of the four men getting top pay in the B.M.T. Police Division, and the only one of the four men to pass the physical examination for duty in the reorganized Police Division, received a cut in pay of \$384 per annum—almost 20 per cent.

And this at a time when the cost of living is going up and up and up, and when all lines of industry are raising wages.

In addition to the cut in pay, we have had to invest over \$100 for uniforms and equipment!

The drastic cut in pay has been decreed by three Commissioners of the Board of Transportation, who only recently, with a stroke of the pen, raised their own pay 33 1/3 per cent.

RALPH W. LERMAN.



# Beauty Contest

Who's been nominated in the Civil Service Beauty Contest so far?

That's what everybody wants to know, and we won't keep you in the dark any longer. Here's a part of the list which came in recently.

- Anne Keely, Manhattan State Hospital.
- Lillian Goldberg, Domestic Relations Court, Brooklyn.
- Annabelle Thurman, Welfare Department.
- Catherine Convy, Welfare Department.
- Jamie Sue Helms, War Department.
- Virginia B. Foster, Welfare Department, Bath, N. Y.
- Sylvia J. Starr, Sanitation Department.
- Ruth Dvoran, Parks Department.
- Ethel Schinn, Kings Park State Hospital.
- Lucille Mann, State Employment Service, Long Island City.
- Shirley Krieger, Veterans Administration.
- Miss C. Cacclopa, Queens General Hospital.
- Dorothy Blummer, Queens General Hospital.
- Theresa V. McAlynn, Queens General Hospital.
- Dr. Frances Katriah, Queens General Hospital.
- Mrs. Marion Seely, State Income Tax Bureau, Albany.
- Violet Ann Gengo, Division of Public Assistance, Department of Welfare.
- Kay Matson, Metropolitan Hospital, Welfare Island.
- Rose Rosenthal, D. P. U. I., Albany.
- Shirley Flatow, Sea View Hospital, Staten Island.
- Anne Brady, Department of Docks.
- Florrie Clarke, Board of Transportation.
- Gertrude S. Tesler, Social Security Board.
- Dorothy Jones, Kings Park State Hospital.
- Esther Ripka, Welfare Department.
- Adele Lazarus, N. Y. S. E. S.
- Joan Mason, G. P. O. Delivery.
- Helen Reinstein, Welfare Department.
- Lucille V. Kay, Domestic Relations Court, Brooklyn.
- Anne Berlad, Brooklyn Navy Yard.
- Freda J. Grassfield, Docks Department.
- Eleanor M. Grushlaw, Department of Correction.

The Finance Department has entered a whole bevy in the contest, on the theory that by the laws of averages, there should be at least one winner in the group. Here's the list of Finance gals:

- Beatrice Arculeo
- Dorothy O'Brien
- Matilde E. Carroll
- Clare R. Rodgers
- Anne M. Casey
- Margaret M. Barry
- Rita J. King
- Amelia R. Matzen
- Catherine V. Browne
- Beatrice O'Connell
- Sophia Katz
- Mary C. Clapfer

Some of the nominating letters are interesting. One of them reads:

"In your quest for attractive employees, one such works for Small Claims, Bronx Municipal Court. She's cute." But the gentleman doesn't give us her name.

Another letter, in the ecstatic class, goes like this: "Dear Editor: Never have I seen such beauty on stage or screen as one of our nurses at East Pavilion Operating Room at Welfare Island Metropolitan Hospital. She's an angel from heaven, the hard-to-get type, purity itself with an eternal smile that never wears off, beats any tooth-paste smile girl, beats any sweater girl. She dances the conga divinely. She's shy and modest..." and on and on.

Let's have your nominee in this contest. To find the loveliest girl in Civil Service we have to use a kind of merit system—and the more that enter, the surer chance we have of finding the prettiest. We need your help. Please let us know about the girl you consider the best-looking. The only rules are these: (1) that she be a Civil Service employee in city, county, State or federal service; (2) that she be a resident of New York State.

First prize is a \$400 fur coat, to be selected by the winner; second prize is a \$200 fur coat for the runner-up. The first two prizes are being contributed by



I. J. FOX  
eminent Fifth Avenue furrier who is donating two of the prizes in the Civil Service Beauty Contest

I. J. Fox To the department in which the winner works, The Leader will award a silver cup.

Judges in the contest are Newbold Morris, President of the City Council; Victor Mature, brilliant star of "Lady in the Dark"; the prominent Fifth Avenue furrier, I. J. Fox, and Seward Brisbane, editor of The Leader.

To enter the contest, all you have to do is forward a photo (or at least name and address) to Beauty Contest Editor, Civil Service Leader, 97 Duane Street, New York City. Choose any photo or snapshot you like—full-face or profile, head or complete figure, whatever you think the best presentation. Please try to send a picture that isn't too small, because a larger picture makes a better presentation.

There's no objection if you want to enter yourself in the contest. The name of the persons entering the contest is kept confidential. The contest ends July 15—but please don't wait.

## Special Message to Camera Fans

Come join the Civil Service Camera Club! No obligations whatsoever—except an interest in photography and a desire to learn more about it.

If you're a Civil Service employee, an eligible, or a candidate, please come to the next meeting of the Civil Service Camera Club. It's at the School of Modern Photography, 136 West Fifty-seventh street, New York City. Bring along your camera, if you have one—and also a ny snapshots which you would like to have discussed or criticized.

Your friends are welcome, too. Oh, yes, the time and date: It's Wednesday evening at 8 sharp.

FILE NOW FOR CIVIL SERVICE EXAMS. There are more exams—less applicants. Your chances are greater than ever before.

# Question, Please?

by H. Eliot Kaplan  
Contributing Editor

## Transfer From Defense Agency

E. P.: An employee serving in a defense agency after appointment from an emergency re-employment list (federal) may be transferred to another similar position (not in the classified service) with the approval of the departments and the Commission. Such transfers are, however, not encouraged.

## Who's Preferred?

A. W.: It is highly probable that those on the eligible list for Clerk, Grade 2, for the Board of Higher Education, who will be qualified in the stenographer test, will be preferred in appointments over those not so qualified.

## Transfer and Salary

D. L. G.: Where a state employee is serving in an upstate office of a state department and desires to be transferred to a New York City office of the department, he cannot insist that the salary he received in the upstate assignment, where the transfer was made with knowledge that the salary in the city office would be lower than that paid upstate.

## Only in One District

J. L.: A candidate in the state examination for court attendant for the first and second judicial districts will be placed on the list for the judicial district in which he resides. He may not later be placed on the list of the other district when he changes his residence. The Commission has had to adopt this policy to avoid candidates shifting from one to the other judicial district lists and complicating certifications and leading at times to unfair practices.

## No Social Security Refund

T. R.: A person who leaves his position in private employment to enter the Civil Service does not receive any refund from the social security fund. As I understand it, he still remains a beneficiary in the sense that when, as and if, he returns to private employment his "membership" in the fund is revived and he thereafter becomes entitled to its benefits again. During the period of his Civil Service his membership in the social security fund is held in abeyance. The social security plan is not a pension system as the term is generally considered, but rather a plan of employment risk insurance.

## When Probation Begins

J. M.: Where an eligible is appointed for a two-month temporary period of service and is thereafter appointed to the same posi-

tion "permanently," his probationary period starts with the date of his permanent appointment. The earlier two month's temporary service is not counted as part of the six months probationary period. The determination as to whether the services of the probationer have been satisfactory and warranting continuance for permanent status is left to the appointing officer (head of department in most cases). A subordinate may not, without express approval of the appointing officer, take it upon himself to discharge a probationer, it would seem, for that would be the prerogative of the appointing power only. A department head need not give any reason for dropping a probationer at the end of his term. If he removes him during the term he must furnish the employee with reasons therefor and give the employee an opportunity to answer thereto (state and city services). A probationer dropped from one department may be recertified for appointment to another department in the discretion of the Commission. The Commission permits a probationer dropped from the service to be placed back on the eligible list where it appears that the eligible was not

incompetent or found so unsatisfactory as not to be of value to any department. An eligible who resigns during the probationary period may have his name restored on the original eligible and certified thereafter to another vacancy if the resignation is without prejudice.

## When a Job Is Permanent

M. K.: Whether a position in the federal service, departmental (Washington service) or field positions, is permanent, temporary or seasonal, depends on the nature of the employment in each case. Consult the notice of appointment to determine the status of your employment.

## Experience Rating

L. R.: The fact that you may have met all the requirements of experience especially mentioned in the announcement of examination does not mean that you must necessarily be entitled to 100 per cent rating experience. Your experience is evaluated and compared with others based on standards fixed by the examiners and applied equally to all.

# Study Corner

The need for translators has led one ambitious publisher to try a "Translation" handbook for all language examinations, prepared by Edwin Conn and Max Kornstein. Capital Publishing Institute has placed on the market an 86-page mimeographed volume on French, German, Italian and Spanish that gives a few hints on language generally and some comparative notes.

Sections deal with the nature and growth of language, psychology of language and practical hints for translation. Scientific grammar, prefixes and suffixes, and distinguishing characteristics, and idiomatic expressions all receive treatment.

A study manual for Jr. Legal Assistant by Jerome M. Kirschbaum (\$2.00) has been released by Cord Publishers as a preparation for federal examinations. Dealing with federal practice, it covers various aspects of jurisdiction and procedure. The 111 page mimeographed book is made up of 211 key points, with illustrative cases and annotations.

Although the volume aims to cover a narrow field in a vast world of jurisprudence, it succeeds in selecting material that is not so well known to the ordinary practitioner, yet would be essential in taking a federal examination. Chapter topics include origin and extent of federal judicial power, organization of the courts, federal criminal jurisdiction, ex-

clusive and concurrent jurisdiction, civil procedure, the application and substantive law, appellate jurisdiction, procedure and review.

"You Might Like Pharmacy as a Career," is the title of an interesting handbook published by Western Personnel Service (25c). In 14 pages is included material practice, various state laws and a list of books and periodicals.

# Art By NYC Employees

Borough President Stanley M. Isaacs, of Manhattan, will award prizes to the winners of a competitive exhibit of water colors by city employees which will be on display in Room 2144 of the Municipal Building, June 27-30. Miss Maud Sargent, Landscape Architect in Mr. Isaacs' office and Chairman of the Exhibit Committee, said that the pictures had been painted by architects and other city employees during week-ends since the first of the year and the subjects are mainly varied scenes to be found in and around New York.

About 40 paintings will be shown and the awards will be presented to the winners by Mr. Isaacs at 4 p. m., on June 30th.

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# POLICE CALLS

By MIKE SULLIVAN

## All About the Sergeant Test

Consensus of opinion seems to be that last Saturday's five-hour quiz was tough—but fair. Some of the boys didn't like the idea of limiting their opinions to four or five lines. We haven't heard any complaints yet about the nature of the questions. We did hear complaints that certain schools gyped the candidates out of ten minutes' time. These rumors have been thoroughly investigated, but they don't seem to stand up. Two witnesses signed each examiner's report, testifying that the candidates in each particular class were allotted the required five hours' time.

### How Many Withdrew?

We tried to find out the number of candidates who withdrew before the second part of the test began but the figures weren't available. A conservative guess would place the number at about 30 percent. Curiously, the withdrawals seemed to be influenced by mob psychology. In classes where three or four got up to leave early, only a few remained to finish. In classes where only one or two walked out, the remaining stayed to the bitter end. In one class in Abraham Lincoln High School, of eighteen original candidates, only four stuck it out for the second part of the test.

### Some Opinions

Opinions about the test, selected at random, follow:  
Eddie Murphy, Traffic L: "It was a comprehensive test. It covered a lot of matter. It shouldn't have been very hard for anyone who studied police work."  
Patrick Paul Brady, Traffic B: "I think it was one of the best tests I've ever seen. It gave everyone a chance to pick out just what he knew."  
Varnett Kaufman, Alexander Avenue Station, the Bronx: "The test was very good if you studied for it. There was no guess work about it."  
Gino Cavazzino, East 126th Street: "The test was fair, although I admit it was kind of tough."  
Herman Corn, Bathgate Avenue, the Bronx: "The test was much different than I expected. The study material in The LEADER helped me a lot, particularly the parts dealing with firearms and traffic codes."  
Stephen James, East 126th Street: "Any man who studied for the examination should pass, although the test itself was not easy."

## What Every Young Sergeant Should Know

Soderman and O'Connell's "Modern Criminal Investigation" was the source for many questions in the sergeant test. Question 12 was lifted bodily out of the first paragraph in a news story in the May 5 issue of the New York Times. The answer was printed four or five paragraphs down further. Sleuthing done by Lieutenant Bert Wray.

## The Case of the Special Cops

The Municipal Civil Service Commission ruled last week, that the special patrolmen dismissed from the Board of Transportation because they were rejected by the medical examiners of the Police Department should be reinstated to their positions in the Board of Transportation. Previously, the subway cops had successfully passed medical examinations given by Board of Transportation and Civil Service Commission doctors. Of fifteen patrolmen examined in joint medicals last week, twelve passed; three failed. The three who failed will not be reinstated to the Board of Transportation and will not be certified to any other positions until their medical defects are remedied. Three candidates on the patrolman list who were rejected because of character will not be certified again to the Police Department, but will be certified to other departments for appropriate jobs. Is everybody satisfied?

# Fire Facts

## Chatter

Lt. Walter H. Lagerholm, Hook and Ladder 11; Lt. Thomas F. Lynch (1) H. & L. 14, and Fireman Charles A. Haeselin, H. & L. 38, have retired. . . . Due to the shortage of men, the inspection of hydrants on week days has been discontinued. They will be inspected on Sundays only, until further notice. . . . Marine Stoker Peter Crilly, Eng. 66, lost his badge. Penalty, Fined \$5. . . . Julius J. Matiaszko, H. & L. 131, is now known officially as Joseph Master. It's legal and all. Hello, Joe. . . . Lt. Harry R. Wise, Eng. 261, and Fireman Clarence D. Moeller, Eng. 320, have also retired.

## Check Up

Battalion Chiefs are making the annual check-up of widows on the pension rolls to see if they are still living or have re-married. . . . Fireman John E. Doyle, Jr., Eng. 220, recently hit with a ten-day fine, has been socked again for six more days and given a final warning. Is Johnny a bad boy or is someone picking on him? . . . Oh, oh. Captains also lose their badges. If you don't believe us, ask Capt. Malachy J. Garvey, Eng. 250. It cost him \$5. . . . The Uniformed Pilots and Marine Engineers Association of the Fire Department will hold a picnic and outing Aug. 9, at Vanderbilt Field, Nassau County.

## Outing

Don't forget the Fire Department employees outing Saturday at Greenwood Lake. Busses leave from the Capitol Greyhound Terminal, 50th street, between 7th and 8th avenues at 10 a. m. . . . Don't overdo it on the fones, men, a check is being made. . . . Fireman Maurice Kahan, Eng. 58, retired. . . . Lieut. David M. Fessler, Jr., H. & L. 130, lost his badge. . . . It cost him \$5. . . . First Grade Fireman Antion Holterback, Eng. 66, retires effective July 2. . . . That charge against Lieut. Edward T. Foy, H. & L. 109, has been dismissed. Hurray. . . . After 20 years in the service Captain John J. Clancy (3), Eng. 212, retired the other day. . . . shall we say anything about Sunday's ball

# Park Topics

By B. R. MEEHAN

## Promotion to Auto Mechanic

The written promotion test for foreman auto mechanic, Department of Parks, was held at Julia Richman High School, 317 East Sixty-seventh street, Manhattan, on June 21. Applications closed on May 26.

## Change of Name

Blanche Krosney to Blanche Young. Meyer Kupperberg to Michael Cooper.

## Approves Gardeners Test

The Civil Service Commission last week approved a report on the matter of administering a promotion examination for gardener to Benjamin Shuman, now on military leave.

## Service Rating Approved

Department service ratings for the period ending November 15, 1939, have been approved by the Civil Service Commission.

## Reinstatements to Preferred List Granted

Requests of the Parks Department for reinstatement of Sanford J. Moore and Harry Charnas on the temporary preferred list for lifeguard, and Anne P. Scannell on the temporary preferred list for playground director have received the approval of the Civil Service Commission.

game . . . or just let it ride? . . . Fireman George F. Donlin, Eng. 283, gets a special leave in July to attend the New York State Encampment of the Veterans of Foreign War. He's a delegate of the Cornelius B. Hesterberg Post No. 962. . . . Fireman Giuseppe Radimanna, Eng. 318, is now officially Joseph Radman. . . . After departmental trials it's swell to see "sentence suspended" on the orders when a feller only tried to be

## Lawnmower Practical Test Continues

Practical tests for automobile enginemen, lawnmower, will continue to be held at Dyker Beach Clubhouse, Eighty-sixth street and Seventh avenue, Brooklyn, on each of the following scheduled days: June 30, July 7, 14, 21, 28 and Aug. 4.

## Think it Over

An increased but still inadequate force of Civil Service playground directors, supplemented by attendants, laborers, supervise the trebled recreational facilities. Every playground is open every day in the year. The daily hours of operation have been doubled and with floodlighting, may operate long after sundown. Usage has been multiplied many times. There are less children in the streets and there are fewer accidents.—From Six Years of Park Progress.

## Letter to The Editor

Dear Sir: We working in the department and maintain ball fields, so why can't we use them? I imagine there should be enough men in the Department interested in forming a soft or handball team to compete in the Municipal Service League. Yours for some action. N. S.

## Plenty of Experience

Ben Schurman, 101st Military Police Fort Dix, is getting plenty of police experience, which might be helpful to him when he returns to the job.

nice—don't you think? . . . Lieut. Harry R. Wise, Eng. 261, retired last week. . . . Fireman Clarence D. Moeller, Eng. 320, will have his name added to the pension roll July 1. . . . Extra time off will be allowed those selling most tickets to the police-fire ballgame. . . . John M. Margraf, first grade fireman at Eng. 203, resigned. . . . Weikko Lindquist, H. & L. 39, gets an indefinite leave. . . . he's in the army.

# Mental Hygiene Notes

By JOHN F. MONTGOMERY

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## CHRONIC DISEASES

of BLOOD, NERVES and SKIN  
Stomach, Kidneys, Bladder, General  
Weakness, Lame Back, Swollen Glands

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## Progress of the List

Here are latest reports on the present Hospital Attendant list:

For jobs in zone four institutions inside the five boroughs of New York City, latest certifications have gone down to 6,139 among the men and to 2,228 among the women. Appointments have reached to 5,321 for men and to 1,931 for women.

For zone four institutions outside the city, latest certified were 14,816 for men and 12,709 for women. The latest appointments are 14,720 for men and 11,997 for women.

The last eligible on the list is 14,839.

A total of 258 permanent appointments—175 men and 83 women—along with three temporary appointments have been completed in zone 2. Of the 487 certifications made, 40 are still outstanding. The last number certified was 14,228 (1,933 in the zone), the last number appointed 13,333 (1,823 in the zone). Questionnaires have gone down to 14,837 (1,994 in the zone) among the men, and to 6,462 (872 in the zone) among the women.

Exactly 300 appointments have been made in zone 3, including 102 from eligibles in other zones. The zone 3 list is now completely exhausted except for those few eligibles who write in from time to time that they are now available. In certifying 291 eligibles from other zones, the list went down to 14,802 among the men and to 8,773 among the women. Provisional appointments to those who took Saturday's test will be made in the future.

Certification from other zones for zone 3 jobs is being discontinued because conflicts with other zones resulted in many cases. Commission officials feel that at the rate the list is now moving, anyone eligible for appointment

will be reached in his or her own zone anyway. It was also found that the proportion of people certified from other zones who refused or failed to report after stating that they would accept was so high as to become prohibitive.

## School's Out!

Classes at Wassaic State School came to an end last Wednesday. . . . That was the same day as the annual exhibit of work done in the occupational therapy classes. As part of the festivities, a short entertainment program was presented by the children, and the band and glee club performed. . . . Walfrid Anderson has just accepted a position. . . . while Mrs. Hattie Traver and Madeline Roxbury have resigned.

## Shock Therapy

A recent innovation full of possibilities has been the use of insulin and metrazol in the treatment of dementia praecox. Such treatment is called "shock," since the patient undergoes severe shock. Glucose solution revives the patient treated with insulin, while a short rest is called for after metrazol. Says the Mental Hygiene Department: "It is now too early to form an opinion as to the relative merit of the various forms of shock therapy. Careful records are being made of the patients treated and of the results obtained."

## Fore!

Bill Harmon of White Plains has just been named golf pro for the course at Harlem Valley State Hospital. Bill, who used to be with the Westchester County Recreation Commission, also has charge of the course and the club repair shop. . . . Top links honors at the Wingdale institution went to the main office staff two weeks ago after a match with the employees of Building 27. . . . Joe Blanchard, of the Reception Building, is chairman of the committee arranging for a picnic of

the employees' association. . . . New employees: E. Dougherty, Evelyn Sessions, George Smith, Stefanie Kander. . . Resignations: Mrs. Edison Orton, Julia Cimboriski, Bob Weak, Tom Maher, Franz Bullis.

## Blood Donors

Half a dozen employees at Hudson River State Hospital are really taking active measures to aid the British cause. Last week they journeyed down to Presbyterian Hospital at New York City

to donate a pint of blood apiece. Some of the blood goes to England for war victims, the rest remains in this country as part of the defense program. Plans call for the same six to donate blood every six or eight weeks. They're hoping now that a mobile ambulance will be sent to Poughkeepsie so that they can do their donating right at home.

The six: August Eitzen, Earl Hornbeck, Bert Forstrom, Kenneth C. English, Grenard G. Kipp, Kenneth Krom.

# What the Civil Service Commission Did This Week

This week, the N. Y. C. Civil Service Commission, among other things, took these actions:

. . . approved a recommendation that the list for Clerk, Grade 2 be declared appropriate for the position of Attendant, Female.

. . . decided that applications for Welder Licenses will be issued and received continuously from now on and candidates who fail an examination will not be permitted to file another application for a period of at least six months.

. . . marked "not qualified" for non-competitive employment in the Transit system because they failed to appear for investigation: Thomas Seery, Assistant Foreman, BMT Division; Henry Heitmeir, Street Car Operator, BMT Division, and Michael McGuire, Watchman, IRT Division.

. . . ordered a public hearing this week on the matter of reclassification of the instructional and fingerprint technician services.

. . . approved a recommendation that all persons who have served 5 1/2 months during the service rating period ended March 31st, 1941, be entitled to receive a service rating.

. . . approved a recommendation

to declare the list for structure maintainer (plumbing) appropriate for two temporary vacancies as plumber's helper in the Department of Parks and to cancel an examination ordered for plumbers helper (labor class).

. . . o. k.'d resolutions reclassifying 68 BMT and 269 IRT employees into the competitive class.

## CHRONIC DISEASES

of BLOOD, NERVES & SKIN  
General Weakness, Stomach Disorders, Rectal Diseases, Hemorrhoids, Bladder and Kidney Troubles. Chronic Ailments of MEN and WOMEN treated by modern methods. Blood Tests and Urinalysis assure correct diagnosis and proper treatment. Injections when indicated. If you are suffering and have some ailment you do not understand, come for examination and consultation, and have your case explained to you.

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LEGAL NOTICE

MOORE, LEONARD & LYNCH - NOTICE is hereby given that the persons herein named have formed a Limited Partnership...

The name of the Limited Partnership is Moore, Leonard & Lynch. The character of the business is the carrying on of a general stockbrokerage business...

The location of the principal place of business in the State of New York is 115 Broadway, City of New York, New York. The name and place of residence of each of the general partners are as follows...

The term for which the partnership is to exist is from January 1, 1941, until December 31, 1941, subject to prior termination under certain conditions.

The amount of cash contributed by limited partner Charles R. Leonard is \$105,000 and by limited partner Edgar W. Leonard \$100,000...

The contributions of the limited partners, subject to adjustment in accordance with the profit and loss account of the partnership, is to be returned on liquidation of the affairs of the partnership...

The share of the profits or other compensation by way of income which each limited partner shall receive by reason of his contribution shall be a sum equal to 5% per annum thereon and a 10% share of the net profits...

In case of the death, retirement, or insanity of any partner, whether general or limited, who has contributed to the capital of the partnership, the partnership shall be immediately terminated...

MOORE, LEONARD & LYNCH.

WATERMEYER, MARGARET HAWES. - Index No. P1323 1941. - CITATION. - The People of the State of New York, by the grace of God, free and independent, to the heirs-at-law and next of kin and distributees of Margaret Hawes Watermeyer, deceased, late of Summit, New Jersey...

I The laundry of female patients is marked with large letters and the laundry of male patients is marked with small letters. II Each piece of clothing of each patient is marked with two initials. These two initials are the first letter of his first name and of his last name...

III The number of the ward in which the patient is located follows the two initials. For example: Helen Meyer-HM-1 Hilda Mullen-HM-5

Assume that you are given forty articles of clothing which are marked as follows, and that there is no more than one person in each ward with the same initials.

NT-1 LB-1 FA-1 cr-4 ct-2 ka-6 KC-1 OL-1 AM-1 CT-3 AE-5 KC-1 AE-3 AE-3 AR-5 am-2 ct-2 fr-6 BA-3 AE-3 C-3 am-2 AE-3 CT-1 cr-4 AE-5 AE-3 TB-1 AK-5 ct-2 AR-5 ct-4 fr-6 ae-2 ct-4 ak-4 lw-4 LA-5 lw-2 LB-3

Answer the questions numbered 21 through 30 using the information above. You are to decide whether the statements are true or false. 21. All female patients listed are assigned to odd-numbered wards.

VICTOR JOSEPH CO.—Notice is hereby given that on May 13th, 1941, a certificate of formation of limited partnership of the above in the form substantially as hereinafter set forth was duly filed with the Clerk of New York County. Business is dealing in fruits and produce.

LIQUOR LICENSES NOTICE is hereby given that license number C-451 has been issued to the undersigned to sell beer at wholesale under the Alcoholic Beverage Control Law at 31 Chambers Street, City of New York...

LIQUOR LICENSES NOTICE is hereby given that license No. RW-178 has been issued to the undersigned to sell beer and wine at retail in a restaurant under the Alcoholic Beverage Control Law at 287 Hudson Street, City and County of New York...

Answers to Saturday's Hospital Attendant Test

True-False Questions

- 1. It is possible to ventilate a patient's room properly and still keep it warm. 2. When dishes are prepared for washing, they should be stacked before unused food is scraped off them. 3. Cereal should be kept in a damp place. 4. Clothes to be washed by machine should be sorted more carefully than clothes to be washed by hand.

- 48. If a patient is very depressed should be left alone in her room until she is no longer sad. 49. If a mental patient becomes upset when talking about home conditions, the hospital attendant should try to change the conversation. 50. If a mental patient sings while he is working but disturbs no one, he should be allowed to continue singing.

- 51. Electric heating pads should not be placed over wet packs or wet bandages. 52. The best measure of a person's honesty is whether or not he looks you straight in the eye. 53. In general, a mental patient's condition should not be discussed in his presence.

- 54. A mental patient who is very depressed should be left alone in her room until she is no longer sad. 55. If a mental patient becomes upset when talking about home conditions, the hospital attendant should try to change the conversation. 56. If a mental patient sings while he is working but disturbs no one, he should be allowed to continue singing.

- 57. Which one of the following should a hospital attendant do if he notices that a patient has something wrong with his skin? (A) Report the matter to the nurse. (B) Put some soothing salve on the skin of the patient. (C) Take the patient's temperature.

- 58. In a mental hospital, the best time to remove soiled linen from the beds is: (A) In the evening before the patients retire. (B) As soon as possible after the patients get up. (C) At twelve o'clock noon every day.

- 59. If a patient has fainted he should, while still unconscious: (A) Be given a cool drink. (B) Given a warm drink. (C) Not be given anything to drink.

- (A) Put in a tightly-closed container. (B) Placed on ice in the refrigerator. (C) Allowed to cool before being put in the refrigerator.

- 32. Of the following, the best way to keep flies away from a dining room is by: (A) Cleanliness and proper screening in the dining room. (B) Use of fly spray in the dining room. (C) Covering food in the dining room.

- 33. Of the following, hot water is most likely to shrink: (A) Sheets. (B) Cotton shirts. (C) Woolen blankets.

- 34. Of the following, which is most important for a hospital attendant to bear in mind when making hospital beds? (A) Neatness of the beds' appearance. (B) The comfort of the patients occupying them. (C) Speed in making beds.

- 35. When a hospital attendant is required to change the bed linen of a patient who is not allowed to sit up, he should: (A) Roll the patient from one side of the bed to the other and make up one half of the bed at a time. (B) Pull off both sheets at once to save time. (C) Lift the patient to another bed and work rapidly so that he may be returned to his own bed quickly.

- 36. If blood comes from a wound in rapid spurts, it is most likely that an injury has occurred to: (A) A vein. (B) An artery. (C) A nerve.

- 37. Which one of the following should a hospital attendant do if he notices that a patient has something wrong with his skin? (A) Report the matter to the nurse. (B) Put some soothing salve on the skin of the patient. (C) Take the patient's temperature.

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- 40. If a patient's clothing accidentally gets on fire, of the following the first thing to do is: (A) Get the fire extinguisher. (B) Wrap the patient in a blanket. (C) Turn in a fire alarm.

- 41. If a patient turns his ankle and it becomes painfully swollen, the hospital attendant should, after calling the nurse: (A) Apply either hot or cold compresses. (B) Bandage the ankle immediately. (C) Have the patient walk around to prevent stiffness.

- 42. If a patient falls and injures his back, the hospital attendant should not move him until the doctor comes because: (A) The doctor prefers to see how the patient fell. (B) Further injury to the patient may result from moving. (C) Attendants are not supposed to carry patients.

- 43. If you were given instructions concerning the feeding of several patients suffering from the same disease, you should serve each patient: (A) Only what the doctor ordered although you feel that they should eat more. (B) A diet previously prescribed for patients suffering from the same disease. (C) Foods known to be nourishing for sick persons.

- 44. If a person is upset or nervous he usually eats: (A) More than usual. (B) Less than usual. (C) The same as usual.

- 45. The chief reason for having traffic regulations on the grounds of a state institution for mental patients is to: (A) Teach respect for the law. (B) Keep patients from getting excited by the noise of cars. (C) Prevent accidents.

- 46. In a hospital for mental patients, fire drills should: (A) Be held at irregular intervals. (B) Not be held. (C) Be held on a certain day each week.

- 47. Assume that you have just been appointed as hospital attendant. The best of the following ways to establish friendly and pleasant relations with the other employees would be to: (A) Notice and correct the errors they make. (B) Speak well of them to the Superintendent. (C) Be interested and cooperative in your work.

- 48. In case a hospital attendant discovers a serious mistake in the performance of his duties, he should: (A) Cover it up so that it will not come to his supervisor's attention. (B) Ask for and accept a fellow hospital attendant's opinion. (C) Report to the supervisor and explain the error.

- 49. The chief reason why mental patients should do some work when they are physically able is because: (A) This will help to save the State money. (B) Occupation is a part of the treatment for mental illness. (C) Almost all mental patients like to work.

- 50. Mental patients should not be allowed to see moving pictures which show scenes of violence, mainly because such pictures are likely to: (A) Suggest to them that they imitate these activities. (B) Make them depressed. (C) Discourage their liking for moving pictures.

- 51. Which one of the following occupations in a hospital would be safest for a patient who has attempted suicide? (A) Shelling peas. (B) Sewing. (C) Setting the table.

52. In a hospital, the practice of keeping mental patients in their rooms doing nothing, is undesirable primarily because: (A) Their supervision is thereby made difficult. (B) This could be working and thus reduce the cost of the hospital. (C) This treatment prevents them from developing normal habits of living.

53. In his relationship to the patients, the attitude of a hospital attendant should be to: (A) Regard them as his mental inferiors. (B) Treat them as unfortunate and incurable. (C) Do the best he can to make them physically comfortable.

In answering the following questions numbered 54 through 70, assume that you are a hospital attendant.

The above answers are unofficial, carefully prepared by the Civil Service Leader as a service to those who took the Hospital Attendant test. Answers to the remaining questions will follow in next Tuesday's issue.

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Unofficial Answers

Table with 4 columns of numbers and letters: 1. T, 2. F, 3. F, 4. T, 5. T, 6. F, 7. F, 8. F, 9. T, 10. F, 11. T, 12. F, 13. T, 14. F, 15. T, 16. T, 17. F, 18. F, 19. F, 20. F, 21. T, 22. F, 23. T, 24. T, 25. T, 26. T, 27. T, 28. F, 29. F, 30. T, 31. C, 32. A, 33. C, 34. B, 35. A, 36. B, 37. A, 38. B, 39. B, 40. B, 41. A, 42. B, 43. A, 44. B, 45. C, 46. A, 47. C, 48. C, 49. B, 50. A, 51. A, 52. C, 53. C

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# Welfare Department News

By HENRY TRAVERS

## What Food Stamp Racket?

Recent press reports about "a million dollar racket" in federal food stamps are first-class haywire. Somebody is a bad mathematician.

The story said \$50,000,000 is being spent for stamps. The fact is: Since the plan started on March 1, only \$7,660,000 has been spent on stamps.

The story said a fifty-cent stamp was involved in an illegal transaction. The fact: There ain't no such animal. All food stamps are of one denomination, twenty-five cents.

The story said two or three per cent of the stamps purchased were being misused by racketeers. The fact is: No one has any way of knowing whether it is two or three or ten or no per cent—that's just guesswork.

The story said racketeers were doing all this. The fact is: The Surplus Marketing Administration—and they should know, if any one knows—has turned up about half a dozen men who have foolishly misused a handful of stamps. Most of these men are relief recipients, rather than racketeers. And the SMA nabbed them, no one else, and did it within hours after the stupid acts were committed.

Forty-eight hours after the Governor signed compliance legislation making it possible for SMA to go into action, the federal people clipped the first chiseler. A day later they got the second, and

they have been picking up the petty culprits here and there ever since. That action is some kind of a record for any public agency. SMA has done such a swell job in such short order that no racket had a chance to get its feet on the ground.

Otherwise, the press stories were accurate!

Surplus Marketing is preparing to set the record straight—and it will be an interesting story of effective and efficient public administration. Lou Horch, in charge of SMA here, and Sid Lindner, in charge of compliance, have done a swell job.

But the press reports surprise them!

## 3,500 Take Service Tests

Three thousand five hundred took the examinations for Civil Service credit for the in-service training courses for social investigators, assistant supervisors, and consultants. The exams were held in the district offices and divisional offices.

The examination for the assistant supervisors, medical social workers and home economists was a one-hour test, and the examination for the social investigators, resource consultants and housing advisers was also of one hour's duration.

Each administrator was responsible for conducting the examination. Administrators acted as proctors for the test for assistant supervisors, medical social workers and home economists. Assis-

tant supervisors did the proctoring for the other examinations.

The tests were optional with the eligible staff members, being required only for those persons who wished to secure Civil Service credit. Only those staff members who had attended a minimum of twelve out of fifteen sessions held in the training course, were admitted to the examination.

The Bureau of Training of the Civil Service Commission prepared the examinations.

## Ice

All relief cases having home-cooking and refrigeration facilities will get an ice or refrigeration allowance beginning next month. The allowance will be \$1.70 monthly.

## July CCC Enrollment

The next regular quarterly enrollment of the Civilian Conservation Corps takes place during July. The recent liberalized budgeting of enrollees' monthly payments and shortening of the time interval for re-selection of former honorably-discharged enrollees from six to three months, are factors expected to increase the number of referrals.

Reports have it that there are a large number of vacancies in CCC camps which should be filled in the July quarterly enrollment.

The senior occupational clerks have been busy making referrals. Every effort is being made to make as many referrals as possible.

# Your Chances for Appointment

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

Candidates can determine the approximate date for a new examination by consulting the expiration date of the list, in the last column below. In some instances, however, a list is exhausted before its expiration date or the Civil Service Commission decides to abolish a list or not to hold another examination for a position.

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

Title	Department	Salary	P.T.I.	No.	Expires
Able Bodied Seaman	Public Works	\$65 month	P	431	4:28:43
Able Bodied Seaman	Docks	1,900	P	255	
Able Bodied Seaman	Docks	1,900	T	*380	
Accompanist	Hunter College	1.25 hr.	F	29	1:15:45
Accountant, Grade 2	Comptroller	1,800	P	409	7:27:42
Accountant, Grade 2	Welfare	1,200	P	683	
Accountant, Grade 2	Welfare	1,500	P	545	
Accountant, Grade 2	Comptroller	1,200	I	65	
Accountant (prom.)	Comptroller	2,400	P	60	
Airport Assistant	Docks	1,200 & 900	P	73	3:28:45
Airport Assistant	Docks	900	P	*98	
Announcer	Mun. Broadcasting	1,900	P	7	2:19:44
Architectural Draftsman	Transportation	3,120	P	30	4:18:42
Assistant Chemist	Hospitals	2,500 w/m	P	25	1:24:44
Assistant Chemist	Correction	1,400	P	58	4:20:42
Assistant Gardner	Parks	3.50 day	P	1,051	4:12:43
Assistant Engineer, Gr. 4	Water Supply	3,120	P	61	3:28:45
Assistant Supervisor, Gr. 2	Magistrate's Crt.	1,680	P	630	12:21:42
Assistant Supervisor, Gr. 2	Magistrate's Crt.	1,080	F	817	
Assoc. Ass't Corp. Counsel	Transportation	3,000 P	P	25	2:18:45
Attendant-Messenger	Parks	4 day-50 hr	T	6,874	12:20:41
Attendant-Messenger	Parks	4 day	P	*1,100	
Automobile Engineman	Con. Boro. Wks.	1,930	P	174	3:43:43
Automobile Engineman	Transportation	.52 hr.	P	145	
Automobile Engineman	Tri. Bridge Auth.	1,500	P	56	
Auto Engineman (app.)	Transportation	.52 hr.	P	996	
Automobile Machinist	Sanitation	9 day	P	30	1:10:44
Automobile Mechanic	Sanitation	8.75 day	I	*86	1:10:44
Bridgeman and Riveter	Public Works	13.20 day	F	39	1:24:44
Captain, P.D. (prom.)	Police	5,000	P	144	0:10:41
Carpenter	Boro. Prep. Bldg.	12 day	P	41	10:22:44
Carpenter	Water Sup. & El.	12 day	T	12	11:29:45
Chief Life Guard	Parks	7 day	T	12	5:14:45
Clerk, Grade 2	Tri. Bridge Auth.	900	T	*7,176	2:15:43
Clerk, Grade 2	Comptroller	840	T	7,056	
Clerk, Grade 2	Water Supply	840	P	6,997	
Clerk, Grade 2	Education	858	T	4,083	
Clerk, Grade 2 (female)	Hospitals	840	P	4,420	
Clerk, Grade 2 (prom.)	Transportation	1,200	P	605	
Clerk, Grade 2	Hospitals	600 w/m	P	6,294	
Climber and Pruner	Parks	1,900	P	216	3:11:44
Climber and Pruner	Parks	1,620	P	107	
Court Attendant	Magistrate's Crt.	1,800	P	635	8:43:41
Dental Hygienist	Health	1,200	P	64	0:15:43
Diesel Tractor Operator	Parks	6.50 day	T	36	
Dockbuilder	Purchase	1,800	P	80	3:8:44
Electric Repairman	Transportation	.75 hr.	P	60	10:26:41
Electrical Inspector, Grade 2	Wa. Sup. Gas & El.	1,800	P	180	4:21:45
Elevator Mechanic	Transportation	.85 hr.	P	89	11:18:44
Elevator Mechanic (help'r.)	Education	1,200	P	70	2:18:43
Elevator Operator (prom.)	Hospitals	900.720 w/m	P	29	5:5:40
Fan Maintainer	Tunnels	1.20 hr.	P or I	4,103	12:11:41
Fireman, F.D.	Queens College	1,320	T	4,103	
Fireman, F.D.	Hunter College	1,200	T	4,103	
Fireman, F.D.	Housing	4 day	T	4,214	
Fireman, F.D.	B. P. Queens	1,500	P	3,336	
Fireman, F.D. (app.)	Transportation	52-.63 hr. P or T	T	4,700	
Insp. of Boilers, Grade 3	Housing & Bldgs.	2,400	P	11	8:25:45
Insp. Masonry & Carp'try	Welfare	1,800	P	77	4:26:42
Inspector of Plumbing	Water Supply	1,800	P	*88	9:22:41
Insp. of Steel, Grade 3	Water Supply	3,400	P	15	8:20:44
Janitor (Custodian) Gr. 2	Health	1,700	P	91	7:31:44
Junior Engineer	Education	3,320	P	54	6:11:44
Junior Administrative Ass't	Comptroller	2,160	P	45	8:12:45
Junior Architect	Transportation	1,900	P	24	4:30:44
Junior Assessor	Tax	1,800	P	188	
Jr. Accountant (prom.)	Comptroller	2,160	P	52	8:30:43
Jr. Civil Service Examiner	Civil Service	7 day	T	311:45	
Junior Engineer (civil)	Water Supply	2,160	P	240	11:1:43
Junior Engineer (electric)	Tunnels	2,160	P	109	11:1:43
Laboratory Assistant	Health	900	P	173	0:26:43
Laboratory Helper	Hospitals	780	P or T	835	4:25:43
Laboratory Helper	Hospitals	720	P	*850	
Laboratory Helper	Public Works	800	P	191	
Laboratory Helper	Transportation	.42 hr.	P	202	
Lieutenant, P.D. (prom.)	Police	4,000	P	144	0:11:44
Lifeguard	Parks	62.5-75 hr.	T	*472	2:14:44
Lineman	Fire	1,500	P	10	0:24:44
Locksmith	Correction	1,700	P	10	1:30:44
Machinist	Wa. Sup. Gas & El.	7 day	P	76	1:10:44
Maint'r's Helper, Grp. A	Transportation	.57	T	329	2:19:45
Maint'r's Helper, Grp. A	Transportation	.56-65 hr.	P	300	
Maint'r's Helper, Grp. A	Transportation	.65 hr.	T	385	
Maint'r's Helper, Grp. B	Transportation	.57 hr.	T	1,250	
Maint'r's Helper, Grp. B	Parks	7 day	T	559	
Maint'r's Helper, Grp. C	Transportation	.70 hr.	P	74	
Maint'r's Helper, Grp. C	Transportation	.70 hr.	P	74	
Maint'r's Helper, Grp. D	Transportation	.65 hr.	P	52	
Maint'r's Helper, Grp. D	Transportation	.85 hr.	P or T	50	
Maint'r's Helper, Grp. D	Transportation	.65 hr.	P	8	
Management Ass't	Housing	1,500	P	71	3:21:45
Management Ass't	Housing	1,500	T	85	
Management Ass't	Housing	1,250	T	140	
Medical Ass't	Housing	85 session	P	15	2:18:45
Medical Insp. (Cardiology)	Health	5 session	P	22	4:12:42
Medical Insp. (Obstetrics)	Health	5 session	T	24	4:13:42
Medical Insp. (Optalmol.)	Health	80 hr.	P	189	4:10:44
Medical Insp. (Pediatrics)	Health	5 session	T	100	
Medical Insp. (T.B.)	Health	1,500	T	*128	
Medical Insp. (T.B.)	Parks	1,500	P	134	
Med. Inspector (Venereal)	Parks	1,500	T	*108	
Medical Insp. (Prom.)	Parks	1,500	T	150	1:29:43
Motorman-Cond'or (prom.)	Transportation	.80 hr.	P	150	
Park Foreman (prom.)	Parks	6 day	T	80	
Park Foreman	Parks	1,600	P	35	
Pathologist	Hospitals	2,160	P	22	8:18:42
Patrolman, P.D.	Police	1,200	P	650	10:11:41
Patrolman, P.D. List No. 1	Tri. Bridge Auth.	5 day	T	1,275	
Patrolman, P.D. List No. 1	Transportation	1,500	P	*1,265	
Patrolman, P.D. List No. 1	Water, Supply	1,800	P	1,261	
Patrolman, P.D. List No. 1	Welfare	1,200	P	1,281	
Patrolman, P.D. List No. 3	Finance	4 day	T	1,311	
Patrolman, P.D. List No. 3	Docks	1,820	I	269	
Patrolman, P.D. List No. 3	Docks	.50 hr.	T	*416	
Patrolman, P.D. List No. 3	Parks	62.5 hr.	T	*365	
Paver	Transportation	11 day	P	34	5:3:44
Pharmacist	Hospitals	1,200	P	64	6:21:41
Photographer	Housing	1,200	P	30	7:27:42
Physiotherapy Tech.	Hospitals	1,200	P	25	1:10:44
Pipe Caulker (prom.)	Wat. Sup. Gas & El.	2,100	I	250	0:20:42
Playground Director (female)	Parks	4 day	T	*296	
Playground Director	Parks	4 day	T	*383	
Playground Director	Parks	1,260	P	297	
Plumber	Parks	12 day	P	18	1:21:44
Policewoman	Parks	4 day	P	308	2:14:43
Policewoman	Parks	5 day	T	308	
Porter	Comp'troller	4 day	P	620	0:20:42
Porter	Bklyn. College	1,200	P	883	
Porter	Health	900	P	2,775	9:20:42
Porter	Hospitals	780	P	898	
Porter	Hospitals	1,020	P	898	
Porter	Hospitals	540 w/m	P	2,356	
Porter	Hospitals	720 w/m	P	2,654	
Porter	Hospitals	720 & less	P	3,665	
Public Health Nurse	Health	1,500	P	306	8:3:42
Railroad Clerk (prom.)	Sanitation	.55	P or T	83	
Sant. Man, Class A, List 1	Sanitation	1,860	P	210	
Sant. Man, Class A, List 1	Markets	5.50	P	264	
Sant. Man, Class A, List 1	Health	1,140	P	907	12:1:44
Sant. Man, Class A, List 2	Purchase	1,500	P	795	
Sant. Man, Class A, List 2	Transportation	.59 hr.	P	1,107	
Sant. Man, Class A, List 2	Transportation	.56	T	2,400	10:25:43
Serg't on Aqueduct (prom.)	Water Supply	2,300	P	12	1:27:45
Signal Maint'r, B (prom.)	Transportation	.80 hr.	P	25	2:6:44
Social Investigator	Child Welfare	1,500	T	924	2:6:44
Social Investigator	Child Welfare	1,500	P	297	10:3:44
Special Patrolman	Correction	1,800	P	312	
Special Patrolman	Water Supply	1,800	P	483	
Special Patrolman	Transportation	1,500	P	413	8:24:41
Station Agent	Transportation	.53 hr.	P	97	1:15:45
Stationary Engineer (elec.)	Markets	9 day	P	47	1:15:45
Stationary Engin'r (steam)	Public Works	9 day	T	1,440	11:7:42
Steno. and Typewriter	Hospitals	1,200	P	1,432	
Steno. and Typewriter	Water Supply	1,200	P	1,513	
Steno. and Typewriter	Welfare	900	T	40	2:13:45
Structure Maint'r (plumbing)	Parks	4 day	T	40	
Structure Maint'r (woodwork)	Transportation	.80 hr.	P	86	10:15:44
Tax Counsel, Grade 4	Law	1,800	T	33	
Tax Counsel, Grade 4	Housing	1,900	T	107	8:18:42
Telephone Operator	Transportation	70 hr.	P	15	3:21:45
Third Rail Maintainer	Transportation	1,800	P	34	10:5:44
Title Examiner	Housing	3,130	P	23	6:20:42
Topographical Draftsman	Water Supply	.53	P	199	11:7:42
Trackman	Transportation	.90	P	*415	5:7:44
Typewriting Copyist	Transportation	1,380	P	24	1:15:45
Typewriter Repairman	Purchase	1,200	P	576	5:10:42
Watchman-Attendant	Transportation	.25 week	T	585	
Watchman-Attendant	Parks	4 day	T	*2,012	



# Examination Requirements

## State Tests

**Assistant Physician**  
Department of Mental Hygiene. Salary \$2,000 to \$2,400 and maintenance. In most institutions in the Department quarters are available for single persons only. Application fee \$2. Appointment expected at the minimum, but may be made at less than \$2,000. File by July 1.

**Assistant Physician (Homeopathic)**  
Department of Mental Hygiene. Usual salary range \$2,000 to \$2,400.

and maintenance. In most institutions in the Department quarters are available for single persons only. Application fee \$2. Appointment expected at the minimum, but may be made at less than \$2,000. File by July 1.

**Law Stenographer**  
Supreme Court, Second Judicial District  
This examination is open only to legal residents of the Second Judicial District, which comprises the counties of Kings, Nassau, Queens, Richmond and Suffolk. Salary varies. Appointment expected at \$3,000. Application fee \$2. File by July 1.

**Orthopedic Public Health Nurse**  
Division of Public Health Nursing, Department of Health  
Usual salary range \$1,800 to \$2,300. Application fee \$1. Appointment expected at the minimum, but may be made at less than \$1,800. This examination is open to residents and non-residents of New York State, but preference in certification will be given to legal residents of New York State. File by July 1.

**Photographer**  
State Departments and Institutions  
Usual salary range \$2,100 to \$2,600. Application fee \$2. Appointment expected at Kings Park State Hospital (Department of Mental Hygiene) at \$2 to \$80 a month and maintenance. File by July 1.

**Sr. Industrial Hygiene Physician**  
Division of Industrial Hygiene, Department of Labor  
Usual salary range \$4,000 to \$5,000. Application fee \$3. Appointment expected at the minimum, but may be made at less than \$4,000. File by July 1.

**Social Hygiene Medical Consultant**  
Department of Health  
Usual salary range \$4,000 to \$5,000. Application fee \$3. Several appointments expected at the minimum, but may be made at less than \$4,000. This examination is open to residents and non-residents of New York State. File by July 1.

**Supervisor of Public Records**  
Department of Education  
Usual salary range \$3,100 to \$3,850. Application fee \$3. Appointment expected at the minimum, but may be made at less than \$3,100. File by July 1.

## How to Apply for a Test

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

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

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

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

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

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

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

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

perience in the operation of an electric tabulating machine. At least one month of this employment must have included the wiring or setting of control pins for a variety of tabulations.

**Under Tabulating Operator:** At least 2 months' or full-time experience in the operation of an electric tabulating machine.

**Junior Alphabetical Tabulating Operator:** At least 4 months of full-time, paid experience in the operation of an electric alphabetic tabulating or accounting machine; at least one month of this employment must have included the wiring or setting of control pins for a variety of tabulations.

**Under Alphabetical Tabulating Operator:** At least 2 months of full-time paid experience in the operation of an electric tabulating or accounting machine.

All experience must be within 15 years of the date of application. Age limits: applicants must be between 18 and 53.

**Basis of Ratings**  
No written examination will be given. Candidates will be rated on the extent and quality of their experience and on their fitness on a scale of 100.

**Card-Punch Operator**  
Alphabetic, \$1,200 a year; Under their notice. In New York City, applications are available at 641 Washington Street.

**Requirements**  
Applicants must show that within the 10 years immediately preceding the date of application they have had either: A) at least 2 full months of paid experience in the operation of alphabetic card-punch machines. (For Under Operators, experience can be on either an alphabetic or numerical machine); or B) a training course under a competent instructor which included at least 60 hours in the actual operation of card-punch machines. Applicants must be between the ages of 18 and 53.

**Basis of Ratings**  
No written examination will be given. Candidates will be rated on the extent and quality of their experience and training and on their fitness on a scale of 100.

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

(Continued on Page Sixteen)

**STENOGRAPHER—TYPIST**  
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**Photostat Operator**  
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One appointment expected at \$1,621. Application fee \$1. File by July 1.

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(Open only to residents of Westchester County)

**Bookbinder**  
One appointment expected at \$1,500. Application fee \$1. File by July 1.

**Guard-Butcher**  
Department of Public Welfare  
Usual salary range \$1,740 to \$1,980 with suitable deduction for maintenance. Application fee \$1. Appointment expected at \$1,290 and maintenance. One appointment expected. Candidates must not have passed their 46th birthday. File by July 1.

**Junior Stenographer**  
County Departments and Institutions, Westchester County. Usual salary range \$1,080 to \$1,200. Application fee 50 cents. File by July 1.

**Junior Typist**  
County Departments and Institutions, Westchester County. Usual salary range \$960 to \$1,080. Application fee 50 cents. File by July 1.

metallurgy, mining engineering, economics, mineral economics, economics and statistics, political science, or economic geography. Applicants can substitute two years experience for two years of education. Two to seven years experience in the particular option required according to the grade. Maximum age, 53. File until further notice.

**Electrotyper (Finisher)**  
**Electrotyper (Molder)**

**Stereotyper**  
\$1.32 an hour (40-hour week)  
Government Printing Office, Washington, D. C. Age limit: 50. File by July 2.

**Duties**  
**Electrotyper (Finisher):** Perform all operations, such as shaving, shaping, beveling, and routing, necessary to prepare cast plates for the presses; repair and correct old plates; related work.  
**Electrotyper (Molder):** Make molds from type and prepare the molds for casting; make shells from the molds by electrolytic action and fill these shells with metal to complete the tasks related work.  
**Stereotyper:** Perform all operations necessary in making a stereotype plate, including preparing the form, molding it into the matrix, casting the plate in the matrix, and preparing the plate for the press; related work.

**Requirements**  
Apprenticeship of five years in the trade for which they apply or five years' practical experience, the substantial equivalent of a completed apprenticeship, and one year journeyman experience.

**Basis of Ratings**  
No written exam will be given. Candidates will be rated on the extent and quality of their experience and on their fitness on a scale of 100.

**Tabulating Machine Operator**  
Junior, \$1,440 a year; Under Tabulating Machine Operator, \$1,260 a year; Junior Alphabetical Tabulating Machine Operator, \$1,440 a year; Under Alphabetical Tabulating Machine Operator, \$1,260. Applications may be filed until further notice. In New York City, applications are available at 641 Washington Street.

**Requirements**  
Junior Tabulating Operator: At least 4 months of full-time, paid ex-

## U. S. Tests

**Multilith Camera Press Operator**  
Multilith Cameraman and Platemaker, \$1,620, Multilith Press Operator, \$1,440. For appointment in Washington, D. C., only. Age limits: 18th to 53d birthdays. File by June 30, 1942.

**Duties**  
Cameraman and Platemaker: Operate a copying camera and other necessary equipment for preparation of multilith plates; to assist in operation of multilith press, and related work.  
Press Operator: To operate a multilith press and make minor repairs and adjustments on it; to assist in the preparation of multilith plates and related duties.

**Requirements**  
Cameraman and Platemaker: 2 years of paid experience in multilith work, at least one year of which must have included operation of a copying camera, developing of negatives, sensitizing of plates, and other technical phases.  
Press Operator: a) 6 months paid experience in operation of press, or b) A resident course in theory and practice, at least 180 hours of instruction, not less than 50 of which were spent in actual operation of multilith press.

**Basis of Ratings**  
No examination will be given. Candidates will be rated on their training, experience and fitness on a scale of 100.

**Game Management Agent**  
Deputy U. S. Game Management Agent, \$2,000. Age limits: 25th to 40th birthdays. File by July 16, 1942.

**Duties**  
To perform active field work in detection and prosecution of law-violators.

**Requirements**  
4-year high school course, 2 years full-time experience as a) Game warden or other law-enforcement officer b) Manager or assistant of a private wildlife refuge or game farm, or a laborer on such a range c) Game census work d) Research work e) Predator or rodent control work f) Foreman in camp devoted to wild-life conservation. g) U. S. Deputy Game Warden h) any time-equivalent of the above experience. Accredited educational courses may be substituted for the experience requirements at the rate of 1 year's study for six months' experience to

a maximum of 2 years.  
**Basis of Ratings**  
Candidates will be rated on practical questions of a scale of 100.

**Inspector, Naval Ordnance Materials**

Senior, \$2,600, Inspector, \$2,300, Associate, \$2,000, Assistant, \$1,800, Junior, \$1,620. Age limit: 65. Options: 1. Optical or Fire Control Instruments. 2. Naval Guns and Accessories. 3. Munitions. 4. Ordnance Units. Duties: Inspect and test for compliance with specifications materials listed under Options. To make necessary computations, interpret specifications and perform related duties: Requirements: Senior, 6 years of experience, Inspector, 5 years, Associate, 4 years, Assistant, 3 years, Junior, 2 years in one or more of the options. Accredited educational substitutions allowed.

**Cylinder Pressman**  
\$1.32 per hour. Government Printing Office; \$10.56 per day, Bureau of Engraving and Printing, Treasury Department. Maximum age, 50. File by July 9.

**Requirements**  
Completion of a four-year apprenticeship as printing pressman, or four years practical experience in the trade, plus one year journeyman experience in the operation of flat-bed cylinder presses. In addition, applicants for the Bureau of Engraving must have had 3 years journeyman experience on flat-bed cylinder presses equipped with automatic feeders, on commercial work exclusive of book and color work, including at least one year in the use and care of typographic numbering machines.

**Basis of Ratings**  
Candidates will be rated on their fitness and qualifications as outlined in their applications on the scale of 100. They will be required to report for further examination.

**Principal Mineral Economist, \$5,600; Senior Mineral Economist, \$4,600; Mineral Economist, \$3,800; Associate Mineral Economist, \$3,200; Assistant Mineral Economist, \$2,600.** Requirements: Completion of a four-year course leading to a bachelor's degree in a college or university of recognized standing with major study in geology,

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MALE AND FEMALE



# U. S. Looking for Commodity Clerks

The length and specialization of experience vary according to the grade of the position. Age limits, 18 to 62 years. File until further notice.

(Continued from Page Fifteen)  
**Principal Commodity Contract Clerk, \$2,500 a Year**  
**Senior Commodity Contract Clerk, \$2,300 a Year**  
**Commodity Contract Clerk, \$1,800 a Year**  
**Optional Branches (For All Grades)**

1. Bedding.
  2. Cotton Textiles.
  3. Knitted Articles.
  4. Miscellaneous.
  5. Tailored and Sewn Men's Outer Garments.
- Time for Filing Applications: Before the close of business on July 17, 1941.  
Place of Employment: Quartermaster Corps, War Department, Philadelphia Quartermaster Depot, Philadelphia, Pa. Age Limit: 53.
- Duties**  
To perform difficult and responsible clerical work in connection with the purchase and delivery of military supplies, equipment, or other property; to supervise other employees engaged in procurement work; and to perform related work

as assigned. The scope and complexity of the duties to be performed and the degree of responsibility to be assumed will vary with the grade of the position, becoming progressively greater at higher levels.  
Examples of work to be performed:

**Principal Commodity Contract Clerk**

- (a) To confer and communicate with contractors concerning:
1. Government specifications involved.
  2. Difficulties of manufacturers in performing under government contracts.
  3. Delays occasioned by strikes, floods, fire, etc.
  4. Allowance of government materials.
  5. Non-specification materials.
  6. Rejected items and their disposition.
  7. Terms and conditions applicable to bids and contracts.

(b) To:

1. Analyze reports of government inspectors.
2. Analyze reports of laboratory tests.
3. Make intelligent use of application of terminology relating to the particular optional branch involved.
4. Maintain and supervise the maintenance of records relating to deliveries, acceptances and rejections.
5. Prepare appropriated recommendations to Contracting Officer.
6. Communicate with various governmental offices, common carriers, surety companies, etc.
7. Supervise work of assistants.

**Senior Commodity Contract Clerk**

- (a) To interview and communicate with contractors or matters relating to interruptions and stoppages in the flow of materials.  
(b) To conduct correspondence with contractors and government inspectors stationed in contractors' plants relating to specification reports of laboratory tests, allowances of government materials, delays, disposition of rejects, and terms and conditions of bids and contracts.  
(c) To supervise work of assistants.

**Commodity Contract Clerk**

To conduct correspondence with contractors and government inspectors stationed at contractors' plants relating to shipment of garments, disposition of rejects and reports of laboratory tests and to

maintain books and records relating to the performance of contractors.

**Requirements**  
Qualifications necessary: Experience—Except for the substitution provided for below, applicants must have had, for each grade and optional branch, experience of the length and quality indicated.

**Grade—Principal Commodity Contract Clerk—Length of Experience** (a) General, 3 years including or supplemented by (b) Special, 1½ years.

**Grade—Senior Commodity Contract Clerk—Length of Experience** (a) General, 2 years including or supplemented by (b) Special, 1 year.

**Grade—Commodity Contract Clerk—Length of Experience** (a) General, 1 year including or supplemented by (b) Special, ½ year.

Note: The special experience need not be in addition to the general experience, but may have been included within the general experience.

(a) **General—Principal Commodity Contract Clerk and Senior Commodity Contract Clerk**

In the purchase of wholesale quantities for the use of, or resale by large organizations, of commodities indicated by the title of the optional branch for which applicant wishes to qualify, in a capacity which required familiarity with materials, operations, processes, specifications and terminology pertaining to or used in the manufacturing of the commodities in the applicable optional branch.

**Commodity Contract Clerk**

In the purchasing of wholesale quantities for the use of, or resale by, large organizations, of commodities indicated by the title of the optional branch for which applicant wishes to qualify, in a capacity which required familiarity with materials, operations, processes, specifications and terminology pertaining to or used in the manufacturing of the commodities included in the applicable optional branch.

(b) **Special—Principal Commodity Contract Clerk**

Responsible, clerical or administrative experience which involved interpretation of contracts and agreements between buyer and seller, preparation of correspondence pertaining to contracts for the purchase of supplies included in the pertinent optional branch and for the maintenance of records necessary in the administration of contracts for the purchase of such supplies; or the direct supervision of those engaged in the administrative and clerical activities referred to herein.

**Senior Commodity Contract Clerk and Commodity Contract Clerk**

Responsible clerical or administrative experience which involved preparation of correspondence pertaining to contracts for the purchase of supplies included in the pertinent optional branch, and the maintenance of records necessary to the administration of contracts for the purchase of such supplies.

**Optional Branches (For All Grades)**

To be acceptable, for any optional branch, experience must have been acquired in at least one-half of the commodities listed below for that optional branch.

1. Bedding—Comforters, Mattresses, Pillows, Mattress Covers.
2. Cotton Textiles—Suiting, Shirting, Netting, Silesia, Duck, Canvas, Water Repellent Fabrics, Sheets, Pillowcases and Towels.
3. Knitted Articles—Socks, Summer and Winter Underwear, Sweaters, Mufflers, Woolen Gloves, Glove Inserts.
4. Miscellaneous—Leather Gloves, Leggings, Buttons, Insignia, Band Instruments, Plumbing Supplies, Automotive Supplies, Electrical Supplies.
5. Tailored and Sewn—Coats, Overcoats, Trousers, Shirts, White Duck Clothing, Men's Outer Garments, Uniform Caps, One-piece Work Suits, Overalls, Rubberized and Oilskin Raincoats, Mackinaws and Field Jackets.
6. Woolen Textiles—Overcoating, Serge, Flannel Shirting, Wool Bunting, Elastique, Suiting, Shirting, Doeskin.

Substitution: (a) General—For each year of the general experience prescribed above, applicants may substitute three months of "Special" experience (as described

above) provided that such special experience has been acquired in a Federal Procurement Office and has not already been credited towards meeting in the minimum requirements.

(b) Special—For each six months of special experience prescribed above, applicants may substitute (1) the successful completion of a full semester of study in business administration in a college or university of recognized standing or (2) the successful completion of a full semester of study in accounting or closely related subjects in a resident school of accounting or (3) three months of special experience (as described above) provided such special experience has been acquired in a Federal Procurement Office and has not already been credited towards meeting the minimum requirements.

**Basis of Rating**

Competitors will be rated on the extent of their education and experience.

Competitors attaining an initial eligible rating may be required to report for a practical demonstration of their ability to compose letters and other correspondence.

**Principal Superintendent of Construction, \$5,600; Senior Superintendent of Construction, \$4,600 a year; Superintendent of Construction, \$3,900 a year; Associate Superintendent of Construction, \$3,200 a year. Requirements:** Seven to eleven years of experience in the field of general construction, of which a portion must have been as general superintendent on large construction projects involving excavation, reinforced concrete, steel wood and masonry. Senior Superintendent: Engineering or technical college courses may be substituted year for year, up to four years of the general experience. Maximum age, 58. File by Dec. 31, 1941.

**Principal Tool and Gauge Designer, \$2,300 a year; Senior Tool and Gauge Designer, \$2,000 a year; Tool and Gauge Designer, \$1,800 a year. Requirements:** Applicants must have had satisfactory designing, training or mechanical drafting and machine shop experience.

**Junior Communications Operator (Air Navigation), \$1,440 a year. Requirements:** Applicants must have a first-class radio telegraph operator's license or similar license issued by the Federal Communications Commission. Age limits, 18 to 50 years. File until further notice.

**Junior Communications Operator (High Speed Radio Equipment), \$1,620 a year. Requirements:** Applicants must have had 1 year of experience as Radio Operator in communications work, at least 3 months of which included operation of high speed radio communications equipment. Maximum age, 45 years. File until further notice.

**Machinist, \$5.72 to \$8.88 a day. Requirements:** Applicants must have completed a 4-year apprenticeship or must have had at least 4 years of practical experience in the trade. Applications from those with only 2 years of experience will be accepted and may be certified for appointment as the needs of the service require. Maximum age, 62. File until further notice.

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

**Engineering Draftsman, \$1,500 a year; Chief Engineering Draftsman, \$2,600 a year; Principal Engineering Draftsman, \$2,300 a year; Senior Engineering Draftsman, \$2,000 a year; Assistant Engineering Draftsman, \$1,620 a year. Maximum age, 55 years. File until December 31, 1941.**

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## Is Your Exam Here?

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

- OPEN COMPETITIVE TESTS**  
**Asphalt Worker:** 283 candidates passed the written test. The practical tests will begin in a week.  
**Assistant Director (N. Y. C. Information Center):** About seventy per cent of the written test papers have been rated.  
**Assistant Engineer (Designer), Grade 4:** The list will be published in a week.  
**Baker:** The practical test will be held in July.  
**Bridge Painter:** The written test will be held as soon as possible for the 337 candidates who qualified.  
**Buildings Manager (Housing):** The oral interviews have been completed. The list will be published shortly.  
**Car Maintainer, Group F:** 493 candidates filed. The written test is being held in abeyance pending the results of the promotion test.  
**Cook:** All parts of this test have been completed.  
**Clerk, Grade 3 (Bd. of Higher Education):** The rating of the qualifying stenography will be completed shortly.  
**Court Stenographer:** This examination has been cancelled by direction of the Court of Appeals. A new test has been ordered.  
**Dietitian:** 341 candidates took the written test on June 7. The tentative key answers will appear early in July.  
**Electrician:** The written test is scheduled for July 12, the qualifying experience having been rated.  
**Fireman:** 26,836 candidates filed applications. The written test will be held on Saturday.  
**Interpreter:** The date of the written test has not been set as yet; 327 candidates filed applications.  
**Medical Social Worker, Grade 1:** 131 candidates took the written test on June 7.  
**Medical Social Worker, Grade 2:** 28 candidates took the written test on June 7.  
**Stenographer (Law):** The rating of the written test has been completed. The competitive practical will be held as soon as advisable.  
**PROMOTION TESTS**  
**Accountant:** This test has been postponed until the fall for all departments.  
**Assistant Foreman (Sanitation):** The written test is scheduled for July 19; 2,546 candidates filed applications.  
**Assistant Foreman (Track):** 30% of the written test has been rated.  
**Assistant Supervisor, Grade 2:** 2,471 candidates competed in the written test. Appeals to the tentative key answers are now being reviewed.  
**Bookkeeper, Grade 1:** The written test was held on June 21. A total of 1,823 candidates had filed applications.  
**Captain (F. D.):** All parts of this examination have been administered.  
**Car Maintainer, Group A:** The written test was held on June 21; 156 candidates had filed applications.  
**Car Maintainer, Group F:** 75% of the written test has been rated.  
**Conductor:** The rating of the written test has been completed. Service rating records of the successful candidates are now being computed.  
**Electrician:** The written test is scheduled for July 12.  
**Foreman, Grade 2:** The rating of the written test has been completed; 153 candidates passed.  
**Gardener (Parks):** 506 candidates took the written test. The tentative key answers will appear early in July.  
**Junior Accountant:** The written test is scheduled for Oct. 4.  
**Motor-Instructor:** The rating of the written test will be completed shortly.  
**Sanitation Man, Class B:** The written test is scheduled for July 12.  
**Sergeant (F. D.):** The written test was held on June 14.  
**Supervisor, Grade 3:** 418 candidates took the written test. Appeals on the tentative key answers are now being reviewed.  
**Train Dispatcher:** The rating of the written test is nearing completion.  
**Trainmaster:** 53 candidates took the written test on June 12.  
**Tunnel Sergeant:** 50% of the written test has been rated.  
**LABOR TESTS**  
**Hospital Helper (Men and Women); Laundry Worker:** Rating of the literacy test is now in progress.

**follow — THE LEADER**

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## Bargain Buys For Leader Readers

By **BILL BENNETT**

**VACATION TIME!** The approaching summer's heat thrusts forth sharp hints that vacation time is here. For those of you who are planning to travel, we have gathered some useful stuff. . . . The Advisory Travel Service at 501 Madison avenue, is prepared to give you expert, impartial advice and make your reservations for trips, cruises, hotels and resorts. . . . Perhaps you would like a grand vacation on a fifty-foot sailboat? J. A. Steven at 126 West Ninety-fourth street, New York City, offers a one-week cruise on the schooner 'Albatross' for only \$175 for six people. . . . Then there is always the thrill of traveling through the country by automobile. The Chauffet Travel Service at 551 Fifth avenue can plan an enjoyable, economical, friendly trip by auto on a share-expense basis. . . . If you are intending a short trip or a vacation on a Dude Ranch, individual or conducted tours can be arranged with no extra charge by the Clara Laughlin Travel Service at 38 East Fifty-seventh street.

at 146 West Forty-sixth street still has my favorite Mexican dishes and . . . for the tops in a Chinese dinner, Chin Lee at Forty-ninth street and Broadway can't be beat.

### Learn to Dance

Trip the Light Fantastic! Don't be an icky, get out there on the dance floor and show them how good your rumba and conga are—as well as your foxtrot and waltz. And how to brush up on your steps and learn the new one? Simple. Just apply for the moderately-priced lessons and courses offered by such sterling as De Revuelta, 133 East 61st street, or Miss Marion, 2 East 23d street.

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### Folderol

If you are looking for a Pharmacist who will give you individual attention, remember that Martocci at 7801 Thirteenth avenue, Brooklyn, has been serving government employees for over fifteen years. . . . For an expert course in chiropractics, one of the few fields not yet overcrowded,

you needn't go further than the Columbia Institute of Chiropractic. . . . Thorwald Anderson at 252 West Fifty-fifth street will sell you Baby Grands from \$125, uprights from \$25, or will buy your piano for cash.

**OUT OF DOORS:** If you are one of the millions of sports lovers whose week-ends thrive on fishing, why not rent a boat from Silver Fleet? They will tow you out and back at no extra charge. . . . Maybe you prefer horseback riding. Prospect Park Riding Academy at 25 Ocean Parkway, Brooklyn, has the finest stock of horses hereabouts. They are offering free class instructions, and riding habits without charge.

**Who's the most beautiful girl in Civil Service? Do you know her? Does she work in your office? Only requirements are that she be a Civil Service employee, and a resident of New York State. She may work in city, state, or federal department. Send her photo to Beauty Contest Editor, Civil Service Leader, 97 Duane street, New York City.**

You have a question about Civil Service? Write, phone or drop in to see the Leader Information Service; 9 to 5 Mondays through Thursdays.

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Your reporter has been sampling most of the better dining palaces up and down the Broadway beat, (and they call this work.) The Xochitl Restaurant

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Modern Hotel and Cabins-Bungalows  
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MODERN — ALL SPORTS  
Concrete Swimming Pool  
BEST FOOD  
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DI. 6-4318

# Resort News

By Joseph Burstin, Resort Editor

Bob Brown, of Public Works Department, and Jess Kraus, Kings County Surrogate Court, are doing their level best to sell their friends on vacation—or at least a week-end of jollity—at Copake Country Club. The thing that Bob likes best about Copake is the golf, tennis and marvelous swimming—Bob gets around. To Civil Service organizations who plan to put on special events during the summer, Copake will cooperate in making everything as pleasant and attractive as can be.

Mountain climbing in the White Mountains region is growing constantly in popularity and the facilities for it will be greatly improved over those of last season. The devastation of the hurricane of three years ago closed many of the trails. Since then the Appalachian Mountain Club has had many of its important trails cleared and made ready for the invasion of mountain climbers, and with the several shelters maintained at strategic points for the convenience of climbers, much more scenic beauty will be available than at any time since the storm.

A former member of the Department of Taxation and Finance, Mr. Morton D. Kintisch, has opened a Resort Office at 556 First street, Albany, N. Y.



Bunny Waters, Diamond Horseshow showgirl, golfing at the Lido Beach Golf Club, one of the four leading courses in the country.

You Albany readers can now get information and make reservations for your favorite spot through Mr. Kintisch.

Stu Winston, athletic director and coach at Klein's Hillside, Parkville, N. Y., has organized a new basket ball team known as "Klein's Sport Five," which he has entered in the Sullivan County Basketball League. The players include Leo Stein, a former Brooklyn College star, Mel Hersch, Butch Landsman, and Al Kaufman. The first game is scheduled for this Saturday.

Directors of the Cedars Country Club at Lakeville, Conn., Henry Tobias, Charlie Monahan and Murray Heilwell are whipping the July 4 week-end program into shape. Scheduled are a musical revue, water show, tennis, handball, golf and table tennis tournaments. Special trains will leave from Grand Central Station on Thursday evening, July 3.

## Civics at Play

Ben Leeds, GPO Carrier, sitting in the Lobby of the President Hotel, Atlantic City, N. J. . . . Let's presume that Ben was just resting. . . . Mrs. Harriet Feldman, with the State Insurance Fund, who met her husband at the Waldmere Hotel, Livingston Manor, N. Y.

Livingston Manor, N. Y.

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FRIEDMAN BROS.  
Phone Liv. Manor 68



**HOTEL CAPITOL**  
"For A Capital Vacation"  
\$16 for JUNE  
I. Goodman  
Livingston Manor 194  
LIVINGSTON MANOR, N. Y.

or, N. Y., returned with him last week-end to celebrate their first wedding anniversary. . . . A sweet little secretary, Henrietta Precker, associated with the Medical Supply Division of the War Dept., has made reservations for her vacation at Chester's Zumborg, Woodburne, N. Y.

. . . Joey Adams, M.C., has been engaged to head the entertainment at the Nemerson Hotel, So. Fallsburg, N. Y. . . . Mel Klein, N.Y.U. swim star, has been placed in charge of all athletic

Lake Copake

Craryville, N. Y.



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Low June Rates

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# Preview of U.S. Clerk Test Amusement Parade

This test is designed to measure your speed and accuracy. You are urged to work both quickly and accurately and to do correctly as

many lists as you can in the time allowed.

Below are 100 lists of pairs of names and numbers. Count the

number of identical pairs in each list and write your answers in the correspondingly numbered spaces on the answer sheet.

### List 1

Diagnostic Clinic—Diagnostic Clinic  
Yorkville Health—Yorkville Health  
Meinhard Clinic—Meinhard Clinic  
Corlears Clinic—Corlears Clinic  
Tremont Diagnostic—Tremont Diagnostic

### List 3

Jefferson Clinic—Jefferson Clinic  
Mott Haven Center—Mott Haven Center  
Bronx Hospital—Bronx Hospital  
Montefiore Hospital—Montefiore Hospital  
Beth Israel Hospital—Beth Israel Hospital

### List 5

Trinity Hospital—Trinity Hospital  
Central Harlem—Central Harlem  
St. Luke's Hospital—St. Luke's Hospital  
Mt. Sinai Hospital—Mt. Sinai Hospital  
N. Y. Dispensary—N. Y. Dispensary

### List 7

Misericordia Hospital—Misericordia Hospital  
Lebanon Hospital—Lebanon Hospital  
Gouverneur Hospital—Gouverneur Hospital  
German Polyclinic—German Polyclinic  
French Hospital—French Hospital

### List 9

King's County Hospital—Kings County Hospital  
St. Johns Long Island—St. John's Long Island  
Bellevue Hospital—Bellevue Hospital  
Beth David Hospital—Beth David Hospital  
Samaritan Hospital—Samaritan Hospital

### List 11

Bloomingdal Clinic—Bloomingdale Clinic  
Community Hospital—Community Hospital  
Metropolitan Hospital—Metropolitan Hospital  
Lenox Hill Hospital—Lenox Hill Hospital  
Lincoln Hospital—Lincoln Hospital

Fleischmann, N. Y.

### List 2

73526—73526  
7283627198—7283627198  
627—637  
728352617283—728352617283  
6281—6281

### List 4

936271826—936371826  
5271—5291  
82637192037—82637192037  
527182—5271882  
726354256—72635456

### List 6

725361552637—725361555637  
7526378—7526377  
6975—6975  
82637481028—82637481028  
3427—3429

### List 8

82773644933251—827364933351  
63728—63728  
367281—367281  
62733846273—62733846293  
62836—6283

### List 10

62836454—62836455  
42738267—427383369  
573829—573829  
738291627874—738291627874  
725—735

### List 12

628364728—6283648  
627385—627383  
54283902—54283602  
63354—63354  
7283562781—7283562781



Guy Lombardo and His Orchestra, now playing at the Strand.

Last week we printed a set of answers to the Junior Clerk questions which belonged to another part of the test. We apologize for the inconvenience caused our readers. The correct key answers to the 22 questions published in the June 10 issue follow:

- 1. B 6. D 11. A 16. B 21. A
- 2. C 7. C 12. A 17. B 22. D
- 3. D 8. B 13. A 18. A
- 4. D 9. C 14. C 19. A
- 5. C 10. A 15. C 20. C

The correct, (and we mean correct) key answers to questions 23 to 27, which were published in last week's issue, are:

- 23. C; 24. B; 25. 131/3 or 25%; 26. 200; 27. \$31.40.

### At Palisades

Featured free attraction at Palisades Park this week, is Bob Sylvester and his orchestra. Accompanying this popular band, for the benefit of fun-seekers who take in the free dancing and free show, is the lovely vocalist, Eloise.

Since the tremendous success of Longevity Day, ten days ago, the amusement park on the cool cliffs across the Hudson is rapidly becoming a mecca for civil service employees. The management has expressed a desire to cooperate with civil service employees and eligibles by making special arrangements. Visitors are invited to bring their children to see Uncle Don this Friday, at 6 p. m.

### SANITATION WORKERS

The LEADER stories about labor conditions in the Sanitation Department have been temporarily suspended. Official agencies are investigating the conditions already described in these columns, and the LEADER will not impair such investigation by "tipping off" those involved. The LEADER promises its readers a full report shortly, including revelations that may startle the city. We welcome further information from Sanitation employees. As in the past, everything will be treated in strictest confidence.

### MIDTOWNBUS Terminal

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GUY LOMBARDO  
AND HIS ORCHESTRA with  
CARMEN, LEBERT and VICTOR  
EXTRA!  
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in Paramount's  
**'Caught in the Draft'**  
IN PERSON  
WILL BRADLEY  
AND BAND  
JANE FROMAN  
DANNY KAYE  
**PARAMOUNT**  
TIMES SQUARE

Just the place you've been looking for  
Real Mexican atmosphere  
Your Favorite Mexican Dishes  
Take your family TODAY  
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**Xochitl Mexican Restaurant**  
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Mexican Food House  
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### BULLETIN BOARD

(Continued from Page Nine)

#### SANITATION

#### BENEVOLENT ASSN.

The Sanitation Benevolent Association will hold an open mass meeting at Beethoven Hall, 210 East 15th street, Sunday, June 29, at 2 p. m. All drivers and sweepers in the Department are invited to attend. Prominent speakers will address the meeting on matters of vital importance to sanitation men.

#### TAX EXAMINERS

#### IN TENNIS TOURNEY

Tax Examiners working in the Department of Taxation and Finance in Albany are invited to enter the Tax Examiners Association tennis tourney. Thursday is the last day to enter. Entrants are to contact S. Chiarelli, Income Tax Bureau, Room 406, State Office Building, Albany.

#### HOSPITAL EMPLOYEES

#### BENEVOLENT ASSN.

The Hospital Employees Benevolent Association, a newly-formed organization, will hold its first big meeting at 108 East 14th street, 8 p. m., Thursday, June 26. Eligibles on the Hospital Helper and Laundry Worker lists

#### Unfurnished Apts.—Manhattan

317 & 326 E. 93d St.

#### FOUR-ROOMS

(off foyer), large closets,  
Southern Exposure, \$43

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#### Instruction

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#### Bridge

CONTRACT BRIDGE! Classes, Clubs, Charities percentage. Bertha McLaughlin, London Terrace, CH. 8-0773.

who would like to find out the duties of their jobs, are invited to attend the meeting. The eligibles will be admitted into membership in the organization without charge.

Prominent speakers will address the meeting. Reports will be given on the 1942 budget and the five-day week. A campaign will be started to obtain 50,000 signatures for increased wages for all hospital employees.

"STILL THE TOPS IN THE VILLAGE"  
—Felix Viscelli.  
**DINNER REVUE \$1.25**  
8:45 - 11:45 - 12:15  
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## WHAT YOU CONTRIBUTED

City employees topped last year's contribution to the Greater New York Fund by \$50,876.

Paul Moss, Commissioner of Licenses, and head of the city employees division, reports that this year's total reached \$134,894 against \$74,018 last year.

Contributions of more than \$1,000 were: Public school employees, \$75,000; Police Department, \$25,000; Fire Department, \$7,500; Department of Water Supply, Gas and Electricity, \$6,000; Board of Water Supply, \$2,730; Board of Transportation, \$2,000; Department of Public Works, \$1,942; Department of Hospitals, \$1,571; Department of Health, \$1,561; Corporation Counsel's office, \$1,151, and Department of Correction, \$1,120.

## COLLEGE CLERK APPOINTMENTS

About 40 appointments from the new list for clerk, grade 2, Board of Higher Education are scheduled shortly.

While the list has been certified, actual appointments do not have to be made for 10 days.

Originally, 7,845 filed for the test. 6,826 actually took the examination and 1,081 made the list.

It was the first competitive test ever held for the job as it was reclassified into Civil Service a short while before the examination was held. The list will also be used to fill jobs as stenographer in City College.

The clerk post pays \$1,200. Those who took the difficult test have been heard to mumble that it should pay much more.

## NEWS ABOUT STATE LISTS

With the Regents exams already given to seniors in the State's high schools, the examination division of the State Civil Service Commission is working at full speed to establish and appoint from the 19 optional lists in the Junior Education Examiner title.

Four promotion lists are also about to be issued: Principal Audit Clerk, Audit and Control; Corporation Tax Administrative Supervisor, Taxation and Finance; Industrial Foreman, Chair Shop, Correction; Supervisor, Social Work, P.A., Social Welfare.

The disability claims of three disabled veterans got in the way of the Prison Guard list last week and it's again promised "any day now." The State Trooper list likewise is expected within the next few weeks.

## 1,800 TAKE TEST FOR BOOKKEEPER

About 1,800 candidates for promotion to Bookkeeper, Grade 1, were given a written examination Saturday at several high schools. A minimum score of 75% is required to pass.

The large number of applicants was said to be due to the broad eligibility requirements set up for the promotion test.

The examination indicated candidates were expected to have a thorough knowledge of bookkeeping theory, show proficiency in actual bookkeeping practice such as balancing or adjusting accounts, making journal entries, and writing statements and bills.

The number of appointments to be expected from the list cannot be estimated at present as it depends on the turnover in staff and the new jobs that may be created during the life of the list.

## 2,000 Certified From Watchman List

The watchman attendant, Grade 1 underwent mass certification last week. Almost 2,000 names were certified to the Park Department for temporary positions (seasonal employment) at a salary of \$4 a day. The last number reached on the list is 2,612.

## WANTED: More Desirable Girls to Train for Secretaries

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

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

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

He asked, "Is competition so terrific?"

"Yes, it is," I replied.

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

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

"How do you do it?" he asked.

Here is the substance of what I answered:

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

### THE NEW YORK BUSINESS SCHOOL CHOOSES ITS STUDENTS

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

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

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

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

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

### BEING INTELLIGENT ISN'T ENOUGH

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

If we ask secretaries what they have to do that they weren't trained to do, we learn that in seven out of every ten offices the secretary has to handle the telephone and switchboard when the regular operator goes out to lunch. We insist that all our graduates become proficient in this

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

### GETTING A JOB — SCHOOL OR EXPERIENCE?

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

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

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

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


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

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

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

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

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