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Civil Service **LEADER**

**RIGHTS OF
CIVIL SERVANTS
IN ARMED FORCES**
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Vol. 3 No. 18 ★★★ New York, January 13, 1942 Price Five Cents

College Students, Grads HUNDREDS OF JOBS OPENED BY U.S.

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In 18 Fields; Also Student Aids***

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DEFENSE TRAINING FREE FOR WOMEN

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What to Study for NYC CLERK, TYPIST Tests

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FEDERAL CIVIL SERVICE NEWS

By CHARLES SULLIVAN

WAR

Takes Stenos To Win Wars

The story which follows comes directly from the United States Civil Service Commission. We consider it one of paramount importance; surely a story to which every stenographer should give heed; which should lead young men and women looking for a career to contemplate stenography as one of the very important jobs; which should give older men and women a view of possible new opportunities.—Editor.

Ships will win the war, guns will win the war; now the American people are finding out that it also takes stenographers to win wars. In addition to recruiting thousands of machinists, toolmakers and all kinds of engineers for navy yards and arsenals throughout the nation, the United States Civil Service Commission is calling into Washington hundreds of trained stenographers who possess the necessary qualifications for the job. The Commission is getting them wherever and whenever they are needed by defense agencies. Most stenographers receive entrance appointments at salaries of \$120 a month.

Must Scour Country

"We can and will get all the stenographers that are needed as fast as they are needed," the United States Civil Service Commissioners said recently. There are very few stenographers in Washington who are not already assigned to defense activities of some description. Therefore, when a new stenographer is need-

ed, it is usually necessary to bring one in from outside the District of Columbia. Fortunately, the Commission has already given examinations to thousands of young men and women who have been graduated from high school. Many of these individuals follow the procedure of getting a high-school diploma plus some business-college training, and then pass a civil-service examination.

Practical Test

The stenographer examination itself is practical, consisting of a typing test in copying a page of printed material, and an exercise in taking dictation and transcribing it. This is exactly what the stenographers have to do on the job, so if they can pass the examination, they can do the work, although there are many things to learn after they are assigned to duty.

One of them is that Government stenographers must keep secrets. The young woman who comes from a small town in Illinois and is assigned to the Navy Department may be performing work on which depend the safety and welfare of the American boys at sea. She learns on her very first day of assignment that she must rival the Sphinx and that under no circumstances is office work to be discussed with roommates, boy friends, or anyone else.

Today, the Federal Government finds it needs not only all its present stenographers, but a great many others as well, in order to win the war.

Anyone interested in the examinations for stenographers in the Federal service should see the local United States civil service secretary at any first- or second-class post office for complete information. In New York City, the place to apply is 641 Washington street.

LISTS NYC Eligibles Submitted to U.S.

The use of New York City eligible lists to fill certain emergency federal positions appeared imminent this week. Representatives of both commissions were assigned to the job of implementing the plans for cooperation; they are: William Brody, junior examiner of the City Commission, and Edward Leshowitz, of the Federal Commission's recruitment bureau.

City Stenos

Four hundred eligibles on the stenographer, grade 2 list have already been offered jobs at \$1,440 in Washington, to meet the acute demand of the federal agencies. The Federal Commission is also interested in city "ineligibles," those who failed the city stenographer test. These persons may be offered positions but will have to meet the standards of the Federal Government. This will probably mean passing a federal steno test or its equivalent.

Translators

When the Federal Commission expressed a need for translators, the City Commission sent over names of all who filed for the recent interpreter test, which is still being rated. The city job pays \$1,560, \$60 less than the federal salary of \$1,620. The test was held in many languages.

Names of those who have been successful on various licensing tests of the City Commission were also submitted to the Federal Commission to meet needs for Stationary Firemen, Refrigerating Repairmen, and Machinists.

U. S. Looks Over 218 N.Y. State Lists

ALBANY—A vast number of State eligible lists has been submitted to Washington for consideration by federal authorities. Cooperation among New York City, New York State, and federal civil service officials has been in the "talking" stage for many months; one result of these conversations is the present instance, with 217 State registers under examination for possible use in the federal service. An official of the State Civil Service Commission informed The LEADER that the lists were sent to Kenneth G. Beggs, assistant to Harry Hubbard, of the staff of the Council of Personnel Administration.

After studying preliminary data according to State officials, Washington asked for all essential details concerning 80 of the lists submitted. The complete selection of lists follows below:

Those for which additional data was submitted are in boldface type. Together with each title, is a figure indicating the approximate number of eligibles on the list.

(Readers are warned not to assume that these lists are already on the way to being used by the federal government. The whole process of cooperative recruitment among city, state, and federal officers is still under study.)

Junior Accountant 450
Junior Examiner of State Expenditures 100
(Continued on page Eighteen)

Guards at 641

Guards who stand before the Federal building at 641 Washington street come from the post office laborer list. Their uniform consists of handsome peaked caps and they carry big revolvers. The big red-brick building houses the Second District office of the United States Civil Service Commission and several other Federal offices.

This is what the new U. S. efficiency rating form looks like

EFFICIENCY Sharp Teeth for White-Collar

The efficiency-rating system that covers more than 400,000 white-collar Federal workers has been amended in an effort to make it mean something to the employee; that is, either by raising his salary, reducing it, or by firing him. Here are the new conditions:

1. An employee whose efficiency rating is either "excellent" or "very good" is eligible for salary advancement to the highest rate of compensation in the grade.
 2. "Good" efficiency rating will make the employee eligible for salary advancement up to and including the middle rate of compensation in the grade.
 3. An employee given a "fair" rating will be reduced one step in his grade if the employee is being paid a salary above the middle of his grade. Otherwise, his salary won't be affected if he's in the lower half of his grade.
 4. An employee whose efficiency rating is "unsatisfactory" won't be permitted to remain in his job. If he's serving a probationary period, the employee will be dropped from the service. But if he's a regular employee, he'll be assigned to a job with a lower classification which will be more nearly commensurate with his ability. But if no vacancy exists in a lower classification, the employee will be separated.
- The efficiency rating system now has sharp teeth, or will have when it becomes effective on March 31, 1942, at a time when new efficiency ratings will be given.

RAMSPECK Field Workers After the War

WASHINGTON. — One extremely important provision of the Ramspeck Civil Service Extension Act gives the President the power to extend the Classification Act to the field service; in other words, power to lift the salaries of field employees to a

par with salaries paid employees in Washington.

F. D. R. also has used this power in a small way to extend the Classification Act to pay employees in America's island bases. But many thousands of white-collar employees are still uncovered by the act. And frankly, they will probably be in that fix for some time to come.

After the War

As a high official of the Government explains, the situation in the field is now an abnormal one. Tens of thousands of employees are now on the payroll who will be dropped after the war. It would be a difficult job to classify these many thousands of jobs now with the prospects that a few months or years later a large percentage of them would be dropped.

The official went on to explain that the plan now was to extend the Classification Act only to those agencies that are well-established, the ones that won't be affected by post-war re-adjustment. Meantime, the Civil Service Commission is planning on an 18-month job to bring the estimated 180,000 Federal workers under Civil Service. The real joker in the Ramspeck Act is the fact that each department and agency must recommend each of its employees. Unless the employee is recommended he'll be kept in his present job at the same salary and rating indefinitely.

"It Can Wait"

There's plenty to do in Washington today, and recommending employees for Civil Service is looked on as something that can wait. After all, the act itself gives the agencies a year in which to make the recommendations—all this year—and to date practically no agency has recommended merit for its employees.

Unquestionably the President will have to write the delinquent agencies a rebuking letter in a few months unless they come through with recommendations promptly.

U. S. Applications In New Quarters

Applications for examinations of the United States Civil Service Commission are now being distributed in larger quarters in Room 117 at the Federal Building, 641 Washington Street. Applicants may enter through the Barrow Street entrance. The room is open from 9 a.m. to 5:30 p.m.

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CIVIL SERVICE IN NEW YORK CITY

PAY RAISES Not Yet, But Maybe

"If the Board of Estimate orders a ten or fifteen per cent wage increase for city employees, the city's budget is going to be ridiculously overtaxed. Where are we going to get the money for wholesale adjustments? You tell me!"

Thomas J. Patterson speaking; he's Assistant Director of the Budget.

At the same time, Mr. Patterson revealed that a careful study is being made by his bureau of the salary schedules of city workers. He revealed that employees in the lower wage brackets "will be the most likely ones affected by wage adjustments."

The survey into wages and hours was ordered by Mr. Patterson. It is tantamount to an admission that the city has recognized sufficient reason for an investigation into current salaries. Specific suggestions for adjustments—if any—won't be made by the Budget Bureau until all the facts are in.

And if the Board of Estimate does order a general pay raise? "It is the purpose of this office to be ready for all emergencies," Patterson speaking.

Isaacs Asks Pay Adjustment

Ex-Borough President Stanley M. Isaacs, of Manhattan, made his first speech as a City Councilman at Wednesday's Council session by calling for "prompt" and "reasonable" adjustments in pay scales for civil service employees in the city to meet the rising cost of living. He urged the pay boosts in spite of Mayor LaGuardia's demand for economies.

"Fair working conditions for civil service employees will bring from them maximum cooperation and contributions," said Councilman Isaacs. "We must promptly make reasonable provision for the lower paid civil service employees to enable them to meet the rising costs of living."

Pessimism Over Raises in Pay

City Council members, who have agreed that city employees deserve a general pay increase to meet the rising cost of living this week remained adamant in their stand despite Mayor LaGuardia's call for the strictest economy in departmental budgets.

Councilman William A. Carroll, who headed the special Council committee that urged the Board of Estimate to adjust pay standards upward for city workers, held that municipal workers are more entitled to pay increases now than before his special committee started functioning.

Entitled to Boost
"Municipal employees are being asked to put in more time on their jobs," said Mr. Carroll, "and that means, more than ever, they are entitled to have their pay boosted."

Councilman Anthony J. DiGiovanna pointed out "the efficiency of municipal government can only be high when the personnel gets sufficient money to enable them to go about their tasks with the assurance they are meeting their financial obligations."

Councilman William M. McCarthy contended "there still should be money in the accruals on hand to meet much needed pay increases for municipal workers deserving them, regardless of what the Mayor has said."

Councilmen Louis Cohen, John P. Nugent and William N. Conrad also declared themselves in favor of wage boosts for those municipal

Race Bias Has No Place in Civil Service, Says Hard-Hitting Negro Councilman

City Councilman A. Clayton Powell, Jr., the only Negro New Yorker ever to gain a place in the city administrative body, and pastor of the Abyssinian Baptist Church in Harlem, this week laid most of the blame for racial discrimination in federal civil service to the officers responsible for the direction of the nation's armed forces. He revealed he would urge the City Council to memorialize Congress to take action to rectify the situation.

"The War Department," said Councilman Powell, "has been nursing the ambitions of prominent and influential Southern legislators to keep Negro people out of civil service War Department jobs. Certainly this isn't helping national defense any."

In an exclusive interview with THE LEADER, Councilman Powell said that while he can find sparse instances of race bias in municipal civil service, he has gazed with indignation upon the situation in the federal government offices.

Opposes "1-in-3" Rule

Councilman Powell would eliminate rules calling for so-called "one out of three" appointments in federal civil service.

"After a candidate applies twice for a federal job and is turned down each time, though he has passed the test, he should automatically be given his appointment be he colored or white. There's no reason why this plan couldn't work. Sometimes rules are stringent and people just don't do anything about them."

Asks "Break" for Underlings

The dapper legislator said he had another immediate consideration.

"Those custodial bosses in the Board of Education," he said, "must be put under civil service regulations if those who are employed by them are to get a 'break' and if they themselves are not to be political puppets."

He pointed out that custodial workers currently have free reign to hire and fire maintenance men

workers in need of increases despite the Mayor's contentions.

Pessimism About Chances

The LEADER learned from a reliable source that the pay increase recommendation most likely will suffer a dire fate when the Board of Estimate finally decides to get it out of the way. Mayor LaGuardia's heavy voting power alone is expected to bring about its abandonment in view of his demands for economy voiced before the Council Wednesday.

Borough President James A. Burke, of Queens, a former Council member, told THE LEADER he is "very sympathetic" toward pay rises for municipal employees but frankly is "very pessimistic" over the chances that any increases will be put into effect.

Prevailing Pay Issue Unsolved

But New York City Prepares to Pay

To its skilled employees, the city has agreed to pay the rate of pay prevailing in private industry. On back pay, the city is willing to pay 50 percent of the difference between the prevailing pay and the salary actually received by employees.

Employees haven't all said yes to the second part of this proposal. Nevertheless, New York City is going ahead with plans to pay out the cash.

The payroll checking unit of Comptroller's Office has been doubled in personnel, with four employees transferred from other units. Determination of the salary claims of the employees will get under way in about a week. Next step is payment to those who have accepted the proposal. The



They ought to fix it so race bias hasn't a chance in Civil Service, insists A. Clayton Powell, Jr., the city's first colored councilman, and a preacher, besides.

in the public schools, and often discriminate against Negro people, a situation he described as "distressful." By putting workers under civil service, he stated, they would obtain sufficient security to free them from "the

bondage of custodians." Then, after thinking a moment, he added:

"What's more, it's about time the custodians stopped getting all the gravy insofar as salaries go and those under them get a little more of what is due them."

money is to come out of present budget funds, and must therefore be paid out by June 30, end of the fiscal period.

Employees who accept the 50 per cent offer will sign what is tantamount to a general release against the city. Those who do not accept will probably bring legal action against the city for the entire differential.

Arguments

Those who are urging the employees to accept the 50 per cent formula point out:

There is no guarantee that the 50 per cent offer will still be available following a court ruling. Should the court order the city to return to the original 10 per cent reduction, based on the value of Civil Service benefits, it is possible that the entire claim will be wiped out and the unwilling employees get no differential at all.

Even should the court order the city to pay 100 per cent of the differential, employees will have to pay out legal fees.

Since litigation is a slow process, the suing employees will have to wait for some time while those who accept the city's proposal get cold cash within a short period.

WAR Special Treatment For Armed Men

The Civil Service Commission will recommend that the legislature change the military laws affecting Civil Service candidates so that eligibles who are reached for appointment while in military service be permitted to remain on special eligibles list upon their return to civilian life until such time as they are again reached for appointment. At present the candidate who is reached for appointment while in military service is placed upon a special list

for a period of one year after he returns to civilian life. If he is not reached for appointment during that year he loses all his chances for appointment.

O K Service Rating

Another change proposed by the Commission is that all employees in military service should be credited with a satisfactory service rating during their period in the nation's armed forces. The satisfactory rating will apply regardless of their previous ratings. The two proposed military changes affect all candidates and employees in the armed forces, including those who enlist as well as those who are drafted.

TITLES Engineers Get Titles Changed

The reclassification of engineering and architectural employees in eight additional city departments was approved by the Civil Service Commission at its first meeting of the new year, January 7. The new titles of the employees will become effective July 1. The departments in which the employees were reclassified include the Office of the Borough President of Brooklyn, the Office of the Borough Works Commissioner of Queens, the Board of Water Supply, the Department of Water Supply, Gas and Electricity, the Department of Parks, the Fire Department, the Department of Docks, and the Municipal Broadcasting System.

The shortages in Civil Service are getting ever greater. Requirements for civil service jobs are being lowered. Your chances of landing a civil service position are better than ever before.

JOBS

Welfare Dept. Helps Tire Board

Forty stenographers and investigators of the Welfare Department have been "borrowed" by the New York City Tire Rationing Boards. They're working on a temporary basis at their new duties, and they're being paid by the Welfare Department.

THE LAW

What Will Valentine Do?

What will Police Commissioner Valentine do about the telephone operator situation?

Eligibles on the telephone operator, grade 1, (male) list are keeping their fingers crossed. According to the entry recently inserted in the Friend vs. Valentine court order, the Police Commissioner is restrained from employing anyone else but telephone operator eligibles in telephone operator positions. After 14 months of litigation in which they have gone to the Supreme Court twice, the Appellate Division three times and the Court of Appeals twice, the boys on the list are on pins and needles, now that they have victory within their grasp.

Can't Use Cops

The Appellate Division's entry, states . . . "Commencing 30 days after the entry of this order, the respondents . . . are hereby restrained from employing or continuing in their employ in the Police Department on part-time, full time, temporarily, permanently, or in any other manner in the position of telephone operator, any patrolman, sergeant, patrolman eligible or any other person appointed to and filling the position of telephone operator in the Police Department from any list or from among any employees whatsoever, with the sole exception of the telephone operator, grade 1 (male) list."

Attorney for the male telephone operator eligibles, Samuel A. Spiegel, states that he will move to punish the Police Commissioner for contempt of court if the order is not complied with.

79 Vets Remain In Welfare

Only 79 veteran provisionals still remain on the job at the Welfare Department, as a result of mass firings under the terms of the recent Court of Appeals decision in the McCann vs. Kern case which declared the Hampton Act unconstitutional. These provisionals are scheduled to go January 31.

This is the breakdown: junior administrative assistant, 3; superintendent of training or clerks, 6; assistant superintendent, 2; accountants, 1; clerks, grade 3, 5; section stockmen, 2; clerks, grade 2, 4; foremen, 1; and 55 for which "no suitable Civil Service list exists."

This last strange description undoubtedly refers to the veteran relief investigators, for whose jobs the social investigator list was declared appropriate months ago. However, no further social investigator vacancies will be filled until the number of case loads, now on the way down, begins to increase.

Suspended, Reinstated

Solomon A. Rothfeld, a clerk in the vital records bureau of the Health Department who was suspended recently for accepting tips, was reinstated last week by Commissioner John L. Rice, when he learned that Rothfeld had taken 50 cents. He was fined a month's pay, amounting to about \$100. Four other employees similarly accused have been dismissed.

LONG WEEK

It Hits Employees Where It Hurts

The paradox of some city employees on a five-day week, some on a five and a half day week, some on a six-day week and others on a seven-day week climaxed the first full week of civil service in New York City since the issuance of the Mayor's emergency six-day week order.

In general, clerical employees

in city departments are on a six and seven day week schedule; clerical employees in Borough Presidents offices on a regular five and a half day week; and per diem employees are either working their status quo or cut to five days a week. Most notable example of the latter case was in one of the Mayor's departments (Parks) where per diem gardeners and assistant gardeners were placed in a five-day week basis, two days before the issuance of the Mayor's order.

Bewildering!

All told, it was a harrowing, bewildering week for New York's civil service employees. Tension was particularly high throughout the early portion of the week as Mayor "Butch" LaGuardia, interrupting one of his many plane tours to Washington, breathlessly poured out the information that "From now on until the end of the war the five-day week is out."

But what was in? The Mayor didn't say.

New York's civil service offices were left humming behind him as he rushed off to Washington. A man who operates one of the elevators in the Department of Hospitals was telling one of his co-workers: "If we have to work more than five and a half days a week, we won't feel happy about it. You can't help morale by giving us work that may not be necessary. Of course, as you see, I'm anxious to help in the defense of my country. But do you think I'm actually helping more by being depressed?"

Tuesday the Mayor's announcement of a new work week for city departments, which LaGuardia's hot tongue had declared to be imminent every minute of 48 hours, still wasn't forthcoming. Then some of the boys around City Hall guessed that the dictum would come in Wednesday's City Council meeting.

Sure enough, it did. The Mayor, having arrived back from Washington with the gasping assertion that "Nobody has guessed right yet," decided to prove his words. He had said the five-day week was out; he had one of two choices: the six or seven. Most people, it is true, were hazarding guesses that the seven was on the way. Maybe an innate yearning to show folks how wrong they can be prompted the Mayor to swing toward the six.

Too, resentment among municipal workers—rising as fast as the temperature outside was toppling—may have worked its way into the Mayor's office and warned him that a seven-day week would work havoc.

Then it came. The Mayor told the Council point blank, right on the nose: Five days are out; six days are in. The war emergency made it imperative, said he.

And there it was. All that remained was issuing an order to the city departments to stand up and make his new system work—stand up with smiling faces and alert, energetic bodies.

How They Took It

The city department heads officially stated they were going to bear up all right; so were their employees. But, nevertheless, a large number of civil service workers are chafing over the situation.

That same elevator operator in the Department of Hospitals was sure now that the new system was hurting morale. A woman clerking in the Department of Parks pointed out that the extra half day of work wouldn't be helping the defense effort. A supervisor in the Department of Housing and Buildings asked whether the Mayor was just trying to take advantage of the defense situation to choke the city budget by refraining from adding to the city's payroll to accomplish the work he is now loading on regular employees.

The response to the Mayor's

The Mayor's 6-Day-Work-Week Order

"To all city departments:

"Our country is at war. This requires more work and great sacrifices on the part of every citizen. Agencies of government must set the good example.

"Services must be extended without additional personnel in order to provide the public with greater service and convenience. To that end, every department of the city will work a full day Saturdays. Departments not now operating on a seven-day basis will make a survey of all their employees and ascertain those who are giving of their extra time in any civil defense activities and who devote part of Sundays for training or defense services.

"Departments that have public relations, such as tax offices, licenses, Health Department, or an information service, will make surveys if such public services would be helpful on Sundays and make plans if such services would be helpful. Time credit will be given to employes for Sunday services in a stagger system during the week.

"All departments will prepare for absorbing work of present employes called into the military service.

"The Court of Special Sessions has been requested and has consented to hold Saturday sessions to help clear the calendar and prison cases in... as calendar conditions require. The Magistrate's Court will continue Saturday, Sunday and holiday sessions and increase such sessions, if necessary, to meet conditions as they occur.

"Up to Easter time, holidays will be celebrated by work as usual. Easter Day and other religious days in that season will be provided for later.

"Police, Fire, Sanitation, Hospitals, Ferry service, Correction, now on a seven-day operation basis, will continue present schedules except that all non-uniformed personnel will be required to work all day Saturdays. These departments will prepare emergency schedules for continued work of personnel during actual attack by enemy or other war emergency.

"In the execution of this order, due consideration must be given to the health of employes and the efficiency of the service.

"This order to go into effect Saturday, Jan. 10, 1942.

"F. LA GUARDIA,
"Mayor."

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dictum was summed up by various department officials and representatives of employee groups with these reactions: (1) "not so drastic"; (2) "in the best interests of the nation"; (3) worthy of being denounced"; (4) "sneaking," and (5) "lacking in sufficient details."

The sweeping order, which covers all employees except school teachers, brings about a work week extending from 9 o'clock Monday morning to 5 p. m. Saturday afternoon, and became effective last Saturday. It chiefly affects clerical workers who have been mainly on a five or five and one-half day week.

Mayor LaGuardia clearly stated



The six-day week for most city workers must be tolerated from now on, snaps the little Mayor.

that no compensation for extra time on the job would be available. But, he added, employees who worked on Sunday would be given equivalent time off during the week.

How It Works

The Police, Fire, Hospitals, Sanitation and Correction Departments, as a matter of fact, have been on a rotating, seven-day basis for some time and will continue on that schedule, the Mayor said. He stated that "all non-uniformed personnel will be required to work all day Saturdays."

Borough Offices

While the Mayor's departments were undergoing drastic changes, employees in the various borough presidents offices were working the accustomed 5½-day week while holding themselves in readiness for a definite emergency. In Queens, the staff of newly-elected Borough President James Burke was on a 24-hour call. They're working the same hours as usual. However, they have given the Borough President every assurance of 100 percent cooperation when he finds it necessary to call on them for additional work.

In Richmond, Borough President Joseph A. Palma issued an

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BEekman 3 - 5335

order increasing the work week tentatively from five to five and one-half days.

In Manhattan, newly-elected Borough President Edgar J. Nathan, Jr., is expected to issue a general order affecting all employees some time this week. His office is already open on a 24-hour basis, seven days a week. Specific orders have been issued to certain employees, such as engineers, requiring their presence in the asphalt plant on Sunday as well as in the main office.

Is the Budget to Blame?

Henry Feinstein, president of the Federation of Municipal Employees, insisted Mayor LaGuardia is merely using the national emergency situation to enable him to cut the budget.

"No emergency exists to justify the six-day week for all city departments," Mr. Feinstein said.

Health

Dr. John L. Rice, Commissioner of the Department of Health, declared that "we've got a war to win, you know." He said his entire department now is on a six-day instead of a five and one-half basis, except "these doctors and emergency workers who are always on 24-hour call. "We'll just have to roll up our sleeves and work harder," he added.

Housing and Buildings

Commissioner William Wilson, of the Department of Housing and Buildings, pointed out that "since we're all soldiers, we'll just have to comply with this order right up to the limit." He said that the clerical staff will now work an extra half day and that inspectors and administrative officers have been working on a six-day week for some time. Some field workers have even been guided by a rotating, seven-day week.

Welfare, Docks

Commissioner William Hodson, of the Department of Welfare, and Commissioner John McKenzie, of the Department of Docks, said their employees were set for an extra half day on Saturday.

Correction

Commissioner Peter F. Amoroso of the Department of Correction, described the response in his department to the Mayor's order as "splendid and indicative of much co-operation." He said that persons in the department had offered to work six days a week even before the order was issued.

Fire

Richard F. Warner, secretary to the Fire Department, declared "we are happy to go along in any way possible in this war emergency." He said that the clerical staff takes on an extra half day's

work by the Mayor's dictum and that the three-platoon system for the uniformed force, which means virtual seven-day service, will continue to function in the same manner.

Purchase

Donald E. Marcus, secretary to the Department of Purchase, said the clerical division and all operating bureaus have been affected by the Mayor's order. They had been on a five and a half day basis. "In order to serve all other departments effectively in this emergency," he said, "we are currently making a survey of the opportunities existing for invoking a seven-day week wherever possible."

Parks

George Spargo, executive officer of the Department of Parks, said that clerical workers now must contend with a six instead of five and one-half day week; that per diem workers will henceforth have a five-day week instead of a six, tantamount to a loss in pay (a change, he said, not due to the Mayor's order).

Utilities

Commissioner Patrick Quilly, of the Department of Water Supply, Gas and Electricity, confided he was intending to "go on a six-day week myself as the Mayor's order was announced." He said the clerical workers will work an extra half day a week now and that the maintenance crews have been on seven-day rotating shifts for some time.

Subways

The clerical staff, engineers and draftsmen in the Board of Transportation are adding a half day to their Saturday schedule. Operation employees on a per hour basis have been following a six-day schedule; some even have been working on Sundays.

Police

The Police Department has instituted an extra half day shift for its clerical staff. The uniformed force, of course, has been on a rotating seven-day work week.

See Also Page 18

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CONFAB

Supermen Ask More Jobs

The newly-elected officers of the Sanitation Eligibles Association, headed by John Bendetti, president, officially went into action last week. They paid a visit to Civil Service Commissioners Wallace Sayre and Ferdinand Q. Morton to discuss the probability of making further use of the superman list for appropriate jobs. Bendetti stated that he and other members of the executive board will try to have the list put to even greater use than it had enjoyed until now. Besides Bendetti, other members of the executive board include first vice-president, Sam Mogilefsky, and secretary, Meyer Strumwasser.

SHERIFF

McCloskey Gets Marshal List

The City Commission this week voted to recertify the entire city marshal list to Sheriff McCloskey. He will probably look over some of the eligibles and then decide if he feels this list is more suitable for jobs in his office than alternate lists. So far 17 of these eligibles have been appointed by Mayor LaGuardia to marshal positions.

Councilman Louis Cohen meanwhile has called upon McCloskey and Ralph, in a resolution to the City Council, to reinstate 25 veterans who lost their jobs in the shuffle.

LISTS

80 Appointments From Fire List

Last week saw first real action on the new fireman list when 80 eligibles were appointed to jobs as special patrolman in the Board of Transportation, Monday, Jan. 5. An additional 70 appointments as special patrolman are expected to be made next week, according to William J. Daly, secretary of the Board of Transportation. Altogether, a total of 382 eligibles, up to number 925 on the list were certified by the Civil Service Commission for the \$1,500 per year subway jobs.

One hundred and fifty-four eligibles, to 199 on the list, were certified to the Department of Correction for jobs as correction officer at salaries of \$1,769 per year.

Medical Tests

Meanwhile, the first 1,000 eligibles on the list were given X-Ray and Wasserman tests in the Board of Health. These tests are part of the Civil Service Commission's medical examinations which eligibles must pass before they can be certified to the Fire Department. After the eligibles are certified to the Fire Department for appointment, they will be given further medical examinations by medical officers of the Fire Department.

Cards have been sent to eligibles who have written to The LEADER about the formation of an eligibles association, requesting them to attend a special meeting to be held at 8:30 p. m. this Friday night in Room 411 of the Pulitzer Building, 63 Park Row. At this meeting special committees will be set up to make arrangements for a general mass meeting which will be held next week.

ABCD Group In Many Jobs

The ABCD was highly active in city departments last week. The ABCD in this case does not refer to the American, British, Canadian, and Dutch military forces but to the respective groups of maintainer's helper eligibles. In order to fill vacancies as maintenance men in the Department of Hospitals at salaries of \$960 and \$720 per an-

num, the Civil Service Commission certified the names of 15 eligibles on the list for group A, 47 on the list for group B, and 15 on the list for group D. The highest number reached on the A list was 425, on the B list, 370, on the D list, also 370.

Twenty-nine names on the maintainer's helper, group B list were certified to the Board of Transportation for permanent jobs at \$63 per hour. An additional 26 names were certified for 15 temporary jobs in the same department at the same salary. The highest number reached for the permanent certifications was 945, for the temporary, 1,066.

Subway Jobs

Five jobs in the subway system as maintainer's helper, group C will be filled from among 25 eligibles on the list certified during the week. The positions are temporary and pay \$63 per hour. The highest eligible reached was number 285. Sixty-four eligibles on the maintainer's helper, group D list were certified to the Board of Transportation for permanent jobs at \$63 per hour. Highest eligible was number 121.

Two positions as maintenance man in Brooklyn College at \$1,320 per annum will be filled by eligibles on two of the ABCD lists. Seventeen names, up to number 459, were certified from the B list for the Brooklyn College vacancies and 18 names, to number 121 on the D list were certified for the Real Estate jobs.

All in all, it was a good week for the ABCD boys.

Hospital Helpers

Fifty-six names on the hospital helper (women) eligible list were certified by the Civil Service Commission to the Department of Hospitals. The highest eligible reached was the lady whose number is 1,296 on the list. Hospital helpers are paid \$360 per year for part-time work and \$450 per year with maintenance for full-time.

When Will Those Cop Jobs Come?

What about the 200 police appointments?

Only one thing was definite when The LEADER went to press and that was that the 200 patrolman appointments, scheduled for this month, will not be made on January 16.

Last Thursday, Budget Director Kenneth Dayton issued a certificate which becomes effective Friday, January 16, and is good for a period of 60 days. Some time during this 60-day period, the Police Department will appoint the 200 patrolmen.

Much significance was attached at Police Headquarters to Mayor LaGuardia's speech to the first meeting of the new City Council. In this speech, the Mayor pointed out that 165 of the next 200 men on the list could be classified as 1-A by their draft boards.

Scheduled by Plan

The 200 patrolman appointments were scheduled for this month in accordance with a plan adopted for the current police budget. Under this plan 200 appointments were scheduled for June and September, 1941; 200 for this month, 150 for March and 150 for next June. This staggered system of appointments has operated as planned up till the present. The highest eligible appointed to date is number 876.

Attendants

Become Guards

Approximately 500 jobs as guards on upstate reservoirs at salaries of \$125 per month will be filled by eligibles on the watchman-attendant list. As The LEADER went to press, a total of 295 names had already been certified by the Civil Service Commission to the Board of Water Supply to fill the vacancies.

The first fourteen names certified came from the watchman-attendant preferred list (temporary service). The remaining 282 eligibles were from the open-competitive list for the title. The highest number reached to date is 1,953. However, additional certifications are expected to follow this week.

One Big List

If the military forces take great numbers of young men, where will New York City find the personnel to fill the ranks of its Sanitation, Police, and Fire departments? These departments require men of military age, strong, healthy, intelligent specimens.

An expert who has succeeded in

helping New York City find just such men this week advanced an idea for consideration. He is Professor Francis P. Wall, of New York University, who has constructed the physical tests used in recent big exams. Wall's idea: Create a large pool of men, possibly by combining the patrolman, Sanitation man, and fireman lists. Separate tests for these titles shouldn't be held.

From this pool of men, make appointments to any department that requires such personnel by giving a qualifying written exam. In justification of his idea, Prof. Wall states that his tests have shown little difference in the physical capacities of the men selected for the three departments. "The men on the sanitation list," says Wall, "would make excellent policemen or firemen."

PRINTER'S ASSISTANT

(WOMEN)

Applications Now Open — Close JANUARY 26. Age limits 18 to 35. Salary 66 cents per hour, increases to 72 cents per hour after six months service. NO EXPERIENCE OR FORMAL EDUCATION REQUIRED. Class forms THURSDAY, JANUARY 15 at 8:30 P.M.

DEPUTY U.S. MARSHAL

Salary \$1,800 per annum. Applications now open. The requirements are fully set forth in this issue of THE LEADER. CLASS FORMS WEDNESDAY, JANUARY 14, at 8:30 P.M.

CLERK—Grade 1 TYPIST—Grade 1

MALE & FEMALE

SALARY—\$840 per annum with automatic increases of \$120 per year until \$1,199 is attained at the end of three years. Further advances through promotion examinations.

AGE LIMITS—All persons, regardless of age, may compete in this examination but must be GRADUATES OF SENIOR HIGH SCHOOL or about to be graduated in February or June of 1942.

WRITTEN TEST—Appointments for Clerk will be made solely as a result of a written competitive examination. Typist candidates will be required to take a practical test.

CLASSES WILL FORM on Tuesday January 13, at 6:15 and 8:30 P.M., and will meet each Tuesday and Thursday thereafter at the same hours.

INVITATION—Anyone interested is invited to attend a class session with a view of observing the type of instruction offered, after which he may enroll if he so desires.

PATROLMAN PREPARATION

Applications for Patrolman are expected to open in February and the examination is expected in May.

SIX FEATURES OF OUR COURSE — 1. Free Medical Examination. 2. Outdoor Running Track on Roof of Gymnasium. 3. Agility Test Equipment. 4. Coordination Machines. 5. Lectures and homestudy material prepared by experienced and expert instructors. 6. Physical and Mental Classes at hours to suit the convenience of the student. Attend a lecture as our guest and take a free physical trial exam.

MOTOR VEHICLE LICENSE EXAMINER

Applications Closed. Entrance salary \$2,100 per annum. Automatic increases until \$2,600 is attained at the end of five years.

Classes meet MONDAY, TUESDAY and THURSDAY at 1:15, 6:15 and 8:30 P.M. Additional class in Mathematics on FRIDAY.

CARD PUNCH OPERATOR

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

STENOGRAPHER, GRADES 2 AND 3 (Prom.)

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

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

MOTOR VEHICLE INSPECTOR (Bus)

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

POST OFFICE CLERK-CARRIER — RAILWAY POSTAL CLERK

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

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

FINGERPRINT TECHNICIAN—Class Now Forming.

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

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STUDY AIDS

For Apprentices

Candidates For the N. Y. C. apprentice (automotive trades) will find previous automotive examinations and Civil Service study manuals available for their use at the Municipal Reference Library, Room 2230, Municipal Building, Manhattan. The following books are suggested for study:

- Audel, Theo. and Co. Audel's new automobile guide for mechanics, operators, and servicemen.
 - Dyke, A. L. Dyke's automobile and gasoline engine encyclopedia. 18th edition. Chicago.
 - Fraser, Edward Smith, and R. B. Jones. Motor vehicles and their engines.
 - Kuns, Ray F. Automotive service.
 - Kurtz, L. G. The Division of Motor Maintenance. May 16, 1938. Thirteen pages. (N. Y. C. Sanitation, Dept. of Employees' lecture series. 1938 Lecture 8.)
 - Kurtz, L. G. Modernization of the motor equipment. April 16, 1940. Ten pages. (N. Y. C. Sanitation, Dept. of In-service training course on technical aspects of sanitation work. Lecture 3.)
 - Page, Victor W. The Chevrolet six, car and truck. Arco Apprentices. Automotive Trades.
- The reference assistants at the Municipal Reference Library are prepared to assist all those preparing for this examination. The Library is open from 9 to 5 on week days and from 9 to 1 on Saturdays.

ANSWERS

Fireman

Listed below are the answers to the special examination for the position of Fireman, Fire Department which was given on December 27, 1941 to men who originally filed applications for the examination but who because of military duty were unable to take the examination on the date scheduled. Candidates have until January 20th to file objections to any of these tentative key answers.

- (1)B (2)E (3)A (4)C (5)E (6)D (7)B (8)A (9)C (10)E (11)C (12)E (13)A (14)B (15)C (16)A (17)E (18)C (19)C (20)D
- (21)B (22)E (23)A (24)D (25)C (26)D (27)C (28)B (29)B (30)A (31)E (32)C (33)E (34)A (35)A (36)D (37)B (38)E (39)C (40)B
- (41)E (42)D (43)C (44)B (45)C (46)A (47)B (48)D (49)B (50)C (51)B (52)E (53)E (54)A (55)D (56)A (57)B (58)D (59)C (60)E
- (61)A (62)D (63)E (64)B (65)B (66)E (67)A (68)D (69)C (70)E (71)B (72)E (73)A (74)C (75)B (76)E (77)D (78)A (79)D (80)E
- (81)D (82)C (83)A (84)D (85)A (86)C (87)A (88)D (89)B (90)D (91)E (92)E (93)E (94)A (95)C (96)D (97)E (98)A (99)E (100)C

Housing Inspector

Candidates have until January 20th to file objections to any of these tentative key answers.

- (1)D (2)A (3)C (4)A (5)A (6)B (7)B (8)E (9)D (10)A (11)C (12)C (13)B (14)D (15)D (16)C (17)D (18)A (19)B (20)A
- (21)E (22)B (23)A (24)B (25)D (26)D (27)E (28)B (29)C (30)C (31)B (32)D (33)A (34)E (35)B (36)C (37)A (38)C (39)B (40)D
- (41)B (42)B (43)E (44)D (45)C (46)E (47)A (48)A (49)D (50)A (51)A (52)C (53)E (54)D (55)B (56)E (57)E (58)D (59)E (60)D
- (61)B (62)C (63)D (64)A (65)D (66)B (67)A (68)A (69)E (70)D (71)E (72)D (73)B (74)B (75)E (76)C (77)A (78)E (79)C (80)A
- (81)B (82)E (83)D (84)B (85)C (86)D (87)E (88)A (89)C (90)C (91)A (92)B (93)E (94)A (95)E (96)C (97)B (98)A (99)C (100)C



Maurice Dreicer announces "Department of Justice" shows for radio station WINS. The LEADER'S civil service news program is broadcast from the same station at 8:15 a.m. Tues., Wednesdays, Thursdays.

COUNSELLOR LIST DUE

Publication of the Employment Councillor list is expected momentarily, after a stay holding it up was vacated in Albany on Friday.

FINE FUR MUFFS

Packetbook Combination. Persian Lamb - Fox - Seal, Etc., to Match Any Fur Coat or Collar. To close out. Largest \$5.00 selections. From... MANUFACTURER OF FINE FURS **Saks Fur Company** 143 WEST 29th ST., N. Y. CITY Open to 6:30 P.M. • PE. 6-5944 PERSIAN LAMB and SABLE-DYED MUSKRAT SAMPLE COATS 60% REDUCTION

Lose Something?

Bank deposit boxes, pawnshops and the sands of Coney Island are not the only resting places for valuables.

The 8,000 sewer catchbasins spread throughout Manhattan are probably the greatest repositories for many lost articles which through lack of identification fail to return to their owners.

Constantly the offices of the Manhattan Borough President, who has charge of the Manhattan Department of Sewers and Highways, are cluttered with articles of every description which have been found in sewers by workmen.

Mark It

In an attempt to return these recovered articles to their rightful owners, the Borough President's office has suggested that whenever possible, people should place their names or initials and addresses on things of value.

Among the things recovered are keys, false teeth, eyeglasses, jewelry of every description, watches, wallets containing cash, papers important to the owner and a pet alligator.

No OK Yet For Cop Test

What about the cop's test?

So asked all concerned when they glanced through the list of city examinations announced in last week's LEADER. Patrolman aspirants, members of the force, managers of schools, citizens alarmed at the shortage of police—all noticed that the long-awaited announcement of the patrolman exam was absent from the announcements of city tests currently open for filing applications.

In all probability the test itself will be announced in February. The written exam is tentatively scheduled for the spring, the physical for the summer. City officials would not commit themselves. The Civil Service Commission has the requirements all worked out and would like to announce the test as soon as possible but they have to wait until they get the okay from budget director Kenneth Dayton.

No O.K. Yet

Mr. Dayton, interviewed by the LEADER, said that no authorization has been made for the announcement of the test as yet. He could not say definitely whether the test would or would not be announced next month. Presumably, he has to wait until he gets the okay from Mayor LaGuardia. Meanwhile, the Mayor is deeply concerned over the prospect of young patrolmen being drafted.

Meanwhile, too, the current list is rapidly being used up. Eligibles are being called in to the army. The need for the filling of vacancies becomes more acute. And, the big question in the minds of many interested in civil service still is "What about the cop's test?"

How Many Filed For Which Tests?

A total of 3,304 residents of New York filed for the 11 open-competitive examinations and 2,331 city employees filed for the 12 promotion tests announced by the Commission in December. In addition 7 Housing Authority employees filed for the change of title test to fireman (oil burner). The list of those who filed for the December exams follows:

Open Competitive	
Able seaman, deckhand, seowman	85
Apprentice (automotive trades)	1,183
Bus maintainer, Group B, BMT	395
Director of Education (Correction)	53
Director of Education (Hospitals)	23
Inspector of elevators, Grade 3	173
Inspector of plastering, Grade 3	104
Junior civil engineer	201
Life guard (men—temporary service)	191
Playground director, Grade 1 (men)	786
Stenographer, Grade 2 (men)	168
Promotion	
Airbrake maintainer:	
BMT	19
IND	159
IRT	13
Bus maintainer, Group B	86
Captain, ferries (Docks)	7
Car maintainer, Group E:	
BMT	84
IND	165
IRT	25
Fire telegraph dispatcher	30
Foreman lighting:	
BMT	15
IND	88
IRT	39
Light maintainer:	
BMT	10
IND	38
IRT	19

RETIRED They're Leaving The City Service

The retirement of the following New York City employees is effective on the dates below:

- January 1:** Joseph Reul, sanitation man, Class B, Sanitation.
- Mary C. Valient, Registered Nurse, Hospitals.
- J. Tyson McGill, Register, Kings County.
- January 7:** Edward Porter, sanitation man, Class C, Sanitation.
- January 8:** Albert H. Bullinger, sanitation man, Class C, Sanitation.
- Agnes S. McEwen, Clerk, Sanitation.
- January 9:** Raffaele Esposito, asphalt worker, president Borough of Brooklyn.
- January 16:** Isaac Kaplan, hospital helper, Hospitals.
- Joseph McLaughlin, assistant engineer, Queens.
- Mary Mitchell, attendant, Parks.
- Bertha M. M. Hirschfield, public health nurse, Health.
- February 1:** Benedict Getzoff, interpreter, Municipal Court.
- William J. Burns, watchman, Public Works.
- Harold Sorensen, ship carpenter, Docks.
- Mary Nugent, attendant (female), Public Works.
- Jerry Sheehan, butcher, (Hospitals).
- William Scheick, sanitation man, Class B, Sanitation.
- George Leykum, laborer, Health.
- Antonio Paladino, laborer, Parks.
- Frank Sima, Laborer, Public Works.
- Charles Horr, sanitation man, Class B, Sanitation.

Applications Till 4 On Saturdays

Applications for New York City civil service examinations will be issued and received until 4 p.m. Saturday, in accordance with the Mayor's order putting all city departments on a six-day week. Previously, applications were issued only until noon on Saturday. The offices of the Commission are at 96 Duane Street, New York City.

Secretary William J. Murray of the Commission issued a memorandum to all bureau heads of the Commission informing them that all of the Commission's offices will be open from 9 a.m. to 5 p.m., six days per week.

RUMORS Harnedy Asks Cops To Disregard Them

Patrick W. Harnedy, president of the Patrolmen's Benevolent Association, this week cautioned members of the police force not to believe "wild rumors of changes in working conditions and hours of vacation stoppages" and urged them not to exercise their retirement privileges at this time.

Mr. Harnedy's appeal to the police force not to indulge to the fullest in its right to retire after 20 years of service was in the form of a telegram to all delegates of the Association. The wire read:

"Have every assurance that there will be no changes in the working charts or vacation schedule unless a serious situation should arise, when, in common with all other citizens, we shall be glad to respond without thought of hours of duty or personal sacrifice.

"The pension law fixes every member's rights, and I urge all to avoid exercising those rights because of the unjustified and false rumors relating to the working conditions or changes in the pension law."

This statement, regarded as having been prepared after a discussion first with Police Commissioner Valentine, was issued to discourage the sudden rush for retirement applications.

BMT	7
IND	42
IRT	22
Power maintainer, Group B:	
BMT	42
IND	75
IRT	69
Quarter master, ferry service (Docks)	
BMT	28
Stenographer, Grade 3	1,403
Stock Assistant (Purchase)	54
Ventilation and drainage maintainer:	
BMT	9
IND	41
IRT	0
Change of Title	
Fireman (oil burner) Housing Authority	7
Total	5,642

Study for Clerk, Typist Tests

The Sixth of a Series of Articles on Proper Preparation for Civil Service Examinations.

By Gertrude B. Slavin, B.S., M.A., and Alvin Slavin, B.A., M.A. How Do You Spell?

Are you a candidate for the forthcoming series of Municipal civil service examinations for clerk and typist? If so, you will find approximately 20 per cent of the general test based on spelling and syllabication.

Success in civil service requires accuracy and attention to details. To be slovenly and lax in spelling may indicate carelessness in other business matters. It is imperative that correct spelling skills become habitual so that common errors be entirely eliminated.

How do you spell? Do you find spelling difficult? If you do, there are rules and techniques to help you improve your spelling skill. Most persons find spelling troublesome because the words are difficult to pronounce, because they follow an unfamiliar rule, because they sound like other words, and, therefore, are often misused, and, finally, because there are many "catch" words.

Here are some spelling rules that will aid you in becoming a good speller. Study them carefully and have them govern your spelling of words in all your writing.

IMPORTANT RULES OF SPELLING

Rule I: Drop the final silent e before a suffix beginning with a vowel.

Example: force—forcible; plane—planing; move—movable.

Exceptions: Here are a few of the 51 words that are exceptions to this rule and retain the final silent e: acre—acreage; advantage—advantageous; agree—agreeable; change—changeable

Rule II: Retain the final e in words whose suffixes begin with a consonant.

Examples: achieve—achievement; hoarse—hoarseness; grace—graceful.

Exceptions: judge—judgment; due—duly; argue—argument; acknowledge—acknowledgment; abridge—abridgment.

Rule III: Words ending in y preceded by a consonant form their plurals by changing y to i and adding es.

Examples: lily—lilies; city—cities; lady—ladies.

Rule IV: Words ending in y preceded by a vowel do not change y to i, but add s to form their plurals.

Examples: monkey—monkeys; money—moneys; chimney—chimneys.

Rule V: Double the final consonant of words which end in a single consonant and preceded by a single vowel, if it is accented on the last syllable.

Examples: ship—shipped; begin—beginning; defer—deferred.

Exceptions: refer—reference; benefit—benefited; proffer—proffered.

Note: The reason for these exceptions is that the accent is removed from the last syllable when suffixes are added.

Rule VI: When el or ie is sounded like ee in the word (me), write i before e, except after c.

Examples: believe; deceive; siege; receipt.

Exceptions: neither; financier; seize; weird; leisure; either; species.

IMPORTANT RULES OF SYLLABICATION

1. Divide between syllables only.

Examples: ad-mir-a-ble; a-li-as; def-i-cit; en-tire.

2. Do not divide words of one syllable.

Examples: through; length; shamed.

3. Separate the suffix of words ending in a double letter.

Examples: tall-er; small-er.

4. Separate the root of a word from the rest of the word.

Examples: dis-appear; sing-ing; dis-like; un-like-ly; conceiv-a-ble.

5. Double letters within words should be divided.

Examples: syl-la-ble; drop-ping; puz-zle; rob-bing.

6. Words ending in le preceded by a double letter, add one of the double letters to the le.

Examples: ap-ple; lit-tle; ket-tle; sup-ple.

7. A syllable of one letter should not come at the end of a line.

Examples: The words a-rose, a-bound, etc., cannot be syllabicated at the end of a line of writing.

HOW TO OVERCOME SPELLING DIFFICULTIES

1. Refer to the dictionary for the spelling of any word that causes you trouble.

2. Write the word several times with the particular aim of eliminating the errors you made.

3. Learn the important rules of spelling and apply them in your every day writing.

EXERCISE XI

Choose the correctly spelled word in each of the following groups:

- (A)ordiance (B)ordinnance (C)ordinanse (D)ordinance
- (A)assessment (B)assesment (C)assessmant (D)assessment
- (A)susceptable (B)susceptible (S)suseptible (D)susceptable
- (A)appellate (B)apelate (C)appellate (D)apelate
- (A)proletarian (B)prolletarian (C)prolatarian (D)proleterian
- (A)inimitable (B)iminitable (C)innimitable (D)inimitible
- (A)retorical (B)rhetorical (C)rhetorical (D)retorical
- (A)consumation (B)consummation (C)consumation (D)consomation
- (A)accumulation (B)accumulation (C)acumulation (D)accumulation
- (A)corregated (B)corrugated (C)corrugated (D)coregated
- (A)auxillary (B)auxilliary (C)auxiliary (D)auxiliary
- (A)inflameable (B)inflamable (C)inflamnable (D)inflammable
- (A)collosal (B)colossal (C)colosal (D)collossal
- (A)miscellaneous (B)miscellaneous (C)miscellanious (D)missellaneous
- (A)retrievable (B)retrivable (C)retrievible (D)retreavable
- (A)beneficial (B)beneficial (C)beneferial (D)bennaficial
- (A)resonance (B)resonance (C)resonence (D)reosonance
- (A)elemenante (B)elimenante (C)eliminate (D)eliminate
- (A)spesifically (B)specificaly (C)specifically (D)specefically
- (A)abundance (B)abundance (C)abundants (D)abundents

Here are the answers to last week's exercises: Exercise VIII: 1-us; 2-he; 3-are; 4-bad; 5-is; 6-he; 7-who; 8-wears; 9-his; 10-his.

Exercise X: 1-E; 2-A; 3-D; 4-B; 5-B.

Our seventh article, CAN YOU PUNCTUATE? will appear in next week's issue of THE LEADER. Methods and rules for improving punctuation will be discussed. Previous civil service questions on spelling, grammar, vocabulary, reading, and punctuation will be included. Clip these articles and follow THE LEADER for the answers. Back issues of THE LEADER containing exercises in grammar, vocabulary, and reading, can be secured at the office of THE LEADER, 96 Duane Street, New York City.

CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

NEW BILLS

Legislation Begins Rolling

ALBANY.—A wide variety of proposed legislation affecting Civil Service employees was introduced last week with opening of the 165th session of the New York State Legislature.

Transit

Senator Arthur H. Wicks introduced a number of changes in the law pertaining to rapid transit employees.

One of these counts seniority from the time an employee entered service, so that a subway worker can include his work for the IRT or BMT when they were private lines in figuring seniority in case there should be a lay-off.

Vacation Time

Another Wicks proposal provides that the Board of Transportation shall grant to all employees working on a per annum basis without overtime, an additional vacation allowance up to 12 working days in each year—to be deducted from sick leave allowance but with full compensation the same as if employed. Unused vacation time in one year may be added to the next year's regular vacation allowance.

Sick Leave

A related amendment provides that the board grant every employee with a year or more service sick leave of not less than 12 days a year and at the rate of one day for each month of employment of less than a year. Sick leave would be cumulative for two years and would not run concurrently with vacation time.

Retirement

Senator Wicks also introduced a bill to amend Section B3-37.0 of the Administrative Code of New York City to permit members of the retirement system to contribute on the basis of retirement at age 55, the change consisting of extending the time for filing such application from October 1, 1941, to October 1, 1942.

Life of Lists

Senator E. J. Coughlin introduced the Wicks bill of other years to extend the life of preferred lists from four to eight years in State service.

Phelps Pay Bill

Senator Phelps introduced his pay rise bill providing for a flat 10 per cent wage increase for all State workers getting under \$2,000 a year. Institutional employees getting both cash compensation and maintenance would receive a 10 per cent increase based on their cash pay if both cash and maintenance do not aggregate \$2,000. In any case the full increase for any employee, institutional or otherwise, would not be allowed if the raise plus the base salary aggregated more than \$2,000.

Pay Differential

Senator Wicks re-introduced his bill of last year to provide for pay differential for all State and municipal employees, indeed for all public employees, drafted or enlisted in the military, naval or marine service. It would be retroactive to September 16, 1940.

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'Please Lay Off'

ALBANY.—No more applications can possibly be considered for the "typewriting" jobs in military service offered here a few weeks ago by Major R. H. McCormack, Medical Armory, Albany. Major McCormack sent up the SOS sign. All of the positions have been filled by men enlisted for that purpose and Major McCormack, while gratified by the results of his appeal for typists in uniform, asks The LEADER to inform all who wrote to him that he will be unable to answer their letters personally. He is swamped with work and takes this opportunity of saying both "thank you" and "please lay off."

SALARY Pay Differential

The cry of the pay differential for State employees who go into military service, while not as loud as it was in the 1941 session of the State Legislature, will undoubtedly be heard on Capitol Hill with some frequency as the 1942 session gets down to business.

As the law reads today, the only employees who get the difference between their civil and military pay are those who were national guardsmen and members of other reserve groups before they were called up by President Roosevelt. Others merely get their military pay, although the Page Act guarantees their job and

protects other rights. During World War I, all State employees in military service got the pay differential.

Wicks Introduces Bill

Senator Wicks has already introduced a bill to provide the full differential, and other legislators will undoubtedly follow suit. The Affiliated Young Democrats, among other groups, have already expressed their intention of pushing for such legislation.

In New York City, Councilman Louis Cohen has introduced a request resolution urging the Legislature to provide the differential for all employees entering the army or navy.

At the 1941 session, the Association of State Civil Service Employees pushed for at least 30 days' differential while the State, County and Municipal Workers (CIO) urged the full difference.

TESTS

In the Future

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

January 17—Chief Occupational Therapist—West Haverstraw Hospital, Health.

January 18—Librarian—Queens County Court Library.

FILING

Motor Vehicle Test

Although definite figures were not available when The LEADER went to press, it is estimated that something short of 10,000 filed for the Motor Vehicle License Examiner test, to be held Saturday afternoon, February 14. Filing ended Friday.

This is less than two-thirds the number that took the previous exam, in 1936, and of course increases the relative opportunities for all who take the coming test. The test itself is to be of the short-answer, true-and-false type.

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Unemployment Insurance Workers May Go Under U. S. Government Control

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While Employment Service workers were still trying to get used to their new status as federal employees, their former colleagues in the unemployment insurance division of the State Labor Department suddenly found themselves facing the possibility of a similar switch from State to federal status.

They read over the proposal in President Roosevelt's budget message that a nation-wide system of unemployment insurance be established, and realized that one way of doing this would be by placing all State insurance systems under the Federal Government. Another possibility is a single system of Federal taxation with the administration remaining with the States.

Already in Washington the lines are being drawn for a scrap over any attempt to move the State unemployment insurance employees into the Federal Government. Many cries of "home rule" are bound to be raised.

Meanwhile there were further developments on the situation with regard to the Employment

Service employees, who since January 1 have been working for the Federal Government.

Definite legislation to protect the return of employees now transferred from State service to the United States Employment Service, as the old placement section of DPUI is now known, has been agreed upon at a conference of State officials.

One of the most troublesome factors of the whole problem was the question of preferred lists for the transferees. This was decided by agreement upon proposed legislation that would authorize the establishment of preferred lists for the 2,300 employees affected for a six-months duration only.

Permanent in Six Months

It was explained that establishment of preferred lists for these employees on the same basis as exists today would upset the stability of the whole promotion system since the future status of the transferees would make stability impossible. Thus it was decided to establish the lists for six months—the period of probation before the transferee will be ultimately accepted into permanent employment on the Federal payroll. This gives the

transferees half a year to return to the State service—via a preferred list.

At the conference, held in Albany, were Miss Grace A. Reavy, chairman of the State Civil Service Commission, Industrial Commissioner Frieda S. Miller, Milton O. Loysen, head of unemployment insurance, William Arnstein of the Budget Division, and Solicitor General Henry L. Epstein. Legislation to cover accumulated leaves, retirement, resignation, and preferred lists was discussed. The bills will be drafted by the Labor Department after consultation with Governor Lehman and the Federal people.

U. S. Checks This Week

The switched employees have already taken physical exams and been fingerprinted, part of the ritual of becoming federalized. Their first checks from the Federal Government are expected this week.

Employment Service employees who were members of the New York City chapter of the State Association are expecting a charter this week from the National Federation of Federal Employees. This charter will probably define their jurisdiction as covering all employment security employees in the metropolitan district, thus taking care of the possibility of a switch of unemployment insurance employees as well.

For Emergency Vacancies

This group has made a suggestion to Federal officials on how to fill emergency vacancies in the Employment Service: use eligibles on the DPUI lists that were cancelled by the State Civil Service Commission last summer. They pointed out that many of the eligibles who were still on these lists are either working permanently in lower grades or have at some time filled temporary positions, thus qualifying them.

The LEADER will continue to publish latest information, from Albany, New York City, and Washington, on federalization. See story on Federal page in this issue.

STUDY AIDS For License Examiner

As preparation for the Motor Vehicle License Examiner test, The LEADER has been publishing duties of the job. Here are further details on conducting tests for operator and chauffeur licenses:

Procedure for the Eye Test: Before the applicant is given the road test, the examiner gives the vision test, paying particular attention to see that the chart is hung in a place where no bright streaks of light will shine upon it and that no glaring light will be detrimental to the applicant.

1. Have the applicant stand on a designated line 20 feet from the

chart. The examiner places a card over the left eye and tells the applicant to read the chart with the right eye. Note the lowest line on the chart that the applicant reads easily and note same on the road test permit in the space provided as follows:

Note: A. 20-40 means that the applicant can read the line marked 40 when standing 20 feet from the chart.

2. Proceed as above for the left eye, making sure that the right eye is covered, and mark in the space provided for the left eye.

Note: This time the applicant should be told to read backwards to prevent memorizing.

3. Then note reading with both eyes and mark the findings in the space provided for both eyes.

Note: This time the applicant should be told to read in different manners, right to left, up and down, and left to right.

4. If the examiner is satisfied that the applicant can read 20-40 with one or both eyes, he shall then proceed to give the English test.

If he is not satisfied that the applicant's eyesight is up to the 20-40 mark, mark "F" in the space headed "eye test results" on the examination permit. Also note the result of the vision test; advise the applicant to have his vision corrected. (No examiner shall recommend to any applicant any specified optometrist, doctor, or oculist for examination.)

5. The applicant may pass the vision test examination if he can read 20-40 with or without glasses.

6. If the applicant passes the vision test with glasses, mark on the examination permit in the space provided therefor.

Next week the procedure for the English test exam.

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DEFENSE news

'Quick-Action' Jobs In Private Industry

The following defense positions are available in private industry. If you feel that you can qualify for any of these jobs, telephone the designated interviewer at the New York State Employment Service. Applications from those employed in essential defense industries will not be considered.

Technical

(Phone LExington 2-0160)

Designers of Structural Steel and Reinforced Concrete—Must have recent experience on heavy industrial buildings, power plants, bridge, etc. Must have worked for consulting engineering firm or steel fabricators. Experience with architectural or general contracting firm not acceptable. Must be citizen. (Ask for Mr. Pope).

Electrical Engineer—For experimental and development work on radio equipment. Must have E.E. degree from a recognized college of engineering or equivalent experience. (Ask for Mr. Pope).

Marine Draftsman—Experienced on hull, structure or mechanical equipment of deep water cargo and passenger ships. Experience on small pleasure crafts not acceptable. Must be citizen. (Ask for Mr. Moore).

Oil Refinery Designers and Draftsmen—To work for consulting engineer firm on design and detailing of oil refineries. To work on structural details, plant layout, piping diagrams, mechanical equipment, electrical circuits or fractionating tower details. Must have recent experience in a related field. (Ask for Mr. Moore).

Plumbing Draftsman and Designer—Recent experience in industrial work. No other experience acceptable. (Ask for Mr. Pope).

Tool Designers—With at least two years' recent experience. Must be citizen. (Ask for Mr. Pope).

Industrial

(Phone LExington 2-8910)

Arc Welders—Able to pass Navy tests. Must have shipyard experience. (Ask for Mr. Hawes).

Armature Winders—Experience on AC and DC motors. Must be citizens. (Ask for Miss Zimmerman).

Automatic Screw Machine Operator—Experienced man able to set up and operate—to take charge of department as night foreman. Must be citizen. (Ask for Mrs. Rafter).

Assemblers—Female, on fine mechanical and electrical instruments. Must be citizens under 35 years of age. Able to handle tools. Some blueprint reading preferred. (Ask for Mr. Burnham).

Bench Molder—Must have recent experience on brass and aluminum, two and three part work. Must be citizen. (Ask for Mr. Cauldwell).

Blacksmith—Coal fires only. Will accept hand hammer experience, but prefer steam, electric or air hammer. To make chains, clips, brackets and other marine parts. Layout experience preferred but not essential. Must be citizen. (Ask for Mr. Hawes).

Boilermakers (Shipbuilding)—Able to perform all machine and hand operations, read blueprints and do own layout. Able to roll tubes. Must be citizen. (Ask for Mr. Hawes).

Coil Calibrators—Experienced making AC bridge measurements and coil adjustments. (Ask for Mr. Burnham).

Coil Winders (Female)—Experienced on single and multiple wire-winding machines. (Ask for Mr. Burnham).

Coppersmiths (Marine)—Experienced in marine work. Kitchen equipment and related lines not acceptable. Must be citizen. (Ask for Mr. Hawes).

Exhaust Operators—Experienced on high voltage in manufacture of air-cooled radio tubes, complicated process sealing, breakdown tests. Able to do all work pertaining to making stems. (Ask for Mr. Burnham).

Flare and File Setters—Job setters experienced in manufacture of radio tubes, to set, adjust and inspect die blocks, seal-in pins, etc. Able to do all work pertaining to making stems. (Mr. Burnham).

Foreman—Setup man, to supervise night shift of machinists and assemblers. Must be able to set up Brown & Sharpe automatic screw machine, hand screw machine, turret lathe, milling machine, forming and punch presses. Must be citizen not engaged in defense production. Good salary. (Ask for Mr. Dean).

Grinders—External and internal grinding, Universal machine, precision work. Must have at least five years' similar experience. Must be citizens. (Ask for Miss Rafter).

Instrument Assemblers—At least three years' experience assembling fine instruments. Must read blueprints. Must have worked on such instruments as electric clocks, control devices, speedometers. Must be citizens. (Ask for Mr. Betz).

Lathe Hands (Marine)—Experienced setting-up and operating 24 in. to 48 in. swing lathes on all types of heavy marine work. Must be citizen. (Ask for Mr. Hawes).

Machinist—Outside and inside. Must have shipyard experience. (Ask for Mr. Brae).

Machinists, Tool and Die Makers, Instrument Makers—First class men only. Must be able to work from blueprints, do own planning and set up all machine tools, work to close limits, machine wide variety of material. Must be citizens not employed in defense work. (Ask for Mr. Dean).

Pipefitters—Must have had recent shipyard experience. (Ask for Mr. Brae).

Pier Workers—Must be experienced claspers, tippers, beaders, stringers, pasters, enamellers and have had other similar experience. (Ask for Mr. Brosseau).

Radio Laboratory Technicians—Must have heavy manufacturing experience on URF transmitters. (Ask for Mr. Burnham).

Radio Wires (Male or Female)—Must have transmitter or set manufacturing experience. (Ask for Mr. Burnham).

Shippfitters—On new and repair work. Able to make templates, lay-out special forms not predetermined in mold loft and able to lift templates. Must be citizen. (Ask for Mr. Hawes).

Shippfitters—Must have had recent experience. (Ask for Mr. Brae).

Tool and Die Makers—Experienced on jig and fixture work. Combination blanking and foreman. Must be citizens. First class men only. (Ask for Miss Rafter).

Toolmaker—First class, to do experimental work in a Queens laboratory. Must be citizen. Prevailing rate of pay. (Ask for Mr. Daughtry).

Wires and Electric Hand Iron Solderers (Female)—Must be experienced in radio set manufacture. (Ask for Mr. Burnham).

Wood Pattern Makers—Must have recent experience in foundry work, jobbing shop pattern works or ship yards. Must operate all woodworking machines. Experience on machinery parts. (Ask for Mr. Cauldwell).

TRAINING

War Study For Women

Women are needed in the war industries. The demand for them will rise, according to all authorities. To make a dent on present and future needs, the New York City colleges, jointly operating the Defense Training Institute, are encouraging women to take an important technical course.

The Institute, in an announcement by Dr. Harry W. Reddick, stated that an investigation of twelve major manufacturing plants engaged in defense showed that eleven of them intended to put more women to work. Other surveys made independently verify this conclusion.

The course, which occupies a period of thirty weeks, begins February 2 and extends to September 18. Here are the requirements:



The nation has become aware of the importance of industrial training for women. Defense manufacturing plants find that women perform as competently as men, and consequently industrial fields are rapidly opening up. In New York City, defense training opportunities are becoming constantly enlarged. It is anticipated that in the near future women will be able to take defense courses on a par with men.

Qualifications: United States citizen; 18 years or older; high school

graduate, with 3 years of English, one year of Algebra, one year of Geometry, and one year of Chemistry or Physics.

Length and Time: The course is given in the daytime for a 30-week period, Mondays through Saturdays, and requires 30 hours per week in class and approximately the same number of hours outside for preparation. No separate evening courses are available.

Subjects:
(1) Mathematical Analysis, including college algebra, trigonometry and calculus, as well as a review of high school algebra.
(2) Physics of Engineering, including mechanics, heat, electricity, magnetism, light, and sound.
(3) Drafting, including elements, engineering, and shop drafting.
(4) Shop Practice Elements, including work in the machine shop, forging and heat treating, pattern construction, and foundry practice.

(5) Chemistry of Engineering Materials, including elements of chemistry, metallurgy, fuels and combustion, paints, cement, plastics, and lubricants.
(6) Applied Mechanics, including some fluid mechanics and design of simple beams, columns, and trusses.
(7) Industrial Orientation, including job getting and holding, handling work problems, etc.

Employment—While no guarantee can be made, statistics show that 90 per cent of those who have thus far received training in the Defense Training Institute are now employed. Every reasonable assistance will be available in cooperation with industry. In addition, graduates are qualified for several Civil Service positions.

Admission: Call in person or write for an application blank. Since enrollment is limited by facilities, the final selection of applicants will be made by college officials working in cooperation with industrial representatives, on the basis of academic grades, standing in certain tests, and adaptability for industrial employment.

Applications are available at the Defense Training Institute, 375 Pearl Street, Brooklyn, N. Y.

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Rights and Privileges of Employees in Armed Forces

By H. Eliot Kaplan

Only those State, county, city, village and town employees within New York State who were mustered in as National Guardsmen and members of the Reserve Forces of the Army and

Navy are entitled to pay differentials upon entrance in the military or naval service. They receive sixty days' pay upon entrance and thereafter the difference between their military and Civil Service pay. Enlisted men do not have this privilege; neither do selective service draftees.

Movie Makers

Because of the importance of films in the war effort, a course is being made available to train experts in the field. The course, devised by the College of the City of New York, is designed to train experts who can supervise the use of factual films in civilian defense, Government agencies, and even for commercial purposes. Title of the course is Film Techniques. At its head is Irving Jacoby, producer of some of the best-known Hollywood movies.

The course is open to the public, and classes will be conducted evenings at 139th street and Convent avenue, Manhattan. Registration dates are from February 3 to 6, at the college. Phone number is REgent 4-0275.

Women In Welding

In response to the current demand for training courses for women in welding and other branches of factory production, the Mechanical Industries Technical Institute, 31-28 Queens Boulevard, Long Island City, is introducing a special course in gas welding for women. According to E. R. Tompkins, director of the institute, the one-time theory that women had no aptitude for things mechanical has been abandoned.

The new course in gas welding at the Mechanical Industries Technical Institute covers special training to qualify women to do factory production for all defense needs. The only requirement is U. S. citizenship. Day and evening classes are now being formed.

All Civil Service employees who serve in the military or naval services have the right of reinstatement after termination of service, upon application within thirty days after discharge; and the privilege of reinstatement in the discretion of the department after such sixty-day period and not later than one year. In the federal service application must be made within forty days after discharge. The positions of those entering military service are deemed to be "temporarily vacant" during the employees' absence, although others may be appointed temporarily to serve in their place.

The absent employee's rate of compensation upon his reinstatement will be at the rate that he would be receiving had he continued to serve in his position without interruption by military duty.

Pension Contributions

Pension contributions may be continued during the period of military service and time in military service will be counted as continued Civil Service for retirement purposes. Pension contributions may be suspended during the military service period but contributions will have to be made up if credit for service is sought.

Promotions of absentee employees may be made while they are on leave for military service, and credit for time so served will be allowed, but no change in compensation will be effected until they are reinstated after discharge, at which time they will get the promotion pay.

Where positions are abolished in absence of the employee, his name will be placed on a preferred eligible list and will continue for four years after his discharge from military service. Those not in competitive positions will have the privilege of having their names placed on a "military reemployment list" in New York and may be reemployed in any position for which they may have been fitted to fill (corresponding to a similar position theretofore held by them before military service). Appointments from military reemployment lists will be made without regard to standing of persons on the list.

Probationary Employees

Probationary employees in New York service will, after they enter military service, be deemed to have completed their probationary period; but in Federal service the unexpired portion of probationary period will have to be served after their discharge and reinstatement.

Temporary or provisional em-

ployees will not have any rights or privileges accorded to permanent employees (or those who have acquired "classified status" in the Federal service).

Eligibility of persons on eligible lists, including preferred lists, will be continued after discharge for the "unaccrued" period to which they would have been entitled. Reinstatements from preferred lists and appointments from among deferred appointee eligibles will be made before appointments from regular preferred lists or open competitive lists.

When Lists Expire

Where an eligible list has not expired the "deferred eligible" may be certified for a period of one year after termination of military duty. If the list has expired during his absence on military duty, his name will go on a special list for similar certification for a period of one year in New York, and for a period corresponding to the period of military duty in the Federal service.

Temporary and seasonal employees appointed after competitive examinations after military discharge will go on military reemployment lists and be eligible for competitive temporary or seasonal positions.

In the Federal service volunteers receive the same privileges as do selective service draftees, provided such volunteers comply with the selective service act requirements. Those who enlist in the regular army or regular Navy cannot be considered as being on "leave" from their Federal positions. They are deemed to have terminated their Civil Service status, but their rights and privileges for reinstatement will be practically similar to those of other employees on military duty.

"Priority" in Certification

Eligibles who lose the opportunity for appointment or promotion will after their discharge have "priority" in certification after their discharge.

Application for reinstatement, for continuation on eligible lists, or for "priority" in certifications must be made within sixty days after termination of military duty for positions in New York; and within forty days after military duty termination in the case of Federal service positions.

New Super

Dr. Arthur E. Soper, formerly first assistant physician at Pilgrim State Hospital since 1932, has just been appointed superintendent of Kings Park State Hospital. The appointment becomes effective January 15.

POLICE CALLS

Patrolman Appointments

What is holding up the 200 patrolman appointments scheduled for this month? . . . Could it be the recent entry into the Friend vs. Valentine court order, restraining the Police Commissioner from employing anyone in the title of telephone operators except eligibles on the telephone operator grade 1 list? . . . The entry, which puts teeth into the previous order, goes into effect January 15, and practically compels the Police Commissioner to appoint a couple of hundred telephone operators at once.

Facts

People who are shouting "discrimination" because vacations have been suspended in the Fire and not in the Police Department, just don't know the true facts. . . . Even in normal times, patrolmen put in much longer hours than firemen. At the present time, because of civilian defense work many patrolmen are working 60 and 70 hours a week. . . . Besides, a cop's job is more grueling, more physically and mentally depleting than that of the smoke-eater. . . . A fireman's job is tough, too, but they have many opportunities for a let-up, a relaxation from the continuous grind that the patrolman never gets. . . . "When, and if" the emergency really comes, the cops

Question, Please

Watch the LEADER For This Position

A.E.C.: There are no federal examinations open at the present time for which the major qualifications are a knowledge of real estate. If you wish to be notified about a Civil Service position for which you are qualified, we suggest that you take advantage of the free guidance service which is available to LEADER subscribers and which is completely described elsewhere in this issue. By subscribing, you will be notified about examinations which require a background in real estate and other jobs for which you are eligible. This service will prevent the possibility of your overlooking many examinations for which you are qualified.

Conductor Test Already Ordered

M.F.B. The Municipal Civil Service Commission has ordered an examination for conductor which will be open to a large group, since the requirements are expected to be quite liberal. The list resulting from the examination will be used for the positions of conductor, platform-man, railroad clerk, and other appropriate positions with the Board of Transportation. This examination will eliminate the necessity, therefore, for holding a separate examination for railroad clerk.

"Temporary" Job Is Not "Permanent"

S.J.: Since you were appointed as stenographer, grade 2, on the basis of a temporary appointment, you are not entitled at any time to the status of a permanent employee even though you are kept on the job for more than six months. In your case, after the six-month period was concluded, you were recertified to the position. This does not mean that your position is permanent merely because you've been retained beyond the original six months.

Leave of Absence Up to Dept. Head

R.F.: To obtain a leave of absence as a New York City employee, you must request it of your department head, and he may grant the leave you request or a leave for a shorter period. It is entirely discretionary with

him to grant or deny such leave. Each department has a set policy in regard to the length of leaves of absence. If leave is granted, an extension may be requested and again granted or denied at the discretion of the department head. You must return to your position at the termination of your leave of absence or lose all rights to your position. You may have to wait a short time for a reassignment to your position after returning from a leave of absence, but generally there is no difficulty. If you resign to take a defense job, you may be reassigned if you make application within one year, but this also is entirely discretionary with the department head. If you are out beyond the year, no application for reassignment will be accepted.

See Extension Of Postal List

J. K. L.: The list for Post Office clerk-carrier is due to expire in February of this year, but there is every reason to believe that the life of the present list will be extended for another year in view of the emergency. Since this examination is exceedingly popular, and attracts hundreds of thousands of candidates when opened for application on a nation-wide basis, the Civil Service Commission has found it impossible to announce it up to the present time. The current list has already been extended several times and is due to be extended again.

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will be the first to offer to give up their vacations of their own accord.

Amoroso Appoints
Dr. Peter F. Amoroso, newly-appointed Commissioner of Correction, will fill 31 jobs in his department this week from eligibles on the various patrolman lists. . . . The names of 147 police eligibles were certified for the Correction officer jobs, which pay at the rate of \$1,769 per annum. Seven similar jobs on the ladies' side of the jail house will be filled from among 22 eligibles on the policeman list. . . . The highest policewoman eligible certified was number 156. The patrolman certifications hit the top of the list, number 1,427. . . . The P.D. number 3 (special) list is expected to be certified in the very near future to the new Sheriff, John J. McCloskey, Jr., former Herlands investigator.

Only One Passed
Only candidate to pass the recent promotion test to assistant superintendent of telegraph is William J. Kanz, 75-33 177th Street, Flushing.

For a Bomber
St. George Association Branch, Police Department, donated \$100 to the Buy-a-Bomber Fund. Check was presented by the president, Patrolman Algot Damstrom.

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MEMBER AUDIT BUREAU OF CIRCULATIONS



Tuesday, January 13, 1942

Women Needed For War Industries

CAN'T they see any farther than next week? Is that terrible indictment—too little and too late—to apply to the manpower and womanpower for industrial production?

Sidney Hillman said last week that one of the most useful contributions a young man or young woman can make now is to enroll for war industry training.

Everybody who has heard President Roosevelt's speech on war production for the coming year knows that we must begin to train women to take an important place in that production.

Private schools have long ago seen the necessity of training women for defense.

It's very gratifying, then, to see the first hopeful signs of change. This week we record the fact that the Defense Training Institute, sponsored by colleges of New York City, has opened its doors to women. Women with high school education that included scientific work may now register for its free engineering course.

This, we learn, is to be followed by similar action from the Board of Education. So far, the local school officials have followed preliminary federal dictates that defense training be restricted to men. But the Board has discretion to train women just as soon as the industrial scene seems to warrant such change. An important announcement on this is expected from 110 Livingston street within the next few days.

The LEADER trusts that similar good sense will pervade all other agencies dedicated to the task of providing the skills needed for victory.

The Special Cops

THE city will soon be faced with a shortage of patrolman eligibles. Scheduled appointments are expected to exhaust the current list by June. The new patrolman test hasn't been announced. The list established as a result of the forthcoming test can hardly be set up before the end of the year. In the interim, where can the city find qualified eligibles to fill patrolman vacancies?

One answer, we think, is in the group of 483 special patrolmen who took, and passed, both the mental and physical parts of the last patrolman examination. Of 33,087 who filed for this examination, only 1,910 passed the exacting mental and physical tests. The first 1,427 were placed on a list for the Police Department. The remaining 483 who passed both the mental and physical tests were placed on a list for the use of other departments employing special patrolmen.

In great demand, the special patrolman eligibles were quickly appointed to the Board of Transportation, the New York City Tunnel Authority, the Board of Water Supply and other city agencies. They have had one month's training in the Police Academy. Most of them have had over one year's experience in actual police work. They have worked side by side with patrolmen now in the Police Department. They have proved themselves competent. Wearing the same uniforms, except for precinct insignia, they can scarcely be distinguished from the average young, alert, New York cop. Some of them have already been given occupational deferments by draft boards. Many of them, given steady employment, have married and acquired dependents. All of them, by experience, ability, and training are excellent police material.

They shouldn't be overlooked when it comes time to replenish the force.

Merit Men



FRANCIS X. CLARK, 39 years old, born on September 13, 1902, a Civil Service clerk in the District Attorney's office since June 1, 1934; received B.A. degree at Columbia University in 1927; then for two years worked as a book-keeper for W. R. Grace & Co. and from September, 1931 to May, 1934, as a clerk in the Tenement House Department; while serving as a clerk in the District Attorney's office attended Fordham Law School at night, and upon his graduation in 1940 won the prize for the highest full-course average of all law graduates including morning, afternoon and evening sessions; donated his prize money to the Foreign Mission Sisters of St. Dominic in Los Altos, California, where his sister, Mary Loretto is Sister Superior. Mr. Clark was admitted to the Bar on February 10, 1941. He is single and lives at 303 West Broadway.

THAT'S ONLY the bleak outline of the man who is the newest Assistant District Attorney, a man of whom a friend has said: "He is the most modest person I know. I worked in the same office with him for almost three years before I awakened to the fact that beneath his surface of humble graciousness was a spirit and an intellect that sparkled like a diamond, and that had as many facets."

Monastic Life

Frank Clark's existence is simple to the point of being monastic. He lives alone, enjoys books and long walks, makes friends slowly and enemies never. He has achieved contentment by avoiding what Veblen called "conspicuous consumption." Periodically he cleans out his bank account by sending all his money to his sister, to contribute to her Order.

As youth, Frank Clark wanted desperately to be a doctor. He took a pre-medical course at Columbia. He couldn't manage the finances to go to medical school, so he took a Clerk test, and came in No. 1 out of 6,500 candidates: his mark was 100 per cent. Out of this exam came a position in the D. A.'s office. It wasn't particularly the thing for a prospective M.D., but it was all that offered at the time, so—with some trepidation—Frank accepted.

One of Frank's big jobs during this period was to pay out witness

fees. Maybe you think that paying a witness is just a matter of handing him a half-dollar piece. Actually, an affidavit has to be made out, and it goes through several departments. One interesting thing which this interviewer learned is that if you're called to be a witness, it's possible to make more than 50c a day out of it, provided you live more than three miles away from the Criminal Courts Building on Centre Street. The law says you're entitled to 8c a mile for travel, so if you come from way out in Queens, Brooklyn, or the Bronx, there's a nice kitty in prospect. It doesn't make any difference that you spent only a nickel for subway fare.

Frank continued this chore of taking care of witness fees until very recently.

Went to Law School

Since he was ensconced in a law office, Frank decided he might as well learn what it's all about, so he enrolled at Fordham Law School, nights. It wasn't very long before he began running away with all the prizes. When did he find time for study? we asked him.

"Oh, that wasn't hard. I worked till 5, and went to school 6 to 8, studied 8 to 11. Saturdays and Sundays I had the use of the excellent library of our office, and nobody to disturb me while I was studying."

During his senior year, his classmates wanted to elect him class president by acclamation. Frank refused.

It took four years to complete his law study. In the interim he was advanced to the auditing department of the District Attorney's office. Here he helped with the payrolls, made purchases, and continued with his witness fee job.

When an Assistant D.A. position became available recently, he spoke to Frank Hogan, D.A., about it. That apparently was the first time he was taken under consideration for the position. Hogan looked up his record, learned about his remarkable background in law school, and gave him the job. The appointment is the purest possible application of the merit system.

He's a Deep Thinker

Those who know Frank Clark speak of him as a thinker with unusual breadth. When he finds someone whose intelligence he respects has an opinion on a subject differing from his, he will probe that person's mind until he has extracted all its contents on the subject. He will then think about the subject for days and return to it, often reversing his original opinion. He admires a well-thought-out argument. His knowledge of general law is enormous. In a short time, no one will know criminal law better than he. For Clark will now, judging from past experience, apply himself exclusively to criminal law. He will forego all other diversions and pleasures; criminal law will be his only relaxation until he is satisfied he can hold his own with the best of them.

Let all this lead you to conclude that Frank Clark is a brilliant, but dull, fellow, be assured he has a Rabelaisian sense of humor. A good joke will keep him chuckling all day.

letters

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

State Attendant's Working Conditions

Sirs: I see by a recent copy of The Civil Service LEADER that you are in favor of State employees receiving more pay. Am very glad that some one is interested in this matter.

Am wondering if there isn't some way that we State workers of the Mental Hygiene Dept. could get our legislators as well as the public to realize that we can't live on "nothing and pay rent besides."

Owing to the increased cost of living and the fact that private industry as well as town, county and city workers are receiving increases, I can't see any reason why the State of New York shouldn't pay its help accordingly.

As you are undoubtedly aware,

institutional employees receive the minimum of wages any time, plus one or two meals per day, for which we are charged at the rate of eight dollars per meal per month and frankly they aren't worth it.

C. J. A.

The LEADER has frequently protested the conditions under which hospital attendants work, and will continue to do so.—Ed.

WPA Clerks in Health Dept.

Sirs: I am a clerk working in the Health Department. In this department are also employed W.P.A. clerks. Their duties are similar to ours.

The problem is this—Since rumors have been circulated that Congress will eliminate the WPA as a non-defense agency, the WPA clerks

Don't
Repeat This!



WENDELL WILLKIE will cross examine a top city official in a suit involving employees of a New York City hospital . . . F. D. R. favors moving the U. S. Employment Service from the Social Security Board to the Labor Department on the ground that it will help cement the breach between the AFL and CIO . . . Paul Kern heard plenty last week about a certain letter which he still hasn't answered . . . Those who wise-crack that the U. S. is now getting back the Sixth Ave. "L" in Japanese bullets forget that Stanley Isaacs, then Manhattan Borough Pres., forbade shipment of the steel to the Japs . . .

City Hall

The Mayor came off second-best in an argument with a newspaperman who wrote a story about the Morgan resignation . . . Editor-Author John Chamberlain will be Archibald MacLeish's chief lieutenant in New England for the Office of Facts and Figures . . . Reason State Trooper candidates still haven't received their notices though the list is out several months: paper shortage . . . Slight embarrassment to the Hospitals Department: It forgot to ask for pillows for 320 beds in the Hospital for Chronic Diseases . . . State offices in New York City are shy of available stenographers . . .

Pawn Shop

Heinz Norden, Housing Authority official now in the Navy, received a farewell wrist-watch from his co-workers. They were going to engrave his name on it when a higher official, who had once been a marine, objected. "Don't do it—it's harder to hock that way!" . . . Sam Mogilefsky, vice-pres. of the Sanitation Eligibles, makes it a twosome this month with Ruth Skolnick . . . From a bulletin of the Civil Liberties Union: Right to Boo to be Tested in Chicago . . . Among those who asked The LEADER for Civil Service Information last week: The Encyclopedia Britannica, the Book of Knowledge, the U. S. Information Service . . .

have been worrying about what will become of them.

I have a suggestion: Since they are doing the same type of work as we, Civil Service employees in the Health Department (searching records), why not blanket them in to the Civil Service?

HEALTH DEPARTMENT
EMPLOYEE

Likes Fire Column

Sirs: Congratulations on your very much improved "Fire Facts" column. Have been reading The LEADER since its beginning, but always felt Fire Department was being neglected. More study material will surely increase circulation.

Good luck!

CHARLES YOUNG,
Lieutenant, F.D.

PARK TOPICS

By B. R. MEEHAN

Playground Director Study Series

SERIES No. 4

Directions: In each of the following items four possible answers are suggested to complete each sentence. Next to the corresponding number on the answer sheet, write the letter preceding the best answer.

- In nine-court basketball, (a) bouncing the ball is prohibited, (b) players in possession of the ball may leave their court to advance toward the basket, (c) there are nine players on each team, (d) court number nine is located at the end corner of the playing area.
- In volley ball a point is scored (a) when a member of the receiving team returns the ball with two hands, (b) when a member of the serving side fails to return the ball, (c) when a member of the receiving team hits the ball twice in succession when returning it, (d) when a member of the serving side successfully returns the ball but hits the net in so doing.
- In volley ball (a) a player may play the ball after it hits the net, (b) when the ball hits the net in the course of play it immediately counts against the side that last struck it, (c) the number of players permitted to participate in match play is ten, (d) the server is always permitted two opportunities to send the ball into the opponent's court.
- The score of a complete set in tennis would be (a) eight to

five, (b) eight to six, (c) six to five, (d) seven to six.

5. Each of the two alleys just inside the side boundaries and extending the length of the tennis court is (a) 39 feet long and 3 1/2 feet wide, (b) 65 feet long and 5 feet wide, (c) 78 feet long and 4 1/2 feet wide, (d) none of the above measurements.

6. Three deep is (a) a tag game, (b) relay game, (c) variation of soccer, (d) game of personal combat.

7. The circle game in which players with hands clasped try to pull one another into a circle and then run from the circle in order to escape being caught or being hit by a ball thrown by the one who was pulled into the circle, is known as (a) ring-a-lievo, (b) roly poly, (c) poison, (d) dodgeball.

8. The regulation number of innings for a complete playground baseball game without any postponement is (a) based on a scoring of a certain number of runs, (b) nine, (c) five, (d) seven.

9. The game in which, in order to prevent stalling or delaying by a team in the lead, a player can pass only to one other player on his team and that for a limited time only is (a) in and out basketball, (b) progressive dodgeball, (c) volleyball, (d) pin guard.

(To be continued)

ANSWERS

Answers to questions in Study Series No. 3 are: 1. True; 2. True; 3. False; 4. True; 5. True; 6. True; 7. True; 8. True; 9. False; 10. True; 11. True; 12. False; 13. True; 14. False; 15. 96.8 degrees F.; 16. vitamin D; 17. to prevent sweat from dropping into eyes.

MENTAL HYGIENE

By JOHN F. MONTGOMERY

Progress of the Lists

Here's the latest on the progress of the Hospital Attendant lists:

The new list was recently exhausted for men in all zone four institutions with the exception of Manhattan State Hospital on Ward's Island. That takes in hospitals both within the five boroughs and outside.

As for women, the old list has been exhausted for institutions outside the city. Inside, latest certification is 13,640, latest appointment is 12,791. The new list has been certified down to 3,522 for women outside the five boroughs, while appointments have reached to 3,440. The new list hasn't been touched for women inside the city.

All zone 1 male and female eligibles from the new list have been canvassed. A total of 437 permanent appointments have been made from the old list, 93 from the new list. In addition, 74 provisional appointments have been made. This is the situation:

A total of 234 permanent appointments have been made in zone 3 from the old list, 137 from the new list. Also, 292 provisionals are working. From the old list, latest male certification is 13,804 (1,000 in the zone), latest appointment 14,804 (1,042 in the zone). Among the women, latest certification is 13,990 (1,009 in the zone), latest appointment 14,359 (1,023 in the zone). From the new list, latest male certification is 431 (42 in the zone), latest appointment 4,075 (348 in the zone). Among the women, latest certification is 3,998 (339 in the zone), latest appointment is 4,054 (346 in the zone).

This is the situation by institutions:

	Eligibles		Prov's.	
	avall.	now serv.	M. W.	M. W.
Harlem Valley	—	—	34	38
Hudson River	—	—	45	2
Letchworth Village	—	—	37	42
Wassaic State Sch'l	—	—	43	41
Middletown	—	—	4	2

Metropolitan Council

Commissioner Tiffany told a delegation from the metropolitan council in Albany recently that he was not against any wage increases for institutional employees in the department, and felt that any wage increases should be effective throughout the department. Delegates came from Brooklyn, Creedmoor, Man-

hattan, and Central Islip, and were authorized to speak for employees of King Park and Pilgrim. . . . The delegation also met with Harold Fisher, president of the ASCSE. He said that the Association is concerned chiefly with raising basic wages, while percentage increases based on rising living costs would be additional.

Brooklyn State

At a mass meeting attended by 400 employees two weeks ago, Brooklyn State Hospital heard Assemblyman Irwin Steingut, minority leader of the lower house, promise full support of the campaign of Mental Hygiene employees for increased pay. Senator Joseph Esquirol felt that the war effort and rising taxes might make the path of legislation to effect such increases rather difficult. Superintendent Clarence H. Bellinger officiated. Senator Esquirol and Assemblyman Steingut are the local representatives at Albany.

Wassaichatter

The Wassaic State School Civil Service chapter met last night, with Mrs. Lydia Monroe serving as secretary for the first time. . . . Joe Horak, formerly engineer at Middletown, is now serving as engineer in the local power house. . . . Back from military service: Joe Kearsey, Barber Stanley Bator. . . . New Employees: Mike Glancy, Mrs. Jessie Roth, Mrs. Mary Birchall, Esther Kelly, Virginia Decker, Mrs. Wilhelmina Wuest, Mrs. Dorothy Pettit, Charles Robison, Mrs. Dorothy Gibbs, Mike Cawley, Fred Pettit, Mr. and Mrs. Henry C. Lamont, Jr., Mr. and Mrs. Henry Kutchma, Robert House, Mr. and Mrs. Don Cook, Mr. and Mrs. George Berger, Orville Golding, Dorothy Johnson, Francis Aiken, Mrs. Louise Brouseau, Jean Shopinsky.

From Harlem Valley

Chief occupational therapist George Dignan has retired after 18 years. . . . Phyllis Hetrick is now at Brooklyn State. . . . Louise Clemente is serving as operating room nurse at Neurological Hospital. . . . New arrivals: Mrs. Barbara Mosback, Lillian Maroney. . . . Resigned: Mr. and Mrs. Dante Cinopoli, Donna Pang, Rozeltha Mason, Frances Pierce, Alice Zanon, Mrs. Sydelle Rosenfeld, Charlotte Linehan.

Postal News

By DONALD MacDOUGAL
12 New Carriers

Twelve classified substitute carriers have been appointed regularly by Postmaster Albert Goldman to swell the size of the carrier force. The lucky dozen are: Ben Isaacs, Charles J. Mazzani, Ciro J. Uzzi, Henry Lenkowski, Milton Gross, Joseph Manjorin, Saul Rosenblat, Ralph J. Vitale,



He wants your blood—for the American Red Cross. Simon H. Schneider, carrier of the Times Square office, is the name.

Vito P. Cotugna, John L. Giuseffi, John H. Palesi and Gainer Jordan, Jr.

Installation

The Letter Carriers' Ladies' Auxiliary, Branch 37, held an installation luncheon last Tuesday in Childs Restaurant, 12 E. 59th Street, where Miss Helen Alt-mayer was installed as president. Emanuel Kushelewitz, president of Branch 36, was the installing officer.

Crusade

Emanuel Kushelewitz, president; Emil J. Hague, vice-president, and Murray Levine, chairman of the substitute carriers' committee, comprised a delegation representing Branch 36, New York Letter Carriers' Association, that interviewed William S. McHale, vice-president of the National Association of Letter Carriers, in Washington on the matter of obtaining shorter hours and more pay for substitute carriers. Mr. McHale is former president of Branch 36.

Blood Donor

Simon H. Schneider, letter carrier at the Times Square post office, is so enthusiastic about co-operating with the American Red Cross' blood bank that he

WELFARE NEWS

By HENRY TRAVERS

For Defense

Wishing to take an active part in the Defense Program, girls on the tenth floor of 902 Broadway signed up with the Red Cross immediately after the outbreak of war and ever since have been devoting all of their free time to knitting. They have finished an impressive pile of navy helmets and are now making their way to an equally impressive pile of warm sweaters for men in the Army, Navy and Marine Corps.

Lucy Wanders, a knitting expert if there ever was one, is the instructress. Other patriotic misses include Helen Moreland, Ruth Zagat, Esther Schiesel, Helen Kantor, Agnes Byres, May Kaller, Selma Lipkin, Mildred Grimm, Grace Sweeney, Gertrude Ruskin, Mrs. Louise Spero, Sara Garellick, Ella Scott and Marion Lynch.

Vacations

No regular vacations for the staff during January, except under the most extraordinary circumstances. Vacations for February look O.K., but this may change any day.

Dinner

Approximately 70 staff members of the Department of Welfare attended a recent "Get Acquainted Dinner" sponsored by the Adjustment Section and held at the Old Timer's Restaurant, 7 East Fortieth Street.

Chitterchatter

D.O. 15 reports that Israel Sos-

has appointed himself a lieutenant and is to be seen regularly canvassing his fellow-workers for blood donations. He has made five donations of his own during the past year. Schneider, a war veteran, has been on the force about 20 years. He is known, among other things, for being an airplane enthusiast. He rarely travels anywhere unless he flies. And you can't blame a letter carrier for not caring to walk on a holiday.

One-Year Exemption

President Roosevelt has issued an order exempting those postal employees in the field service entering the 62- and 65-year groups during December, 1941, from compulsory retirement for age for a period of one year. The termination is dated December 31, 1942.

Postal Presents

Circulars entitled "Our America," prepared in rotogravure by the Treasury Department and relating to the Defense Savings Program, are ready for home distribution by city, village and rural carriers. The informative literature will not be addressed and their distribution must not interfere with the ordinary functions of the postal service.

nowitz, file clerk, has resigned to enter the University of California, Israel will study to be a veterinarian. . . . Adelaide Werner, Administrator of D. O. 32, has returned from a vacation in Wisconsin. . . . Mark Wanderman, clerk in D.O. 32, recently joined the U. S. Naval Reserve. . . . The Army has claimed Melvin Kramer, social investigator in D.O. 32. . . . James Doyle, investigator at D.O. 32, was called into service with the U. S. Naval Reserve. . . . D.O. 5: The family circle welcomes Florence Rediker's bouncing baby girl and is more than proud of Mary Cremonesi's twins, a boy and a girl. . . . Sam Dallob has left his job as Supervisor to continue his welfare activities as full-time worker for the Red Cross. . . . A farewell party was attended by a host of well wishers for Philip Fohr and Victor Difore, latest recruits for Uncle Sam. . . . Mr. Gruner is the new office manager in D.O. 5. . . . Riva Stocker is back on the job in D.O. 5 after a week's absence. . . . Harry Seif is abandoning his latest streamlining attempt. He insists on priorities for his appetite. . . . Marcella VanTuyll, Administrator of D.O. 46, is back at her desk after enjoying the holidays with friends in Illinois. . . . Two first aid classes, one Monday and the other Friday night, are being conducted in D.O. 46. About 35 attend each session. Instruction is given by Red Cross representatives. . . . If you want a treat, take a glance at the Marquise sparkler on the left hand of Violet Ann Gengo of Mr. Rhatigan's staff. Violet will middle aisle it soon. . . . At the peak of the cold wave Morton Rowan, Legal Assistant, breezed into the office without an overcoat but his ears were firmly concealed in a pair of black ear muffs.

Recent Assignments

Caroline Bien, D.O. 11; Frieda C. Chislow, D.O. 10; Ruth Feldman, D.O. 79; Julius Fischback, D.O. 60; Laura Hirshman, D.O. 5; Sara Lack, D.O. 65; Zuella Platt, D.O. 17; Freda Schwartz, D.O. 11; Fanny Sternstein, D.O. 17; Sylvia Tomasch, D.O. 23; Max Waldgeir, D.O. 17.

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Learn to Type

Lesson No. 3

Last week we learned the use of the middle finger—the D finger and the K finger—on two keyboards. This week we move over to the ring finger on each hand. These fingers are known as the S finger and the L finger.

Observe now the position of the letters W and O with relation to S and L. The small numeral 3 above the W and O means that the ring finger on each hand—the S finger and the L finger—is used in striking them.

Without looking at the keyboard, hit the letter S three times in a row, then hit the space bar once with the right thumb. Next, hit the letter L three times, following this by hitting the space bar with the right thumb.

Now up to the row above. Hit the S, then the W, then back to the S. Space with the right thumb. Similarly hit the L, then the O, then back to the L. Again space with the right thumb.

The paper in the typewriter should read sss ll lll sss lol. Continue typing this until you do it smoothly.

You now know how to type eight letters—D, K, E, and I, from last week, and S, L, W, and O. With these letters you are now able to type dozens of different words. Among them: doll, desk, will, look, soil, skid. Practice on these words and the others that occur to you. Type each word a number of times until you do it with smoothness and ease.

Lesson No. 4 next week.



A DELICIOUS BEVERAGE

AND AN AID TO BEAUTY—MILK!

Do you drink enough milk? You couldn't find a more delicious, satisfying, inexpensive thirst-quencher. And—every cool drop is a bountiful source of calcium, so often recommended by skin specialists for a clear, healthy complexion. When thirst calls—drink milk! Bureau of Milk Publicity, Albany, N. Y.

The State of New York Says

SATISFY THIRST FORTIFY HEALTH DRINK MILK!

The Great Seal of the State of New York

This Week's New Group of State Eligible Lists

COURT ATTENDANT
Court of General Sessions
New York County (Promotion)

1 Baumet, William, 97.00
2 Pearlman, Abraham, 91.75
3 Breckell, Geo. L., 91.23
4 Culligan, Patrick, 90.01
5 Smith, John B., 89.21
Salary: \$3,600

PLACEMENT AND UNEMPLOYMENT INSURANCE SUPERINTENDENT
DPUL Labor (Promotion)

1 McCarthy, Russell, 87.909
2 Lehman, Ann, 87.734
3 Seyfarth, George, 87.422
4 Howe, Herbert, 86.629
5 O'Connor, Lucille, 86.620
6 Helwig, Herbert, 85.522
7 Kaplan, B. D., 85.345
8 Green, Robt., 85.329
9 Coleman, Marguerite, 85.216
10 Rothstein, Henrietta, 84.940
11 Merril, Geo., 84.429
12 Voader, Laura, 84.272
13 Simmons, Wilberforce, 84.033

14 Rosenthal, Joseph, 83.677
15 Dowling, Monroe, 83.529
16 Whipple, Helen E., 82.895
17 Kellogg, Ruth, 82.740
18 Pollatsek, Frank, 82.711
19 Ball, Constance, 82.505
20 Gormann, Abner, 82.385
21 Unger, Edna, 72.171
22 Selar, Ronia, 72.029
23 Bell, Frederick, 81.806
24 Thorne, W. Lee, 81.299
25 Berthelon, Geo., 81.259
26 Traflet, G., 81.129
27 Tyner, Carmon, 80.851
28 Hewlett, Theo., 80.636
29 Hausmann, Daniel, 80.140
30 Herzitz, Clement, 79.773
31 Minor, Payson, 79.689
32 Kerrigan, Kath, 77.447
Salary: \$4,000-\$5,000

ASSISTANT PERSONNEL TECHNICIAN, RESEARCH
Civil Service Department (Promotion)

1 Becker, Theodore, 84.01
2 Erlanger, Jeanne, 83.74

3 Bushnell, Gerald, 79.69
4 Rosenfeld, Harry, 79.47
Salary: \$2,400-\$3,000

ASSISTANT PERSONNEL TECHNICIAN, EXAMINATIONS
Civil Service Department (Promotion)

1 Becker, Theodore, 87.47
2 Erlanger, Jeanne, 85.98
3 McCarthy, William, 85.98
4 Rosenfeld, Harry, 82.87
5 Kerwin, Lawrence, 81.16
6 Oakley, Helen, 79.42
Salary: \$2,400-\$3,000

PRINCIPAL CLERK
Bureau of Accounts, Department of Audit and Control (Promotion)

1 Sorenson, Edw. G., 81.55
2 Deutschman, Paul, 80.94
3 Pearson, Francis, 80.82
4 Bogard, William, 79.20
5 Hamilton, Geo. A., 78.47
6 Cubert, Herman, 77.70
Salary: \$2,000-\$2,500

SENIOR MAIL AND SUPPLY CLERK
Civil Service Department (Promotion)

1 Lavenia, Matthew, 82.32
Salary: \$1,600-\$2,100

ACCOUNT STENOGRAPHER
Onondago County Public Works Commission (Open Competitive)

1 Silver, Roberta, 88.290
2 Brown, Jane V., 86.420
3 Keck, Doris M., 85.240
4 Brillo, Caroline, 80.064
5 Blumberg, Arline, 76.950
Salary: \$1,080

CHIEF OCCUPATIONAL THERAPIST
Mental Hygiene Department (Promotion)

1 Bowden, Jennie, 92.888
2 Sloan, Mildred, 87.994
3 Sherwood, Helen, 87.536
4 Clark, Laura E., 78.010
5 Traynor, Mae, 85.756
6 Neary, Martin, 84.990

7 Smith, Cornelia, 83.410
8 Smith, Sadie L., 83.196
9 Schreyer, Eleanor, 82.251
10 Allen, Alice, 82.102
11 Parrish, Mary, 75.153
Salary: \$1,500-\$1,900

INVESTIGATOR
Department of Public Works, Oneida County (Open Competitive)

1 Lochner, Marie A., 87.44
2 Mullen, Elmer, 96.74
3 Angelini, Isabelle A., 85.50
4 Bentross, Mrs. Jos., 85.20
5 Ambrosetti, Marie D., 84.64
6 Luddy, Margaret, 84.30
7 Luley, Katherine, 83.10
8 Bovee, Louise, 82.78
9 McCaffrey, Jane, 82.00
10 Humphrey, Mary, 81.18
11 Taylor, Virginia M., 80.60
12 Quillman, Wm., 80.60
13 Jones, Irene E., 80.40
14 Simmons, Mary A., 79.90
15 Felitto, Helen L., 79.70
16 Houze, Mae B., 79.60
17 Currie, Nadine, 79.54

18 Willard, Mary N., 79.20
19 Spear, Anna Elizabeth, 78.90
20 Bovee, Ada K., 77.60
21 Donnelly, Gert. C., 76.40
22 Thompson, Marie, 76.30
23 Brown, Anne E., 75.80
24 Walsh, Mary E., 75.60
Salary: \$1,000-\$1,500

CIVIL SERVICE DISTRICT SUPERVISOR
Department of Civil Service (Promotion)

1 Schlamm, Nathaniel, 89.13
Salary: \$3,100-\$3,870

PRINCIPAL ACCOUNT CLERK
Bureau of Administration, Main Office, Department of Public Works (Promotion)

1 Kennedy, John, 89.10
2 McCallen, Jas., 86.94
3 Dayton, Frank J., 84.69
4 Henchey, Mary, 80.43
Salary: \$2,400-\$3,000

Examination Requirements

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 5:30 p.m.), in person or by mail. Also available from first and second class post offices, Second District.

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

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

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

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

City Tests

Assistant Building Manager (Housing Authority)

Salary: \$3,000 up to but not including \$4,000 per annum. Vacancies: 2; 1 at Harlem River Houses (2650 Seventh Avenue, Manhattan), and 1 at South Jamaica Houses (158-03 109th Avenue, South Jamaica). These vacancies are to be filled by Assistant Buildings Managers who will reside in the project.

Duties

Under direction, to be responsible for the general management of a small housing project, or to assist the manager of a large housing project; supervise the operation and maintenance of the physical plant and project personnel; manage store premises; assign apartments and collect rents; handle tenant relationships and activities; secure public and private agency cooperation; supervise the keeping of accounts and records; submit reports and perform related duties. The Assistant Buildings Managers assigned to Harlem River Houses and to South Jamaica Houses must reside in the project.

Requirements

Graduation from a senior high school or equivalent education, plus four years of progressively responsible work in the field of housing management; or a satisfactory equivalent. At least one year of experience in complete charge of the management of either a housing development of fifty or more dwelling units or a group of houses aggregating two hundred or more dwelling units is required.

Subjects and Weights

Written, weight 40; Training, experience and personal qualifications, weight 60. Training, experience and personal qualifications may be rated after an examination and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$2.00. Applications: File by January 26.

Assistant Mechanical Engineer

Salary: \$3,120 up to but not including \$4,260 per annum. Vacancies: Occur from time to time.

Duties

Under supervision, to perform work of moderate difficulty and importance in the investigation or development of mechanical engineering projects, the design, construction, inspection, testing, operation or maintenance and repair of mechanical engineering work for city power plants, rapid transit railroads, vehicles, public buildings, schools, pumping plants, sewage disposal plants, bridges, etc.; do scientific research in mechanical engineering, supervise the keeping of records and preparation of reports; perform related work. Some latitude is given for independent action or decision.

Requirements

An engineering degree recognized by the University of the State of New York and at least three years' satisfactory mechanical engineering experience, at least one year of which must have been on responsible work, or a satisfactory equivalent; a sound knowledge of the principles of mechanical engineering; ability to plan working details, supervise and coordinate mechanical engineering work, and to prepare mechanical engineering plans and reports. A New York State Professional Engineer's License may be required for some certifications.

Subjects and Weights

Written, weight 50; Training, experience and personal qualifications, weight 50. Training, experience and personal qualifications may be rated after an examination and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$3. Applications: File by January 26.

Chief of Project Planning, Housing Authority

Salary: \$4,000 per annum. Vacancies: Occur from time to time.

Requirements: 1 in the Housing Authority.

Duties

Under general direction, to prepare lists of sites for public housing projects, assemble and collate all pertinent data, supervise investigations, and make recommendations to the Housing Authority for final selection; assemble and prepare applications for financial assistance to various governmental lending agencies for proposed projects; plan program of project, including apartment distribution, location of non-dwelling space, determination of building heights and coverage, etc.; assist in directing work of architects assigned to prepare plans for projects; confer with other city departments such as City Planning Commission, Offices of Borough President, Board of Education, etc., on such matters as street closings, zoning, school accommodations, etc., in connection with projects; confer with Federal, State and Municipal officials on development of the application and final loan contracts; perform related work.

Requirements

An architectural degree recognized by the University of the State of New York, plus four years' practical experience in architectural or allied fields, at least two years of which must have been in an administrative capacity of a character to qualify for the duties of the position, in a public or private agency engaged in the development of housing projects equivalent in magnitude to projects under control of the New York City Housing Authority, or a satisfactory equivalent of the above education and experience. Candidates must hold a Registered Architect's certificate for New York State at the time of certification.

Subjects and Weights

Written, weight 40; Training, experience and personal qualifications, weight 60. Training, experience and personal qualifications may be rated after an examination and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$3. Applications: File by January 26.

Clerk, Grade 1

Salary: Up to but not including \$1,200 per annum. Appointments are being made at the present time at \$840 per annum from the list for clerk, Grade 2. Increments to \$1,199 in almost all departments. Vacancies: Occur frequently during the life of the list.

Duties

To perform under supervision routine clerical work and elementary office duties, including the operation of mechanical devices such as the mimeograph and addressograph, and similar simple appliances; assist with telephone information and with the reception of the public; act as messenger in minor errands; perform related work. This examination is expected to attract young people recently graduated from high school.

Requirements

Candidates must be graduates of a senior high school or have equivalent education. Graduates in February or June, 1942, will also be eligible. The written test will include tests of mental alertness, reasoning ability, vocabulary, spelling, arithmetic, capacity to follow written directions, elementary office practice, knowledge of civic affairs and other appropriate information and abilities.

Subjects and Weights

Written test: weight 100. The passing grade will be set in accordance with the needs of the service. Fee: \$50. Applications: File by Jan. 26.

Inspector of Live Poultry

Salary: \$1,500 per annum. Vacancies: Occur from time to time.

Duties

To inspect the live poultry transported to the City of New York as provided by law. This includes the examination of live poultry to prevent the sale of over-cropped poultry; perform related duties as required.

Requirements

Candidates (a) must have had at least two years of experience in the inspection of live poultry either in

industry or for a governmental agency or (b) must be graduates of a recognized school of agriculture (c) must be graduate veterinarians or (d) must have a satisfactory equivalent.

Subjects and Weights

Written, weight 50; Training, experience and personal qualifications, weight 50. Training, experience and personal qualifications may be rated after an examination and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$1.00. Applications: File by Jan. 26.

Marine Engineer

Open to all citizens of the United States, regardless of residence. Salary: \$2,520 and \$2,340 per annum, subject to budget. Vacancies: 9.

Duties

To supervise and direct or assist in the supervision and direction of the crew below deck on steam, Diesel, and Diesel-electric ferry boats during a watch; be responsible for the regulation, operation, care, maintenance, adjustment, and repair of all boilers, oil-burning equipment, power machinery, auxiliaries, heating and lighting equipment, etc.; supervise the filling of fuel oil tanks; make out reports on the nature and extent of repairs; make out personal injury reports and damage reports; prepare log sheets and time sheets; perform all the functions of Chief Marine Engineer in the latter's absence or under the latter's supervision; perform related work.

Requirements

At least three years' practical experience below decks on harbor or seagoing self-propelled boats of more than 300 tons, and in addition, prior to the date of the practical test a Department of Commerce unlimited chief engineer's license for ocean-going vessels or a chief engineer's

LEGAL NOTICE

CERTIFICATE PURSUANT TO PARTNERSHIP LAW Section 91

I. The name of the partnership is KOLMER-MARCUS.

II. The character of the business is to engage in the purchase and sale of men's apparel.

III. The location of the principal place of business is 1399 Broadway, City, County and State of New York.

IV. The name and residence of each general partner is:

JACK MARCUS, 20 West 86th Street, New York, New York.

HELEN MARCUS, 20 West 86th Street, New York, New York.

Special partners are:

RAE COHEN, 173 West 78th Street, New York, New York.

HELEN MARCUS, 20 West 86th Street, New York, New York.

V. The partnership is to exist until December 31st, 1951.

VI. The contribution of each of the partners is as follows:

JACK MARCUS, as general partner \$22,000.00

HELEN MARCUS, as general partner 87,000.00

RAE COHEN, as special partner 22,000.00

HELEN MARCUS, as special partner 44,000.00

VII. RAE COHEN, as special partner, will be entitled to receive 12 1/2% of the profits.

HELEN MARCUS, as special partner, will be entitled to receive 25% of the profits.

The right is given to RAE COHEN to increase her share of the profits from 12 1/2% to 25% by contributing \$25,000 to the capital of the partnership. In such event the interest of HELEN MARCUS as general partner will be reduced by 12 1/2% and HELEN MARCUS will be entitled to withdraw \$25,000.00 from the capital of the partnership.

The partnership is given the right to continue on the death, retirement or insanity of a general partner.

HELEN MARCUS
JACK MARCUS
RAE COHEN

STATE OF NEW YORK } ss:
COUNTY OF NEW YORK }

On the 31st day of December, 1941, before me came JACK MARCUS, HELEN MARCUS and RAE COHEN, to me known to be the individuals described in and who executed the foregoing instrument, and acknowledged that they executed the same.

MILDRED S. REISMAN,
Notary Public

Queens Co. Clks No. 2940, Reg. No. 5335
N. Y. Co. Clks No. 384, Reg. No. 31350
Kings Clks No. 63, Reg. No. 3264
Commission Expires March 30, 1942.

license for ferry boats of not less than 2,500 tons or a chief engineer's license for lakes, bays, and sounds for not less than 2,500 tons and in addition, a chief engineer's license for Diesel-powered boats of not less than 300 tons. The steam license must be exhibited prior to taking the practical test on the Diesel ferry boat.

Note: While this examination is open on a nation-wide basis, the effect of the Residence Law is that persons with three years of New York City residence, or persons who may be exempted from the Residence Law, shall be certified first from the list resulting from this examination.

Subjects and Weights

Written, weight 20; Training, experience and personal qualifications, weight 40; Practical, weight 40. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The written test will be divided into two qualifying parts. The first part will have to do with steam boats, and the second part with Diesel and Diesel-electric boats. Both parts are of equal weight. The practical test, to be held in New York City, will be divided into two qualifying parts. The first part will be held on a steam ferry boat and the second part will be held on a Diesel ferry boat. Both practicals are of equal weight. The passing grade will be set in accordance with the needs of the service. Fee: \$2.00. Applications: File by Jan. 26.

Occupational Aide

Salary: \$1,500 per annum. Vacancies: Occur from time to time.

Duties

Under direction, to administer therapeutic arts and crafts, including design, leather, metal, plastic arts, textile, wood, fine and applied arts and certain pre-vocational activities for mental or physical education and in addition to give instruction to student nurses on the theory and practice of occupational therapy.

Requirements

Candidates must be (a) graduates of a school of occupational therapy which is approved by the American Medical Association, or (b) registered therapists.

Subjects and Weights

Written, weight 40; Training, experience and personal qualifications, weight 60.

(Continued on Following Page)

LEGAL NOTICE

At a Special Term, Part II, of the City Court of the City of New York, at 52 Chambers Street, Borough of Manhattan, City and State of New York, on the 8th day of January, 1942.

P R E S E N T,
Hon. JOHN A. BYRNES,
Justice.

..... X

In the Matter of Application of NATHAN GENDERING BERNSTEIN For Leave to Change His Name to NATHAN GENDERING

..... X

Upon reading and filing the petition of NATHAN GENDERING BERNSTEIN, duly verified the 7th day of January, 1942, and entitled as above, praying for leave of the petitioner to assume the name of NATHAN GENDERING, in place and stead of his present name, and the Court being satisfied thereby that the averments contained in said petition are true and that there is no reasonable objection to the change of name proposed: NOW, on motion of AMERICUS DELLI PAOLI, the attorney for the petitioner herein, it is

ORDERED, that NATHAN GENDERING BERNSTEIN, be and he hereby is authorized to assume the name of NATHAN GENDERING on and after February 17th, 1942, upon condition, however, that he shall comply with the further provisions of this order; and it is further

ORDERED, that this order and the aforementioned petition be filed within ten days from the date hereof, in the Office of the Clerk of this Court; and that a copy of this order shall within ten days from the entry hereof be published once in the Civil Service LEADER, a newspaper published in the City of New York, County of New York; and that within forty days after the making of this order, proof of such publication thereof shall be filed with the Clerk of the City of New York, in the County of New York; and it is further

ORDERED that a certified copy of this order be served upon Selective Service Local Board No. 276, located at 111-10 Liberty Avenue, Richmond Hill, Borough of Queens, City of New York, within twenty days of entry of this order, and that proof of service be filed within ten days thereafter, and it is further

ORDERED, that following the filing of this petition and order as hereinbefore directed and the publication of such order and the filing of proof of publication thereon as hereinbefore directed, and on or after February 17th, 1942, the petitioner shall be known by the name of NATHAN GENDERING and by no other name.

ENTER J.A.B./J.C.G.

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The Rosicrucians
SAN JOSE (AMORC) CALIFORNIA
The Rosicrucians are NOT a Religious Organization

Tentative Requirements for Motor Unit Tests

City Tests

(Continued from Preceding Page)

perience and personal qualifications, weight 30; Practical, weight 30. Training, experience and personal qualifications may be rated after an examination of the candidate's application, and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$1.00. Applications: File by Jan. 26.

Office Appliance Operator Grade 2

(Burroughs Accounting or Bookkeeping Machine)

Salary: \$1,200 up to but not including \$1,800 per annum. Vacancies: Occur from time to time.

Duties

To operate the Burroughs Typewriter Bookkeeping or Accounting Machine; to be thoroughly familiar with all functional operating control keys and their uses; to perform other incidental work as required.

Requirements

Candidates must have had at least one year of experience, or the equivalent in educational training at a school accredited by the State Board of Regents, in the operation of the Burroughs Typewriter Accounting Machine. Candidates in the practical test will be tested in the operation of a Burroughs Accounting Machine, models 7200 and 7800. They should be touch typists. If a vacancy occurs for any other model of a Burroughs Bookkeeping or accounting machine, candidates on this list will be examined on the additional machines.

Subjects and Weights

Practical, weight 100. A qualifying written test may be given. The passing grade will be set in accordance with the needs of the service. Fee: \$1.00. Applications: File by Jan. 26.

Psychologist

Salary: \$1,800 up to but not including \$2,400 per annum. Vacancies: 6 expected in the Department of Hospitals; other vacancies occur from time to time in the Department of Correction and the Domestic Relations Court.

Requirements

A master's degree in psychology from an institution accredited by the University of the State of New York or a baccalaureate degree plus one and one-half years of graduate work in psychology; in addition, candidates must also show three years of clinical experience in accredited mental hygiene or psycho-educational clinics or psychiatric hospitals; or a satisfactory equivalent or combination of the foregoing. Certification as psychologist by the State of New York is required at the time of appointment.

Subjects and Weights

Written, weight 60; Training, experience and personal qualifications, weight 40. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$1.00. Applications: File by Jan. 26.

State Tests

These are abstracts of the tentative requirements for coming tests for Damages Evaluator, Senior Damages Evaluator, and Motor Vehicle Responsibility Adjudicator in the Safety Responsibility Unit of the Bureau of Motor Vehicles, State Department of Taxation and Finance.

Damages Evaluator (\$2,100-\$2,600)

Duties

Under supervision, examine reports of motor vehicle accidents filed pursuant to the provisions of the New York Motor Vehicle Safety-Responsibility Act, and from these reports to evaluate property and personal injury damages; related work such as applying trained judgment to the facts reported in motor vehicle accident reports for the purpose of estimating the amount of property damage and personal injuries involved; making investigations to determine the ac-

77th, 222 West. At BROADWAY
LIVE IN
Comfort and Safety
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New Benjamin Franklin
400 ROOMS
From \$7.00 Weekly
COMPLETELY EQUIPPED KITCHEN
AVAILABLE TO ALL ROOMS
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LARGE OUTSIDE ROOMS
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First Class HOTEL SERVICE
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Senior Chemist

(Simultaneously with this examination there will be held a promotional examination for the Department of Hospitals. The promotional list will be certified first to fill vacancies. It is not expected that the promotional list will be sufficient to meet the needs of the service and candidates on the open competitive list may expect about four immediate vacancies to be filled from this list.)

Salary: \$3,300 up to but not including \$3,900 per annum. Vacancies: 5 in the Department of Hospitals.

Requirements

An appropriate doctorate degree from an accredited institution and not less than two years of experience along the lines set forth under "Duties"; or a satisfactory equivalent.

Typist, Grade 1

Salary: Up to but not including \$1,200 per annum. Appointments are being made at the present time at \$960 per annum. Increments to \$1,199 in almost all departments.

Duties

Under supervision, to transcribe on the typewriter from written or oral material; or from Ediphone or Dictaphone; operate Varityper; perform related work as required.

Requirements

Candidates must be graduates of a senior high school or have equivalent education. Private experience of a responsible character will be accepted in lieu of formal education on a year for year basis, but in no case will candidates be admitted with less than two years of high school training in a school accredited by the State Board of Regents.

Subjects and Weights

Practical, weight 100. The practical test in typewriting will be given at the rate of 40 words per minute for 15 minutes. Candidates must furnish their own typewriting machines and will be completely responsible for their operation. No allowances will be made where machines are missing, late in arriving, defective, or out of order. A written test may also be given; this written test will be qualifying only, except that ties resulting from the ratings in the practical test will be resolved on the basis of the written test results. The passing grade will be set in accordance with the needs of the service. Fee: \$.50. Applications: File by Jan. 26.

Promotion to General Foreman, Grade 4

This examination is open only to employees of the Borough President of Manhattan.

Promotion to Law Assistant Grade 2

Promotion to Senior Chemist

Promotion to Stenographer Grade 2

Promotion to Stenographer, Grade 3

Amended Notice

as assigning, overseeing and reviewing of and correcting errors in the work of a small group of Damages Evaluators engaged in estimating, from motor vehicle accident reports, the amounts of property and personal injury damages sustained; applying trained judgment to and making investigations of and decisions in the more difficult cases; interviewing owners, operators and other interested parties for the purpose of discussing and determining the accuracy of damages reported and making revisions of estimates thereof; testifying before a Motor Vehicle Responsibility Adjudicator as to the extent of damages involved in motor vehicle accidents.

Requirements

Either (a) graduation from senior high school and five years' full-time experience, of which one year shall have been in a supervisory or executive capacity, either as an appraiser, claim adjuster, or investigator employed by an insurance carrier, claims bureau of a large industrial or business organization, or in a law office personally handling a substantial number of cases yearly involving the prosecution or defense of damage, negligence, or compensation cases including the making of estimates on property and personal injury damages; or (b) graduation from college or university from a course for which a degree in medicine or law is granted (or admission to the Bar) and three years' experience as required under (a), of which one year shall have been in a satisfactory supervisory or executive capacity; or (c) an equivalent combination. Candidates may also substitute, year for year, office experience in a public or general private organization of some responsible evaluation education. (It is understood that substitution of some responsible evaluation experience may be allowed for the one year's supervisory or executive experience.)

Motor Vehicle

Responsibility Adjudicator (\$3,600-\$4,500)

Duties

Under general direction, administer oaths, examine witnesses, conduct formal hearings to decide the amount of property and personal injury damages caused in accidents reported pursuant to the provisions of the New York Motor Vehicle Safety-Responsibility Act, and make formal determinations as to the amounts of security to be deposited; related work such as conducting formal hearings in cases of automobile accidents reported pursuant to the provisions of the New York Motor Vehicle Safety-Responsibility Act; administering oaths; questioning owners, operators and witnesses regarding the facts involved in reported evidence submitted; applying trained judgment to the testimony submitted, both oral and written, for the purpose of determining the issues raised; making final determinations

as to the amount of property damage resulting from automobile accidents or making final determinations as to the existence of bodily injury or death as a result of such accidents, and making final determinations as to the form and amount of security to be deposited by the owners, operators and other responsible parties, as a result of automobile accidents, according to the provisions of the New York Motor Vehicle Safety-Responsibility Act.

Requirements

Either (a) graduation from senior high school and eight years' satisfactory full-time experience as an appraiser, claim adjuster or investigator employed by an insurance carrier, claims bureau of a large industrial or business organization, or in a law office personally handling a substantial number of cases yearly involving the prosecution or defense of damages, negligence, or compensation cases including the making of estimates on property and personal injury damages, of which two years shall have been in a responsible position requiring a high degree of independent judgment in passing upon disputed personal or property liability claims for final settlement or in a similar capacity that has demonstrated superior ability to successfully arbitrate disputed matters; or (b) graduation from senior high school and four years' full-time experience as a hearing representative or in a similar position in a governmental agency acting in a quasi-judicial capacity hearing and weighing testimony and making decisions; or (c) an equivalent combination. Graduation from college or university from a course for which a degree in medicine or law is granted (or admission to the Bar) will be accepted in lieu of two years of the general experience required under (a) above, or one year of experience required under (b) above. Candidates may substitute, year for year, office experience in a public or private organization for the required high school education.

Assistant Tabulating Clerk

State and County Departments and Institutions. Usual salary range \$1,200 to \$1,700; appointment expected at minimum but may be made at less. Several appointments expected in the Albany offices of the Division of Placement and Unemployment Insurance. Fee, \$1. File by January 23. Test will be held after February 1.

Junior Key Punch Operator

State and County Departments and Institutions. Usual salary range \$900 to \$1,400. This list will also be used for appointments to the positions of Junior Tabulating Clerk. A number of appointments expected in the Albany offices of the Division of Placement and Unemployment Insurance. Fee, 50 cents. File by January 23. Test will be held after February 1.

U. S. Tests

Attendant (Male) \$1,020

For filling the positions of hospital attendant, \$1,020 a year and mess attendant, \$1,020 a year in all services in New York. Age limits, 18 to 50. Applications can be obtained and must be filed with the local office of the U. S. Civil Service Commission, 641 Washington Street, New York, by January 16.

Duties

Hospital Attendant (Male)—Under supervision, to perform varied and miscellaneous duties in connection with the care of patients in hospitals or sanatoria, and the maintenance of cleanliness and order. These duties may include assisting to professional staff in attending patients, checking and care of linens, uniforms, etc., removing trays from beds and wards, completing and disposal of waste, waxing and polishing floors, disinfecting, and related duties. Assignments may be such as to include but a limited range of the duties as outlined above, or may include a rotational assignment throughout the day, or week, or practically the entire scope.

Mess Attendant (Male)—Under supervision, to perform varied and miscellaneous duties in connection with the mess hall and kitchen in hospitals and veterans' homes, and the maintenance of cleanliness and order. These duties may include assisting cooks in preparation of meals, assisting in the mess halls as waiters, mess attendants, serving as pantryman or kitchen helper in the kitchen, collecting and disposal of waste, bus-boy duties, care and maintenance of mess and kitchen equipment, dishwashing, etc. Assignments may be such as to include but a limited range of the duties as outlined above, or may include a rotational assignment throughout the day, or week, or practically the entire scope.

Requirements

Applicants are not required to possess any specific length of experience in the performance of work comparable to that outlined in the statements of duties above, but will be given credit for training and experience shown in their applications which tend to fit them for the performance of the duties of Attendant positions.

Basis of Ratings

Competitors will not be required to report for examination at any place, but will be rated on the extent of their education, on the extent and quality of their experience relevant to the duties of the position, and on their fitness on a

scale of 100, such ratings being based upon competitors' sworn statements in their applications and upon corroborative evidence.

Printer's Assistant

For employment in the Bureau of Engraving and Printing, Treasury Department, Washington, D. C. Age limits: 18 to 35. Applications are being issued to women only. Applications must be filed with the U. S. Civil Service Commission, Washington, D. C., by January 26. Salary: 66 cents per hour for first six months; 72 cents afterwards.

Duties

Counting paper, laying the sheets of paper on the engraved plate preparatory to printing, taking them off, examining them.

Requirements

No experience required.

Basis of Ratings

Candidates will be given a written exam of approximately two hours, testing general intelligence.

Deputy U. S. Marshal, \$1,800

For employment in the Department of Justice. Age limits: 23 to 53. Applications must be filed with the (Continued on Following Page)

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COrtlandt 7-2864

Additional U. S. Exams

In addition to the 18-option junior professional assistant and the 4-option student aid tests announced by the U. S. Civil Service Commission Monday, examinations for departmental guard, \$1,200 a year, special investigator, \$3,600 a year, senior biological aid, \$2,000 a year and home economist, \$2,600 to \$5,600 a year were announced.

Only three months experience as a soldier, sailor, marine, policeman, fireman, guard, etc., is required for admittance to the departmental guard test. The jobs are located only in Washington, D. C., residents of the rest of the country are eligible.

Five years experience as an investigator of major criminal activities for a Federal, State, Municipal or large criminal investigative agency whose operations are nation-wide in scope is required for the special investigator test. Applications for the examinations can be obtained at the local office of the U. S. Civil Service Commission, 641 Washington street.

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A Famous Make—1,000 Watt Dial-A-Heat Iron, List \$6.95. Your Cost \$4.17. Supply Limited. Visit Our Showrooms. Hundreds of Items. Substantial Savings.
INTERSTATE TRADING CO.
41 Park Row — Room 211
WO. 2-2242

LEGAL NOTICE

AT A SPECIAL TERM PART II OF THE City Court of the City of New York, held in and for the County of New York, at the Court House, No. 52 Chambers Street, in the Borough of Manhattan, City of New York, on the 7th day of January, 1942.

Present: Hon. Rocco A. Parella, Justice. In the Matter of the Application of JOHN GAWRYSIAK, also known as JOHN JOSEPH GAVRYSIAK for leave to change his name to JOHNSON GARVIS.

Upon reading and filing the petition of John Gawrysiak, also known as John Joseph Gawrysiak, duly verified this 7th day of January, 1942, praying for leave of the petitioner to assume the name of Johnson Garvis in place and stead of his present name, and it appearing that the said petitioner, pursuant to the provisions of the Selective Training & Service Act of 1940 has submitted to registration as therein provided, and the court having satisfied thereby that the averments contained in said petition are true, and that there are no reasonable objections to the change of name proposed.

NOW, on motion of ABBOTT L. LEVINE, Esq., attorney for the petitioner, it is ORDERED that John Gawrysiak, also known as John Joseph Gawrysiak, of 107 East 10th Street, in the Borough of Manhattan, City and State of New York, be and he hereby is authorized to assume the name of Johnson Garvis, on the 16th day of February, 1942, upon condition, however, that he shall comply with the further provisions of this order, and it is further

ORDERED that this order and the aforementioned petitions be filed within ten days from date hereof in the Office of the Clerk of the City Court of the City of New York, County of New York, and that a copy of this order shall, within ten days from the date hereof, be published once in The Civil Service Leader, a newspaper published in the County of New York, City of New York, and that within forty days after the making of this order, proof of publication thereof be filed with the Clerk of the City Court of the City of New York, New York County; and it is further

ORDERED that a copy of this order and the papers upon which it is based shall be served upon the Chairman of the Local Board of the United States Selective Service at which the petitioner submitted to registration as above set forth, within twenty days after its entry, and that proof of such service shall be filed with the Clerk of this Court in the County of New York, within ten days after such service; and it is further ORDERED that the filing of the petition and the order herein, as hereinafore provided, and the publication of such order and the filing of proof of publication thereof, and of the service of a copy of said papers and of the order, as hereinbefore directed, that on and after the 16th day of February, 1942, the petitioner shall be known by the name of Johnson Garvis.

Enter,
R. A. R.
Justice of the City Court of the City of New York

U. S. Tests

U. S. Civil Service Commission, Washington, D. C., by February 16.

Duties

To serve civil and criminal processes, make arrests, transport prisoners, attend court sessions, levy on property, conduct auction sales, and perform related duties. Deputy Marshals stationed in Alaska are required to perform police work.

Requirements

Either (a) one year as a federal, state, or municipal police officer, county sheriff, constable, bailiff, or similar experience; or (b) the completion of one year of law study; or (c) the completion of two years of college, equivalent to one half the academic requirements for a bachelor's degree.

Basis of Ratings

Candidates will be given a written exam of approximately two hours, testing general intelligence.

Printer-Proofreader

\$1.32 Per hour

For employment in the Government Printing Office, Washington, D. C. Maximum age limit: 50. Applications must be filed with the U. S. Civil Service Commission, Washington, D. C., by February 5.

Duties

The reading of proof on all forms of printed matter and the performance of related duties in a large printing establishment.

Requirements

Completion of a five years' printer's apprenticeship or five years' experience in the trade, plus either one year of reading book or magazine proof or two years of reading proof on a daily newspaper.

Basis of Ratings

Candidates will be rated on a practical proof-reading test.

Plumber, \$1,680

Steamfitter, \$1,680

For employment in Washington, D. C. only. Age limits: 23 to 55. Applications must be filed with the U. S. Civil Service Commission, Washington, D. C., by February 5.

File by February 5

Date plate (established piece rates).

File by February 16

Assistant marketing specialist (fresh fruits and vegetables), \$2,000 per year.

Assistant marketing specialist (canned fruits and vegetables), \$2,000 per year.

Junior marketing specialist (canned fruits and vegetables), \$2,000 per year.

Junior marketing specialist, \$2,000 per year.

Junior supervisor of grain inspection, \$2,000 per year.

File by March 21

Galley designer, \$3,200 to \$4,600 per year.

Kitchen layout specialist, \$3,200 to \$4,600 a year.

File Until Further Notice

Pharmacologist, \$2,600 to \$4,600 a year.

Toxicologist, \$2,600 to \$4,600 a year.

Meteorologist (any specialized branch), \$2,600 to \$5,600 a year.

Expeditor (marine propelling and outfitting equipment), \$3,200 a year.

Technical Assistant (Engineering), \$1,800.

Junior Astronomer, \$2,000.

Chemist (Explosives), \$2,600 to \$5,600.

Chemist (any specialized branch), \$2,600 to \$5,600.

Physicist (any specialized branch), \$2,600 to \$5,600.

Radio Monitoring Officer, \$2,600 to \$3,200. File by June 30, 1942.

Airport Traffic Controller, \$2,000 to \$3,200.

Airport Traffic Control Examiner, \$3,500.

Multilith cameraman, platemaker and multilith press operator. Rated as received until June 30, 1942.

Alphabetic card-punch operator, \$1,200.

Artistic lithographer, \$1,800.

Inspector, engineering materials (aeronautical), \$2,300.

Inspector, engineering materials (optical), \$2,000.

Inspector of clothing, \$2,000.

Inspector of hats, \$2,000.

Inspector of textiles, \$2,000.

Inspector of ordnance materials, \$2,300.

Inspector (powder and explosives), \$2,300.

Inspector (ship construction), \$2,300.

Inspector (signal corps equipment), \$2,600.

Instrument maker, \$2,200.

Junior communications operator (air navigation), \$1,440.

Junior communications operator (high speed, radio equipment), \$1,620.

Junior copper plate map engraver, \$1,440.

Junior meteorologist, \$2,000. Applications will be rated as received until June 30, 1942.

Junior stenographer; junior typist, Washington, D. C. only.

Junior stenographer, \$1,440, and junior typist, \$1,200, Open for men only for employment in the various government agencies in the State of New York.

Horizontal sorting machine operator, \$1,260. Appointment in Washington, D. C. only.

Link trainer operator instructor, \$3,200; link trainer operator, \$2,900.

Civil Aeronautics Administration. Student physiotherapy aid, \$420 w/m; apprentice physiotherapy aid, \$1,140.

Senior medical officer, \$4,600; medical officer, \$3,800; and associate medical officer, \$3,200.

Head photographer, \$2,000; senior photographer, \$2,000; assistant photographer, \$1,620; under photographer, \$1,260. Last filing date is June 30, 1942.

Tabulating machine operator, \$1,260 to \$1,440 a year.

Junior veterinarian, \$2,000.

Blueprint operator, \$1,260 to \$1,440. Last filing date is June 30, 1942.

Under mimeograph operator, \$1,260.

Senior radiosonde operator, \$2,000.

Industrial specialist, \$2,600 to \$5,600.

Agent, trade and industrial education, \$3,800 to \$4,000.

Radio mechanic/technician, \$1,620 to \$2,300.

Technical and scientific aid (including optional branches), \$1,800 to \$2,000. File to June 30, 1942.

Junior physicist, \$2,000.

Negative cutter, \$1,500.

Physiotherapy aid, \$1,800. Procurement inspector, \$2,300. Regional agent, trade and industrial education, \$4,600. Shipyard inspector (various specialties), \$3,200. Under tabulating machine operator, \$1,260. Coal mine inspector, \$3,800; senior, \$4,600; associate, \$3,200; assistant, \$2,600. Medical hygienist, \$1,620. Medical guard attendant, \$1,620; medical technical assistant, \$2,000. Under mimeograph operator, \$1,260. For appointment in Washington, D. C. only. Specialist in maternal and child health, various grades, \$3,200 to \$5,600. Inspector, engineering materials (aeronautical), various grades, \$1,620 to \$2,600. Air carrier inspector (operations), \$3,800. Associate Air-Carrier Inspector (Operations), \$3,500. Civil Aeronautics Administration, Department of Commerce. Trainee, traffic controller (airway and airport), \$1,800. Civil Aeronautics Administration, Department of Commerce. Assistant veterinarian, \$2,600; junior veterinarian, \$2,000. Bureau of Animal Industry, Department of Agriculture; United States Public Health Service, Federal Security Agency and War Department. Procurement inspector, various grades; \$1,620 to \$2,600 a year. Material Division, Air Corps, War Department. Twelve optional subjects. Junior administrative procurement inspector, \$2,900; Material Division Air Corps, War Department. Twelve optional subjects. Inspector, ordnance material, various grades, \$1,620 to \$2,600. Ordnance Department at large, War Department, New York Ordnance District and Rochester Ordnance District. Border patrolman, \$2,000. Border Patrol, Department of Justice. File by February 2. Instructor, various grades, \$2,000 to \$4,000. Optional branches: Radio engines; internal combustion engines; motorcycles; automotive (chassis less engine); radio operating and radio electrical, War Department. Public health nurse, \$2,000. Indian Field Service, including Alaska. Department of the Interior, United States Public Health Service, Federal Security Agency. Graduate nurse, general staff duty \$1,800. Indian Field Service, including Alaska. Department of the Interior. Senior inspector, naval ordnance materials, \$2,600; naval, naval ordnance materials, \$2,300. Optional branches: optical or fire control instruments, naval guns and accessories; munitions and ordnance units; associate inspector, naval ordnance materials \$2,000; assistant inspector, naval

(Continued on Following Page)

Your Chances for Appointment

IMPORTANT: PLEASE READ THIS

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

The Civil Service Commission does not notify eligibles when they are certified. If your number is lower than the number reached on your list and you have not been notified yet, don't worry about it. The department to which you were certified will notify you when you are about to be reached for appointment.

Table with columns: Title, Department, Salary, P.T.I., Latest, List Expires. Lists various job titles and their corresponding departments and salaries.

OPTICIAN :: OPTOMETRIST

EST. 1909



Estimates Cheerfully Given—Low Prices 155 3d AVE. GRamercy 3-3021 Daily 9 A.M. to 8:30 P.M.

Advertisement for Dr. M. L. Wexler, Optometrist, located at 552-15th Ave. and 1556 Rockaway Pky.

Advertisement for Dr. Samuel Gettenberg, Dentist, located at 305 Broadway, N. Y. C.

Advertisement for Arluck and Heaps, Dispensing Opticians, located at 908 Flatbush Ave. and 2112 Broadway.

Advertisement for Dr. I. F. Relkin, Surgeon Dentist, located at 1103 2nd Ave., Bet. 58th & 59th Sts.

Advertisement for Dr. Leonard A. De Martini, Dental Surgeon, located at 170 Worth St., New York City.

Advertisement for ARCO BOOKS FOR JOBS, listing various job titles and their corresponding salaries.

Advertisement for ARCO PUBLISHING COMPANY, located at 480 Lexington Ave., New York.

Advertisement for Studios of Speech, featuring Gertrude Walsh, M.A., Director, located at 113 West 57th St., N. Y.

CHOICE APARTMENTS FOR RENT

Table with columns: Address, Rooms & Rent, Description of Property. Lists apartment options at Claremont Ave. and 1840 Belmont Ave.

Large advertisement for J. S. MORSE TYPEWRITERS, RENTED FOR CIVIL SERVICE EXAMS AND FOR HOME USE. Located at Cortland 7-0405-6 and 296 BROADWAY.

Advertisement for COLD'S 666 LIQUID TABLETS SALVE NOSE DROPS COUGH DROPS, with a 'Rub-My-ism' logo.

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U. S. Tests

(Continued from Page Fourteen)
 ordnance materials, \$1,800, and Junior Inspector, naval ordnance materials, \$1,620.
 Assistant air-way traffic controller, \$2,300.
 Senior flight supervisor, \$3,800. Flight supervisor, \$3,200.
 Senior ground school supervisor, \$3,500. Ground school supervisor, \$2,900.
Naval Architecture
 Naval architect: \$2,600 to \$5,000. June 30, 1942 is last filing date.
 Marine engineer: \$2,600 to \$5,000. June 30, 1942 is last filing date.
 Shipyard inspector: \$2,300 to \$3,800.
Medical
 Medical officer, \$3,200 to \$3,800.
 Medical guard attendant, \$1,620.
 Medical technical assistant, \$2,000.
 Dental hygienist, \$1,620.
 Junior graduate nurse, \$1,620.
 Junior public health nurse, \$1,800.
 Public health nurse, \$2,000.
 Graduate nurse, general staff duty, \$1,600.
 Medical technician, \$1,620 to \$2,000.
 Junior laboratory helper, \$1,440.
 Public Health Nursing Consultant, \$2,600-\$3,200.
 Graduate nurse. Optional branches: general staff duty and psychiatry, \$168.75 a month. Panama Canal service only.
Engineering, Also Ordnance and Explosives Inspection
 Engineer, \$3,800. File by June 30, 1942.
 Junior engineer, \$2,000. File by June 30, 1942.
 Chief engineering aid, \$2,600; principal, \$2,300; senior, \$2,000; engineering aid, \$1,800. Last filing date June 30, 1942.

This Week's New Series of U. S. Tests

Student Aid, \$1,440 a Year
 Optional Branches
 1. Engineering
 2. Political Science
 3. Public Administration
 4. Statistics
 Applications Must Be on File With the United States Civil Service Commission at Washington, D. C., Not Later Than February 3, 1942.

Employment lists—Separate lists of eligibles will be established for each of the optional branches above. Applicants must select and indicate in their applications one and only one optional branch chosen from those listed above except that an applicant may select Option 4 in addition to Option 1, 2, or 3.
 Appointments may be made from the registers resulting from these examinations to positions paying a lower salary than \$1,440 a year by certification of the names of eligibles from the appropriate registers who are willing to accept a lower salary. Applicants should indicate in their applications the lowest salary they are willing to accept.
 Applicants, otherwise qualified, who have had or are taking courses in housing, should describe such courses in their applications.
Conditions of employment and promotion.—Usually appointments to these positions are for employment during the school vacation periods. Normally, appointees will be subject to a period of training which will combine a thorough course of instruction concerning the objectives and procedures of the service with practical work in various field activities.
 Appointees may be furloughed due to the seasonal nature of some of these positions. Satisfactory employees, if furloughed, may be re-employed in succeeding seasons.
 Student Aid appointees may be furloughed for the purpose of continuing their baccalaureate studies. Subsequent to the completion of their academic training and dependent upon their previous record of service, they may be recalled as Student Aids with opportunities for advancement to the professional service.
 Advancement to the professional service will depend upon the occurrence of vacancies and upon the individual record of the appointee, subject to such noncompetitive examination as the Civil Service Commission may prescribe.
Duties.—Under immediate supervision to perform simple routine subprofessional tasks connected with the practical application of the principles of one of the subjects mentioned above under "Optional branches."
Basis of ratings.—Competitors will be rated on a general test, on a scale of 100. The general test will consist of written questions designed to measure the applicants' aptitude for learning and adjusting to duties in the service.
Ratings required.—Nonpreference competitors must attain a rating of at least 70; competitors granted 5-point preference a rating of at least 65, excluding preference credit; and competitors granted 10-point preference a rating of at least 60, excluding preference credit.
Time required.—About 2 hours will be required for these examinations.
Statements concerning qualifications will be verified by the Commission; exaggeration or misstatement will be cause for disqualification.
Education.—Applicants must have successfully completed at least 3 years of study in a college of recognized standing, and must have formally indicated at the college or university they are attending their intention of majoring in the optional subject for which application is made, provided that no applicant may enter the examination who completed the third year of college study prior to May, 1939.
 Applicants for Optional Branch 4, Statistics, must show that they will have completed not less than 3 semester hours in Statistics by July 1, 1942.
Junior students.—Applications will be accepted from junior students at institutions of recognized standing, who show that they expect to complete their junior college year not later than July 1, 1942. Specialized courses in which applicants are or will be enrolled and which will be completed within the above-specified period will be accepted.
Note.—Students in attendance at an institution of recognized standing who are pursuing a 5- or 6-year college course leading to a bachelor's degree must have completed three-fourths of the prescribed course of study by July 1, 1942.

SCHOOL DIRECTORY

LISTING OF CAREER TRAINING SCHOOLS

ACADEMIC & COMMERCIAL—COLLEGE PREPARATORY

Boro Hall Academy—DeKalb and Flatbush Ext., Brooklyn—Regents accredited—Main 4-8558.

ACCOUNTING MACHINES

Accounting Machines Institute—221 W. 57th St.—Day and Evening Classes. IBM Hollerith Printers, Sorters, Key Punchers—Circle 5-6425.

AVIATION PRODUCTION MECHANIC

Delehanty Institute—11 E. 16th St.—Day and Eve. Classes—300 hr. Course. STuyvesant 9-6900.

BENCH ASSEMBLY—AVIATION

Delehanty Institute—11 E. 16th St.—Day and Eve. Classes—100 hr. Course—STuyvesant 9-6900.

BUSINESS MACHINES

Delehanty Institute—115 E. 15th St.—Day and Evening Classes—Card Punch, Comptometry—STuyvesant 9-6900.

CIVIL SERVICE

Delehanty Institute—115 E. 15th St.—Day & Eve. Classes—STuyvesant 9-6900.
Schwartz School—147 Fourth Ave.—Police, Fire—Entrance and Promotion—GRamercy 3-0808.

DRAFTING

New York Drafting Institute—276 W. 43d St.—Day and Evening Classes. Wisconsin 7-0366.
Manhattan Technical Institute—1823 Broadway (59th)—Day and Evening Classes—Circle 5-7857.
Mondell Institute—230 W. 41st St.—Day & Evening Classes—Wisconsin 7-2085.

FINGERPRINTING

Delehanty Institute—115 E. 15th St.—New class forming. STuyvesant 9-6900.
New York School of Fingerprints—22-26 E. 8th St.—GRamercy 7-1265

MACHINE SHOP

Delehanty Institute—11 E. 16th St.—Day & Evening Classes—200-300 hr. Courses—STuyvesant 9-6900.
Lurz—Machine Shop Practice—1043 6th Ave., N. Y. C.—Day & Evening Classes—PE. 6-0913.
Practical Machinist School—109 Broad St.—Machinist school only. BO. 9-6498.

MASSAGE

Dr. Erich Guttman—517 W. 113th St.—Quick and Thorough Preparatory Courses for the Massage License Examiners—UNiversity 4-7903.

MECHANICAL DENTISTRY

New York School of Mechanical Dentistry—125a W. 31st St.—Day and Evening Classes—Employment Service—Free Booklet—CHickering 4-3994.

RADIO—TELEVISION

Radio Television Institute—480 Lexington Ave.—Laboratory Training—Day and Evening Classes—PLaza 3-4585—Dept. L.

SECRETARIAL SCHOOLS

Delehanty Institute—Day and Evening Classes. Branches in Manhattan, Jamaica, Newark—Main office, 120 W. 42d St.—STuyvesant 9-6900.
Bowers—228 W. 42d St.—Graded Speed Classes—BRYant 9-9092.
Washington Business School—130 W. 42d St.—Wisconsin 7-8811
 Complete Secretarial Courses—Including Comptometry.
Mary A. Mooney, Browne's Business College—7 Lafayette Ave.—Brooklyn—NEvins 8-2941.
Lamb's Business Training School—370 Ninth St., at 6th Ave., Brooklyn—Day and Evening Classes—Individual Instruction—SOuth 8-4235.
Merchants and Bankers Business School—55th Year—Day and Evening—220 East 42d St.—MU. 2-0986.

TABULATING MACHINE OPERATION

Delehanty Institute—115 E. 15th St.—Day & Eve. Classes—STuyvesant 9-6900.
Accounting Machines Institute—221 W. 57th St.—Day and Evening Classes. IBM Hollerith Printers, Sorters, Key Punchers—Circle 5-6425.

WELDING

Delehanty Institute—11 E. 16th St.—Day and Evening Classes—224-hr. Course—STuyvesant 9-6900.

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vision to perform simple routine subprofessional tasks connected with the practical application of the principles of one of the subjects mentioned above under "Optional branches."
Basis of ratings.—Competitors will be rated on a general test, on a scale of 100. The general test will consist of written questions designed to measure the applicants' aptitude for learning and adjusting to duties in the service.
Ratings required.—Nonpreference competitors must attain a rating of at least 70; competitors granted 5-point preference a rating of at least 65, excluding preference credit; and competitors granted 10-point preference a rating of at least 60, excluding preference credit.
Time required.—About 2 hours will be required for these examinations.
Statements concerning qualifications will be verified by the Commission; exaggeration or misstatement will be cause for disqualification.
Education.—Applicants must have successfully completed at least 3 years of study in a college of recognized standing, and must have formally indicated at the college or university they are attending their intention of majoring in the optional subject for which application is made, provided that no applicant may enter the examination who completed the third year of college study prior to May, 1939.
 Applicants for Optional Branch 4, Statistics, must show that they will have completed not less than 3 semester hours in Statistics by July 1, 1942.
Junior students.—Applications will be accepted from junior students at institutions of recognized standing, who show that they expect to complete their junior college year not later than July 1, 1942. Specialized courses in which applicants are or will be enrolled and which will be completed within the above-specified period will be accepted.
Note.—Students in attendance at an institution of recognized standing who are pursuing a 5- or 6-year college course leading to a bachelor's degree must have completed three-fourths of the prescribed course of study by July 1, 1942.

14. Junior Public Welfare Assistant.

15. Junior Range Conservationist.

16. Junior Soil Scientist.

17. Junior State Department Assistant.

18. Junior Statistician.

Applications must be on file with the United States Civil Service Commission at Washington, D. C., not later than Feb. 3, 1942.
 The United States Civil Service Commission announces open competitive examinations in the optional subjects named above to be held at any of the places listed hereon. Vacancies in positions in Washington, D. C., and in the field requiring the prescribed or similar qualifications will be filled from these examinations, unless it is found in the interest of the service to fill any vacancy by reinstatement, transfer, or promotion. The salaries of positions filled from these examinations are subject to a deduction of 3½ percent toward a retirement annuity.
Employment lists.—Separate lists of eligibles will be established for each of the optional subjects listed above. Additional lists of eligibles may be established within some of the general optionals, based on the courses pursued by applicants in their college studies. The registers resulting from these examinations may supplant registers resulting from previous examinations in the optional subjects listed, when the precedent registers have been in existence for at least 1 year.
Subprofessional or other positions at \$2,000 a year, \$1,800 a year, and \$1,620 a year will be filled from the registers resulting from these examinations by certification of the names of appropriate eligibles who are willing to accept these salaries. Applicants should indicate in their applications the lowest salary they are willing to accept.
Duties.—Under immediate supervision, to perform scientific or professional work in one of the optional branches listed at the head of this announcement.
Basis of ratings.—Competitors will be rated on the subjects listed below, which will have the relative weights indicated.
Subject 1. General test, weight 80; 2. Professional questions, weight 70; total 100.
Subject 1. General test, will consist of written questions designed to measure the applicant's aptitude for learning, and adjusting to professional duties in the service.
Subject 2. Professional questions, will consist of a separate test for each of the optional subjects listed above, covering the fundamentals of that particular science, profession, or subject.
Ratings required.—In each of the two subjects, nonpreference competitors must attain a rating of at least 70; competitors granted 5-point preference, a rating of at least 65, excluding preference credit; and competitors granted 10-point preference, a rating of at

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least 60, excluding preference credit.
Time required.—About 5½ hours will be required for these examinations.
 Applicants may be examined in only one of the optional subjects listed at the head of this announcement. Applicants should indicate in their applications the optional subject for which they wish to be considered.
 Examinations in all of the optional subjects may not be held on the same date.
Statements concerning qualifications will be verified by the Commission; exaggeration or misstatement will be cause for disqualification.
 Applicants must possess the following qualifications:
Education.—Four-year course in a college of recognized standing. Such study must have included or must have been supplemented by a minimum of specialized study in one of the optional subjects listed below.

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(Continued on Page Sixteen)

U. S. Tests

(Continued from Page Fifteen)

Senior or graduate students.—Applications will be accepted from senior or graduate students who show that they expect to complete the required college course not later than July 1, 1942. Specialized courses in which applicants are, or will be, enrolled, and which will be completed within the above specified period will be accepted and should be indicated in their applications as courses to be completed.

Specialized study.—Applicants must show, as a minimum, specialized study in one of the optional subjects as follows:

(1) Junior Agricultural Economist.—Eighteen semester hours in agricultural economics, economics, rural sociology, or statistics, or any combination of these subjects, provided that at least 12 semester hours are in agricultural economics. The professional questions in this optional subject will be principally concerned with the application of economic principles to agriculture.

(2) Junior Agronomist.—Twenty semester hours in agronomy, or in agronomy and soils combined. The professional questions will be in field crops, forage crops, grasses, and soil conservation practices.

(3) Junior Aquatic Biologist (Physiology).—Thirty semester hours in zoology including or supplemented by 6 semester hours in general physiology. The professional questions will be in general zoology, fresh-water biology, and general physiology.

(4) Junior Archivist.—Thirty semester hours in any combination of history, economics, political science, and sociology, provided that at least 12 semester hours in American history, 6 semester hours in American government, and 3 semester hours in methods of historical research are shown. For the purpose of this examination, the term "methods of historical research" will be construed to mean the technique of analysis and evaluation of source material and of its use; the analysis of the bases of historical thinking, including such matters as di-

vision into periods, cause and effect, and chronology; and the major philosophies of history. The professional questions will be in American history, American government, and English composition.

(5) Junior Bacteriologist (Foods).—Twenty semester hours in bacteriology, or in any combination of bacteriology, biochemistry, or closely related subjects, provided that at least 10 hours are in bacteriology. The professional questions will be in general bacteriology and the physiology of bacteria as related to foods, fermentations, and closely related fields.

(6) Junior Biologist (Wildlife).—Thirty semester hours in biology including at least 10 semester hours in vertebrate zoology and 6 semester hours in botany. The professional questions will be in vertebrate zoology, botany, and wildlife management.

(7) Junior Chemist.—Thirty semester hours in chemistry. The professional questions will be on the fundamentals of inorganic, organic, analytical, and physical chemistry.

(8) Junior Entomologist.—Twenty semester hours in entomology, or in entomology and zoology combined. The professional questions will be in general entomology, including crop insects, forest insects, and insects affecting man and animals.

(9) Junior Forester.—Completion of a full 4-year course leading to a bachelor's degree in forestry in a recognized school of forestry. The professional questions will cover all phases of general forestry.

(10) Junior Geologist.—Thirty semester hours in geology. The professional questions will be on the principles and field applications of general geology, mineralogy, and economic geology and on the geological aspects of either (a) biology or (b) chemistry, physics, and mathematics.

(11) Junior in Household Equipment.—Twenty semester hours in household equipment and/or physics. Courses in housing and/or architecture may be substituted for not more than 6 of the required 20 hours. The professional questions will be on home appliances, both electrical and non-electrical, and the physical principles involved, and on internal home arrangements.

(12) Junior Olericulturist.—Twenty semester hours in olericulture, or in any combination of olericulture, horticulture, and botany, provided that not less than 6 semester hours are in olericulture. The professional questions will be on the culture and production of vegetable crops.

(13) Junior Pomologist.—Twenty semester hours in pomology, or in any combination of pomology with plant physiology, and/or horticulture. The professional questions will be on the culture and production of fruit crops.

(14) Junior Public Welfare Assistant.—Completion of a full 4-year course leading to a bachelor's degree, including or supplemented by at least 1 full year of study (undergraduate or graduate) with a minimum of 300 hours of supervised

field work in an accredited school of social work. The professional questions will be on social case work, child welfare, public welfare administration, social research, and statistics.

(15) Junior Range Conservationist.—Twenty semester hours in range management, pasture management, or plant ecology, or in any combination of these subjects, or in one or more of these subjects combined with forestry, botany, agronomy, or animal husbandry. The professional questions will be in botany, plant ecology, and livestock management on the range.

(16) Junior Soil Scientist.—Twenty semester hours in soil science, or in any combination of soil science, agronomy, horticulture, forestry, botany, geography, and geology, provided that at least 6 semester hours are in soil science. The professional questions will be on soil genesis, soil morphology, soil management, soil surveying, and soil conservation practices.

(17) Junior State Department Assistant.—Thirty semester hours in any combination of modern history, economics, and political science, provided that not less than 12 semester hours are in modern history and not less than 12 semester hours are in economics. At least one course in political science, government, or constitutional law must be shown. For purposes of this examination, courses in economic history, economic geography, or economic statistics may be credited toward the economics requirement, but not toward the history requirement. In addition, each applicant should submit with his application a statement from a college or university teacher or other qualified persons certifying that the applicant has a good reading knowledge of one or more of the following languages: French, Spanish, Portuguese, German, or Italian. Applicants who do not file such statements will not be certified for appointment in the Department of State, but may be considered for other Federal positions if the need should arise. The professional questions in this optional subject will be in modern history, economics, American government, international law, international relations, and English composition.

(18) Junior Statistician.—Thirty semester hours in a combination of statistics and any one of the following, provided that at least 6 semester hours are in statistics: Economics and/or agricultural economics, biology, engineering, agriculture, sociology, public health, home economics, family economics (courses dealing with the family from the social and economic viewpoint), mathematics, or physics. The professional questions will be in the general field of statistical methods.

Age limit.—Thirty-five years.

LEGAL NOTICE

DRYSDALE & CO.—Notice is hereby given that a certificate of limited partnership of Drysdale & Co. was filed and recorded in the office of the County Clerk of the County of New York, on the 26th day of December, 1941, and that the substance thereof is as follows: The undersigned do hereby certify, pursuant to section 91 of the Partnership Law of the State of New York, that we have on this date formed a copartnership for the transaction of business at No. 71 Broadway, in the City of New York, the particulars whereof are as follows:

FIRST: The name of the said partnership shall be Drysdale & Co.
SECOND: The business to be carried on shall be a general brokerage and commission business.
THIRD: The principal place of business shall be at No. 71 Broadway, Borough of Manhattan, City, County and State of New York.
FOURTH: There shall be six general partners, whose names and places of residence are as follows: Robert A. Drysdale, residing in the Town of Montclair, State of New Jersey; Lawrence Craufurd, residing in the Town of Westport, State of Connecticut; William E. Bergen, residing in Forest Hills, County of Queens, State of New York; Robert A. Drysdale, Jr., residing in the Town of Montclair, State of New Jersey; John A. Wright, Jr., residing in the Borough of Essex Fells, State of New Jersey; David G. Wakeman, Jr., residing in the Town of Montclair, State of New Jersey. There shall be one limited partner, whose name and place of residence is as follows: Charlotte B. Drysdale, residing in the Town of Montclair, State of New Jersey.
FIFTH: The partnership shall begin on the 1st day of January, 1942, and terminate on the 31st day of December, 1944, except that Robert A. Drysdale shall have the right to terminate at any time on one week's notice.
SIXTH: The amount of cash contributed by the limited partner, Charlotte B. Drysdale, is one hundred thousand dollars (\$100,000.00), payable on the signing of the partnership agreement.

SEVENTH: No additional contribution from the limited partner has been agreed upon.
EIGHTH: The contribution of the limited partner is to be returned on the dissolution of the partnership on the 31st day of December, 1944.
NINTH: The limited partner, Charlotte B. Drysdale, shall receive sixteen per cent. (16%) of the net profits of the said firm in addition to three per cent. (3%) interest on the capital subscribed by her.
TENTH: No right is given to the limited partner to substitute an assignee as contributor in her place.
ELEVENTH: No right is given to the partners to admit additional limited partners.
TWELFTH: On the death of any of the general partners the remaining partners may continue the business during the term of this agreement with the consent of the representatives of the deceased partner.
THIRTEENTH: No right is given to the limited partner to demand and receive property other than cash in return for her contribution.

In witness whereof, the parties hereto have hereunto set their respective hands and seals this 15th day of December, 1941.

ROBERT A. DRYSDALE (L.S.)
 LAWRENCE CRAUFURD (L.S.)
 WILLIAM E. BERGEN (L.S.)
 ROBERT A. DRYSDALE, JR. (L.S.)
 JOHN A. WRIGHT, JR. (L.S.)
 DAVID G. WAKEMAN, JR. (L.S.)
 CHARLOTTE B. DRYSDALE (L.S.)

Duly signed and acknowledged by Robert A. Drysdale, Lawrence Craufurd, William E. Bergen, Robert A. Drysdale, Jr., John A. Wright, Jr., David G. Wakeman, Jr., and Charlotte B. Drysdale.

LEGAL NOTICE

CERTIFICATE OF LIMITED PARTNERSHIP

of

PHELPS, FENN & CO.
 WHEREAS, the limited partnership heretofore existing between Basil Harris, as limited partner, and Augustus W. Phelps, William H. M. Fenn, Orlando S. Brewer, Leonard R. Sullivan, Daniel E. Fitzpatrick, James D. Zimmerman, Harvey P. Whitcomb and Richard E. Whitcomb constituted under Certificate of Limited Partnership filed and recorded in the Office of the Clerk of the County of New York on December 15, 1938 terminates on December 31, 1941, pursuant to the provisions thereof.

NOW THEREFORE,
 The undersigned, being desirous of forming a limited partnership pursuant to the Statutes of the State of New York in such case made and provided, being first severally duly sworn, do certify as follows:

I. The name of the partnership is "PHELPS, FENN & CO."
 II. The character of the business to be transacted by said partnership is the general business of buying, selling and dealing in stocks, bonds, notes, securities, negotiable instruments and other evidences of debt or ownership for its account and for others.

III. The location of the principal place of business is No. 39 Broadway, in the Borough of Manhattan, City, County and State of New York.

IV. The name and place of residence of each member of such partnership, is as follows:
 Augustus W. Phelps, residing at 19 Overlook Road, Scarsdale, New York.
 William H. M. Fenn, residing at 1120 Park Avenue, New York City.
 Orlando S. Brewer, residing at Rye, New York.
 Leonard R. Sullivan, residing at 42 Locust Street, Floral Park, Long Island, New York.
 Daniel E. Fitzpatrick, residing at Floral Avenue, Murray Hill, New Jersey.
 James D. Zimmerman, residing at 30 Vanderveer Court, Rockville Centre, Long Island, New York.

Harvey P. Whitcomb, residing at 735 Marshall Place, Plainfield, New Jersey.
 Richard E. Whitcomb, residing at Deer Path, Mountainside, New Jersey.
 The above-named persons are all the general partners of such partnership.
 Basil Harris, residing at Rye, New York, is the only limited partner of such partnership.

V. The term for which the partnership is to exist is from the 1st day of January, 1942, to the 31st day of December, 1944, both inclusive.

VI. The amount of cash and a description of and the agreed value of the other property contributed by said limited partner is as follows: Three Hundred Thousand Dollars (\$300,000), consisting of his interest in the capital and undivided profits of the former firm of Phelps, Fenn & Co., consisting of cash, securities stocks and accounts receivable of the agreed value of at least Three Hundred Thousand Dollars (\$300,000) over and above all liabilities.

VII. The said limited partner has not agreed to make any additional contributions to such partnership.
 VIII. The contribution of said Basil Harris as such limited partner, is to be returned to him only upon the termination of the partnership.

IX. The said Basil Harris, as such limited partner, is to receive annually by way of income a sum equivalent to six per centum (6%) per annum on the capital contributed by him out of the net profits of such partnership, and in addition thereto a sum equivalent to nine and nine-tenths per centum (9-9/10%) of the net profits of such partnership remaining after the payment to all partners who have contributed capital to such partnership of sums equivalent to six per centum (6%) per annum on the amounts of their respective contributions of capital.

X. No right is given to the said limited partner to substitute an assignee as contributor in his place.

XI. No right is given to the partners to admit additional limited partners.

XII. As the said Basil Harris is the only limited partner of such partnership, no right is given to one limited partner to priority over any other limited partner.

XIII. Upon dissolution of said partnership by reason of the death, retirement or insanity of a general partner, the remaining general partners shall have the right to continue the business of the partnership under the firm name.

XIV. No right is given to the limited partner to demand and receive property other than cash in return for his contribution.

IN WITNESS WHEREOF, the parties hereto have signed and sworn to this Certificate the 11th day of December, 1941.

Subscribed and sworn to by
 AUGUSTUS W. PHELPS,
 WILLIAM H. M. FENN,
 ORLANDO S. BREWER,
 LEONARD R. SULLIVAN,
 DANIEL E. FITZPATRICK,
 JAMES D. ZIMMERMAN,
 HARVEY P. WHITCOMB and
 RICHARD E. WHITCOMB and
 BASIL HARRIS
 before me this 11th day of December, 1941.
 A. W. Phelps (L.S.)
 Wm. H. M. Fenn (L.S.)
 O. S. Brewer (L.S.)
 Leonard R. Sullivan (L.S.)
 Daniel E. Fitzpatrick (L.S.)
 James D. Zimmerman (L.S.)
 Harvey P. Whitcomb (L.S.)
 Richard E. Whitcomb (L.S.)
 General Partners.
 Basil Harris (L.S.)
 Limited Partner.
 E. R. Whitton

NOTARY PUBLIC Queens County
 Queens County Clerk's No. 1965
 Queens County Register's No. 6138
 Certificate filed in New York County
 Clerk's No. 199, Register's No. 3W126
 Commission expires March 30, 1943
 [Notarial Seal]

STATE OF NEW YORK } ss.:

COUNTY OF NEW YORK
 On the 11th day of December, 1941, before me personally came AUGUSTUS W. PHELPS, WILLIAM H. M. FENN, ORLANDO S. BREWER, LEONARD R. SULLIVAN, DANIEL E. FITZPATRICK, JAMES D. ZIMMERMAN, HARVEY P. WHITCOMB, RICHARD E. WHITCOMB and BASIL HARRIS, to me known and known to me to be the individuals described in and who executed the foregoing instrument and they duly severally acknowledged to me that they executed the same.

E. R. Whitton
 NOTARY PUBLIC Queens County
 Queens County Clerk's No. 1965
 Queens County Register's No. 6138
 Certificate filed in New York County
 Clerk's No. 199, Register's No. 3W126
 Commission expires March 30, 1943
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By BILL BENNETT

Aid to Air Wardens

So that Air Raid Wardens might quickly find information in an emergency, a Premise File has been designed by the Redi-Record Company of 160 Madison Avenue, New York City. This Premise File is so arranged that addresses and apartment numbers are instantly visible, and a flip of the finger turns back the required card showing a listing of occupants.

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Bots Nekola of the Yankees, Al Cuccinello of the Giants and Eddie Boland of the Phillies, were on the promotion list which was promulgated on September 17. The entire list of seventy names was used up in last week's batch of promotions.

The position of sanitation man, class B, pays \$1,920 per year. The men promoted to the title were formerly employed as scowmen and laborers.

Prison Guards

Prison Guard eligibles were urged to join the Home Guard, in an announcement by president Robert S.avin at a meeting of the Eligibles Association last Wednesday night at the Jacob Riis Settlement House, new home of the association, 48 Henry Street, New York City.

Although disappointed by the failure of the U. S. Customs Office in New York City to use their list for Guard positions, the eligibles are pushing along all fronts for further jobs.

PROMOTED 70 Sanitation Men Go Up

Three ex-big league ball players were among the seventy Sanitation employees promoted to Sanitation Man, Class B, last week. The three former major leagues,

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Is Your Exam Here?

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

Accompanist-Organist: The rating of qualifying experience will begin shortly.

Actuarial Assistant: The rating of Part 1 of the written test has been completed.

Assistant Gardener: The test is scheduled for January.

Baker: All parts of this test have been administered.

Bridge Painter: The rating of the written test has been completed.

Car Maintainer, Group A: All parts of this examination have been administered.

Car Maintainer, Group F: This examination is being held in absence pending promotion examinations in the IRT and BMT Divisions.

Court Stenographer: The rating of the elimination test is in progress.

General Hygienist: The rating of qualifying experience has been completed.

D list (part time): The first qualifying practical tests were held Dec. 29.

Electrician: The rating of Part II is in progress.

Electrician: The practical test will be held soon.

Gasoline Roller Engineer and Asphalt Steam Roller Engineer: All parts of this test have been held.

Health Inspector, Grade 2: The written test was held Jan. 10.

Housekeeper: The oral interview test will be held as soon as practicable.

Inspector of Housing, Grade 2: The tentative key answers were published last week.

Inspector of Printing and Stationery, Grade 2: The rating of qualifying experience has been completed.

Interpreter: The rating of Part 1 of the written test is about 75 percent completed.

Junior Administrative Assistant (Real Estate Research): The rating of the written test has been completed.

Laboratory Assistant (Bio-Chemistry): The written test will probably be held late this month.

Office Appliance Operator, Grade 2 (I.B.M. Alphabetic Key Punch

Machine, Duplicating Punch and Printing Punch Machines): The qualifying written test was held on December 9th.

Office Appliance Operator, Grade 2 (Remington Bookkeeping Machine): The rating of the practical test has been completed.

Office Appliance Operator, Grade 2 (I.B.M. Alphabetic Accounting Machine): The rating of qualifying experience is in progress.

Office Appliance Operator, Grade 2 (I.B.M. Numeric Accounting Machine): The rating of qualifying experience is in progress.

LaGuardia to Pool City Manpower

A survey late Saturday afternoon in city departments indicated widespread dissatisfaction with the operation of the six-day week. A typical employee reaction was this, at the Welfare Department:

"I'm willing to work this additional time, if it's for our war effort. There's no connection, however."

In many cases, the long Saturday visited hardships upon employees. There were complaints from working mothers who have only week-ends to spend with their children. There were complaints from employees in volunteer defense work who felt that Saturday afternoon interfered with their civilian defense activities. Many of those queried held that Mr. LaGuardia should not have taken so portentous a step without discussing it first with employee representatives, and giving his reasons for doing it. But mainly, resentment arose from an impression that the six-day week was not at this time necessary.

To Pool Manpower
On Sunday morning, Mr. La-

Office Appliance Operator, Grade 2 (I.B.M. Numeric Punch Machine): The rating of qualifying experience is in progress.

Office Appliance Operator, Grade 2 (Remington Rand Powers Key Punch Machine): The rating of qualifying experience is in progress.

Principal Chemist (Bio-Chemistry): The rating of qualifying experience has been completed. The experience oral interview test will be held this month.

Printing Specifications Writer: The rating of qualifying experience has been completed.

Radio Operator, Grade 1: The written test was held on December 10th.

Radio Repair Mechanic: The rating of qualifying experience has been completed.

Senior Buyer: The rating of the written test has been completed.

Soap Boiler: Applications for this examination closed on November 28th.

Superintendent of Camp LaGuardia: The list has just appeared.

Guardia hinted at one of his reasons for the act when he declared:

"The six-day week is here for the duration. No, there will be no change at all. We are going to use whatever we have wherever it is needed. We are going to pool all of our manpower in the city service so that we can shuffle and use it wherever it is needed, and our future course will be charted accordingly."

Big Appointments

ALBANY. — Mark Graves, Commissioner of Taxation and Finance, has announced the appointment of Harry W. Kalich, Elmhurst, L. I., as district deputy motor vehicle commissioner in charge of the Queens County office of the State Bureau of Motor Vehicles at Jamaica. He succeeds Joseph Mafera of Ridgewood, resigned, to become deputy commissioner of Public Works of Queens.

At the same time, Commissioner Graves named John B. Sekora, Glendale, L. I., transfer tax appraiser in the Brooklyn office of the Tax Department, succeeding Mr. Kalich.

Salaries of both positions are \$4,000 a year.

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11:45 A.M.—Sing and Swing
1:45 P.M.—Winstrumentalists

SPORTS

Don Dunphy, This Year's Discovery in Sportscasting, Keeps Sports Fans Posted on Latest Events

4:00 P.M.—Monday Through Saturday—Sports News
4:30 P.M.—Thursday—Highlights of Sports
1:00 P.M.—Friday—Sports Personalities
1:15 P.M.—Saturday—Between Rounds

NEWS

10:45 A.M.—"Copydesk"—Monday Through Friday
News Commentators—Maurice C. Dreicer and Senator Phelps Phelps

1:00 P.M.—Sunday—Waverley Root

8:15 A.M.—Tuesday, Wednesday and Thursday
Civil Service Leader News

Scheduled Newscasts—Monday Through Saturday

8:30, 8:55 and 9:45 A.M. — 12 Noon, 2, 3, and 4:45 P.M.

Sunday

10:30 A.M. — 12 Noon and 4:30 P.M.

News Bulletins Broadcast Throughout the Day as Received

1000

"On Your Dial"

LISTS

(Continued from Page Two)

Assistant Accountant	30
Assistant Accountant	25
Assistant Examiner of State Expenditures	35
Assistant Examiner of Town Highway Accounts	25
Senior Accountant	200
Senior Accountant	15
Senior Examiner of State Expenditures	15
Associate Accountant	40
Principal Accountant	25
Director of Welfare Accounts	25
Payroll Auditor	15
Payroll Examiner	600
Construction Payroll Auditors	7
Chief Auditor of Printing	11
Assistant Account Clerk	1,600
Senior Account Clerk	1,700
Toll Collector	175
Toll Collector	450
Assistant Supervisor of Welfare Client Resources	33
Supervisor of Welfare Client Resources	5
Junior Bank Examiner	125
Junior Clerk	4,500
Assistant Clerk	13,000
Senior Clerk	10,700
Principal Clerk (Personnel)	98
Chief Clerk	23
Medical and Statistical Clerk	35
Assistant Examiner of Methods and Procedures	10
Senior Examiner of Methods and Procedures	8
Material and Devices Approval Clerk	15
Junior Insurance Examiner	50
Senior Unemployment Insurance Claims Examiner	70
Associate Unemployment Insurance Claims Examiner	18
Assistant Office Appliance Operator (Multigraph)	200
Telephone Operator	625
Assistant Tabulating Clerk	100
Senior Tabulating Clerk	75
Calculating Machine Operator	600
Chief Clerk (Purchase)	35
Assistant Mechanical Stores Clerk	575
Senior Mechanical Stores Clerk	300
Junior Stenographer	1,600
Assistant Stenographer	1,500
Senior Stenographer	1,800
Principal Stenographer	700
Assistant Law Stenographer	375
Assistant Secretary to the Board of Social Welfare	65
Junior Typist	2,500
Assistant Typist	1,400
Senior Typist	500
Tax Examiner	250
Junior Market Reporter	35
Assistant Rates Examiner	35
Senior Rates Examiner	15
Senior Statistics Clerk	204
Senior Traffic Clerk	30
Junior Education Examiner	305
Senior Education Supervisor	19
Educational Director	10
Institutional Director of Education	25
Institutional Teacher (Related Vocational Subjects)	27
Institutional Education—Supervisor (Vocational)	0
Institutional Vocational Instructors (Printing)	7
Institutional Teacher (Trade Drawing)	4
Instructor in Blacksmithing	10
Institutional Vocational Instructor (Machine Shop Practice)	4
Asst. Inventory Recorder	35
Senior Inventory Recorder	30
Junior Draftsman	185
Junior Civil Engineer (Bridges and Grade Separation)	50

Chief Grade Separation Engineer	11
Junior Gas Engineer	11
Assistant Heating and Ventilating Engineer	40
Assistant Plumbing Engineer	11
Highway Maintenance Supervisor	195
Junior Hydraulic Engineer	15
Assistant Hydraulic Engineer	5
Junior Mechanical Draftsman	10
Junior Sanitary Engineer	10
Assistant Industrial Code Engineer	10
Assistant Building, Structural Engineer	45
Junior Valuation Engineer	20
Assistant Valuation Engineer	10
Assistant Valuation Engineer	60
Senior Valuation Engineer	15
Associate Valuation Engineer (Electric and Gas Utilities)	40
Senior Engineering Aid	60
Associate Attorney	8
Title Examiner	50
Department Librarian	8
Librarian	15
Associate Cancer Surgeon	7
Senior Public Welfare Physician	5
Junior Epidemiologist	5
Physician	50
Head Physician	15
Dental Hygienist	23
Dentist	68
Senior Dentist	6
Assistant Director for Oral Hygiene	12
Senior Industrial Hygiene Physician	4
Senior Tuberculosis Roentgenologist	4
Associate Cancer Roentgenologist	5
Junior Psychologist	7
Social Investigator and Psychologist	40
Research Assistant in Psychology	10
Senior Psychiatrist	9
Senior Tuberculosis Hospital Physician (Medicine)	5
Senior Tuberculosis Hospital Physician (Surgery)	17
Assistant Cancer Laryngologist	2
Supervising Nurse	4
District Supervising Public Health Nurse	11
Assistant Dietitian	56
Dietitian	20
Supervisor of Homemaking and Dietetics	12
Supervisor of Home Economics	6
Head Tuberculosis Hospital Nurse (Surgery)	5
Head Tuberculosis Hospital Nurse (Surgery)	5
Assistant Superintendent of Tubercular Nursing	5
Radiographer and Clinical Radiographer	26
Junior Economist	680
Junior Budget Research Aide	25
Junior Civil Service Research Examiner	15
Senior Civil Service Examiner (Engineering)	5
Senior Municipal Research Assistant	6
Senior Municipal Research Assistant	6
Junior Classification Examiner	6
Junior Personnel Technician	10
Senior Personnel Technician	30
Associate Personnel Technician	9
Principal Personnel Technician	7
Junior Laboratory Technician	20
Senior Laboratory Technician (Analytical Chemistry)	8
Senior Laboratory Technician (Clinical Pathology)	40
Senior Laboratory Technician (Bacteriology)	15
Museum Draftsman and Photographer	15
Forester	12
Senior Draftsman	595
Assistant Laboratory Worker	25
Social Service Worker	80
Assistant Superintendent of Training School	20
Assistant Director of Welfare Area Office	23
Director of Welfare Area Office	7
Social Worker	25
Senior Social Worker	110
Supervisor of Social Work	20
Senior Social Worker	25
Supervisor of Social Work	7
Director of Public Assistance	10
Old-Age Assistance Administrative Officer	6
Executive Director of Public Assistance	5
Senior Medical Social Worker	15
Psychiatric Social Worker	20
Inspector of Welfare Institutions	20
Parole Officer	200
Probation Examiner	7
Minimum Wage Investigator	125
Research Investigator of Women in Industry	7
Assistant Director of Women in Industry and Minimum Wage	6
Director of Women in Industry and Minimum Wage	4
Junior Statistician	200
Assistant Statistician	20
Senior Statistician	2
Associate Statistician	15
Conservation Publications Editor	35
Editorial Assistant	8
Welfare Publications Editor	30
Assistant Information Service Reporter	35
Senior Information Service Reporter	11
Motor Vehicles Information Secretary	6
Director of State Archives and History	7
Exhibits Designer	21
Institution Farm Supervisor	35
Assistant Supervisor of Rural Rehabilitation	8
Supervisor of Rural Rehabilitation	10
District Ranger	30
Prison Guard	4,000
Police (Mounted)	185
Industrial Inspector	20
Foreman of Industries	5
Assistant Foreman, Shoe Dept.	70
First Assistant Commissioner in Charge of Industries	14
Assistant Foreman, Paint and Varnish Manufacture	6
Assistant Foreman, Yarn and Cloth	6
Foreman, Shoe Manufacturing Department	70
Custodian of Buildings and Grounds	5
Supervising Janitor-Fireman	70
Elevator Operator	3,283
Chef	50
Laundry Supervisor	130
Safety Inspector	150
Safety Inspector of Construction	75
Factory Inspector	250
Mine and Tunnel Inspector	15
Industrial Relations Investigator	200
Labor Relations Examiner	15
Boiler Inspector	10
Gas Meter Tester	40
Junior Railroad Equipment Inspector	65
Railroad Equipment Inspector	15
Junior Farm Products Inspector	20
Investigator, A.B.C. Board	1,800
Inspector of Weights and Measures	30
Assistant Steam and Electric Operating Engineer	100
Assistant Steam and Electric Engineer (Oil)	30
Chief Engineer (Operating)	60
Canal Structure Operator	50
Buoy Light Tender	85
Canal Section Superintendent	10
Bridge Operator (Electrical)	80
Machinist	60
Assistant File Clerk	10,000
Senior File Clerk	2,100

Amusement Parade

By Joseph Burstin

Stage Notes

The Theatre Guild announces that Richard Brinsley Sheridan's comedy, "The Rivals," starring Mary Boland, Bobby Clark and Walter Hampden, will open at the Shubert Theatre, tomorrow night. The engagement will be limited to four weeks. The play has been directed by Eve Le Gallienne with settings and costumes designed by Watson Barratt. . . . Guy Bolton is back from Florida with the completed script of "Wings Over Manila" which Gil Boag hopes to produce shortly. . . . Henry Daniel has joined the cast of Luther Green's forthcoming revival of Ibsen's "Hedda Gabler," opening at the Longacre Theatre, January 29. . . . Max Gordon is to send on tour next season three duplicate companies of "Junior Miss," the comedy by Jerome Chodorov and Joseph Field at the Lyceum

Theatre. Two companies of "My Sister Eileen," which the same authors wrote, are now on tour.



KATHERINE LOCKE
One of the featured players in Clifford Odets' production, "Clash by Night," at the Belasco Theatre.

Kay, radio's Gay 90's singer, is the first feminine vocalist to be invited to appear at the President's Annual Birthday Ball to be held January 30 at the WALDORF-ASTORIA.

Tony Pastor has added Helen Rogers, Dorothy Manners and M'le. Bori to his floor show at PASTOR'S on W. 3rd Street. . . . Frank Belasco returns to CHARLIE'S All Night Spot in Little Ferry, N. J., as M. C. in "Over The Hudson For Fun," new revue with Ruth Turner, singer, Patsy Marr, and Perry & Green, dancers.

Movie Notes

Elizabeth Bergner, famous Continental stage and screen star will appear in her first American made picture, "Paris Calling," a Universal picture, which opens at the Globe Theatre this Saturday. Randolph Scott and Basil Rathbone are co-starred with Miss Bergner. This movie deals with a wealthy French girl who joins the underground movement against the invaders after France has capitulated.

Checking the pulse of Broadway today you find it strong in beat. . . . The movie houses are packing them in. . . . According to a report from the Music Hall where "Babes On Broadway," starring Mickey Rooney and Judy Garland, is now playing for a third week, this theatre has enjoyed one of the largest attendance records in the history of the theatre. . . . And another record-breaking report comes from the Strand Theatre where "The Man Who Came To Dinner" is the current attraction. . . . while the Paramount Theatre attraction, "Louisiana Purchase" has topped the previous record holder "Love Thy Neighbor" by over \$13,000.

Paul Gerrits, roller skating raconteur at the Roxy Theatre, will make a tour of Army Camps after his current engagement. . . . The World Premiere of MGM's "The Vanishing Virginian" has been set for Lynchburg, Virginia, locale of much of the action of Rebecca Yancey Williams' novel, on which the new film is based. The date is January 23, and Frank Morgan has the title role. . . . Herman Shumlin has been signed to a long term contract as a director by Warner Bros. He is making plans for the film production of the Lillian Hellman play, "Watch On The Rhine." . . . Nancy Coleman, young newcomer to the screen, who will be seen in an important role in "Kings Row," has been assigned by Warner Bros. to the company's current Humphrey Bogart-Brenda Marshall film, "Escape From Crime." . . . Jane Wy-

Nite Life

Mike Larsen is presenting a new floor show at his smorgasbord restaurant, The ICELAND, featuring the Six Grays, novelty dancing act involving five sisters and a brother; Lois Lynne, songbird from the South, and Joan Brandon, distaff magician. Music by Ted Eddy's boys and Angelo's Marimba band.

Bill Cascade, as Master of Ceremonies heads an all new girl show at CLUB CINDERELLA, featuring Paula Norton, Jean Allen, Dee Carroll, Zelda Lee and Betty Woods.

Signalizing the initial entertainment presentation of the New Year, the countrified VILLAGE BARN brings in a new revue, "Hayseed In Manhattan," this coming Friday evening.

Frank L. Andrews, president of the HOTEL NEW YORKER, announces the successful re-engagement of Margaret Richmond and her Accordion for the cocktail hour in the Manhattan Room of the Hotel New Yorker.

Ira Spector, pianist leading his orchestra at the CHATEAU MODERNE, this week introduces several songs written in 1910 by the famous lyricist, Ballard MacDonald, together with Nathan Spector, father of the club's young bandleader, and a classical musician of note.

Tommy Lyman, torch singer at the MAISON PIERRE, will shortly record the ten outstanding torch songs of the last 20 years for his new album. . . . Beatrice

man has affixed her signature to an RKO Radio contract to play the glamorous government agent who keeps Kay Kyser in continuous hot water in "My Favorite Spy." . . . Claire Trevor has been assigned the second feminine lead in Columbia's "The Gentlemen Misbehave," starring Gary Grant, Ronald Colman and Jean Arthur. . . .

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ELIZABETH BERGNER
Co-starring with Randolph Scott in Universal's "Paris Calling" opening at the Globe Theatre, Saturday, Jan. 17.

LOPEZ AT LOEW'S STATE THURSDAY

Vincent Lopez, piano playing maestro and his orchestra, will double between the Hotel Taft Grill and Loew's State Theatre during the week of January 15th. Featured vocalists with the band are Sonny Skyler and Karole Singer.

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SAFETY New Motor Bureau Faces Troubles

ALBANY.—Expansion of the new safety-responsibility unit of the Bureau of Motor Vehicles

may be drastically slowed up, it was revealed this week, on the basis of accidents reported. This and the probability that no examinations for the three most numerous of the more lucrative titles—adjudicator, senior evaluator, and evaluator—will be conducted before May or June were highlights as the new unit began actual operation.

The new Page-Anderson law makes virtually every motor vehicle mishap reportable. But the daily total has been much less than anticipated. The National Safety Council has produced an estimate of 3,000 a day and on that basis the bureau had been set up. But the reports are averaging less than 1,000 a day. This means drastic curtailment of the originally planned personnel.

Most Jobs Filled

Only a half dozen or so of the original 71 jobs as adjudicators and evaluators remain to be filled by provisional appointees. These are to be filled by January 16.

A training school is to be conducted and Civil Service is moving slowly in writing the examinations for these posts. This will give the provisionals more experience for their final rating and will give the Commission the benefit of experience in other states in compiling its requirements and tests.

Tentative requirements for the three tests to fill the 71 jobs were released this week by the State Department of Civil Service. They are published on page 13. The exams, according to Mrs. Eugenia G. McLaughlin, chief of the examinations division, won't be opened until the Spring.

"Prospective applicants should be discouraged from either writing in for applications or filling their applications until the examinations announcements are finally published," Mrs. McLaughlin requested, in a letter to The LEADER.

Promotion Lists Used

Virtually all appointments, except those enumerated above, have been made from promotion lists. This week 46 junior clerks were appointed from eligible lists but that is the first departure from appointment by promotion.

Promotion appointments thus far, about half and half between New York City and Albany offices of the division, are: 37 assistant clerks; four senior account clerks (for N. Y. C.); 14 senior clerks; 12 senior file clerks; three senior stenographers; one graduate nurse; two telephone operators; four assistant typists; one dictating machine transcriber.

Several Resignations

There have been several resignations among the evaluator appointees, based on refusal to accept work away from their homes on the ground that they couldn't afford to do so at the \$2,100 salary. See next column for latest appointees.

PROBE Burial Services

The results of 18 months of investigation of the Municipal Civil Service Commission and its president, Paul J. Kern, were sent in many different directions by the City Council at its final meeting, held in City Hall two weeks ago.

A special report asserting that President Kern had forfeited his office by engaging in the political activities of so-called leftist groups was dispatched to Mayor LaGuardia and Governor Lehman, while copies of this report made their way to the State Legislature and to the State Civil Service Commission.

The incoming Council receives from its predecessor those sections of the report, prepared by counsel Emil K. Ellis, which recommend specific changes in Civil Service procedure in New York City.

President Kern had only this to say: "I'm not very good at burial services."

Court Battles Loom

The battle of Attorney Ellis and the Municipal Civil Service Commission returns to the courts next week when arguments are to be heard before the Court of Appeals on Mayor LaGuardia's refusal to testify on the activities of the Commission.

Another court battle also looms, with Ellis, counsel to the City Council investigating committee, expected to submit a bill for expenses running into six figures. The city will undoubtedly protest this payment, and probably have to defend its refusal in the courts.

Dr. George A. Smith

Dr. George A. Smith, who organized Central Islip Hospital in 1895 and remained until he retired as superintendent in 1932, died last week at the age of 83.

APPOINTED Thirteen Go To Motor Bureau

ALBANY.—Thirteen more persons have been appointed provisionally to key jobs in the new safety-responsibility division of the Bureau of Motor Vehicles by Mark Graves, Commissioner of Taxation and Finance, effective as of last Friday.

Ten of these named reported Monday for a period of training in Albany. Two are responsibility adjudicators at \$3,600 a year, two are senior damages evaluators at

\$2,500, and nine are damages evaluators at \$2,100.

The appointments are made pending the establishment of Civil Service lists based on future competitive examinations.

The new appointees:

Responsible Adjudicators—Joseph J. Schmitt, Batavia, and I. Henry Kutz, New Rochelle.
Senior Damages Evaluators—Arthur H. Kimble, Middletown, and William B. Eaton, Hudson.
Damages Evaluators—Stephen Flamik, Nanuet; Vincent Arcese, Brooklyn; John C. Collins, Schenectady; Edward J. Brown, Granville; Frank Papillon, Manhasset; James C. Morris, Rensselaer; William H. Skelly, Oswego; B. J. Schmidt, Hornell; James J. Ronan, Mechanicville.



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