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PUBLICATIONS

Civil Service LEADER

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Sanitation Boys Get New Home

The sanitation eligibles have finally gotten a home of their own. It's at Room 1013, 38 Park Row. The boys share the office with a patent attorney, but that's all right: it doesn't prevent full use of the premises by the boys on the list. In fact, the office will be open seven days a week. The boys are invited to come in and lounge around.

Indignation flared up this week at what the eligibles consider bad treatment in the Mayor's budget. When the budget was first made public, it wasn't quite certain what the new title of "junior sanitation man" meant to the men on the list. More and more, however, it is becoming clear that they may be entering the service at salaries of \$1,200 and \$1,500, instead of at \$1,860, the present salary of class A sanitation men.

Write to Mayor

The boys, under the signature of their president, Abe Donner, this week dispatched a letter to the Mayor, seeking an audience with him for the purpose of clearing up the situation. In the letter they ask protection of their status, and treatment with respect to salaries at least as good as they had been led to anticipate when they had originally taken the exam.

Next meeting of the sanitation eligibles, at which this matter will be thrashed out, is scheduled for Friday, May 23, 8 p.m., at Public School 27, Third Avenue and 42nd Street, Manhattan.

Patrolman Exam Predicted for Fall

It Appears That Entire Police List Will Be Exhausted

By BURNETT MURPHEY
(Exclusive)

Police Commissioner Lewis J. Valentine's decision to appoint 650 probationary cops by June, 1942, in addition to 200 slated for appointment early next month, will force the Municipal Civil Service Commission to announce a new exam for patrolman within a short time, certainly not later than this Fall.

Two hundred appointments will be made to the badly-undermanned force on June 9 and 181 men will be promoted at the same time. Thereafter on September 1 another 200 will be appointed and followed by 200 on January 1; 150 on March 1; and 100 on June 1, 1942.

List Would Be Exhausted

Appointments may be made even faster than this tentative schedule in view of the uncertainties at home and abroad. But the appointment of 850 men from the present list would leave only 277 names on the eligible register on June 1, 1942. However, a certain percentage of men on such a list fail medical exams, a few decline the appointment, and by next year at least a number of the eligibles will have been called to military service. Thus, for all practical purposes there will be no list from which to make appointments after June, 1942, unless a new one is prepared in the next twelve months.

The Municipal Civil Service

Commission would not allow itself to be caught short with no list to fill vacancies in the Police Department in such critical times. Preliminary plans for the next exam are expected to be discussed at a conference among Commission officials within the next two weeks.

Last Exam in '38

The last patrolman exam was announced in October, 1938. After a delay caused by legal action, the written part was given in April, 1939, and the physical events the following summer. The complete eligible list was published in October, a full twelve months after applications were received.

At that time the Commission limited the number of passing candidates, so that an unusually small list of 1,427 names resulted. The Commission announced that it expected the list to be exhausted in two years and that was the reason for limiting it.

Time-Table

In order to prepare a new list by June, 1942, the Commission would have to follow a timetable pretty much as follows: the exam would be ordered in the next

three months and announced early in the fall, or possibly sooner in the winter and the physical events indoors in the winter or outdoors early in the Spring. Rating and computing final marks would consume the last two months prior to June.

Last Man

The last remaining eligible on a list cannot compel his appointment to a city job, Supreme Court Justice Cohalan declared in an opinion filed last week.

The action to compel appointment was brought by Dr. George D. D'Oronzio, the last remaining eligible on the list for deputy medical superintendent. He was certified to the Department of Hospitals and a clerk handed him an appointment card, which did not, however, have the signature of Commissioner Rappelye.

Later, after interviews with the Commissioner and other officials of the department, he was advised that he would not be appointed. He contended that actually he has been appointed but the court overruled this contention.

"The fact that the petitioner was the sole eligible remaining on the list did not, ipso facto, entitle him to the appointment," Justice Cohalan declared, "nor can it seriously be disputed that the power to make the appointment rests, without power of delegation, solely with and exclusively in the commissioner of hospitals."

WHO IS SHE? WHERE DOES SHE WORK?
Won't you help us find the most beautiful girl in Civil Service? The Leader is going to hunt high and low, throughout New York City and New York State, to discover the loveliest girl of them all. It



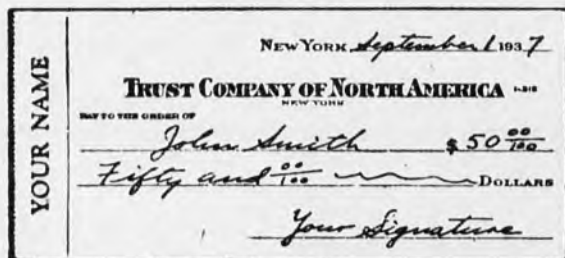
begins next week—biggest glamour contest of the year. We want your help. Every girl in a government job—city, county, state or federal—is eligible. The only requirement is that she must be a resident of New York State.

Read next week's Leader for complete details.

Gawd, What an Awful Mixup!

But Sanitation Tangle on Way to Being Unravalled

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The sanitation man, class A list is divided into two parts. Now the Civil Service Commission has to make up its mind whether to combine the two parts into one—because the Mayor's budget seems to make a hopeless mess out of such a division. Late last week the Commission decided not to make up its mind.

The suggestion to re-combine the two parts of the list into one was made after several complaints came in from men on the first list who said they were willing to take appropriate jobs at \$1,500 and less, but had not been offered any. Meantime, men on the second list with much higher numbers were actually at work.

Originally, the Commission set up the two lists in an effort to avoid constant turnover in city jobs resulting from certification of eligibles to appropriate positions. The idea was to use the No. 1 list, containing the first 750 names, only for jobs paying \$1,500 and more, including sanitation man, class A at \$1,860. The second list consisted of all the remaining names. They were to get appropriate jobs paying less than \$1,500.

But when the Mayor announced that he wanted a new title of junior sanitation man created at salaries of \$1,200 and \$1,500, the chances for any original appointments from either list at more than \$1,500 faded.

169 Appointed

So far 169 is the last number on the first list appointed as sanitation man. Thirty others got jobs at \$1,500 as laborers in the department. But the number two list has been certified from No. 750 to 781 for labor jobs at \$5.50 a day or \$1,500 a year; and from 781 to 1,250 for porter jobs paying 50¢ an hour.

On top of the problems caused by this situation, the Commission is confronted with the necessity of reclassifying the whole sanitation man service to comply with the Mayor's orders.

No actual work has yet been done on the reclassification but within a week or two representatives of the Budget Director's Office and the Commission will confer on the matter.

New Setup

The probability is that the resolution will provide for sanitation

A Scowman Is a Scowman

The Municipal Civil Service Commission has denied a request from employees in the Department of Sanitation that the title scowman be reclassified to sanitation man, class B. Under a proposed reclassification the titles of sanitation man, classes A and B will be merged. The scowmen also wanted to be included in the merger, which has the effect of increasing the salary of the present class A men by \$60 a year.

In denying the request, the Com-

mission pointed out that 1) the duties of sanitation man, A and B, by virtue of the new budget, will be absorbed and similar, hence an open competitive list for sanitation man, class A, would be more appropriate inasmuch as they took the examination for the nature of the job which is contemplated for sanitation man, class B; 2) the scowmen, by virtue of the new budget, will have practically no competition, a promotion examination to sanitation man, class B, inasmuch as the present sanitation man, class A, will be raised to the salary of sanitation man, class B, and they will not be required in this promotion examination.

OK's Civil Service Questions Court Won't Interfere In Tests

For the second time in recent months, the courts have upheld the Municipal Civil Service Commission as the final authority in deciding the correctness of answers given on its own examinations. (Once before, however, Supreme Court Justice Pecora overruled one of the Commission's answers—in the famous question-mark case—and ordered the exam for clerk, Grade 2 re-rated.)

The latest case involving the correctness of an answer was brought by a candidate in the Fire Lieutenant promotion test. He disagreed with the answers as given by the Commission and also wanted his rating increased by ½ of 1 per cent for a course in City Government which he took at NYU. He asked the Court to instruct the Commission either to give him a correct marking on certain questions, re-rate the whole exam, or else order a new one.

Test Is Competitive

In denying all of the petitioner's contentions and dismissing

man, class A, with salaries of \$1,200 and \$1,500; sanitation man, class B, \$1,920; and sanitation man, class C, \$2,040. Men will be promoted from A to B and B to C by one of three methods: seniority; record and seniority; or place on the original eligible list.

It seems pretty definite that no original appointments will be made at salaries higher than \$1,200 and \$1,500 compared with the former entrance salary of \$1,860. The men appointed at the lower salary would probably not be promoted for a year or a year and a half, although eventually they would all receive \$1,920.

the case as without merit, Supreme Court Justice Cohalan declared:

"The examination is, by statute, required to be competitive, and the whole basis upon which a competitive examination rests would be swept away if a person who had failed upon such an examination were allowed to prove in court or before a jury that his rating should be different from that awarded to him."

"The court may not determine the appropriateness of questions asked and the correctness of answers given on the examination. In the absence of a showing that the Commission acted illegally, arbitrarily or in bad faith, the court will not interfere with disposition of the examination."

SANITATION WORKERS

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

CIVIL SERVICE LEADER

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"MAKE MINE RUPPERT"



YOU COULDN'T ASK FOR BETTER BEER

Opportunities in Fireman Exam

Men as Young as 17 May Apply; Chances of Making the List Better Than Ever

"Opportunities in the fireman examination are greater than ever before. Less people are filing for exams today, and the chance of each candidate is greatly increased."

Paul Jerome Kern, president of New York City's Civil Service Commission, this week urged all prospective candidates who are hesitating for one reason or another, to be sure and apply for the exam. All indications are that the chances of a man's making the list, as compared with last year's sanitation exam, are better than 5 to 1. The information concerning the opportunities for candidates are confirmed from all sources. The competition will not be so keen as it has been on previous New York City physical exams in recent years.

Professor Francis P. Wall of New York University, consultant to the Municipal Civil Service Commission on physical tests and author of the Fireman physical, has said that the exam will be tough but fair, and the man who trains properly may confidently expect to prove his ability.

So, if you've been idly turning around in your mind the question: "Shall I file or not?"—the best advice from all sources is

Type-Copyist List Ready for Use

The new eligible list for typist, grade 1, formerly called type-copyist, grade 1, was promulgated on May 7 by the Municipal Civil Service Commission. By "promulgating" the list, the Commission declares officially that it is ready for use in making appointments. The other significance of this step is that the life of the list extends for four years from the date of promulgation.

this: Run over as fast as you can to the offices of the Civil Service Commission, 96 Duane street (across the street from The LEADER office) and get your application.

Another point that a lot of young men have overlooked is this: **You can file for the exam if you are 17 years old or over.**

True, to be appointed, a man must be at least 21, but by the time the list is established and in operation—the list will last four years after it is set up—a man who is now 17 will have a pretty fair chance to land himself a job. Should the draft come along and pick him up, there'll be the prospect of a good city job when he returns. The list will probably be used for a number of city positions in addition to the openings in the Fire Department itself. So, a second piece of advice to very young men is this: File, even if you're only 17 years old.

There will be a written test some time in June, a medical test some time in July, and a physical test, beginning either late in July or early in August.

For those who may not yet have seen the complete requirements, here they are:

Salary:

Entrance salary \$2,000 with statutory increases to \$3,000—the 4th year. Appointments are usually made at the minimum salary of the grade. However, during the probationary period candidates for the position of Fireman may be compensated at the rate of \$1,200 per annum.

Vacancies:

Approximately 360 at the present time.

Age Limits:

Candidates must be 21 years of age on date of appointment. No application will be accepted from any person who has passed his 29th birthday on the date of filing his application.

Requirements:

Applicants must not be less than

approximate normal weight for height. Required vision—20-20 for each eye, separately, without glasses. Proof of good character will be an absolute prerequisite to appointment, in accordance with the provisions of the administrative code. Persons convicted of a felony are not eligible for positions in the Fire Department. Any wilful material misstatement made will be cause for disqualification.

Subjects and Weights:

Written test, 50; physical test, 50. The written test will be held first and will be designed to reveal the aptitude, intelligence, initiative, reasoning ability, common sense and judgment of the candidates. The pass mark in the written test will be the score of the candidate who ranks 5,000 and the pass mark on the entire examination will be the score of the candidate who ranks 2,500 in final standing on the list. Credit for specialized training not to exceed 4% on the final grade will be awarded after all candidates have completed the test, for training at the college level in relative fields which will include among others, engineering, physics, chem-

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LAST LAUGH

Former Fire Commissioner John J. McElligott last week was summarily bounced out of the department by New York's leading fire buff, Fiorello H. LaGuardia. McElligott, whose pension grab last year caused the Mayor to hop up and down with rage, finally came to the end of the trail for allegedly acquiescing in the whitewash of an oil burner inspector accused of accepting gratuities, or more plainly—graft—while performing his duties. The Leader has campaigned for more than a year for McElligott's ouster ever since he clearly demonstrated his unfitness to hold high official office.

No Exam For Fire Chief

Last week's exit of Fire Commissioner John J. McElligott and the elevation to that post of Patrick Walsh apparently means that the promotion exam for Fire Chief, ordered more than a year ago, will not be held. Paul J. Kern, president of the Municipal Civil Service Commission, declared this week that there was little likelihood of the exam being held.

The last promotion exam for Fire Chief was held before the LaGuardia administration came to power. When the present Mayor was elected he decided to combine the two jobs of Commissioner and Chief into one and since 1934, McElligott held both posts. However, following his retirement last year and subsequent reinstatement, he has served only as Commissioner and Walsh has been acting Chief.

Exclusive

What the Doctors Will Look For

Description of Fireman Medical Exam

The written exam for fireman will be held either on Saturday, June 21, or Saturday, June 28, The LEADER learned this week.

Meantime the Commission has approved the detailed medical standards to be used in the fireman test. These are published for the first time below:

Detailed Medical Standards Required for Firemen—New York City.

1. Shortness of Height, however slight, must reject (bare feet); minimum height in bare feet: 5 ft. 7 in.
2. Lightness of Weight, however slight, must reject.
3. Heart—The action of the

heart must be uniform, free and steady, its rhythm regular and the heart free from organic changes.

4. Respiration, must be full, easy and regular; the respiratory murmur must be clear and distinct over both lungs, and no disease of the respiratory organ be present. X-ray examinations must be taken before certification.

5. Paralysis, must reject.
6. Flat Foot, second and third degree, must reject—first degree discretionary.
7. Poor Physique, must reject.
8. Obesity, must reject. Examiner must apply Commission's test.
9. Hernia or Rupture, in any

form, must reject.

10. Spinal Curvature, must reject.
11. Hammer Toe or Overriding Toe, must reject.
12. Deafness, however slight, must reject.
13. Bunion, must reject.
14. Deformed Chest, must reject.
15. Bow Legs, may reject. Examiner has discretion as to degree of defect.
16. Varicose Veins, must reject.
17. Varicocele, must reject.
18. Hydrocele, must reject.
19. Hemorrhoids, must reject.
20. Rectum and Anus—Fissures,

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The Labor Class Issue—Pro and Con

A Complete Analysis of New York City's System of Selecting Laborers

In larger cities in New York State, where the municipal services are compact and where the Civil Service Commission is right on the ground, so to speak, there has always been a keen desire to keep the employment of unskilled laborers out of the hands of possible political-minded appointing officers. Such officers, it has been felt, might manipulate the selection of laborers for their own purposes. To curb this possible tendency, the legislature adopted the provisions of the Civil Service law (Section 18) providing for "registration" of laborers by the Municipal Civil Service Commissions and requiring appointment of laborers in order of filing of applications, "first come, first served."

In the old days, when laborer positions were plentiful and candidates less available, the system worked out fairly well. Laborers filed their applications. They were filed in numerical order. As appointments were anticipated, physical examinations were given to those reached in their order of filing. As vacancies occurred, laborers in the order of their names on the "registers" were certified to the departments. While the department heads had a right of choice of one out of three under the Civil Service rules, invariably the positions were filled in regular order of standing on the register. At least that has been the practice in New York city since Mayor Gaynor's time in practically all departments.

Depression Difficulties

With the depression came greater demands for unskilled labor jobs by unemployed laborers, while at the same time demands for curtailment for economy purposes added to the difficulties. Fortunately for the Civil Service Commission, but unfortunately for the new crop of unemployed la-

Scenes such as this have characterized all labor class examinations, since the jobs are filled on a "first-come, first served" basis. Abolition of the labor class would prevent such incidents which in the past have even led to rioting.



borers, there were quite enough laborers on the registers to take care of the few vacancies that occurred.

With later expansion of city activities the need for unskilled laborers increased again. Unlike the earlier days, when the Civil Service Commission announced that applications for labor class positions would be received, the officers of the commission were swamped with applications and overrun by thousands and thousands of poor souls anxious to get jobs as unskilled laborers. Some men stayed up all night so as to be among the early birds to catch the labor worm. The whole system was knocked into a cocked hat by the deluge of applications and applicants. The Commission was criticized for the long lines of applicants wending their way to the application office for hours

and hours. Applicants fretted and became ugly because of the delays and tiring experience of waiting to file their application. Tempers were frayed. No one was satisfied.

Unskilled Class Going

Slowly at first, and more rapidly of late years, the Municipal Commission has been eliminating the unskilled labor class by transferring the positions either to the non-competitive class where competition was found to be impracticable, and to the competitive class in most cases. The development and success of the competitive examination for sanitation man has encouraged the Commission to examine for all unskilled labor positions with a view to ultimate elimination of the labor class entirely. The competitive

examination for labor positions is made up of a simple mental test and a comparative physical and agility test. Candidates are rated on a competitive basis and the successful candidates' names placed on the eligible list in the order of final ratings. The eligible lists are then certified for appointments in the same general manner as in the case of other competitive class positions.

The Reclassification

Lately the Commission has attempted to transfer about 12,000 positions from the unskilled labor class to the competitive service. What has held it up? In order to avoid application of the McCarthy increment law, the Municipal Commission has fixed a

(Continued on Page Eighteen)

Oppose College Credit for Fire Candidates

Vincent J. Kane, president of the Uniformed Firemen's Association, told The LEADER this week that he is opposed to the policy of the Municipal Civil Service Commission in giving fireman candidates credit up to 4 per cent on the new exam for training in certain subjects such as physics, chemistry and fire-fighting, as well as in athletic activities.

Kane did not say whether his organization would actively oppose the extra credit, however. "The Commission is trying to get college men for the job," he said, "but in good times they won't stick."

Other individuals close to the Fire Department also expressed dissatisfaction with the extra-credit plan. However, there is little likelihood that the Commission will change its mind about the credits. The extra-credit policy was first adopted in the 1937 fireman exam and it was followed in the patrolman test two years ago.

The Commission holds its policy of allowing additional credits for college work has justified itself in the high type of candidate in the last patrolman examination.

Health Dept. Can't Do Blood Tests

The Board of Health has advised the Municipal Civil Service Commission that it is unable at the present time to undertake to give all candidates certified for city positions routine blood Wassermann tests and routine chest X-rays. However, the Board will reconsider the suggestion next August.

Subway Vacancies Foreseen

Tests Wait As 18,000 Get New Titles

Eighteen thousand subway workers have been permanently reclassified into competitive titles by the Municipal Civil Service Commission and by June 15 all but a few thousand of the remaining transit workers will have been given a full Civil Service status. The last group to be reclassified will be supervisory and clerical workers and some of them will not be brought into the competitive grouping until late this summer.

The bulk of the reclassification job, however, will have been completed on July 1, in accordance with the provisions of the Wicks Act, thus finishing the largest job of its type ever undertaken by the Commission.

Transit workers are given a competitive status, which carries all the privileges and protections enjoyed by regular Civil Service workers, only after a thorough in-

vestigation of their work record, personal lives, period of service and other matters. Prior to the time they become competitive they remain in the non-competitive Civil Service.

Completion of the reclassification job will not end the Commission's transit work. The LEADER has learned from an official of the Commission that scores of examinations for subway and other transit positions are needed and only the pressure of present work prevents their announcement. However, by mid-summer the Commission will begin to order and announce many of these tests.

From now on the Commission will have to plan to prepare eligible lists to fill approximately 1,000 jobs a year on the transit lines, since a normal turnover of about that many is expected. There are dozens of job titles in the Board of Transportation so that many competitive and promotion exams will have to be given.

Oral Tests To Clerk Candidates

Oral exams for college clerk candidates are now being given to groups of thirty a day, and these will continue at the offices of the Municipal Civil Service Commission until all the eligibles are examined.

Meantime, the Commission hopes to give the qualifying stenographic test late this month. Candidates have the option of taking this test or waiting for routine clerical appointments.

Jobs as departmental secretaries will go only to those who qualify on the steno test.

There are about fifty vacancies for college clerks and it is expected that the first appointments will be made next month.

Draftees Get Study Credit

A policy of granting credit to city employees whose attendance at in service training courses is interrupted by induction into the Army under the selective service act has been adopted by the Municipal Civil Service Commission.

The major points in the new policy follow:

- 1) attendance requirements are waived from the date of induction.
- 2) draftees will receive credit without being required to report for final examination.
- 3) the amount of credit received will be proportionate to the number of sessions attended during the period prior to induction.
- 4) perfect attendance during the period prior to induction will merit a rating equal to the median score of the group.
- 5) inductees absent from some sessions prior to induction will receive credit in proportion to their attendance.

women, will be given the written exam on the same day. The Commission will complete ratings of the exam papers within a few days after the test is given so that appointments from both eligible lists can be made next month.

At present there are 903 vacancies for hospital helpers and 38 for laundry workers.

200 have already been appointed from the regular list, but on June 9 they will be appointed to the Police Department. After that the No. 1 list will again be used for the subway jobs, but men who accept these positions will not lose their chances for the Police Department.

The last number certified for special patrolman from the No. 1 list was 1,175. The increased activity now contemplated will be that certification in the near future for patrolman positions and special guards will go all the way to the end of the list.

All the exams—New York City, New York State, and United States — open at this time are listed on the exam pages. For complete examination news, follow The LEADER'S exam pages regularly.

Climax in Welfare Feud

Eligibles and Vets Before High Court

The climax in the two-year legal fight between veteran social investigators in the Department of Welfare and eligibles on the investigator list will come May 23. On that day the Appellate Division will hear an appeal from a lower court ruling that the veterans are entitled to their pay because of the provisions of the recently-signed Hampton law.

Supreme Court Justice E. L. Hammer signed an order last week directing the city to pay the veterans their salary from April 29, the day the Governor signed the Hampton measure, which provides that veterans employed on a provisional or temporary basis can only be dismissed for incompetency or misconduct.

A compromise between the battling opponents in the legal affray was reached last week when H. Elliot Kaplan, representing Richard Welling, president of the Civil Service Reform Association, and Assistant Corporation Counsel David DuVivier, representing the veterans, agreed to a speedy appeal in the Appellate Division on Justice Hammer's order for payment of salaries.

Another Vet Problem
On May 23 another veteran case involving provisional clerks will also be argued in the Appellate Division, so that the entire veteran problem may be settled on that date.

The action in the clerical case is being brought by Albert DeRoode who agreed to withdraw a contempt action against Commissioner Hudson last week in

view of the later legal developments.

H. Elliot Kaplan, who has taken the case of the eligibles through the courts for months, declared this week that he expects the Appellate Division to settle the issues involved once and for all following the appeal on May 23.

Able Bodied Seamen Form Organization

The able-bodied seamen eligibles who took the municipal test are to form an eligible association which is to look after their interests, if plans now under way are put into effect, according to S. E. Schwartz. A temporary headquarters for the eligibles has been arranged at 11 Park Place, Manhattan.

The deckhand eligibles will hold a meeting as soon as temporary officers have been obtained, and the plans for organization announced. All those who took the tests for able-bodied seamen are invited to communicate with Mr. Schwartz at the earliest. The position is for the Department of Docks and because of the defense emergency, it is possible that eligibles may be called in other government agencies.

Date Uncertain for Test of Hospital, Laundry Workers

No date has yet been set for the written exam for hospital helper and laundry worker, al-

though the Municipal Civil Service Commission had announced three weeks ago that the test was tentatively slated for May 10. Postponement was due to the fact that other exams had to be held first.

According to an official of the Commission, a date early in June, probably Saturday, June 7, will be set for the written exam. On June 14 a big promotion exam for police sergeant is scheduled; and on one of the two following Saturdays the Commission will hold a test for firemen. Thus about the only remaining date is the 7th.

The written test for hospital helper and laundry worker will be a simple literacy exam to determine a person's ability to read and write English and to follow simple instructions.

All the candidates for both positions, including men as well as

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Subway Guards

One hundred and sixty eligibles from the special patrolman list will be appointed as subway guards in the Board of Transportation this week. There are 173 eligibles remaining on the list but the Municipal Civil Service Commission believes that many of these will decline the positions for one reason or another.

Because of this factor the Commission has already decided to use the regular patrolman list as soon as the special list is exhausted.

The Board of Transportation in a letter to the Commission declared last week that it wanted a staff of 300 patrolmen. Nearly

Subway Sick Leave Law Here's the Exact Text of It

At the request of many subway workers, The LEADER reprints the sick leave bill signed last week by the Governor. The bill, which gives to subway men a constructive sick-leave policy, had been introduced by the AFL unions of the independent subway system, and had the support of the Transport Workers Union. The bill follows:

133b Sick Leave. The Board of Transportation shall grant to every employee under its supervision who shall have been in such employ for at least one year, sick leave of not less than twelve working days in each year and for employees in such employment less than one year a sick leave pro-rated on the basis of one day per month while in such employ, and for such further period of time as in the opinion and judgment of such board the duties, position, length of service and other circumstances may warrant, and during such sick leave such employee shall be allowed the same compensation as if actually employed. Employees granted such sick leave shall be subject to physical examination as may be required by the board, provided that such examination shall incur no expense or loss of compensation by such employee. Sick leave shall not be cumulative for a greater period than two consecutive years and shall not run concurrently with vacation.

The Board of Transportation may, however, continue to grant sick leave privileges now granted under resolutions adopted by said board, provided, however, that all similar employees shall be granted the same privileges, and further that the minimum time allowed shall not be less than that specified in this chapter.
This act shall take effect immediately.

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No Job Exchanges Yet

Four weeks after the publication of the Municipal Civil Service Commission's Transfer Journal, containing more than 280 names of city employees desiring

job exchanges, no transfers have as yet been actually made.

However, a survey this week among personnel officers in the various departments indicates that they are receptive to the

idea of the Transfer Journal and will use it to fill jobs as soon as appropriate vacancies occur.

One official, in commenting on some recent transfers that were made without use of the Commission's Journal, pointed out that transfers usually take a minimum of several weeks and sometimes as much as three months to work out.

The Commission's Transfer Journal was adopted on an experimental basis to try to solve the problems of city employees who, for one reason or another, want to switch to other departments. Each three months the Commission will compile a new list of employees wanting transfers and this will be sent to the appointing officers of each de-

partment. They will be asked to use the list whenever possible in filling jobs, rather than requesting new certifications.

In order to get his name on the Commission's list, an employee has to fill out certain forms and also secure the approval of the department head on the contemplated transfer.

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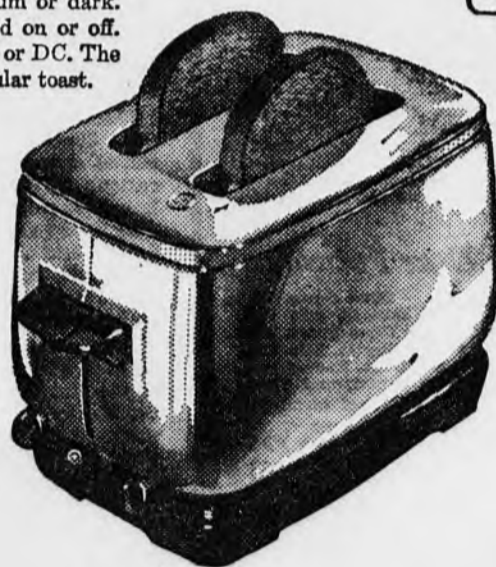
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POP-UP AUTOMATIC TOASTER by Proctor. Here's a fast worker for your toast-hungry family! Pops up two slices at a time, and browns 'em to the shade you like best—light, medium or dark. Has a crumb-tray too, easily snapped on or off. Chrome and black bakelite finish. AC or DC. The AC model makes Melba as well as regular toast.



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SERVICE





By CHARLES SULLIVAN

Uncle Sam Feels Labor Pinch

Shortage of Typists, Business Machine Operators, Nurses, Engineers

WASHINGTON. — Uncle Sam is feeling the labor pinch. Federal departments are finding it harder each day to hire qualified people. The LEADER has made a survey of the shortages, in cooperation with the Civil Service Commission, and it is in the position to report reliably that Uncle Sam is finding it difficult to find qualified persons for the following jobs:

Stenographers and typists, both male and female and for both permanent and temporary appointments. Beginning salaries are from \$1,440 to \$1,620.

Alphabetic card punch operators. Starting salaries are from \$1,260 to \$1,440, but most beginners are getting \$1,440.

Engineers, all specialized branches for permanent appointments. Junior engineers are needed particularly. Starting salaries are from \$2,900 and other grades range from \$2,600 to \$3,800.

Tabulating machine operators, both permanent and temporary appointments. Starting salaries are \$1,260 and \$1,440, but mostly \$1,440.

Medical officers. Starting salaries range from \$3,200 to \$3,800. The jobs are permanent.

Dietitians, these jobs usually pay around \$1,800.

Physiotherapy aids. Starting salaries are \$1,800.

Engineering draftsmen. Starting salaries for these jobs are from \$1,620 to \$2,600. Junior grade draftsmen are started at \$1,440.

Junior Graduate nurses are needed. The salaries vary, depending on room and board allowances.

Aeronautical inspectors, \$1,620 to \$2,600.

If you believe you are qualified to fill any of these jobs here is what you should do when you are in Washington:

Call at the information office of the Civil Service Commission at 7th and F Streets, Northwest and fill out the usual card to be notified of an examination, or obtain an application form if an examination is pending and fill it out.

Thereafter, when the certification division of the Civil Service

Lend-Lease Agency May Need 1,000

Lend-lease officials first reported that very few employees would be hired in its new organization. They planned to use personnel in existing agencies. Now however, it's reported that the Lend-lease office is planning to hire more than 1,000 employees. The Office of Production Management wasn't going to hire more than 700 employees when it was first set up. It already has 1,500 workers and it's planning to take on 600 additional before July 1. After that it's anyone's guess. It'll probably have a good 5,000 employees, however, within six months.

Few Non-Merit Jobs After June 30

The U. S. Civil Service Commission has announced officially that after June 30 no appointments may be made without regard to the Civil Service Act and rules without the express prior permission of the commission, unless the position involved falls in one of the following groups:

Positions in the Tennessee Valley Authority.

Positions to which appointments are made by the President by and with the advice and consent of the Senate.

Positions in the Works Projects Administration.

Positions of Assistants U. S. District Attorney.

Positions in Schedule A and B of the Civil Service rules.

Nevertheless, it's the feeling of personnel officials in non-Civil Service agencies that the Commission isn't prepared to supply eligibles for the thousands of new jobs that will be brought under merit. Therefore, it is generally believed that the Commission will permit these agencies to continue to hire persons without status for at least another six months.

Employees could be hired subject to passing a non-competitive test or hired subject to passing a competitive test later on.

Are You An Electrician?

Uncle Sam wants to hire electricians in Washington, D. C., for his Public Buildings Administration and he's having a hard time doing it. The reason is that he's only offering \$6 a day. Private industry is paying higher salaries. Civil Service status isn't required. If you are interested apply at Room 344-A, Civil Service Commission, Washington, D. C. The jobs will last several months.

Navy Yard Troubles

The LEADER has learned that the Federal government is greatly disturbed at the rapid rate qualified employees in Navy yards and Army arsenals are leaving their jobs and Uncle Sam probably will put a stop to it soon.

Under consideration is an executive order which would forbid yard and arsenal employees from being certified by the Civil Service Commission to other Federal jobs. However, an adjustment probably will be made in the salary of an employee who is offered a better job.

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

A Digest of News for Investigator Eligibles

The General Investigator Eligibles Association now has learned definitely what the prospects of appointment are from the Customs Inspector list for that specific position in the Tenth Customs (New York) District. When asked for full details as to existing vacancies and pending appointments, the U. S. Civil Service Commission referred the Association to the Customs au-

thorities. Correspondence with Mr. Harry M. Durning, Collector of Customs, New York City, has developed the following information:

To fill vacancies in the position of Customs Inspector, the Collector follows the practice of selecting Customs Guards who have qualified for promotion and are believed equipped to function more satisfactorily than would original appointees from the Customs Inspector list. In selecting Customs Guards the Collector states it is possible consideration may be given to filling some vacancies from the Customs Inspector list. However, there do not appear to be any Customs Guard vacancies at present, although thirty-three such vacancies were filled in 1940.

Invited to Address Eligibles

In an attempt to secure real consideration for its Customs eligibles for any positions in the Customs Service for which they might be appropriate, clerical or otherwise, and at any salary level,

the Association invited the Collector of Customs to address a meeting of its members at his convenience on the subject of present employment possibilities in the Customs Service. It set forth that many of the highest ranking eligibles would be willing to undergo an official course of training without compensation before appointment in order to increase their potential value to the Service in case they were appointed later.

In answer to this invitation, Mr. Durning, who frequently addresses organizations of government employees, expressed his regret at being unable to accept. As to positions of a clerical nature the Collector stated it is the general policy to fill these by promoting eligible junior employees. Queried as to the prospects for feminine eligibles on the Customs Inspector list, he stated there are few positions as Inspectors and that there is no likelihood of any vacancy in that position for some time.

In view of the situation as outlined, the Association considers that few, if any, appointments will be made to Customs positions in the Tenth District from the Customs Inspector list. It will therefore continue to urge insistently that the U. S. Civil Service Commission and the various operating agencies of Government make general use of this list, as well as of all other General Investigator lists, for all appropriate positions of every type and at all salary levels.

No Dates Set For U. S. Tests In N. Y. Area

The district office of the U. S. Civil Service Commission has received approximately 40,000 applications in recent weeks for four large examinations—Steno-typist, classified laborer, garageman-driver, and storekeeper. However, the exact figures on the number who filed will not be known for some time.

The Commission does not intend to sort and begin work on these applications for another eight or ten weeks. After the preliminary work of classifying the applications is finished dates will be set for the actual tests.

Of the approximate 40,000 who filed for the four tests, about half were for the Steno-typist exam which will be used to fill positions in New York State. An exam for male steno and typist for appointment in Washington, D. C. only is still open for applications.

A Good Book to Have

The March 1941 edition of the United States Government Manual has just been published by the U. S. Information Service, a division of the Office of Government Reports. The book is a complete guide to the organization of the federal government. It contains a listing of all federal departments, including the most recently-established emergency agencies, the functions and duties of each department, and the names of the principal officers of each department. Priced at 75c, it is an excellent guide for federal employees, or persons who intend to enter the federal services as well as for the average citizen.

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FIREMAN

Applications now being received. Mental examination expected in July or August. A careful reading of the official notice will convince any young man that, regardless of education, he cannot hope to pass sufficiently high to be within the first 5,000 unless he has had specialized training. Moreover, the physical test is expected to be the most difficult ever held for Fireman, and inasmuch as a person must rate within the first 2,500 only those who are skillfully trained can hope for success.

While the medical examination is held last, it is useless for anyone to begin preparation until he ascertains his medical fitness. A physician is in attendance at our main building day and evening, who will examine any applicant without charge and advise him as to his chances of qualifying.

Mental classes are meeting three days and physical classes two days weekly at hours to suit the convenience of the student.

We advise anyone between 18 and 29 who is interested in taking this test to call and be examined without charge by our physician and if he so desires, he may attend a mental class or observe a physical one in session.

MILITARY SERVICE Many young men eligible to compete in the coming examination for Fireman are making the mistake of neglecting preparation because of the possibility of being drafted. Those between 18 and 21 and within the draft age who are desirous of obtaining this well-paying position should file their applications, take the mental examination in New York, or at camp, if drafted, and seek to obtain a place on the eligible list so as to be in position to accept appointment upon return from the service.

PATROLMAN

Many young men are interested in taking the examination for Patrolman and our suggestion is that they also compete in the Fireman test, thereby doubling their chances. For instance, a youth of twenty-one may take the Fireman examination and attain a position of 800 on the list, whereas in the Patrolman test, he may be 2,000, with the result that he will be appointed much earlier in the Fire Department and when reached on the Patrolman list, the time that he has served in the Fire Department will be credited as Patrolman Service.

Examinations Expected in Near Future

- MOTOR VEHICLE LICENSE EXAMINER:** Class forms Tues., May 13, 8:30 P.M.
- MOTOR VEHICLE INSPECTOR (BUS):** Class forms Tues., May 13, 8:30 P.M.
- CARD-PUNCH OPERATORS:** Prepare for Next Exams and Openings in Commercial Field.
- STATIONARY ENGINEER'S LICENSE:** Class now forming.
- FINGERPRINT TECHNICIAN:** Class Forms Tuesday, May 13, at 8 P.M.
- JR. ACCOUNTANT (Prom.):** Class meets Tues., 6:15 and 8 P.M., and Thurs., 6:15 P.M.
- POST OFFICE CLERK-CARRIER; RAILWAY POSTAL CLERK**

EXAMS FOR WHICH APPLICATIONS HAVE CLOSED

- ASST. SUPERVISOR, GR. 2:** Wed. and Fri., at 7:30 P.M.
- BOOKKEEPER, GR. 1:** Tues., Thurs. and Fri., at 6:15 P.M.
- CITY ELECTRICIAN:** Wednesday, at 8:30 P.M.
- Asst. FOREMAN (Sanitation)** Class meets Thurs., 1 p.m. & 8 p.m. Lecture repeated Fri., 8 p.m.

JR. STENO—JR. TYPIST (FEDERAL)

Applications now closed. Classes for Stenography and Typing meet WEDNESDAY, 6:30 P.M. and SATURDAY, 2 P.M., at our Secretarial Branch, 120 West 42d Street, N. Y. C., and at JAMAICA BRANCH, 90-14 Sutphin Blvd., MONDAY and THURSDAY at 7 P.M.

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CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

Hospital Attendant Blanks

They're Available at 100 Spots in State

In a move to inform men and women throughout the State of the wide opportunities for Hospital Attendant, the State Civil Service Commission forwarded application blanks this week to 40 metropolitan and 54 upstate offices of the New York State Employment Service.

Men and women 18 to 45 are eligible to compete in the test, scheduled for Saturday, June 21. Blanks must be filed by June 3, along with a 50-cent filing fee. Applications are on hand at the New York City offices of the State Civil Service Commission at 80 Centre street, and by mail at the Examinations Division, State Department of Civil Service, Albany.

Appointments are made from the Hospital Attendant list at the rate of close to 300 a month, which means that the opportunities for eligibles is greater than on any other list in city, State, or federal services. Complete requirements appear on page 12. Study material for the June 21st exam will appear next week.

Here is the complete list of offices of the State Employment Service

- Metropolitan Area**
- Manhattan—87 Madison Avenue; 124 East 28th Street, near Lexington Avenue; 224 West 34th Street; 80 Lafayette Street, near Franklin Street; 259 West 14th Street, corner Eighth Avenue; 2323 Broadway, corner 110th Street; 103 East 125th Street, corner Park Avenue; 200 West 135th Street, corner Seventh Avenue;

2050 Amsterdam Avenue, corner 162d Street.

Staten Island—25 Hyatt Street, St. George.

Bronx—349 East 149th Street, near Cortlandt Avenue; 2590 Frisby Avenue, near Tremont Avenue; 2382 Grand Concourse, between 183rd and 184th Streets; 29 East Fordham Road, near Morris Avenue; 3510 White Plains Avenue, north of Gunhill Road; 400 East Fordham Road, corner Webster Avenue; 1093 Southern Boulevard, between 166th and 167th Streets.

Brooklyn—165 Joralemon Street, near Court Street; 512 86th Street, near Fifth Avenue; 5002 Church Avenue, corner Utica Avenue; 1490 Pitkin Avenue, corner Grafton Street; 937 Kings Highway, near Coney Island Avenue; 1818 86th Street, near 18th Avenue; 51 Nassau Avenue, near Guernsey Street; 54-19 Myrtle Avenue, near Wyckoff Avenue.

Queens—29-28 41st Avenue, Long Island City; 27-06 Bridge Plaza South, Long Island City; 39-01 Main Street, Flushing; 90-04 161st Street, Jamaica; 1847 Mott Avenue, near Cornaga, Far Rockaway; 123-05 Liberty Avenue, Richmond Hill.

Westchester—8 Church Street, White Plains; 151 Westchester Avenue, Port Chester; 20 South Broadway, Yonkers; 100 Stevens Avenue, Mount Vernon; 578 Main Street, New Rochelle.

Long Island—50 Glen Avenue, Glen Cove; 79 Washington Street, Hempstead; 47 North Villaga Avenue, Rockville Center; 10 South Ocean Avenue, Patchogue.

Upstate Area

- Albany—112 State Street; 40 Steuben Street.
- Glens Falls—21 Bay Street.
- Saratoga Spa—276 Broadway.

Schenectady—331 State Street.

Cohoes—15 Seneca Street.

Troy—258 Broadway.

Hudson—724 Warren Street.

Kingston—243 Fair Street.

Poughkeepsie—2 Washington Street.

Middletown—1 Centre Street.

Nyack—85 South Broadway.

Peekskill—1037 Main Street.

Newburgh—80 Broadway.

Amsterdam—39 Market Street.

Monticello—231 Broadway.

Utica—110 Genesee Street.

Ogdensburg—319 State Street.

Massena—45 Main Street.

Plattsburgh—40 Clinton Street.

Saranac Lake—90 Main Street.

Rome—106 North George Street.

Herkimer—102 Green Street.

Little Falls—500 Main Street.

Gloversville—63 North Main Street.

Oneida—230 Main Street.

Syracuse—Merchants Bank Building; 401 South State Street.

Watertown—Light and Power Building.

Oswego—201 West First Street.

Fulton—116 Oneida Street.

Auburn—108 Genesee Street.

Cortland—14 Croton Avenue.

Ithaca—12 East Seneca Street.

Binghamton—43 Chenango Street.

Norwich—29 North Broad Street.

Oneonta—256 Main Street.

Rochester—65 Broad Street; 155 West Main Street.

Newark—138 Main Street.

Geneva—22 Seneca Street.

Dansville—154 Main Street.

Elmira—219 East Church Street.

Hornell—40 Broadway.

Buffalo—43 Court Street; 403 Main Street; 51 Erie Street.

Batavia—8 Jackson Street.

Niagara Falls—220 First Street.

Lockport—5 Race Street.

Dunkirk—65 East Fourth Street.

Jamestown—113 East Third Street.

Olean—109 Laurens Street.

Referee List After Summer's End

With part 1 of the Unemployment Insurance Referee test already rated, examiners of the State Civil Service Commission are about to start in on part II. On the basis of preliminary studies, a list of some 500 eligibles is expected. Since oral interviews will precede establishment of the list, it will be at least the end of the summer before the list can be expected.

There's no word yet from the court on the Firshain vs. Reavy case, which seeks to throw out the test on the grounds that it was unfair and irrelevant to the duties of the job.

The Payroll Examiner list, with 779 eligibles, is already finished, and notification cards will go out to candidates any day now. A number of Payroll Examiner jobs are expected after July 1, when the new budget of the Division of Placement and Unemployment Insurance goes into effect. The promotion list for Senior Payroll Examiner is also ready for establishment.

Case of the Fired Employee Disciplinary Machinery Set in Motion

On two fronts last week, efforts to smooth out the machinery for disciplining State employees were set in motion.

Civil Service Commission authorities launched informal discussions on how to put into effect the Halpern hearing act. This measure amends the present provision of the Civil Service law that if an employee is guilty of incompetency or misconduct, he must either be discharged or retained without punishment. Beginning October 1, when the act becomes effective, other penalties are provided: reprimand, fine not to exceed \$50, suspension up to two months without pay, demotion in grade and title, as well as dismissal.

Of major importance is the provision that employees under fire enjoy the right of having such disciplinary action reviewed either by application to the courts or by appeal to the State Commission.

Court Trial Ahead

Meanwhile Justice Francis Bergan, sitting in Albany Supreme Court, has prepared the way for a court trial of the discharge of an employee of the State Insurance Fund, who alleges that the dismissing officer acted in bad faith.

The dismissed employee, Joseph H. Lowndes, served in the Insurance Fund for 12 years up to October 16, 1940, when he was suspended for bribery. After a hearing by James E. Wheelin, assistant director of the Fund, he was removed on January 3, 1941, from his \$3,675 post as Assistant Underwriter.

The charges were an aftermath of the Botein investigation of fraud and bribery in the Fund, which resulted last year in discharge and imprisonment for a number of employees. Sole witness against Lowndes was Mortimer J. Dalton, one of the convicted employees, who received a suspended sentence and turned "State's evidence." Milton E.

Canter, attorney for Lowndes, maintained that the dismissal was "arbitrary, capricious, unreasonable, prejudiced, and without any corroboration."

Three Principles

In his order, handed down last week, Justice Bergan set forth these principles on which the courts may consider dismissals of Civil Service employees:

1. If the officer acts in good faith, the courts will not intervene, though the charges are false in fact.
2. If the charges are true in fact, the court will not intervene, though the officer does not act in good faith.
3. If the charges are false in fact and the officer making the removal acts arbitrarily and in bad faith, a case for judicial review on the merits is presented.

Discussing the dismissal of Lowndes, Justice Bergan continued:

"In the light of allegations such as are here presented, and, for the purpose of this motion conceded, the court must by trial inquire into the good faith of the removing officer, and if it is determined he acted in bad faith, into the merits of the accusation."

Canter will ask for trial at the end of the month.

A former associate counsel to the Public Service Commission and to the Mack Investigation of Public Utilities, Canter has offices at 270 Broadway, New York City.

DPUI Appointments

Forty-five eligibles on DPUI promotion lists for Assistant Clerk, Assistant Account Clerk, and Assistant File Clerk received appointments last week following ruling of the Appellate Division to vacate a stay holding up such appointments. Made at \$1,200, all the positions are located in Albany.

Other Assistant jobs that have continued since before May 16, 1940, are to be filled from open competitive lists, according to a Supreme Court order issued last month.

Prison Guard List of 5,000

To Be Established About June 1

(Exclusive)
A list of close to 5,000 Prison Guard eligibles will be established about June 1, with 45 appointments in July and 150 in October in the offing for them. The list is all ready for publication except for the notation on whether top eligibles have passed the qualifying medicals. The last of the medicals, given to eligibles down to number 700 in New York City and to number 1,000 upstate, are to be held this week in upstate cities.

Those who failed the medical have an opportunity for a re-examination if one of these two conditions prevails:

1. The Commissioner's examiners are shown to be in manifest error.
2. The disqualifying condition

has been corrected. In either case a doctor's note is necessary. Eligibles seeking re-examination should write to the Commissioner's Examination Division as soon as they are ready. If the point at issue is height or weight, the candidate will probably be asked to travel to Albany immediately. Otherwise he

will have an opportunity to be tested at the convenience of the Commission.

Eligibles already under military service should notify the Commission a short time before their discharge is expected. They will be given the medical exam then if their place is near the top of the list.

No Details Yet On New Tax Staff

It will probably be three weeks yet before any definite details are known on the proposed staff for the State Tax Department bureau that will administer the new compulsory auto insurance law. Commissioner Mark Graves has just left on vacation, to return about June 1. Approximately 500 employees will probably be hired, among them referees, clerks, stenographers.

3,400 Filed for Court Test

A total of 3,400 candidates filed for the State Court Attendant test, given Saturday afternoon in two New York City high schools, five upstate cities, and at nine army camps.

At the High School of Commerce, 1,800 were called, while 1,541 candidates received notification to report at Seward Park High School. Twelve New York residents in Albany and one in Rochester filed, along with four candidates in Middletown, twenty-nine in White Plains, and seven in Riverhead.

The Attendant test, along with unofficial key answers, appears on page 18.

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Tuesday, May 13, 1941

McElligott Goes

WELL, John J. McElligott has gone. The Mayor kicked him out as Fire Commissioner, and with him Deputy George L. McKenna, under serious charges.

The removal of these two men will help clear the air in one city department. The suspicions, the rumors, the underground stories, the tales of grafters condoned, of stupidity in the acquisition of the fire equipment, of weakened morale among the men in the department — of this talk the city has good reason to believe it will hear less. The Mayor's action is based on factual evidence — and the net result can only mean a heightening of the department's morale under the clean leadership of the new Commissioner, Patrick Walsh.

It was nearly a year ago that the Civil Service LEADER first pointed a questioning finger at McElligott. We were alone at the time, but we went ahead anyway. and from the day this newspaper became convinced he was not a good influence in the city's work, we bluntly asked the Mayor to remove him.

The LEADER'S campaign to oust McElligott, highlighted over a period of months by repetition of the sentence "McElligott Must Go," has now seen fruition. We waited patiently for the dismissal which had to come. Both by what we printed and by what we knew but didn't print, this newspaper can say that LaGuardia's action was eminently justified.

Kasoff Next?

The Mayor made an interesting comment when he fired McElligott and McKenna. He said, in speaking to reporters of a man under charges in the Fire Department: "If he is guilty of graft, he cannot work in this administration, not during my time." This is a sentence to be gravely studied by various officials who are at this moment investigating another mess to be cleaned up. We're referring to Abe Kasoff and his cohorts, and what they've done in the Sanitation Department. We're waiting patiently for the action which, soon or late, will have to come.

Kasoff Must Go!

200 Isn't Enough

THE Mayor's decision to appoint 200 new patrolmen and to make 181 promotions on June 9 is commendable and long over-due. But the net effect is to enlarge the force, which is now short 733 men, by 200. A total of 533 vacancies will still exist. And since no additional appointments are expected before the end of the summer, retirements and vacancies caused by other reasons will practically cancel out the effect of the new patrolmen added next month.

We think that these critical times fully justify steps to bring the force up to full strength. The money has been appropriated in the budget for that purpose. And for that purpose it should be used.

Which brings us to another thing. The cops still have about the most grueling schedule of any group of New York City workers. It's about time they got a break with the 11-squad chart, which would give them decent working hours. Speed-up conditions are no better for the morale of a cop than for the morale of anybody else.

Now Is the Time . . .

NOW IS the time for young men and women to think seriously about Civil Service tests. Spurred by the defense program, expansion is the word of the day. At the same time filing is far below what it was several years back. It all adds up to this: opportunities in public service were never brighter.

Merit Men



ONE OF NEW YORK CITY'S most able executives is gray-haired, genial Joseph Michael Cunningham, first deputy comptroller. A man of wide experience, Cunningham supervises the accounting and auditing of all city receipts and expenditures, which means he has to keep track of a tidy sum of \$600,000,000 or so a year.

During the three years he has been in office he has modernized and streamlined the auditing and accounting methods used by the city, and has substituted machines in many cases to do work formerly performed by hand.

Cunningham was appointed by Comptroller McGoldrick on January 1, 1938. Strangely enough he did not know McGoldrick and had not even met him at the time. His appointment was made because of his recognized standing in his profession. He has never, he says, "had the slightest interest in politics."

New Blood Necessary

Cunningham believes the city is best served by bringing in new blood from outside the service occasionally. "I am thoroughly impressed with the necessity of business management in government." He likes his job exceedingly well, he says, adding that he is "happy to continue in some phase of government activity."

Everything Inspected

"We have made some major changes since I came in," Cunningham says. "We started the inspection division and every nickel's worth of material that is bought by the city is now inspected by our men who make sure it meets our specifications."

Before this inspectional program was inaugurated, it was possible

for a concern which contracted to deliver a certain grade 1 commodity to slip in an occasional grade 2 shipment. This sort of thing has been stopped.

Background

Cunningham, who was born in Waterbury, Conn., graduated in 1917 from the Wharton School of Finance of the University of Pennsylvania. From 1917 to 1919 he was an ensign in the Navy, towards the end of the war aboard the U. S. S. Panama.

After the war Cunningham spent six years with a New York City public accounting firm. In 1926 he joined the International Telephone and Telegraph Corporation. He continued there for twelve years and during this period saw it grow from a relatively small company to a billion-dollar organization.

In 1931 Cunningham went to London as European Comptroller and ran all accounting and financial matters for IT&T manufacturing companies employing over 20,000 people.

The most exciting moment in his life, says Cunningham, occurred in 1934 when he and an associate uncovered the widespread financial conspiracy of Ivar Kreuger, the Swedish match king. Cunningham had gone to look over a small company that IT&T had bought from the Kreuger empire. He discovered to his great amazement that under the listing of assets an item of 25,000,000 kroner, supposedly deposited in a bank, was actually non-existent. This revelation brought on Kreuger's downfall and the man who had been able to loan the government of France 100,000,000 francs a few months before, blew his brains out in Paris shortly afterwards.

Cunningham, who says Kreuger was a pleasant man personally, worked hard unraveling his far-flung frauds. "Before we sent the cable that sent him toppling, we sweated blood."

Besides his regular duties Cunningham is active in developing a training program for employees in the department. Last week the first in-service training course which attempts to prepare employees for a specific promotion exam was started. Cunningham opened the series of lectures, which is offered to senior bookkeepers, junior accountants, accountants and senior accountants in the department, by declaring "We have been occupied for more than a year with a mechanization of the city's accounting system. This streamlining of our financial methods will bring up to date the archaic fiscal procedures in use for over a generation. Likewise . . . we hope to streamline our accountants, too, and aid them in their rise through the career service of the Comptroller's Office."

letters

Plan for National Eligibles Group

Sirs: Today's LEADER prints a letter objecting to Mr. Sigaud's plan of coordinating all the eligible associations into one body. The objection is that "jurisdictional disputes" of eligibles may not be fairly adjusted. The objector has failed to grasp the constructive plan for permanency of organization.

Eligible associations come into existence, learn something about Civil Service procedure and then gradually die out. The knowledge and experience acquired goes to naught. Municipal and state eligibles may have sufficient protection from Civil Service laws, but no such protection is given the eligibles on federal lists. It is therefore imperative that federal eligibles coordinate their associations into a "Federal Coordinated Eligibles Association."

This organization might have a branch office in Washington, and a dues-paying membership of national importance. Such an organization may become a force for good which the U. S. Civil Service Commission will recognize. A permanent central body, preserving the experiences acquired, is what the federal eligibles need right now.

WILLIAM LOSAK,
Chairman,
Assistant Investigator (Pharmacy),
Eligibles Association.

The editors would like to hear from other U. S. eligibles concerning the plan of Mr. Sigaud and Mr. Losak.—EDITOR.

The Decision On Promotions

Sirs: Unwise as it may be for me to contest the decisions of our courts in regard to civil service matters, such as the recent decision to make void City Wide Promotion Lists, I am endeavoring to register a complaint against such an unwise decision which I would attempt to call a great mistake.

How in the world do the great justices expect First Grade Clerks and Typists who are in small departments and take a promotion examination, such as the coming Promotion to Bookkeeper Grade 1, to ever get promoted if no vacancies exist in their present department and according to the recent court decision, cannot enter other departments?

Years and years may pass before a vacancy occurs in the department where the first grade employee is employed, so you can easily realize what a predicament, we, who are stuck in small city departments, are in.

How can these lowest paid personnel in the clerical services hope to advance themselves in the so-

Don't Repeat This!



LACK of ample personnel in the Foreign Service may turn out to be a first-rate defense scandal . . . Membership in the American Civil Liberties Union was enough to stop the appointment of at least one prospective federal employee . . . Why can't Brooklyn State Hospital hold on to its Attendants? . . . Beautiful and smart gals in the new U. S. Information Service in Radio City . . . A libel suit may be the sequel to that recent Civil Service story in Friday Magazine . . . A number of private schools in the New York area will adjust their curriculums to the requirements of the defense program. Sidney Hillman is behind it . . .

International News

A Swedish gal who understands English has taken the place of that French chef in the Sanitation Department's lunch room . . . Pity the Assessor's out in Des Moines, who have to pass an exam every sixth year to be reappointed . . . Watch for a flock of upstate fireman exams now that the three-platoon bill has been signed . . . There are more lawyers proportionately in the DPUI than in any other non-legal government agency . . . One of every six persons employed in Albany works for the city, state, or federal government . . . Critics are likening a certain Brooklyn jail to a concentration camp . . . Arizona's commission uses the radio to give dictation in its sten exams . . .

College Department

Extra clerks are taken on in the registrar's office in the city colleges when popular Civil Service exams are opened for which transcripts of college records are called for . . . Hundreds of Department of Agriculture employees are studying Spanish in preparation for work below the Rio Grande . . . Night supervisors at one of the State's institutions snoop around with rubber keys to check up on the Attendants . . . The draft is bringing Civil Service commissions throughout the country together. They're cooperating by supervising exams for brother commissions to candidates in nearby military camps . . .

called city career service if these conditions are left to remain. I, for one, wish to see the City Wide Promotion system in operation again, instead of the court decision for departmental promotions only.
FIRST GRADE CLERICAL PERSONNEL

Postal Workers Thank Leader

Sirs: In behalf of the Joint Conference of Affiliated Postal Employees of Greater New York and Vicinity, may I thank you for your great interest in the legislation which we are sponsoring. In particular, we appreciate your excellent editorials on the Longevity bill, which is our paramount issue today.

Your assistance in this matter stamps you as a true friend of the Post Office employees, and a proponent of the principle that metropolitan and loyal service deserves a just reward.

EPHRAIM HANDMAN,
Secretary,
Joint Conference of Affiliated
Postal Employees.

Thanks. There never was a more just cause than the modest increase the postal workers are seeking through the longevity bill. That's why THE LEADER is backing them.—EDITOR.

Postal News

By DONALD MacDOUGAL

Mead All Out for Longevity

Excerpts from Senator Mead's recent radio speech: "I favor, first, last and always the enactment by Congress of a longevity pay bill for postal employes. . . . We are now, I hope, approaching the successful conclusion of a long and often discouraging campaign. . . . It boils down to the unpleasant truth that in the vast majority of cases, the average postal employe is in a salary stalemate after he reaches the regular salary grade. . . . Should such a situation obtain, under force of law, in private enterprise, it would precipitate an issue that would rock the country. . . . The longevity bill would provide a just reward for long, faithful and efficient service with the Post Office Department. . . . It would provide an immeasurable stimulus to morale. . . . To be completely practical about the matter, a postal employe's competence increases commensurately with his years of service. . . . Supervisory and executive positions are relatively few and the prospects of the average village or city clerk or carrier or other employe to attain such posts are as relatively likely as that of the average employe in a plant becoming one day the president or executive head of the company for which he works. . . . I seriously question whether it actually is money in the pocket of the Department to regiment into a permanent salary rut the great bulk of Employees."

Public Excluded from Workrooms

Here's a new order from Washington: Postmasters shall not permit to have access to any mail matter in the post office any persons except duly sworn assistants, clerks, letter carriers, post-office inspectors, and those mail contractors and carriers who, under the terms of the contract, are required to perform duties necessitating their personal presence in the post office.

Mails shall not be made up or handled within reach of unauthorized persons, and such persons shall be excluded from the room appropriated to the use of the post office while the mails are being opened or made up.

Postmasters are further advised that the term "Unauthorized persons" includes the personnel of other governmental departments and agencies.

What's What in the Railway Mail Service

From the day a person enters the Railway Mail Service until the time he retires, he is occupied in studying for one of the various examinations he must undergo. First, he must be examined on his knowledge of the state or city whose mail he distributes. On this "case examination" he must place correctly cards whose names are those of the state or city he has studied into a case labeled to show its service. Thus, a clerk "putting up" New York State would place correctly Poughkeepsie, N. Y., into a pigeonhole labeled "NY and Chic," because Poughkeepsie is on the main line of the New York Central. On this exam the minimum speed requirement is 16 cards per minute and the cards thrown must be at least 97 per cent accurate. In addition, on the same exam a clerk is examined on his knowledge of "junctions." He must know every service of junctions, which are defined as offices where two or more railroad lines, air-mail routes, etc., meet or diverge. Aside from these case exams, a clerk is also examined on his knowledge of the PL&R applicable to railway postal clerks, and "space." This latter sets up regulations under which space, literally, is purchased from railroad companies for the distribution and storage of mails. These two exams are yearly affairs, and the former is especially difficult.

RMS Stray Stuff

All clerks entering the Railway Mail Service spend one year as probationers, after which they are retained or released as their work warrants. . . . Neither the President, nor the Governor, nor the Mayor will be on hand to throw out the first ball, but Tuesday, May 13, marks the opening day for the RMS baseball team. They tangle with the Eastern Can Company in a twilight game at Prospect Park Parade Grounds.

And for Nothing, Too!

Under international postal law, the U. S. mails may be, and are, used to disseminate propaganda from the totalitarian countries. And to cap it all, this is done without Uncle Sam's receiving one cent in payment for the service!

UNAPOCS Reject

The suggestion of the Clerks Federation that Clerks and UNAPOCS unite into one group is temporarily halted. The UNAPOCS agree unity is desirable, but say that it is the job of the national, not the New York office to consider this question. The clerks, on the other hand, argue that their purpose is to get identical resolutions introduced at the fall conventions of both groups. The idea of the clerks is to have the movement grow from the membership, rather than be imposed from above. Expect further developments.

Question, Please?

by H. Eliot Kaplan
Contributing Editor

This Department of Information is conducted as a free LEADER service for Civil Service employees, for eligibles, for all who desire to enter the Service. Address your questions to Question, Please? The Civil Service Leader, 97 Duane Street, New York City. If space does not allow printing your answer, you will receive a reply by mail. Therefore, enclose stamped, self-addressed envelope. Questions for this column receive thorough analysis by a well-known Civil Service authority.

How Much When You Retire?

READER: It is true that a city employe upon retirement may choose to take a lump sum rather than a retirement annuity. In this case, however, he would get back only the sum he himself had paid into the retirement system, plus interest, and none of the money the city had contributed for him. About the only type of employe who would benefit from such an arrangement would be the person with a very short life expectancy and no dependents. In most cases, it would seem wiser for an employe with normal life expectancy to retire on an annuity.

Retirement in P. O.

M. K.: A custodian-laborer in the Post Office Department must retire by 65. He may retire, if he wishes, at 63, provided he has had 30 years' service. In any case, he would not receive a retirement annuity of as much as \$1,200 if his maximum salary had been \$1,260, but nearer \$1,100. The basic provision for computing annuities involved two parts: (1) that payable by the government, equalling \$30 a year for each year of service up to 30; and (2) that amount of annuity purchased with the employe's credited contributions of 3% per cent of salary plus the 4 per cent interest, compounded, added by the government. The average annuity paid during 1940 was \$965.

How Many in Family May Work for Gov't?

H. A.: As I understand your question, you want to know whether you would be ineligible for appointment to a classified position in the federal Civil Service under the section of the Civil Service law which restricts classified service appointments to two members of a family. You fear you may be ineligible because your two sisters—one married and one unmarried—now are employed temporarily in the federal service, one in a classified position and the other in an unclassified position.

In the first place, since one sister is married and no longer a member of her father's household, she is not considered a member of that family within the meaning of the Civil Service law.

In the second place, the family restriction does not apply to unclassified positions. Therefore, the married sister's employment could not bar you from appointment, for two reasons. Because she is not a member of your immediate "family," legally speaking, even if she were appointed from the list on which her name appears to a permanent, classified position, this could not affect your appointment. This leaves your unmarried sister and yourself as the only members of the "family" to be considered. Since two members of one family can legally be appointed to the classified service, you would be safe, even if your sister's temporary appointment were made permanent.

Generally speaking (although this ruling does not apply to your individual situation) when two members of the same immediate household are permanently employed in the federal classified service, a third member cannot be appointed to a temporary position. However, when one member is employed permanently and another temporarily, a third member can be appointed permanently. These apparently conflicting rulings are explained by the fact that the Civil Service Commission can withhold approval of the extension of temporary appointment, if since such appointment was originally made two other members of the family have become classified permanent employees.

Promotions Within A Department

L. S.: I have grave doubts as to the interpretation your department has given to the Court of Appeals affirmation of the decision of the Appellate Division in the Cornehl case involving city-wide promotion lists. There was nothing in the opinion of the Appellate Division which indicated that the Commission could not hold promotion tests on a departmental basis, and that it has to restrict promotion lists to divisions or bureaus of a department. It appears that the Commission could in its discretion restrict promotions within large divisions or bureaus. That, however, is not the policy of the New York City Commission. The State Commission, however, often follows the practice of confining promotions to a bureau or division, no matter how small, often to the detriment of the service as a whole.

Present Employees Not Touched by Fite Act

M. A. B.: The bill extending the Civil Service rules to counties, towns and villages, as well as school districts was signed by the Governor April 29. So far as present employes serving in these jurisdictions are concerned the new law does not directly affect them now. If they will be in their positions for one year prior to the time the Civil Service rules become effective in their particular jurisdiction they will continue to serve in their jobs

without further examination. Competitive examinations will be used only for filling vacancies occurring after July 1, 1942.

Department Heads May Discipline

A. A. S.: Under the terms of the new Halpern law relating to disciplinary and dismissal proceedings involving state employes, all state department heads are now authorized to suspend, with or without pay, fine or dismiss employes. Before that heads of departments as a rule did not have authority to suspend or fine employes. Appeals to the State Civil Service Commission under the Halpern law are restricted to state employes only—not to county, town or village services even though these latter services come under the jurisdiction of the State Commission under the general Civil Service law.

May Serve as Notaries

R. A.: As far as I know there is nothing in the law or the rules of the Police, Fire, Correction or Sanitation Departments prohibiting officers or employes of those departments from serving as notaries public, so long as it does not interfere with their regular duties; nor is there any prohibition against collection of notarial fees when accepted in private capacity. The safe course is not to perform such functions during regular working or office hours.

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May Clamp Down On Transfers

There's talk in U. S. Government circles of clamping down on the transfer of employes that's reaching mass proportions and which, of course, is handicapping the defense program.

The employes are either transferring to jobs in other agencies at higher salaries or they are getting their agencies to send them back to the states near their homes. Government salaries go much farther in the states.

The constant changing of personnel in federal jobs slows down the defense effort. The normal turnover has been increased rapidly by the drafting of employes and others who join the armed forces.

Some personnel people want to "freeze" all persons in their jobs, but it's highly unlikely that the President will go that far. The fact is that recently the White House refused to issue an order promulgated by personnel officers that employes be "frozen" in their jobs for the duration.

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POLICE CALLS

By BURNETT MURPHEY

Corporation Counsel William C. Chanler will ask the Court of Appeals for a re-argument in the Friend vs. Valentine case in which the administration lost out in its attempts to use men from the regular Patrolman list for telephone jobs in the Police Department, rather than using the telephone operator (male) list.

The decision to ask for permission to re-argue the case was made after instructions to that effect were issued by the Mayor.

The Court of Appeals held last week that the Police Department could not follow its policy of appointing men from the patrolman list on a provisional basis and using them on the telephone jobs until they become eligible for regular appointment as cops. Commissioner Valentine contended that this practice would allow the men on the patrolman list to get additional training in the department.

Meantime, last week the Municipal Civil Service Commission certified the telephone operator (male) list to the Police Department. Eighty-three names were certified, down to number 107. At the time the litigation over the jobs started there were 87 provisionals in the department; but only 14 are now listed. What become of the others is a mystery.

The certifications must be disposed of in two weeks or they are void; but unless provisionals are removed in 10 days, their payrolls are stopped.

Samuel A. Spiegel, who represented the telephone operators, threatened this week to bring a contempt action against Commissioner Valentine unless the court order is complied with.

Officials of the Police Department refused comment on whether they would now make appointments from the telephone operator list.

PBA to Testify on Overtime Bill

Representatives of the Patrolman's Benevolent Association are awaiting a call from the Civil Employees Committee of the City Council to testify on a proposed bill which would grant members of the Police Department hour for hour compensation for overtime work. The bill was introduced two weeks ago by Louis Cohen, Bronx Democrat. It had been introduced last fall by Joseph Clarke Baldwin, recently elected to Congress, but was re-introduced with slight amendments.

Fox Started It

The idea for the PBA's new medal award for valor originated with patrolman Thomas Fox, delegate from the 103rd Precinct.

Last Day for Pension Change

Thursday, May 15, is the last day members of the Department can change their pension option under the provisions of a law recently enacted by the City Council. Under this measure the pension set-up was reopened for a 40-day period and men could change their minimum period of service for retirement if they wanted to. So far, only 14 men have taken advantage of the chance to change.

Detailed instructions were mailed out last week to all delegates of the PBA by the pension committee outlining the suggested steps older men should take to obtain the extra \$50 given for each year of service above the minimum. The instructions are fairly complicated and the delegates will have to explain them in detail.

The PBA is trying to work out a plan whereby men who had more than the minimum service at the time the new pension setup went into effect, will be able to pay contributions for the years between the minimum and their actual service. If this is done they will then get \$50 a year extra for each year above the minimum.

The back payments are not yet settled but they will range from about \$600 to \$1,400 for men who pay back for five years up to 15.

Four PBA Nominations

Four nominations for president of the PBA, as well as nominations for a full slate of other officers, will be made today, May 13 at the regular monthly meeting of the delegates of the organization at the Hotel Commodore.

Following the nominations there will be an interesting campaign prior to the actual balloting next month.

Vet Tops Sergeant List

The veteran preference claim of Patrolman Thomas F. Kelleher on the promotion test for sergeant was granted this week by the Municipal Civil Service Commission. Kelleher, therefore, goes to the top of the sergeant's list and will be the first man appointed when promotions are made on June 9.

Defense Training

As reported exclusively in this column last week, the Police Department is now underway with a defense training program that will embrace every member of the force. The courses will cover a period of six days and will be divided into 30 minute daily sessions.

A group of 20 instructors from the Police Academy have been assigned to conduct the courses.

The six courses will fall under the following headings: Lecture No. 1—Police Problems in Civilian Defense. Lecture No. 2—Blackout and Light Control. Lecture No. 3—Control of Mobs, Riots and Disorders. Lecture No. 4—Sabotage and Saboteurs. Lecture No. 5—Explosives, Incendiary and Other Bombs. Lecture No. 6—Work of Crews of Emergency Service Truck.

The three representatives of the Fire Department who served on observation duty last Fall in London have submitted reports that will be utilized in the courses.

Park Topics

By B. R. MEEHAN

Promotion to Gardener

The following material concludes the present series of questions. It is hoped that the study series have been of some aid in preparing the prospective candidate for the examination.

Study Series No. 23

268. Directions: On the line after each of the following, write the name of the important element found in each:

- (a) Wood ash.
- (b) Dried blood.
- (c) Manure salts.
- (d) Chili saltpeter.
- (e) Bonemeal.
- (f) Leaf mold.
- (g) Superphosphate.

269. (a) Define the term peat moss. (b) Name three common types. (c) Enumerate the advantages and disadvantages arising from its use.

270. Explain briefly the purpose in pruning newly planted trees and shrubs.

271. On the line after each of the following, place the approximate month of bloom:

- (1) Pink weigelia.
- (2) European burningbush.
- (3) Lemoine mockorange.
- (4) Shrub alhea.
- (5) Arrowwood.
- (6) Red twig dogwood.
- (7) Jetbead.
- (8) European cranberrybush.
- (9) Wichuriana rose.
- (10) Mamarix.
- (11) Peegee hydranga.
- (12) Virginal mockorange.
- (13) Wayfaring tree.
- (14) Flowing quince.
- (15) Iboya privet.
- (16) Withe-rod.
- (17) Sweet bay.
- (18) Chaste tree.
- (19) Siebold viburnum.
- (20) Slender deutzia.
- (21) Indigo bush.
- (22) Morrow honeysuckle.
- (23) Russian olive.
- (24) Downy shadblow.
- (25) Winterberry.

272. Directions: On the line on the answer sheet place the letter "B" if the lily is base rooting;

or the letter "S" if stem rooting.

- (1) Goldban lily.
- (2) Meadow lily.
- (3) Henry lily.
- (4) Caucasian lily.
- (5) American Turkscap.
- (6) Lemon lily.
- (7) Orange lily.
- (8) Leopard lily.
- (9) Sargent lily.
- (10) Speciosum lily.

Report Writing

Report No. 1.

As gardener in charge, explain in 300 words, a good method you would employ in maintaining a tool shed. Include in your report a method of accounting for each tool at the end of the day; how the various tools are cared for; and the proper storing methods of such tools over winter.

Report No. 2.

Because of the arrival of a copious amount of sod, it is impossible to lay it immediately. State in 200 words the method you would employ in storing the sod until it could be finally laid.

Report No. 3.

As gardener in charge, you are required to supervise the maintenance of vast lawn areas in a certain park. Explain briefly in 350 words, the necessary seasonal care required to maintain such areas in proper condition.

Answers

The following are answers to Study Series No. 22, which appeared in last week's LEADER: 250 (neutral); 251 (tufa); 252 (hums); 253 (heeling-in); 254 (flats); 255 (hips); 256 (heaving); 257 (disbudding); 258 (friable); 259 (the node); 260 (topiary); 261 (pricking out); 262 (corm); 263 (tamping); 264 (bulb); 265 (host); 266 (bole); 267 (tuber).

Catholic Guild

Sponsors Scholarships

A free-four scholarship for children of Catholic park employees is to be sponsored by the Catholic Guild of Park Department Employees. Examination of elig-

ibles, high school graduates, will take place at St. John's University, 75 Lewis avenue, Brooklyn, on Saturday, June 14, at 9 a. m.

Candidates will be tested in English, American history, and high school mathematics.

Further information can be obtained from Rev. Anthony Kieffer, Dean, St. John's University, 75 Lewis avenue, Brooklyn, or from James V. Mullholland, president, Catholic Guild of Park Department Employees.

Assistant Gardener

Eligibles to Meet

The next regular meeting of the Assistant Gardener Eligible Association will be held on May 27, at 8 p. m., in the auditorium of Washington Irving High School, East 16th street and Irving place, Manhattan. All eligibles are invited to attend. A full report on the budget will be read.

Life Guards Called

356 men on the temporary preferred list for Life Guard have been called for a qualifying swimming test. Appointments are expected to be made in early June.

Climber and Pruners

Eligibles to Meet

The next regular meeting of the Climber and Pruners Eligible Association will be held Thursday, May 15, at Germania Hall, 16th street and Third avenue, Manhattan, at 8 p. m. Eligibles who expect to take the practical test are urged to attend this meeting for information pertaining to their appointment.

List Recommended

To Education

A request by William T. Mickens, president of the Assistant Gardeners Eligible Association, that this list be used for appropriate jobs as maintenance men in the Board of Higher Education has been granted by the Municipal Civil Service Commission.

Welfare Department News

By HENRY TRAVERS

Personnel Notes

By executive order of Commissioner Hodson, all personnel activities are centralized in the Division of Personnel and all accounting, Bureau of Finance and Statistics. To accomplish this result, the following changes become effective immediately:

No personnel changes, including loans and transfers, shall be made by any of the operating divisions of the Department of Welfare without first obtaining prior approval from the Division of Personnel.

The Payroll Unit of the Division of Personnel is transferred to the Division of Accounting and becomes the Payroll Section of that division. Any employees in other units of the Division of Personnel who serve the Payroll Unit shall be transferred at the same time.

Herbert Mintz, presently in charge of the Children's Accounts Section, is transferred to take charge of the Payroll Section of the Division of Accounting.

The Administrative Accounting Unit of the Division of Building Management and Procurement is transferred to the Division of Accounts Section of that division. Harold Browning, who is presently in charge of this section, will continue in this capacity.

James F. Higgins is designated as Chief Auditor in charge of the Division of Accounting. He will continue to be responsible to Henry J. Rosner, Assistant to the Commissioner in charge of the Bureau of Finance and Statistics. It will be Mr. Higgins' duty to advise on the installation of proper accounting methods and to see that adequate and complete accounting records are maintained at all times. All official reports and procedures shall be transmitted by the Chief Auditor to Mr. Rosner, for approval before release.

The Welfare Soft Ball League

Clark Robinson, Sports Director of Local 1, SCMWA, gives us a bright glimpse of the soft ball pic-

ture this season. His group has organized four divisions, comprising 34 teams, into The Welfare Soft Ball League.

"Membership on any team entering is open to any staff member of the Department of Welfare," C. R. states. "Each team pays an entry fee of 50 cents, the money to be used for trophies for the winning teams. The tournament consists of a single round-robin for each division, with the division winners paying off for the city-wide championship. Each team furnishes its own equipment."

The four divisions are as follows:

Division I: Brooklyn, nine teams; D.O. 60, 65, 67, 72, 73, 74, 79, 81, and 84.

Division II: Manhattan, nine teams; D.O. 5, 10, 11, Acc't "A", OAA "B", Shelter Care, Veterans, Personnel and Resource.

Division III: Upper Manhattan-Bronx, nine teams; D.O. 15, 20, 26, 34, 40, 46, Non-Settled, OAA "A" and Acc't "B".

Division IV: New Division, seven teams; D.O. 17, 24, 25, 32, 41, 43 and Service C.O.

Let Resource Do It

OAA Investigators have been freed from some "paper work". Hereafter they won't be required to obtain signatures of OAA clients on insurance assignment forms, fraternal organization articles of agreement, or insurance company dividend or premium refund checks.

Only in situations where resource workers are unable to obtain the signatures, will investigators be called on to see it through.

The Three C's

Next week starts the second annual intermediate enrollment of the CCC, from May 20 to May 31. There are a considerable number of vacancies in CCC camps, these days, and the Senior Occupational Clerks start the referral machinery going next Tuesday.

Of Cabbages and Kings

Mary Maxwell, clerk in Medical & Nursing, will be married to Dan O'Leary, Brooklyn National Guardsman, early next month. . . . Virginia Moore, supervisor in the Domestic Relations Section of the Division of Special Services, has gained a reputation as a bridge expert. We hear she will accept challenges from any and all aspirants, at any odds. . . . Pearl Schiff, special investigator in the Resource Division, at whom the boys always look twice—in fact never stop looking—has ended single bliss. Two weeks ago she doubled. . . . Mrs. Betty Whye, man, supervisor in the Resource Division, is home with the (German) measles. . . . Charles Allow, that handsome special investigator in the Resource Division, has an unusual and interesting hobby: a vast collection of foreign and domestic watches and clocks of all ages and types. We know that he will be willing to offer his services to your slowed-up or badly operating instruments. So, just dump your stuff on his desk. But don't quote us. . . . Ruth Fukushima, a startlingly pretty clerk in the Business Machine Section, is warming up for the tennis season. She was one of the most promising candidates for top honors until she found it impossible to get opposition of equal ability. . . . Marcella Corde, the personality gal, last Sunday successfully arranged and presided at a breakfast for the Ladies' Auxiliary of the Knights of Columbus of Brooklyn. . . . Mary Stewart, nurse in Medical & Nursing, has returned from a stay in Atlantic City. . . . Edward Phillips, intake supervisor in D.O. 17, announces the birth of a daughter, Nancy, on May 6, at Lutheran Hospital, Manhattan. The baby weighed 6 pounds 9 ounces. Mrs. Phillips is the former Doris E. Wendorf, investigator in D.O. 5, now on maternity leave. Mrs. Phillips was written up by PM a short time ago under "The Life of a Department of Welfare Investigator."

Uncle Sam Need Trained

Stenographers Too!

PRACTICE AT HOME WITH A TYTELL MACHINE

Each machine is Tytell-reconditioned in our own local factory by expert workmen. Each machine is guaranteed to be in first-class shape with free service that you get on new machines.

COSTS LESS TO BUY THAN TO RENT!

Need a typewriter for special purposes? For your work? Save many dollars by buying instead of renting, at \$34.95. Even less than an ordinary portable costs. You get a regular office size machine that has everything on it to make writing quick, easy, convenient and all you pay is \$34.95. Act quick. This \$34.95 price holds good only as long as these machines last. EASY TERMS ARRANGED . . . MONEY BACK GUARANTEE

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Civil Service in War-Torn England

As told to
SEWARD BRISBANE
by
REAGAN MCCRARY
Chief Editorial Writer,
New York Mirror

"Only two men in the British Empire can say 'NO' to Winston Churchill, and make that 'NO' stick:

"One is Lord Beaverbrook, Canadian-born, publisher of the world's largest newspaper, lifelong crony of Churchill's.

"The other is Sir John Anderson, P.C., G.C.B., G.C.S.I., G.C.I.E., K.C.B., C.B., M.P.

"Sir John Anderson, as Lord President of the Council, is a member of Mr. Churchill's War Cabinet. And the reason he can say 'NO' is the answer to the question:

"What place does the Civil Service occupy in the structure of the British Empire?"

"Sir John Anderson is a Civil Servant. He is the automatic restraint injected into the British system of government, trained to enforce caution on just such impetuous men as Churchill."

That analysis of the British Civil Service mechanism, comes from Reagan McCrary, chief editorial writer of the New York Mirror, recently returned from a seventy-day ringside study of Britain at war.

Briefly, McCrary thumbnailed the biography of Sir John Anderson—it is the story of how a Civil Servant rises from the ranks to the Seats of the Mighty:

Those Initials

"I don't know what all those in-

itials after his name stand for—worse than the New Deal, isn't it? But they are rungs in the ladder of his career—a career that began when he was born in Scotland, fifty-nine years ago. A graduate in science from Edinburgh University and Leipsig, he went into the Colonial Office in 1905. After that, this is the record of his rise—and mark it well, because in a minute I'll tell you why no postman, no lowly clerk, could ever do what Sir John has done in Britain's Civil Service:

"In 1909, he became Secretary, Northern Nigeria Lands Committee.

"1911, Secretary, West African Currency Committee.

"1912, Principal Clerk in the office of Insurance Commissioners.

"1913, Secretary to Insurance Commissioners.

"1917-19, the war years, Secretary to the Ministry of Shipping. Then as now, that was a vital post.

"1919, Second Secretary to Ministry of Health, and that was a critical job too, in the year after the war.

"1919-1922, Chairman of the Board of Inland Revenue—sooner or later, every successful Civil Servant must acquire the 'financial viewpoint'.

"1920, Joint Under Secretary to the Lord Lieutenant of Ireland—that was a hot spot in those

years is only about 60 years old in England.

"They have exams now, but still the caste system not only survives, but thrives. There are four 'castes'.

"At the bottom, many of them paid as little as \$340 a year, are the 'writing assistants'—the short-hand boys and girls, and the typists and filing clerks. They come in at the age of sixteen, after a competitive examination about as hard as you'd get half way through high school.

"And there's the joker—that education requirement. Education is tied up with money over there, money and 'birth'. And the Civil Service caste system is tied up to education.

"For instance, the next class is the General Clericals; entrance here begins at eighteen, or after promotion from Writing Assistants—very rare. The exam here is the equivalent of a last-year high school quiz.

The Executives

"And then comes the Executive Grade. Boys enter this grade at ages of eighteen to twenty. Educationally, they are about ready to enter a university. They have to make minor decisions in their work, but only in cases where broad policies are very clearly defined for guidance.

"And at the top comes the Administrative Class. Recruits here begin at twenty-two to twenty-four. Examinations are compar-

Things you probably never knew... That British Civil Service is a caste system... That British salaries begin at \$340 a year... That half the Civil Servants in the British foreign office come from a single school... That rebels are at work in the famed London Fire Brigade trying to improve conditions... And that the whole burden of running the empire-in-crisis rests on the shoulders of Civil Service workers.

years. But look how his experiences are expanding throughout the whole length and breadth of the Empire's problems.

"1922-32, Permanent Under Secretary of State, the Home Office.

"1932-37, Governor of Bengal. This was a big detour.

"1938, he became a member of Parliament for the Scottish Universities. When you go into politics, you have to withdraw from Civil Service.

"1938-39, Lord Privy Seal.

"1939-40, Home Secretary and Minister of Home Security, under Chamberlain. Morrison holds that job now.

"1940, Lord President of the Council."

Civil Service Caste System

McCrary seemed disturbed because I was not impressed by this outline of Sir John Anderson's achievements. He warmed up a bit:

"Okay, okay. Maybe it is dull. But to me, the story of the strength of the British Empire is right there in that bare outline of Sir John's climb..."

"Maybe you want something a little more provocative. How about this? Would you like to hear about the 'caste system' in the English Civil Service? Here's how it happened:

"As perhaps you know, the merit system of competitive ex-

able to those you take at the end of four years at college. This class is the brains of the whole British Empire. Here policies are made, subject to the political pressure upon the Ministers at the moment.

"But generally, the Civil Servants in a Ministry lay down the policies, and the Minister, a political appointee, conforms to the pattern presented to him. The Minister can't fire the Civil Servant who is his department's permanent secretary.

Weaknesses

"These are the most dangerous weaknesses of the system that runs this Empire:

"1. John Bright once said, before the Merit System, that the British Foreign Office was the 'outdoor relief department of the aristocracy'.

"Britain has the Merit System now, but the fact remains that at least half of the Civil Servants in the Foreign Office came from one school, Eton—where the kids wear top hats and morning coats every day.

"2. And worst of all is the fact that there is almost no promotion from one class to another in this 'caste system' of the Civil Service."

McCrary told me that there are about 480,000 people in Civil Service over there now; and that



Women are taking over the postmen's jobs in England and one of their first fights was for the right to wear pants instead of skirts; but as soon as a woman takes on a husband, she is automatically ousted from Civil Service

about 225,000 of them are paid less than \$16 a week.

Top pay for any Civil Servant is about \$12,000 for the few permanent secretaries of a top department.

Civil Service Rebels

There are rebels among Britain's civil servants—take the Fire Brigades, for instance, which hover on the edge of Civil Service in England.

"Chief firebrand is Loris Rey, grandson of the glamorous Lieutenant Rey, who helped Victor Hugo rebel against Napoleon III. Rey wanted to be a scientist, was forced by the depression in 1924 to become a church finisher's apprentice, salary \$8 a week. He drifted into wood carving, gave a one-man show in 1939.

"He had been head of the Leeds School of Sculpture for seven years when the war came; then he volunteered for Auxiliary Fire Service. He was outraged by working conditions in the AFS, formed an outlaw union to fight for better pay and conditions of work.

"The twenty-nine-year-old head of the regular Fire Brigade Union, Jack Horner, doesn't like rebel, Loris Rey.

"Horner has been scrapping for eighteen months to get certain concessions for his union members. Slowly, he's winning things like this: Funeral allowance for a man killed on duty, \$30.

Shocking Conditions

"Conditions outside London are shocking. And sometimes they are shocking in London, too. There was the case of the men who were 'borrowed' from London to fight fires all one night in Southampton. They came back next day, and this is all the food they got: One cup of tea, a cup of cold stew."

Next Week: How the Civil Service clashed with Henry Ford's representative in London, and how a plumber's son nailed him to the wall... and that plumber's son, now head of the greatest Civil Service Union, sends a message to the Civil Servants of America.



Winston Churchill is running this war, but there are still two men left in England who can say "NO" to the Boss—and one of them is a Civil Servant. As Churchill expressed it, in this setup, a Minister is "only a transient," embarrassed phantom." The only permanent figure is the Civil Servant

Mental Hygiene Notes

By JOHN F. MONTGOMERY

500 Batting Average

Employees of the Mental Hygiene Department batted 500 at the recent session of the State Legislature. Governor Lehman signed the Ehrlich bill providing that reasonable sick leave with pay be given to institutional employees beginning July 1, 1942. The details for each institution will be adopted by the particular superintendent, subject to the approval of the Governor. Some months ago Governor Lehman proclaimed one day for each month—14 days a year—as the normal sick leave in the State

service. It is safe to say that the Governor will hope that the superintendents put this into effect.

On the other hand, the Barrett bill to extend the 8-hour day, 6-day week to guards in the institutions was vetoed by the Governor.

Utica State-ments

The soft ball team plans a spring dance Wednesday night, May 28, at Hutchings Hall. Proceeds will help continue the ball league...Attendant Bill O'Neil, who answered the draft call two weeks ago, is back on the job after having been rejected. His

fellow-workers are pleased to have Bill back among them... And here's a question from Utica: "Do you think that the Housekeepers and Policemen of the State hospitals will soon enjoy the eight-hour shift? Your guess is as good as mine.

Draft Record?

Hudson River State Hospital now has 69 employees in service, including two volunteer female nurses. Sounds like a record to the lads up in Poughkeepsie. How about it...Charge Nurse Theodore Arnold Austin was honored

at a farewell dinner party last week-end, just before going into the army. Ed Boland presented a purse on behalf of the employees...Bessie Byrd heads the ladies bowling league for the 1941-42 season. Other officers: Elizabeth Burns, vice-president; Mary Gillespie, secretary; Mildred Breen, treasurer; Ruth Van Andeu, sergeant-at-arms.

By Wing from Wingdale

Resignations seem to be the order of the day at Harlem Valley State Hospital. Here are some recent ones: Dick O'Dell, Mrs. E. Martin, Mrs. Anna White, Bill Webster...Student Nurse Alice Zanoni has returned from Fordham Hospital, to continue her work at Wingdale...Women bowlers recently frolicked at the annual dinner. The committee on arrangements: Charlotte Line-

han, Mrs. Catherine Wall, Alyce Kowalski...The staff gave a send-off dinner last week for Dr. J. Rothery Haight, Assistant Physician, who's now in the army at South Carolina.

Mental Hygiene Needs

A full-time clinic for mental hygiene work in all cities of 100,000 population or over is advocated by Dr. Victor H. Vogel, formerly assistant surgeon of the U. S. Public Health Service, in a recent article titled "Mental Hygiene in the State Health Department." Working with an annual budget of \$15,000-\$25,000 a year, the staff would consist of one psychiatrist, two psychiatric social workers, and one clerk. Work would be divided equally between adults and children.

See Page 15 for news of Hospital Attendant list.

Examination Requirements

City Tests

Director of Medical Social Service (Grade 4)

Amended notice. File by May 26. Candidates who filed in March need not file again. Fee, \$5. Salary: \$6,000.

Duties

To be responsible to the Commissioner or his deputy for the administration of the medical social service program of a department.

Requirements

Two years of experience in medical social work, and three years of administrative experience, plus an AB degree.

Basis of Rating

Written, 40; training, experience and personal qualifications, 60.

Director of the Bureau of Child Hygiene

Department of Health. Salary: \$6,000. File by May 26. Vacancies: one.

Duties

To administer the Bureau of Child Hygiene which includes the supervision of physicians and the clinical staff of the School Health Service.

Requirements

An M.D. degree. One year of postgraduate training in pediatrics and pediatric experience in hospitals approved for residencies in pediatrics. In addition, two years of experience in a responsible position identified with the planning and administration of a health program related to children.

Basis of Ratings

Written, 50; training, experience and personal qualifications, 50.

Housekeeper (Women)

Department of Hospitals. File by May 26. Fee \$1. Salary: \$1,200 to \$1,500.

Duties

To supervise the work of the housekeeping personnel in a hospital or institution. The work includes assignment of duties, the requisition and distribution of supplies, linens, etc., the inspection of work to determine that prescribed standards of efficiency and cleanliness are met and other related work as required.

Requirements

Two years of experience in the supervision of a housekeeping unit in an institution or hotel or residence hall which has a capacity of at least 100 rooms; or graduation from an accredited school of nursing; or a satisfactory equivalent.

Basis of Ratings

Written, 50; training, experience and personal, 50.

Interpreter

Salary: \$1,560. Fee, \$1. File by May 26.

Duties

To act as an interpreter in judicial, quasi-judicial and administrative proceedings in the inferior city courts and various municipal agencies as the occasion arises; make written and oral translations of documents; perform clerical work; attend judicial officers at court sessions, etc.

Requirements

Each candidate must elect to be examined in at least three of the foreign languages set forth below. However, any candidate may elect to be examined in as many more than three languages as he chooses provided that he pays an appropriate fee therefor. Lists will be set up for every combination of three or more foreign languages. Examinations will be held in the following languages: Armenian, Bulgarian, Carpatho-Russian, Croatian, Latvian, Lithuanian, Norwegian, Polish, Portuguese, Rumanian, Russian, Serbian, Slovak, Slovenian, Spanish, Syrian, Turkish, Ukrainian, Yiddish.

Basis of Ratings

Written translation of English into each foreign language, 25; written translation of each foreign language into English, 25; practical-oral for each foreign language, 50. The passing grade for each language will be 70.

Junior Administrative Assistant

Director of the Division of Commodities Distribution. Amended notice. Applicants who filed last July need not file again. Salary: \$3,600. Fee, \$3. File by May 26.

Duties

Administration, direction and control of the operations and activities of the Commodities Division of the Department of Welfare.

Requirements

Five years of recent experience in the distribution and storage of large quantities of food or clothing. This must have been administrative in character and of a nature which qualifies the candidate for the duties of the position.

Basis of Ratings

Written, 30; training, experience and personal qualifications, 70.

Laboratory Assistant (Bio-Chemistry)

Salary: to \$1,500. File by May 26. Fee, \$1.

Duties

Under supervision, to make chemical analyses of blood, tissue, urine and other body fluids and to perform related duties.

Requirements

A B.S. degree in chemistry, plus either one year of experience in a laboratory of a recognized hospital or in a research laboratory performing the duties outlined above or a master's degree in bio-chem-

istry or high school graduation and four years of experience in a laboratory of a recognized hospital or research laboratory.

Basis of Ratings

Written, 70; training, experience and personal qualifications, 30.

Office Appliance Operator, Gr. 2 (I. B. M. Alphabetic Key-Punch Machines)

File by May 26. Fee, \$1. Salary: \$1,200 to \$1,500.

Duties

To act as Key Punch Operator on an Alphabetic Duplication Punch or an Alphabetic Printing Punch machine.

Requirements

One year of experience or one year of formal training in a school accredited by the University of the State of New York in the operation of I.B.M. Alphabetic Printing Punch, or on an I.B.M. Alphabetic Duplicating Punch machine.

Basis of Ratings

Practical, weight 100.

Office Appliance Operator, Gr. 2 (Remington - Rand Bookkeeping Machine)

File by May 26. Fee, \$1. Salary: \$1,200 to \$1,500.

Duties

To check cash books and tax rolls, to prove the accuracy of the assessment lists and controlling accounts; transcribe by machine all uncollected assessment and current taxes to loose-leaf ledgers; post payment of taxes by machine, etc.

Requirements

One year of experience or one year of formal training in the operation of a Remington Rand Bookkeeping machine. Candidates in the practical test will be tested in the operation of the Remington Rand machine, model 83, including the setting and adjusting of vertical and cross totalizers. They must be touch typists and have a good knowledge of bookkeeping.

Basis of Ratings

Practical, weight 100.

Senior Buyer, New York City Housing Authority

File by May 26. Salary: \$4,600. Fee, \$4.

Duties

To be responsible for the purchase of materials and supplies, refrigerators, gas and electric ranges, shade materials, paints and paint supplies, etc.

Requirements

Ten years' experience in purchasing the items listed amounting to at least \$1,000,000 annually.

Basis of Ratings

Written, 40; training, experience and personal qualifications, 60.

Superintendent of Camp LaGuardia (Men)

Amended notice. Candidates who filed in December need not file again. Salary: \$3,600. Fee \$3. File by May 26.

Duties

Under the director of shelter care to be resident superintendent responsible for the complete care and rehabilitation program for the 1,000 unattached or homeless men assigned to Camp LaGuardia.

Requirements

An A.B. degree, or equivalent training, and five years' full-time paid administrative, institutional, or social welfare experience of a character to qualify for the duties of the position.

Basis of Ratings

Written, 30; training, experience and personal qualifications, 70.

Accountant (City-wide promotion)

Amended notice. File by May 19. Fee, \$2. Salary: \$2,400 to \$3,000. Date of exam: July 26.

Duties

To execute, according to general instructions, the detail work connected with audits and investigations and reports thereon, and to carry on independently audits and investigations of minor scope.

Requirements

Open to all Junior Accountants regardless of salary and to bookkeepers receiving \$1,800 or more who have served for one year in the service and six months in the position, on the date of the exam.

Basis of Ratings

Record and seniority, 50; written, 50.

Foreman Auto Machinist (City-Wide Promotion)

Salary: \$2,580. Fee, \$2. File by May 26. Date of test: June 7.

Duties

Supervision of automotive repair shop handling major repairs and overhaul on approximately 600 automotive units, and 400 lawn mowers, pumps and other gasoline powered equipment.

Requirements

Open to all permanent employees in the titles of Auto Machinist, Auto Mechanic, Auto Mechanic (Electrical), and Electrical (Automobile) who have served one year in the service and six months in the title on the date of the exam.

Basis of Ratings

Record and seniority, 50; written, 50.

How to Apply for a Test

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

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

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

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

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

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

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

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

Foreman Auto Mechanic

Salary: \$2,580. File by May 26. Fee, \$2. Open only to employees of the Parks Department.

Duties

Supervision of garage, servicing up to 200 automotive units and 150 units of lawn mowers, pumps and other gasoline engines and automotive equipment.

Requirements

Open to all permanent employees in the titles of Auto Mechanic, Auto Machinist, Auto Engineerman, Park Foreman, and General Park Foreman who have served one year in the service, and six months in the title on the date of the written exam.

Basis of Ratings

Record and seniority, 50; written, 20; practical, 20; training, experience and personal qualifications, 10.

Junior Accountant (City-wide Promotion)

Amended notice. Candidates who filed in April need not file again. File by May 19. Salary: \$1,800 to \$2,400. Fee, \$1. Date of written test, October 4.

Duties

To execute the detail work connected with audits and investigations and reports thereon.

Requirements

Open to bookkeepers, senior bookkeepers and all persons in grades 2 and 3 of the clerical service who have served one year in the service and six months in the title.

Basis of Ratings

Record and seniority, 50; written, 50.

Housekeeper (Women)

City-wide promotion. Second amended notice. Candidates who filed in October and December need not file again. Fee, \$1. File by May 26. Salary: \$1,200 to \$1,500.

Requirements

Open to all nurses who have served for three years in the Department of Hospitals, and to all hospital attendants and hospital helpers who have served three years in the Department, one year of which must have been as a supervisor of a housekeeping unit in one of the various hospitals.

Basis of Ratings

Record and seniority, 50; written, 30; oral, 20.

Senior Accountant (City-wide Promotion)

Amended notice. Candidates who filed in April need not file again. Fee, \$2. File by May 19. Date of written test: July 26.

Duties

To carry on independently audits, examinations, and investigations of the widest scope, to prepare reports thereon, devise and install new methods of accounting, etc.

Requirements

Open to all accountants and bookkeepers receiving \$2,400 or more who have served one year in the service and six months in the title on the date of the written test.

Basis of Ratings

Record and seniority, 50; written, 50.

Senior Supervisor, Grade 4 (City-wide Promotion)

Amended notice. Candidates who filed in April need not file again. Salary: \$5,000 to \$4,200. File by May 19. Fee, \$2. Date of written exam: June 28.

Duties

The administrative control and supervision of a division or subdivision of a welfare agency.

Requirements

Open to all supervisors, grade 3, in all departments and to social investigators in the Board of Child Welfare and in the Division of Old Age Assistance and of Dependent Children, Department of Welfare, who have served in the title in the social service at the rate of pay of at least \$1,800 for six consecutive months on the date of the written test and who have had one year of responsible supervisory experience during the past five years.

Basis of Ratings

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

License for Refrigerating Machine Operator

Ten tons capacity or less. Applications issued and received continuously. Open to all applicants. Fee, \$5.

Scope of Examination

This exam will consist of an oral and practical test. The oral will investigate the candidate's knowledge of the operation of the particular type of refrigerating equipment that he is to operate; his knowledge of the safety rules and precautions to be observed in its operation. The practical will be conducted on a small semi-automatic compression system consisting of a commercial condensing unit and a simple evaporator.

License for Refrigerating Machine Operator

Unlimited capacity. Open to all applicants. Fee, \$5. File by June 26.

Scope of Examination

This examination will consist of a written and a practical test. The written test will investigate the candidate's knowledge of the Rules of the Board of Standards and Appeals for refrigerating systems; his knowledge of the operation, main-

tenance, and repair of compression and absorption refrigerating systems; the safety precaution that should be observed in operating refrigeration machinery; and his knowledge of related matters. The practical test will be given for those candidates who pass the written test. This practical test will be held in a large refrigerating plant and will test the candidate's knowledge of the practical operation, maintenance and repair of refrigerating machinery. Applicants must pass this test to qualify for the license.

License for Special Rigger

Applications received continuously
Fee, \$5. The license for special rigger permits the holder thereof to hoist or lower any article, not exceeding one thousand two hundred pounds in weight, on the outside of any building or structure.

Candidates must have at least one year's experience of a character to qualify for the type of hoisting to be performed.

In addition to the above experience, candidates must be citizens of the United States of America, at least twenty-one years of age and of good character. The Municipal Civil Service Commission will thoroughly investigate all statements in the application.

If the applicant is to do business under the name of a corporation he must give the name and address of the corporation, the date on which it was incorporated and the office which he holds in said corporation. If the applicant is to do business under the name of a partnership or under a trade name he must furnish at the time of investigation a certificate of the trade name certified by the County Clerk.

Before the license is issued by the Department of Housing and Buildings the candidate will be required to produce satisfactory evidence that he carries workmen's compensation insurance, public liability insurance or bond and property damage insurance or bond.

All certificates of insurance shall be made out in the name of the Commissioner of Housing and Buildings, City of New York, or the Department of Housing and Buildings, City of New York. All certificates of insurance shall be for full coverage and no specific location and shall contain a clause whereby the insurance company assumes full responsibility for failure to notify the Commissioner of Housing and Buildings five (5) days prior to any material change or cancellation.

The examination shall be an oral and practical test. The oral test will investigate the candidate's knowledge of rules and regulations governing hoisting and rigging in New York City, weights of various materials to be hoisted, knowledge of safety measures and accident prevention and related matters. The practical test will investigate the candidate's ability to perform rigging operations similar to those in which he will be engaged in practice. The pass mark will be 70 per cent. Examinations will be held from time to time as conditions warrant.

State Test

Hospital Attendant

State and County Institutions. Usual salary range \$54-\$66 a month, plus maintenance for self but not family. Salary increases \$4 a month at the end of every six months of service until it reaches \$66 at the end of 18 months. Automatic time service payments further increase the salary to \$86 a month in a period of years. There are opportunities for promotion to other competitive positions in institutional service, and some Hospital Attendants may enter the Nurse Training Schools. Open to men and women. Age limits: 18-45. Fee, 50 cents. File by June 3. Exam will be held June 21.

Duties

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

Requirements

Candidates must be able to speak, read and write the English language understandingly; they must have the ability to understand and carry out simple oral and written directions; to oversee the work,

amusements, and exercise of patients; to keep simple written records and make simple reports; to size up and adapt themselves to situations arising in the performance of the work; to accept discipline, and to get along well with others. Candidates must have good moral character, temperate habits, reliability, cheerfulness, tact, patience, neat personal appearance, sympathetic attitude toward the mentally and physically ill, and willingness to live in an institution. (There are no quarters available in the institutions for wives or children.) Candidates must be in good physical condition; possess satisfactory vision and hearing, and be physically proportioned within the range of the accepted standards. Candidates must undergo and pass satisfactorily a thorough medical examination at time of appointment.

(Continued on Page Thirteen)

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LEGAL NOTICES

JOHANN JAKOB OBERHOLZER ALSO KNOWN AS JAKOB OBERHOLZER—CITATION—The People of the State of New York, by the Grace of God, Free and Independent, to Kersten Furrer also known as Kaspar Furrer, Emma Gersbach, Lilly Mueller, Wilhelm Furrer, to Heinz Emil Gersbach, Adolph Muller, Willi Furrer and Annemarie Furrer, infants under 14 years of age, Fund of Community of Wald, Zurich, Kanton, Komitee du Stiftung cher das Alter, The Swiss Home being the persons interested as creditors, next of kin or otherwise, in the estate of JOHANN JAKOB OBERHOLZER, also known as JAKOB OBERHOLZER, deceased, who at the time of his death was a resident of 282 East 18th Street, New York City.

Send Greeting: Upon the petition of the Public Administrator of the County of New York, having his office at Hall of Records, Room 308, Borough of Manhattan, City and County of New York, as administrator, c. t. a. of the goods, chattels and credits of said deceased; and each of you are hereby cited to show cause before the Surrogate's Court of New York, held at the Hall of Records, in the County of New York, on the 10th day of June, 1941, at half past ten o'clock in the forenoon of that day, why the account of proceedings of the Public Administrator of the County of New York, as administrator, c. t. a. of the goods, chattels and credits of said deceased, should not be judicially settled.

In Testimony Whereof, We have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed. Witness Honorable James A. Foley, a Surrogate of our said County of New York, the 21st day of April in the year of our Lord one thousand nine hundred and forty-one.

GEORGE LOESCH, Clerk of the Surrogate's Court.

WASIL SARKOWITZ, ALSO KNOWN AS SARKOWITZ—CITATION—The People of the State of New York, by the Grace of God, Free and Independent, to the Attorney General of the State of New York, U. S. Veterans Administration, Elia Chachitz, Nastasia D. Sarkovich, Wiera Sarkovich, infant under 14 years of age; Sergius Sarkovich, infant under 14 years of age; Michael Sarkovich, infant under 14 years of age; Pawel Czajczyk, Zosia C. Kozicka, Jan Danielkiewicz, Michael Danielkiewicz, Anna Danielkiewicz, Helena Danielkiewicz and to "Mary" Sarkovich or Sarkowish the name "Mary" being fictitious, the widow of Wasil Sarkowich, etc., deceased, if living, or if dead, to the executors, administrators and next of kin of said "Mary" Sarkowich or Sarkowish, deceased, whose names and Post Office addresses are unknown and cannot be ascertained by the diligent inquiry herein; and the next of kin of Wasil Sarkowich, also known as Sarkowish, deceased, whose names and Post Office addresses are unknown and cannot be ascertained by the diligent inquiry herein; being the persons interested as creditors, next of kin or otherwise in the estate of Wasil Sarkowich, also known as Sarkowish, deceased, who at the time of his death was a resident of 167 East 102nd Street, New York City.

Send Greeting: Upon the petition of the Public Administrator of the County of New York, having his office at Hall of Records, Room 308, Borough of Manhattan, City and County of New York, as administrator of the goods, chattels and credits of said deceased;

You and each of you are hereby cited to show cause before the Surrogate's Court of New York County, held at the Hall of Records, in the County of New York, on the 3d day of June, 1941, at half-past ten o'clock in the forenoon of that day, why the account of proceedings of the Public Administrator of the County of New York, as administrator of the goods, chattels and credits of said deceased, should not be judicially settled. In Testimony Whereof, We have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed. Witness, Honorable James A. Foley, a Surrogate of our said County, at the County of New York, the 16th day of April in the year of our Lord one thousand nine hundred and forty-one.

GEORGE LOESCH, Clerk of the Surrogate's Court.

VERONA MORITZ—CITATION—The People of the State of New York, by the Grace of God, Free and Independent, to the Attorney General of the State of New York, Gabriel Moritz, Consul General of Hungary, Diana Rothschild, and to "John" Moritz, the name "John" being fictitious, the husband of Verona Moritz, deceased, if living or if dead, to the executors, administrators and next of kin of said "John" Moritz, deceased, whose names and Post Office addresses are unknown and cannot be ascertained by the diligent inquiry herein; and the next of kin of Verona Moritz, deceased, whose names and Post Office addresses are unknown and cannot be ascertained by the diligent inquiry herein; being the persons interested as creditors, next of kin or otherwise in the estate of Verona Moritz, deceased, who at the time of her death was a resident of 215 East 70th Street, New York City.

Send Greeting: Upon the petition of the Public Administrator of the County of New York, having his office at Hall of Records, Room 308, Borough of Manhattan, City and County of New York, as administrator of the goods, chattels and credits of said deceased; and each of you are hereby cited to show cause before the Surrogate's Court of New York County, held at the Hall of Records, in the County of New York, on the 27th day of May, 1941, at half-past ten o'clock in the forenoon of that day, why the account of proceedings of the Public Administrator of the County of New York, as administrator of the goods, chattels and credits of said deceased, should not be judicially settled. In Testimony Whereof, We have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed. Witness, Honorable James A. Foley, a Surrogate of our said County, at the County of New York, the 10th day of April in the year of our Lord one thousand nine hundred and forty-one.

GEORGE LOESCH, Clerk of the Surrogate's Court.

(Continued from Page Twelve)

ment. For the purpose of character investigation, candidates must submit the names of not fewer than three reputable persons (not relative) at the time of filing application. Candidates will be fingerprinted.

Applicants who have been removed from public employment for cause, or who have court records considered to affect proper performance of the duties or who have been confined as patients in mental institutions may be determined to be ineligible.

All candidates are required to be citizens of the United States and in addition must be legal residents of New York State for not less than one year immediately preceding June 21, 1941.

Medical and Physical
Candidates must be free from any physical defect which may tend to prevent satisfactory performance of the duties of the position; and they will be rejected for any of the following:

Ears: Defective hearing, inability to hear normal conversation at 20 feet.

Eyes: If candidate brings eyeglasses, vision with glasses, poorer than 20/40 (Snellen) in one eye and 20/70 (Snellen) in other eye, and also uncorrected vision poorer than 20/100 (Snellen) in each eye.

If candidate is not equipped with eyeglasses, vision without glasses poorer than 20/40 (Snellen) in one eye and poorer than 20/70 (Snellen) in other eye.

Respiration: Tuberculosis. Circulation: Heart ailments; arteries; blood pressure.

Varicose (enlarged) veins: Varicocoe; hydrocele.

Hernia (rupture): Single or double. Rectum: Hemorrhoids (piles); fistulas.

Mental diseases: Epilepsy; mental deficiency; alcoholism.

Flat feet: Third degree in either foot.

Deformities: Hands, feet; curvature of the spine. Arms, legs, hands, feet; arthritis.

Mouth: Badly decayed teeth or diseases of the mouth such as pyorrhea; gingivitis.

Veneral diseases: Gonorrhea; chanroid; early syphilis. Any other serious defects.

Excessive overweight or underweight in proportion to height.

In accordance with General Order No. 21 of the Mental Hygiene Department, institution superintendents shall arrange for the immunization of all new employees against smallpox, typhoid fever and diphtheria as soon after they enter the institution as practicable but only when the physical condition of the person warrants the procedure.

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

Names of eligibles who refuse to accept appointment following certification from the eligible list will be removed from such list, and they will not be certified for future vacancies until they submit to

the Department of Civil Service acceptable reasons for refusal to accept previous offers of employment and notice of their willingness and ability to accept present and future offers.

Basis of Ratings
Written examination, testing general intelligence and elementary knowledge of the skills involved in the bathing, clothing, feeding, and cleaning of patients, and in the making of beds, cleaning of wards, and caring for the clothing and other property of patients, and an elementary knowledge of "first aid"

that they possess a current license issued by the Bureau of Marine Inspection and Navigation appropriate for the class and tonnage of vessel on which duty is to be performed, and for the principal navigable waters outlined.

Basis of Ratings
General tests with respect to the duties of the position, 40; experience and fitness, 60.

Social Worker, \$2,000 a year. Requirements: Completion of a four-year course leading to a bachelor's degree including one year of specialized study with a minimum of 300 hours supervised field work in an accredited school of social work. Openings as Psychiatric Social Workers in the Veterans' Administration and as Social Case Worker in the Bureau of Prisons. Maximum age 53. File by May 14. Full details in The Leader, issue of April 15.

Inspector of Coal, \$3,800. Requirements: 10 years extensive commercial experience handling at least 75,000 tons annually. Maximum age, 60. File by December 31.

Regional Agent, Trade and Industrial Education, \$4,600. **Special Agent**, \$3,800. Requirements: Regional Agent, six years. Special Agent, five years directing a program of trade and industrial education in a State department of education, or school system as a teacher of shop subjects or in-service teacher trainer in the field of trade and industrial education. Maximum age, 60. File until further notice.

Senior Architect, \$4,600; **Architect**, \$3,800; **Associate**, \$3,200; **Assistant**, \$2,600; **Junior**, \$2,000. Optional subjects: design, specifications, estimating. Requirements: two to six years' appropriate experience depending on the grade. File by May 7.

Commodity Exchange Specialist: Salaries: Senior, \$4,600; commodity exchange specialist, \$3,800; Associate, \$3,200; and Assistant, \$2,600. Requirements: College graduation, plus specialized experience in research or teaching in the optional subjects. File until further notice.

Expediter (Marine Propelling Equipment), \$3,200. Requirements: Four years experience in the manufacture of pumps, boilers, Diesel or reciprocating engines. Maximum age, 65. File until further notice.

Machinist, \$7.92 to \$8.88 a day. Requirements: four years of apprenticeship or four years of experience in the trade. Maximum age, 62. File until further notice.

Instrument Maker, \$1,800. Requirements: Completion of a four years apprenticeship or four years experience as Instrument Maker in a high-grade instrument or physical laboratory shop. Maximum age, 62. File until further notice.

Junior Engineer, \$2,000. Requirements: Completion of a four year engineering curriculum leading to college degree in engineering. Senior students in engineering may also apply. Maximum age, 35. File until further notice. **Senior Inspector Engineering Materials**, \$2,600; **Inspector**, \$2,300; **Associate Inspector**, \$2,000; **Junior Inspector**, \$1,620. Maximum age, 65. File until further notice.

Construction Inspection Coordinator. Salary: \$3,000. Optional salary. (Continued on Page Fourteen)

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U. S. Tests

Foreman Aircraft Mechanic

(Salary: \$2,300 a year)

Junior Aircraft Mechanic

(Salary: \$1,600 a year)

\$1,680. File by May 21 at 641 Washington Street. Place of employment: Civil Aeronautics Administration, Department of Commerce, LaGuardia Field, New York. Age Limits: 50.

Duties

Foreman Aircraft Mechanic: Under general supervision, with latitude for independent planning and preparing of working details, to supervise the activities of junior aircraft mechanics engaged in the disassembling, assembling, maintenance and repair of airplanes and airplane engines; to be responsible for the servicing and maintenance in good flying condition of at least 12 airplanes.

Junior Aircraft Mechanic: to assist the foreman aircraft mechanic in the inspection, servicing, maintenance, repair, overhaul, and alteration, including disassembly and assembly, of aircraft, aircraft engines, and aircraft propellers, their component parts and accessories.

Requirements

Six years of training or experience, which may include apprenticeships, in the maintenance and repair of aircraft; not less than three years of this experience must have been acquired under the terms of valid aircraft mechanic's and aircraft engine mechanic's license. In addition, one year of supervisor aircraft mechanic experience. For part of this experience, certain substitutions of other types of experience are allowed.

Basis of Ratings

No written test will be given. Applicants will be rated on their experience and fitness.

Senior Inspector, Ordnance Material, \$2,600; **Inspector**, \$2,300;

Associate, \$2,000; **Assistant**,

\$1,800; Junior, \$1,620. File until

further notice. Age limit: 55.

Duties

To inspect and test, at contractor plants, varied raw metallic materials, mechanical parts, castings, assemblies, and components for ordnance materials, to determine compliance with an acceptability under specifications; to prepare inspection reports, and perform related duties.

Requirements

Applicants must have had from one to six years, depending on the grade of position, of experience in inspecting and testing to determine

limited partners to priority over the other limited partner as to contributions or as to compensation.

13. On the death, retirement or insanity of the general partner, or upon ten (10) days' notice by the general partner to the end of any twelve (12) month period subsequent to April 28, 1941, the business of the partnership is to be terminated.

14. No right is given by the partnership agreement to the limited partners to demand and receive property other than cash in return for their contribution.

Dated: April 28, 1941.
WERNER VON CLEMM,
RAYFORD W. ALLEY,
As Trustee under a certain agreement of trust dated April 28, 1941.
GEORGES LAMBERCIER
By MURRAY HILL TOPMAN,
Attorney-in-Fact.

STATE OF NEW YORK } s.s.:
COUNTY OF NEW YORK }
On the 28th day of April, 1941, before me personally came WERNER VON CLEMM, to me known to be the person described in and who executed the foregoing agreement and acknowledged that he executed the same.

ASA W. JENNINGS
Notary Public, Queens Co., No. 2480,
Reg. No. 2743.
Cert. filed in New York Co., No. 154,
Reg. No. 2-J-93.
Commission expires March 30, 1942.

STATE OF NEW YORK } s.s.:
COUNTY OF NEW YORK }
On this 28th day of April, 1941, before me came RAYFORD W. ALLEY, to me known and known to me to be the Trustee under a certain agreement of trust, dated April, 1941, and the person described in and who executed the foregoing agreement, and acknowledged that he executed the same as such Trustee.

ASA W. JENNINGS
Notary Public, Queens Co., No. 2480,
Reg. No. 2743.
Cert. filed in N. Y. Co. No. 154, Reg. No. 2-J-93.
Commission expires March 30, 1942.

STATE OF NEW YORK } s.s.:
COUNTY OF NEW YORK }
On this 29th day of April, 1941, before me came MURRAY HILL TOPMAN, to me known and known to me to be the individual who executed the foregoing instrument, and known to me to be the individual described in and appointed attorney in fact by a certain power of attorney executed by GEORGES LAMBERCIER, bearing date the 28th day of April, 1941, and acknowledged that he executed the foregoing instrument as the act of said GEORGES LAMBERCIER, and as his attorney-in-fact.

STEPHEN TEDESCO,
Notary Public, Queens Co., No. 2143,
Reg. No. 1046.
Cert. filed in New York Co., No. 76,
Reg. No. 2-J-51.
Commission Expires March 30, 1942.

A List of Navy Yard Jobs Appears on This Page

(Continued from Page Thirteen)

jects: 1) hull; 2) electrical; 3) machinery. Requirements: Applicants must have had professional experience in the field of at least four years and in addition four years of experience in the optional subject. Maximum age, 65. File until further notice.

Associate Entomologist (Taxonomy). Salary: \$3,200. Requirements: Applicants must have graduated from college and had at least three years' responsible experience in taxonomy of the aculeate Hymenoptera. Maximum age, 53. File until further notice.

Research Chemist (Any Specialized Branch). Principal, \$5,600; Senior, \$4,600; Research Chemist, \$3,800; Associate, \$3,200; and Assistant, \$2,600. Requirements: College graduation, and from seven to two years of professional experience in the field, depending on the grade of the position applied for. Maximum age, 55. File until Dec. 31.

Principal Superintendent of Construction, \$5,600; Senior Superintendent of Construction, \$4,600 a year; Superintendent of Construction, \$3,800 a year; Associate Superintendent of Construction, \$3,200 a year. Requirements: Seven to eleven years of experience in the field of general construction, of which a portion must have been as general superintendent on large construction projects involving excavation, reinforced concrete, steel wood and masonry. Senior Superintendent: Engineering or technical college courses may be substituted for year, up to four years of the general experience, Maximum age, 58. File by Dec. 31, 1941.

Instructor, Mobile Laundry, \$2,000. Requirements: At least three years experience in laundry operations, use, upkeep and operation of modern washing and drying machinery, and preparation and use of laundry solutions. Also, at least two years experience as foreman, assistant superintendent or superintendent of large modern laundry or two years as instructor of organized classes in laundry operations or two years experience in the installation and instruction in the operation of machinery and solutions or any equivalent combination. Maximum age, 53. File until further notice.

Assistant Communications Operator (Air Navigation), \$1,620. Ability to transmit and receive by radio telegraph (International Morse Code) at a sustained speed of 30 words per minute copying on a typewriter. Maximum age, 50. File until further notice. Full details in Feb. 25 issue of The LEADER.

Staff Dietitian, \$1,800 a year. Requirements: A.B. degree, with major study in dietetics, including at least 18 semester hours in a combination of the following: food preparation, nutrition, and institutional management. Applicants will be accepted from students now serving in an approved graduate training course. File until further notice.

Attendant, Neuro-Psychiatric Hospital, \$1,020 a year. Requirements: Applicants must have completed at least 6 months of a resident training course in nursing or 6 months of active service in the hospital corps. Three months of experience as attendant performing ward duty in an institution for the treatment of mental or nervous diseases is acceptable. Age limits, 21 to 48 years. File until further notice.

Principal Tool and Gauge Designer, \$2,300 a year; Senior Tool and Gauge Designer, \$2,000 a year; Tool and Gauge Designer, \$1,800 a year. Requirements: Applicants must have had satisfactory designing, training or mechanical drafting and machine shop experience. The length and specialization of experience vary according to the grade of the position. Age limits, 18 to 62 years. File until further notice.

Engineering Draftsman, \$1,800 a year; Chief Engineering Draftsman, \$2,600 a year; Principal Engineering Draftsman, \$2,300 a year; Senior Engineering Draftsman, \$2,000 a year; Assistant Engineering Draftsman, \$1,620 a year. Maximum age, 55 years. File until December 31, 1941.

Inspector Engineering Materials, Mechanical (Optical Instruments), \$2,000 a year. Requirements: Applicants must have had at least 4 years of experience in the inspection and testing of optical instruments. Collegiate training in physics or optics; or related training may be substituted for experience. Age limits, 21 to 53 years. File until further notice.

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

Junior Communications Operator (High Speed Radio Equipment), \$1,620 a year. Requirements: Applicants must have had 1 year of experience as Radio Operator in communications work, at least 3 months of which included operation of high speed radio communications equipment. Maximum age, 48 years. File until further notice.

Machinist, \$6.72 to \$8.88 a day. Requirements: Applicants must have completed a 4-year apprenticeship or must have had at least 4 years of practical experience in the trade. Applications from those with only 2 years of experience will be accepted and may be certified for appointment as the needs of the service require. Maximum age, 62. File until further notice.

length and specialization of experience vary according to the grade of the position. Maximum age, 55 years. File until further notice.

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

Public Health Nurse, \$2,000 a year. Requirements: Four-year high school course or 14 units of high school study; completion of a course in school of nursing; registered; completion of special course in public health nursing; one year or more of successful public health nursing experience. Additional credit for special experience. Maximum age: 40. File until further notice.

Junior Stenographer, \$1,440 a year. Open only to men. Requirements: The only requirements are that the applicants must meet the age limits and be U. S. citizens. There will be an examination, as follows: Copying from plain (typewriting), counting 25%; general test, counting 25%; stenography, 50%. Dictation is at the rate of 96 words a minute. Any system of making notes, including the use of shorthand-writing machines, is acceptable, provided the notes are given to the examiner after being transcribed. The use of typewriter for making notes is not permitted. Applicants must supply their own typewriters and tables for the test. Any style of typewriter, except electric, is permitted. Maximum age, 53. File until further notice.

Form 6; and Supplemental Form AX499.08, if filing for Anglesmith, Heavy Fires Supplemental Form AX499.06, if filing for Anglesmith, Other Fires Supplemental Form AX499.01, if filing for Blacksmith, Heavy Fires Supplemental Form AX499.04, if filing for Coppersmith Supplemental Form AX499.011, if filing for Die Sinker Supplemental Form AX499.012, if filing for Flange Turner Supplemental Form AX499.07, if filing for Frame Bender Supplemental Form AX, 499.018, if filing for Sallmaker Supplemental Form AX499.017, if filing for Welder, Electric (Specially Skilled) Supplemental Form AX499.018, if filing for Welder, Gas Form 14 (blue) is also required if veteran preference is claimed.

Where to Obtain Application: The Recorder, Labor Board, Navy Yard, Brooklyn, New York; The Secretary, Board of U. S. Civil Service Examiners at any first- or second-class post office in the Second Civil Service District; or The Manager, Second U. S. Civil Service District, Federal Building, Christopher Street, New York, N. Y.

Place of Filing Application: The Recorder, Labor Board, Navy Yard, Brooklyn, New York. Age Limits: 18 to 50.

In doubt? Ask The LEADER Free Information Bureau.

Form 6; and Supplemental Form AX499.08, if filing for Anglesmith, Heavy Fires Supplemental Form AX499.06, if filing for Anglesmith, Other Fires Supplemental Form AX499.01, if filing for Blacksmith, Heavy Fires Supplemental Form AX499.04, if filing for Coppersmith Supplemental Form AX499.011, if filing for Die Sinker Supplemental Form AX499.012, if filing for Flange Turner Supplemental Form AX499.07, if filing for Frame Bender Supplemental Form AX, 499.018, if filing for Sallmaker Supplemental Form AX499.017, if filing for Welder, Electric (Specially Skilled) Supplemental Form AX499.018, if filing for Welder, Gas Form 14 (blue) is also required if veteran preference is claimed.

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Chipper and Caulker, Iron	7.90	8.08	8.56
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Die Sinker	8.88	9.36	9.84
Flange Turner	8.08	8.56	9.04
Frame Bender	8.08	8.56	9.04
Loftsmen	8.32	8.80	9.28
Sallmaker	7.68	8.16	8.64
Shipfitter	7.84	8.32	8.80
Shipwright	8.00	8.48	8.96
Welder, Electric (Specially Skilled)	7.84	8.32	8.80
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Fireman Medical Test

(Continued from Page Three)

- Fistulas, External or Internal Piles, must reject.
- 21. **Overweight**, may reject. Examiner has discretion as to degree of defect.
- 22. **Albuminuria**, may reject. Examiner has discretion as to degree of defect.
- 23. **Potential Hernia** (Enlarged Rings), must reject.
- 24. **Testicle** (Missing or Removed), may reject. Examiner has discretion.
- 25. **Chronic Catarrh**, or any obstruction to free breathing, may reject. Examiner has discretion as to degree of defect.
- 26. **Deformities of the Mouth** (Hair Lip), must reject.
- 27. **Venerical Diseases**, must reject. Wassermann blood tests must be taken before certification.
- 28. **Nervous Disorder**, must reject.
- 29. **Defective Gait**, may reject. Examiner has discretion.
- 30. **Skin Disease**, may reject. Examiner has discretion.
- 31. **Color Blindness**, must reject.
- 32. **Deformities of the leg, toe, arm, hand or finger**, must reject.
- 33. **Chronic Inflammation of the Eye Lids**, must reject.

- 34. **Orchitis**, must reject.
- 35. **Strabismus** (Cross Eye), must reject.
- 36. **Defective Vision**, failure to read perfectly six of the eight letters, as follows: 20/20 vision; each eye separately; without the use of glasses, must reject.
- 37. **Teeth**. The following conditions are desirable. A. Teeth should be clean, well cared for and free from multiple cavities. B. The jaws should be free from badly broken or decayed teeth. C. Missing teeth may be supplied with crown or bridge work or where the site of teeth makes this impossible rubber dentures may be used. D. At least sixteen natural teeth must be present. Examiner has no discretion. These standards, applying to teeth, except subdivision "B" are termed desirable and medical examiners are given discretionary powers in their application.
- 38. **Other Defects**. The causes for rejection are not limited by the enumeration set forth above. The medical examiner may put any question and make any examination of the candidate he may deem necessary and proper. The whole examination shall be thorough and exact.

To Continue City-Wide Promotions

Despite the Court of Appeals decision in the case of Cornehl vs. Kern, in which city-wide promotion lists were held to be illegal, the Municipal Civil Service Commission is continuing its previous policy with regard to these lists. All except the specific list cited in the Cornehl case are still to be used for certifications whenever vacancies occur. And the Commission is now receiving applications for five new city-wide promotion exams.

Paul J. Kern, president of the Commission, has moved for a re-argument of the Cornehl case before the Court of Appeals and pending decision on this no basic change will be made in the Commission's policy on city-wide lists. The Commission contends that city-wide lists are necessary for the benefit of the merit system because they provide opportuni-

ties for employees in dead-end departments to gain advancement. Opponents of city-wide lists held that the law specifically bars them and when no departmental promotion list is possible a competitive exam should be held.

If the Commission is not upheld finally in the case, the status of scores of city-wide lists will be in doubt and they will probably be thrown out. However, it is not expected that actual appointments already made from such lists will be voided.

Full-Time Positions For Hospital Helpers

Hospital helpers who have been employed for one year in the Department of Hospitals will be eligible for transfer to full time positions (living in or living out), the Municipal Civil Service Commission ruled this week. The Commission also decided to use selective certification on the new hospital helper lists to fill vacancies in certain positions in the dietary service.

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Fireman Opportunities

(Continued from Page Three)

istry or specialized training in methods of fire fighting and administration, and, on a uniform scale, for disciplined formal athletic training, such as participation in organized college or professional athletics. Such credit not to exceed 4% in any case, will be awarded only to those candidates who have been successful in open competition in securing a place on the final list.

Medical and Physical Requirements

The competitive physical test will mark a departure from the physical tests heretofore given by the Commission for this position. It will be

designed to determine competitively the strength, agility, stamina, coordination and endurance of candidates by tests which will be conducted chiefly outdoors or in an adequate indoor space. Candidates may be rejected for any deficiency, abnormality or disease that tends to impair health or usefulness, such as defective vision, heart and lung diseases, hernia, paralysis and defective hearing. Persons must be free from such personal or physical abnormalities or deformities as to speech and appearance as would render their admission to the service undesirable. Candidates are warned to have teeth in perfect condition at the time of medical examination. Defective teeth are cause for rejection. Examination by a qualified dentist is a wise precaution in advance of this examination. Candidates rejected medically will receive only two opportunities for re-examination thereafter. All remediable defects must be cleared not later than six months from the date of the publication of the list. Medical examination may be required prior to the physical test and the Commission reserves the right to exclude from the physical examination any candidate who is deemed medically unfit. Candidates must appear for the physical test in good physical condition and will take the same at their own risk of injury, although the Commission will make every effort to safeguard them. Auto driver's license may be required at time of certification. Fee: \$1.

Applications:

Issued and received from 9 A.M. May 6 to 4 P.M. May 26. Applications mailed and postmarked up to and including 12 midnight on the last day for receipt of applications will be accepted by the Commission.

Test in June

Paul J. Kern, president of the Commission, told The LEADER last week that the written test for fireman would be held in June and that the physical events would get underway late in July or early in August. He added that the complete eligible list would be ready shortly after the present one expires on December 15.

Additional important information for fireman candidates will appear in The Leader next week.

Progress of Hospital List

Here's the latest on the current Hospital Attendant list:

In zone 4, questionnaires have gone to all but a handful of the eligibles. They've gone out down to eligible No. 14,757, while the list itself has 14,839 names.

Outside the five boroughs in New York City, zone 4 certifications have reached to 14,376 among the men and to 9,702 among the women. Latest appointments are 12,764 among the men and 7,737 among the women.

Within the city limits, certifications have gone to 4,597 among the men and to 1,259 among the women. Latest appointments are 4,257 among the men and 1,259 among the women.

The total number of permanent appointments in zone 1 is 180, with 1,336 the last certification and 1,250 the last appointment.

In zone 2, 167 permanent appointments — 110 men and 67 women — and three temporary appointments have been completed. A total of 356 certifications, down to 9,971 (1,362 in the zone), have been made; 8,377 (1,162 in the zone), is the latest appointment. Questionnaires have gone to 10,523 (1,472 in the zone) among the men and to 4,013 (541 in the zone) among the women.

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What Every Sergeant Should Know

Study Material for Coming Police Test: Part 20

Question 20

Generally speaking, the Police Department takes more precautions to prevent robberies than any other serious crime. Explain why this particular crime is singled out, and the various precautionary measures taken by the Police Department to prevent this crime.

Answer to Question 20

A. Reason for particular attention being given to prevent robberies.

The crime of robbery has many serious implications and when the following reasons are considered, there is little doubt why this crime receives so much attention from the Police Department.

1. The typical robbery consists of a combination or series of crimes. Usually an automobile is stolen, the criminals are armed with loaded revolvers, the victim is assaulted, sometimes shot and killed, and money or other property is stolen.

2. Most robberies denote an utter disregard for law and order

on the part of the perpetrators, and constitute a direct challenge to the Police Department.

3. The manner in which robberies are committed involves serious dangers to the public. Practically every armed robber is a potential murderer.

4. Robbery seems to hold a keen attraction for youths. Many robberies are committed by boys in their early teens. Lurid tales of a large financial return without work is very often the incentive. The thwarting of these crimes at their inception may save youths from the electric chair.

5. Robberies instill a fear in law-abiding citizens and disrupt the peace and welfare of a community as do no other crimes so frequently committed.

6. This is a crime which the police may combat openly with positive results. Other serious crimes committed in a furtive manner cannot be met openly by the police. Due to this fact, definite precautionary measures are taken by the Police Department to prevent robberies and to apprehend the persons who commit them.

B. Precautionary measures taken by the Police Department to prevent robberies.

1. Most robberies involve payrolls, collections or receipts from sales, therefore the department concentrates principally on these.

2. In each patrol precinct the paymaster or person in charge of a firm is interviewed from time to time by the Sergeant in whose zone such business is located for the purpose of ascertaining:

a. The day of the week and time the payroll is brought from the bank or receipts brought thereto.

b. Amount of money involved.

c. Route taken.

d. When and where payoff is made.

e. Whether or not police protection is necessary and desired by such firm.

3. If police protection is necessary and desired by the firm, a patrolman is assigned to escort the messenger either from or to the bank. If a payroll, the patrolman usually remains at the office of the firm until employees are paid off.

4. If police protection is necessary but refused by the firm, the patrolman on post is usually directed to remain outside of premises until money is distributed or safely deposited and to give the messenger on way to or from the bank necessary attention.

5. Deliveries of money to a bank for deposit and withdrawals therefrom are also protected by the assignment of a patrolman to the vicinity of the bank especially on days when there are heavy deposits or withdrawals such as on Fridays and Saturdays. This prevents criminals from loitering in the immediate vicinity for the purpose of observing persons coming and going from or to such bank.

6. During the Christmas shopping season special posts are established in the vicinity of business places and during the Easter season or at other times when businesses are particularly busy, special attention is given to certain types of stores to prevent hold-ups.

7. In some instances detectives are assigned out of sight, within certain stores such as chain and drug stores. The detective so assigned is in a position to observe what takes place within the store without being seen and may take action when and if necessary.

8. Members of the Force receive special instructions in the Police Academy in the modus operandi of robbers and the proper action to take in dealing with this type of crime.

9. In the line-up at Police Headquarters persons arrested for serious crimes are paraded before detectives assembled thereat and such detectives have the opportunity of observing and learning to recognize such criminals.

10. Departmental Rules require members of the Force when specially assigned to guard property against robbery.

a. to be constantly alert and prepared to meet attack.

b. When practicable carry his revolver in his hand.

c. Not wear gloves.

d. If carrying revolver in hand,

BULLETIN BOARD

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

FEDERATION OF MUNICIPAL EMPLOYEES

The Federation of Municipal Employees will hold its next regular meeting on Thursday, May 15, at 261 Broadway, room 405, at 8 p.m. A new group of painters who have joined the Federation will be present.

ST. GEORGE'S ASS'N, FIRE DEPARTMENT

The next regular meeting of the St. George Association of the Fire Department will be held at the Tough Club, 243 West 14th street, Manhattan, on Tuesday, May 20, at 8 p.m.

The group will hold a scholarship examination on May 24 for a McGannon Secretarial School course. Applications are open to the son or daughter of a member in good standing.

CLAIMS EXAMINER ELIGIBLES ORGANIZE

An independent organization of eligibles on the promotion lists for Senior and Assistant Unemployment Insurance Claims Examiners, DPUI, is being organized to insure the use of these lists in New York City local offices.

The organizational meeting will be held Wednesday, May 14th, at 6 p.m., on the sixth floor of 3 Beekman street, Manhattan. The room number will be posted on the bulletin board.

ATTENDANT MESSENGER ELIGIBLES ASSOCIATION

The Attendant-Messenger Eligibles Association will hold its next general meeting at the Hudson Park Library, 10 Seventh Avenue, South, on Friday, May 23, at 8 p.m. Irving Adler, president of the group, will report on the latest efforts on behalf of the organization.

WATCHMEN ATTENDANT ELIGIBLES

Watchmen attendant eligibles who are interested in reviving their eligibles association or forming a new association are urged to write to V. F., care of The LEADER, 97 Duane street, New York. The list expires May 5, 1942. Attempts will be made to obtain as many jobs as possible before the list dies.

HELEN CASHIN LEAGUE

The Helen Cashin League will

is not practicable, release it from safety catch and have it in a position to draw and use it instantly.

11. The department endeavors to help business people prevent robberies by offering helpful suggestions, such as:

a. Installation of adequate warning devices so that alarm may be set off in case of an attempted robbery.

b. Employment of special Patrolman.

c. Payment of salaries by check.

d. Use of armored car service for collecting receipts.

e. Pistol permits for persons handling large sums of money.

f. Action to take in case of suspicious circumstances.

g. Necessity for full cooperation with the police in the event of robbery has taken place.

12. The necessity for vigilance by every member of the Force concerned, is constantly stressed. Constant patrol and attention by members of the uniformed and detective forces and the rapid response by radio motor patrol cars have frustrated many well-planned robberies and have resulted in the apprehension of many criminals, either during the commission or immediately after the commission of robberies.

Question 21

Although a Sergeant's specific duty is the supervision of members of the Force on patrol, there are many other general duties in a precinct which he is required to perform. Briefly describe these other duties.

Answer this question as completely as you can. Then compare it with the answer which will appear here next week.

conduct a bridge and bingo party at the Maryknoll Convent, Maryknoll, N. Y., for the benefit of the Foreign Missionary Sisters of St. Dominic on Saturday, May 24. Buses will leave the Paramount Theatre, Flatbush avenue extension, Brooklyn, and at the Church of St. Andrew, Duane street, Manhattan, at 1 p.m. Tickets will cost \$1.50 and can be purchased from Mary O. M. Sullivan, president of the League, whose telephone is Worth 2-5600.

MAINTAINER'S HELPERS

The next meeting of the maintainer's Helpers Association will be held at Washington Irving High School, Irving place and East Sixteenth street, on Friday, May 23, at 8 p.m. Candidates in all groups have been invited to attend.

FARLEY, MEAD HONOR MAHONEY

Former Postmaster - General James A. Farley and U. S. Senator Robert F. Wagner, Governor Herbert H. Lehman, Lieutenant-Governor Charles Poletti, Frank V. Kelly, Democratic leader of Brooklyn, Secretary of State Michael F. Walsh, State Senator John J. Dunnigan, Assemblyman Irwin Steingut, Collector of Internal Revenue Joseph T. Higgins, and former Ambassador James W. Gerard.

Honored guest will be former Supreme Court Justice Jeremiah T. Mahoney, executive member of the club, which is the regular Democratic organization in the 15th Assembly District, Manhattan.

Among officials who will attend the affair are U. S. Senator Robert F. Wagner, Governor Herbert H. Lehman, Lieutenant-Governor Charles Poletti, Frank V. Kelly, Democratic leader of Brooklyn, Secretary of State Michael F. Walsh, State Senator John J. Dunnigan, Assemblyman Irwin Steingut, Collector of Internal Revenue Joseph T. Higgins, and former Ambassador James W. Gerard.

Public Hearing on Engineer Titles

A public hearing will be held Thursday, May 15, at 2:30 p. m. in the offices of the Municipal Civil Service Commission on a proposed change in the resolution reclassifying the engineering and architectural service. The original resolution was adopted on Dec. 17, 1940. The changes now contemplated will remove the optional features of the former resolution which allowed an employee to elect whether to have his title changed or not.

LEGAL NOTICE

PECK & DURHAM—Notice is hereby given that the persons herein named have formed a Limited Partnership and have filed a Certificate in the New York County Clerk's Office. The name of the County Clerk's Office is Peck & Durham, Limited Partnership. The business is a general stationery, printing, engraving and publishing business, located at 80 Washington Street, New York City. The names and places of residence of the members are as follows: Robert S. Portner, 1815 Palmer Avenue, Larchmont, N. Y., and Peter B. Wheeler, 147-71 Arlington Terrace, Jamaica, N. Y.; General Partners; Lauretta F. Durham, 179 South Grove Street, Freeport, N. Y.; Azelida M. D. Armstrong, 22 Randolph Street, Belmont, Massachusetts; Mary E. D. Higginbotham, 3 Osceola Drive, Greenwich, Connecticut, and Cyrus V. Peck, 23 Marion Road, Upper Montclair, N. J. Limited Partners. The rights of the Limited Partners themselves commenced on May 1, 1941. The term of the partnership is until December 31, 1942, and may be continued by the mutual consent of the partners as in the aforesaid certificate provided or may be terminated by the death of any of the Limited Partners. The compensation of each Limited Partner as to himself or herself as of and after December 31st or by Cyrus V. Peck at any time, in its entirety on 15 days' notice. Cash contributed by each Limited Partner is as follows: Lauretta F. Durham \$8,850.00; Azelida M. D. Armstrong \$2,212.50; and Mary E. D. Higginbotham \$2,212.50; total \$13,275.00. No other properties contributed and no additional contributions are agreed to be made by any Limited Partner. The commission of each Limited Partner is to be returned 30 days after the termination of the partnership. The Limited Partner shall have given notice of termination to the other Limited Partners. The compensation of each Limited Partner is interest at 6% upon his or her net capital contribution and Lauretta F. Durham shall receive 10% of the net profits, Azelida M. D. Armstrong 24% thereof, and Mary E. D. Higginbotham 24% thereof. No right is given to any Limited Partner except Cyrus V. Peck to substitute an assignee as contributor in her place. The General Partners do not admit additional Limited Partners. No right to priority is given to any Limited Partner over another as to contributions, or other compensation by way of income, except that the other Limited Partners shall have priority over Cyrus V. Peck as to contributions. Dated, New York City, May 1, 1941.

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Your Chances for Appointment

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

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

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

Title	Department	Salary	P.T.I.	Latest No.	List Expires
Able Bodied Seaman	Public Works	\$60 month	P	807	4:28:43
Able Bodied Seaman	Docks	1,800	P	225	
Accountant	Hunter College	1.25 hr.	P	20	1:15:45
Accountant, Grade 2	Comptroller	1,800	P	269	7:27:42
Accountant, Grade 2	Comptroller	1,800	P	400	
Accountant, Grade 2	Welfare	1,500	P	*545	
Accountant, Grade 2	Comptroller	1,200	I	650	
Accountant, Grade 2	Transportation	1,200	T	*559	
Accountant (prom.)	Comptroller	2,400	P	65	
Airport Assistant	Docks	1,200-960	P	52	8:28:45
Announcer	Mun. Broadcasting	1,800	P	7	2:13:44
Architectural Assistant	Welfare	1,800	P	12	12:18:44
Architectural Draftsman	Transportation	3,120	P	30	4:13:42
Assistant Alchemist	Hospitals	2,040 w/m	P	25	1: 2:44
Assistant Chemist	Correction	1,200	P	36	4:20:42
Assistant Gardner	Parks	6.50 day	P	1,051	4:12:43
Assistant Engineer, Gr. 4	Water Supply	3,120	P	61	3: 5:45
Assistant Supervisor, Gr. 2	Magistrate's Crt.	1,680	P	630	12:21:42
Assistant Supervisor, Gr. 2	Magistrate's Crt.	1,680	T	817	
Asst. Train Disp. (prom.)	Transportation	.75 hr	P	50	2:20:45
Asst. Ass't Corp. Counsel	Transportation	3,000 up	P	23	2:13:45
Attendant-Messenger	Parks	4 day-.50 hr	I	2,407	12:20:41
Attendant-Messenger	Hospitals	1,200	P	1,050	
Automobile Engineman	Com. Boro. Wks.	1,980	P	144	8: 4:45
Automobile Engineman	Transportation	.52 hr	P	175	
Automobile Engineman	Tunnels	1,500	P	22	
Automobile Machinist	Sanitation	9 day	P	30	1:10:44
Blacksmith	Sanitation	9.50 day	P	7	6:12:44
Bridgeman and Riveter	Public Works	13.20 day	P	39	1: 9:44
Carpenter	Boro Pres. Rich.	12 day	P	41	10:22:44
Carpenter	Water Sup. & El.	11.20 day	P	*23	
Cement Mason	Fire	12 day	T	12	11:20:43
Clerk, Grade 2	Tri. Bridge Auth.	900	T	5,057	2:15:43
Clerk, Grade 2	Comptroller	840	T	*6,974	
Clerk, Grade 2	Water Supply	840	T	*6,263	
Clerk, Grade 2 (female)	Welfare	840	T	4,579	
Clerk, Grade 2 (female)	Hospitals	840	T	4,420	
Clerk, Grade 2 (prom.)	Welfare	1,200	T	823	
Clerk, Grade 2	Hospitals	600 w/m	P	*6,204	
Climber and Pruner	Parks	1,800	P	216	5:14:44
Climber and Pruner	Parks	1,600	P	218	
Court Attendant	Magistrate's Crt.	1,800	P	107	8: 4:41
Dental Hygienist	Health	1,200	P	*64	9:15:43
Diesel Tractor Operator	Parks	6.50 day	T	36	
Dir. of Public Assistance	Welfare	6,250	P	3	8: 6:45
Deputy Medical Supt.	Hospitals	4,000	P	15	3:25:41
Deckbuilder	Purchase	1,800	P	60	3: 8:44
Electric Repairman	Transportation	.75 hr	P	80	10:26:41
Electric Inspector, Grade 2	Wa. Sup. Gas, El.	1,800	P	100	4: 2:45
Elevator Mechanic	Transportation	.85 hr.	P	80	11:13:44
Elevator Mechanic's Help'r.	Education	1,200	P	76	2:18:43
Fan Maintainer	Tunnels	.75 hr.	P	20	5: 8:42
Fireman, F.D.	Queens College	1,320	P or T	4,103	12:14:41
Fireman, F.D.	Hunter College	1,200	T	4,105	
Fireman, F.D.	Housing	4 day	T	4,214	
Fireman, F.D.	B. P. Queens	1,500	P	*5,336	
Health Inspector	Health	2,400	P	80	6: 8:41
Health Inspector	Health	1,800	P	91	
Insp. of Bolders, Grade 3	Housing & Bldgs.	2,400	P	11	8:25:45
Insp. Masonry & Carp'try	Welfare	1,800	P	77	4:26:42
Inspector of Plumbing	Water Supply	1,800	P	75	6:22:41
Insp. of Steel, Grade 3	Water Supply	3,400	P	15	8:20:44
Janitor (Custodian) Gr. 2	Health	1,700	P	91	7:31:44
Janitor Engineer	Education	3,888	P	54	6:11:44
Junior Administrative Asst.	Comptroller	3,120	P	4	8:12:45
Junior Architect	Transportation	2,160	P	45	1:21:44
Junior Assessor	Tax	1,900	P	24	4:30:44
Jr. Accountant (prom.)	Comptroller	1,800	P	188	8:11:45
Junior Engineer (civil)	Water Supply	2,100	P	82	3:11:45
Junior Engineer (electric)	Tunnels	2,160	P	109	11: 1:43
Laboratory Assistant	Health	900	P	153	9:26:43
Laboratory Helper	Hospitals	780	P or T	885	4:25:43
Laboratory Helper	Hospitals	720	P	*3,336	
Laboratory Helper	Public Works	860	P	191	
Laboratory Helper	Transportation	.42 hr.	P	202	
Lineman	Fire	1,500	P	10	9:24:44
Locksmith	Correction	1,700	P	10	1:30:44
Machinist	Wa. Sup. Gas & El.	7 day	P	76	1:10:44
Maint'r's Helper, Grp. A.	Transportation	.57	T	820	2:19:45
Maint'r's Helper, Grp. A.	Transportation	.56-65 hr.	P	300	2:19:45
Maint'r's Helper, Grp. A.	Transportation	.65 hr.	P	210	
Maint'r's Helper, Grp. B.	Transportation	.62-74 hr.	T	443	
Maint'r's Helper, Grp. C.	Transportation	.70 hr.	T	74	
Maint'r's Helper, Grp. C.	Transportation	.70 hr.	T	74	
Maint'r's Helper, Grp. D.	Transportation	.65 hr.	T	52	
Maint'r's Helper, Grp. D.	Transportation	.65 hr.	P	*41	
Maint'r's Help'r D (prom.)	Transportation	.65 hr.	P	8	
Management Assist.	Housing	1,560	P	71	3:21:45
Mechanical Main. Grp. B.	Transportation	.85 hr	P	15	2:18:45
Medical Insp. (Cardiology)	Health	5 session	P	22	4:12:42
Medical Insp. (obstetrics)	Health	5 session	T	24	4:13:42
Medical Insp. (pediatrics)	Health	.80 hr.	P	189	4:19:42
Metorming Insp. (T.B.)	Health	5 session	T	95	
Metorming Insp. (T.B.)	Health	.80 hr.	P	150	1:29:45
Pathologist	Hospitals	2,160	P	22	8:18:42
Patrolman, P.D. List No. 1	Transportation	1,500	P	1,175	10:14:25
Patrolman, P.D. List No. 1	Tunnels	1,800	T	1,105	
Patrolman, P.D. List No. 3	Finance	4 day	T	*500	
Pharmacist	Transportation	11 day	P	34	5: 1:44
Physiotherapy Tech.	Hospitals	1,200	P	64	6:22:41
Playground Director	Hospitals	1,200	P	25	1:16:44
Playground Director (female)	Parks	.4 day	T	250	9:20:42
Playground Director	Parks	12 day	P	18	1: 8:44
Policewoman	Parks	4 day	P	308	2:14:43
Porter	Bklyn. College	1,200	P	620	9:20:42
Porter	Health	960	P	888	
Porter	Hospitals	780	P	1,629	9:20:42
Porter	Housing	1,020	P	879	
Porter	Hospitals	540 w/m	P	2,356	
Porter	Hospitals	720 w/m	P	2,654	
Porter	Hospitals	720 & less	P	3,238	
Public Health Nurse	Health	1,500	P	905	6: 8:42
Sant. Man, Class A, List 1	Health	1,140	P	905	12: 4:44
Sant. Man, Class A, List 1	Sanitation	1,880	P	210	
Sant. Man, Class A, List 1	Boro Pres. Rich.	1,500	P	224	
Sanitation Man A, List 2	Transportation	.59 hr	P	1,107	
Sant. Man, Class A, List 2	Transportation	.56	T	*2,062	
Sant. Man, Class A, List 2	Transportation	.48-.42 hr	P	1,800	
Sant. Man, Class A, List 2	Water Supply	2,300	P	22	10:25:42
Social Maint'ner, B (prom.)	Transportation	.80 hr.	P	15	1:27:45
Social Investigator	Welfare	1,500	T	824	2: 6:44
Special Investigator	Child Welfare	1,500	P	983	2: 6:44
Special Patrolman	Correction	1,860	P	297	10: 8:34
Special Patrolman	Water Supply	1,800	P	312	
Station Agent	Transportation	1,500	P	483	
Stationary Engineer (elec.)	Markets	.55 hr.	P	913	8:24:41
Stationary Engin'r. (steam)	Public Works	9 day	P	47	1:15:45
Steno. and Typewriter	Civil Service	1,200	T	1,390	11: 7:42
Structure Maint'r (plumbing)	Welfare	900	P	1,513	
Structure Maint'r (woodwork)	Transportation	.80 hr.	P	40	
Tax Counsel, Grade 4	Law	1,800	P	36	10:15:44
Telephone Operator	Housing	1,800	T	52	
Third Rail Maintainer	Police	1,200	P	*107	8:13:44
Title Examiner	Transportation	.70 hr.	P	15	3:21:43
Topographical Draftsman	Housing	1,800	P	34	10: 8:44
Trackman (prom.)	Water Supply	3,130	P	23	6:23:42
Typewriter Repairman	Transportation	.58 hr.	P	12	4:23:45
Typewriting Copyist	Transportation	900	P	*109	11: 8:44
Typewriter Repairman	Transportation	960	P	2,517	6:22:42
Typewriter Repairman	Purchase	1,380	P	24	1: 9:45
Watchman-Attendant	Housing	1,200	P	*576	5:10:42
Watchman-Attendant	Transportation	25 week	P	585	
Watchman-Attendant	Parks	4 day	T	734	

w/m means "With Maintenance."

Is Your Exam Here?

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

COMPETITIVE

Administrative Assistant (Welfare): Rating of Administrative Procedure specialty will be completed in a week.

Asphalt Worker: The rating of the written completed. Other parts of the examination will be held shortly.

Baker: Rating of written test completed. Physical, medical and practical tests will be held in May.

Bridge Painter: 392 candidates filed. The written test will be held as soon as practicable. Experience papers have been rated.

Clerk, Grade 2 (Bd. of Higher Ed.): Oral tests began May 2. Practical tests will be held soon.

Cook: Practical tests will be given soon.

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

Car Maintainer, Group F (NYC Transit System): Open competitive will be held soon. Promotion test is now being rated.

Dentist (Part Time): Appeals being considered. Ratings will begin this week.

Dietitian: Rating of qualifying experience completed. Written test will be held in May.

Gasoline Roller Engineer and Asphalt Roller Engineer: Rating of written test completed. Practical tests to be held soon.

Jr. Administrative Assistant (Housing): All parts of written test complete. Oral tests will be held soon.

Junior Engineer (Mechanical) Grade 3: Rating of entire written test completed.

Junior Engineer (Signals) Grade 3: Rating completed. List will be published shortly.

Junior Psychologist: Rating of written test completed. The orals are now in progress.

Office Appliance Operator: Qualifying practical tests continue.

Playground Director (Female) Permanent Service: List will be published soon.

Power Distribution Maintainer (NYC Transit System): The written test has been held.

Stenographer (Law): The rating of the written test has been completed.

Stenotypist Grade 2: Practical test is being rated and will be completed in a week.

Supervising Tabulating Machine Operator (I.B.M. Equipment) Grade 4: Written test being rated.

Telephone Maintainer (NYC Transit System): Written test being rated.

Turnstile Maintainer (NYC Transit System): Written test was held May 2.

X-Ray Technician: Written test completed. Qualifying practical test to be held soon.

PROMOTION

Assistant Station Supervisor: Written test rated. The practical oral tests are in progress.

Assistant Supervisor, Grade 2 (Social Service): Examination will be held May 24. 2,643 candidates filed.

Bookkeeper Grade 1: 1,923 candidates filed. Written test will be held June 21.

Captain (Fire Department): Written test rated. Service records being computed.

Conductor: Written test completed.

County Clerk, Grade 3 (Magistrate's Court): Rating of written test practically completed.

Court Stenographer: Rating of written test held up pending litigation.

Elevator Operator (Dept. of Hospitals): List published. Qualifying practical tests completed.

Gardener (Parks): 576 candidates filed. Written test will be held May 17.

Junior Administrative Assistant (City-Wide): Key has been approved. Part I of written is completed.

Supervisor, Grade 3 (Social Service): Written will be held May 24.

Sergeant (Police Department): Test will be held on June 14.


Towerman: All rating completed. List will be published soon.

Train Dispatcher: Written test rated.

Yardmaster: Written test rated. Ready for practical test.

New Eligibles

Sandor D. Rubena and Harry Tarakajian, with rating of 66.63% and 66.25% respectively, have been added to the eligible list for license as teacher of applied science, automotive trades, in day high schools. Both eligibles must meet the preparation requirements fully within three years of the date of issuance of their license.



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Court Attendant Exam Answers

Below are tentative key answers to the State court attendant examination held last Saturday. These answers are entirely unofficial. They were prepared by two experts, but they are not to be taken by the candidate as the official answers of the State Commission. Some of the questions have been condensed, for reasons of space; and in multiple choice questions, only the correct answer—not the incorrect ones—are included.

The experts are Edward J. McCullen, Librarian of the Supreme Court, First Judicial Department, and E. Bernard Koch, Court Attendant, Supreme Court, First Judicial Department.

Test One—Memory Test (Weight 15)

- The memorandum you have just read was issued by the: (A) Clerk of the Court.
- The number of members in the Blue Circle gang is: (C) not definitely stated.
- According to the memorandum, the man accused of murder is named: (C) Jackson.
- Information concerning the possibility of the attempted escape of the accused was received from: (B) the office of the Police Commissioner.
- The memorandum indicates that, of the members of the Blue Circle gang mentioned: (B) only one has never been arrested.
- The murder trial mentioned in the memorandum: (A) has already begun.
- According to the memorandum, all attendants: (C) will receive definite new assignments on Monday.
- Of the members of the gang mentioned in the memorandum: (A) at least one, if apprehended, may be extradited.
- The memorandum does not state that Fred Fick has ever been convicted of: (B) robbery.
- From information given in the memorandum, Patrick Ahern may best be described as: (C) tall and thin.
- According to the memorandum, the member of the Blue Circle Gang who is known to use drugs is: (B) Patrick Ahern.
- "Boots" Brescia may most readily be identified by: (A) his swarthy complexion.
- According to instructions contained in the memorandum, if an attendant observes anyone acting suspiciously he should: (C) send another attendant to summon the Chief Attendant.
- On the basis of the information contained in the memorandum, it may be positively stated that: (C) at least one member of the gang is always armed.

- In dealing with any suspicious characters seen in the courtroom, an attendant's first concern should be with: (B) protection of spectators:

Test Two—Court Procedure and Legal Terminology (Weight 40)

- True—False Items**
- The written authority for one person to act for another in legal matters is called a power-of-attorney. T.
 - If, during a murder trial, a juror becomes ill and is excused, the trial may proceed with eleven jurors upon consent of the defendant's attorney. F.
 - The Court of Claims has jurisdiction over claims against the State of New York and any of its civil divisions. T.
 - A special verdict in a criminal case is one where the jury find the facts only, leaving the judgment to the court. F.
 - "Supra" appearing in a legal opinion refers to matter following in the same opinion. F.
 - The Surrogate's Court has jurisdiction over the estates of missing persons who are believed to be dead. T.
 - If two lawyers sitting at the rear of the court room start talking too loudly, they should immediately be ordered from the court room by the court attendant. F.
 - A law dictionary in common use is "Bolivers Law Dictionary." F.
 - The testimony of a court attendant is accepted in court without oath. F.
 - In an action in the Supreme Court the summons must always state the county which is designated by the plaintiff as the place of trial. T.
 - There are 9 departments of the Appellate Division of the Supreme Court, one for each judicial district in the State. F.
 - The "Federal Reporter" reports the decisions of the United States Supreme Court. F.
 - The decisions of the Appellate Division can be found in the Northeastern Reporter. F.
 - If a court attendant sees a juror taking notes on the testimony, for use in the juror's deliberations, he should stop him, because such note taking is not permitted by law. F.
 - A verdict in a criminal case may be arrived at by the concurrence of 5/6 of the members of the jury. F.
 - The City Court of the City of New York has no criminal jurisdiction. T.
 - An "ex parte order" is an order made by the court upon the application of one of the parties to an action, without notice to the other. T.
 - "Attachment" is a proceeding for the seizure of property after judgment. F.
 - Hearsay evidence is another term used to describe circumstantial evidence. F.
 - A row of stars in an opinion, for example (***) indicates the omission of matter from a legal quotation. T.
 - The Supreme Court is limited in its civil jurisdiction to cases involving more than \$1,000. F.
 - The provisions of the Children's Court Act of the State of New York apply to all the counties of New York State. T.
 - A suspended sentence is granted only when there is doubt as to the guilt of the defendant. F.
 - Where the violation of a right admits of a criminal and also of a civil action, the one is not merged in the other. T.
 - Women cannot constitute more than half the number of persons serving on a jury in the New York State courts. F.
 - Subornation is the substitution of one person in the place of another with respect to rights or claims. F.
 - A transcript of a judgment does not include a transcript of the minutes of the trial. T.
 - Falsely swearing to a material fact before a court is termed contempt of court. F.
 - The "Code of Criminal Procedure" is contained in McKinney's Consolidated Laws of New York. T.
 - "Prima facie" evidence is evidence which is conclusive and which cannot be contradicted or rebutted. F.
 - Coercion exercised upon a person to force him to do some act against his will is legally known as duress. T.
 - In legal terminology, a citation is a reference to a court docket. F.
 - The County Court of Kings County has no civil jurisdiction. T.
 - A "certified" copy of a record is the same as an "exemplified" copy. T.
 - The giving or offering of anything of value intended to influence a public officer in the discharge of his legal duty is termed extortion. F.

- by a superior officer are explicit means that they are:
- Definite.
 - The one of the following which is a "capital offense" in New York State is: (C) Manslaughter.
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 - A recidivist is: (A) An incorrigible criminal.
 - Habeas corpus is the name given to: (C) A writ commanding the bringing of a certain person before a certain court.
 - A subpoena is an order served on: (B) A person to compel his attendance in court to give testimony as a witness.
 - The term "et al" means: (C) And others.
 - The official terms of justices of the Supreme Court are for: (B) 14 years.
 - A grand jury consists of: (C) 23 persons.
 - If a spectator in a court room faints and falls to the floor, he should be: (B) Laid down on a flat surface with his head lower than his body.
 - The County Clerk of New York County is: (C) Appointed by the Appellate Division, First Department.
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 - The Court of General Sessions has jurisdiction in: (C) Only in New York County.
 - The legal proceeding by which a municipality may take private property for public use is called: (B) Condemnation.
 - A bench warrant is a warrant: (B) Issued by a judge upon the failure of an accused to answer a summons.
 - A proceeding in the Surrogate's Court is usually commenced by the serving and filing of: (A) A petition.
 - The improper doing of an act which one might lawfully do is known as: (B) Malfeasance.
 - The term of Governor in New York State is: (B) 4 years.
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 - New York City has which one of the following types of government? (C) Mayor-council.
 - In New York State, the Legislature in its 1941 session created a new government agency called the: (B) Division of Commerce.
 - The head of the New York State Department of Correction is: (C) John A. Lyons.

Multiple-Choice Items

- The Court of Appeals consists of: (B) Seven judges.
- Legal proceedings concerning the property of a deceased person are ordinarily held in the: (B) Surrogate's Court.
- A "folio" as used in the measurement of the length of a document in legal or court work consists of: (B) 100 words.
- The best attitude for a court attendant to assume toward the public is to: (A) Be always kind and pleasant, ready to assist but never argumentative.
- An affidavit is: (C) A sworn declaration in writing made before a competent authority.
- A statute is a: (C) Legislative enactment.
- The defendant's pleading in a civil action is called the: (B) Answer.
- Venue in an action refers to: (A) The place of trial.
- A criminal action is brought in the name of the: (A) People of the State of New York.
- The adverse party to an appeal is called: (B) A respondent.
- To say that directions given

- by a superior officer are explicit means that they are: (C) Definite.
- The one of the following which is a "capital offense" in New York State is: (C) Manslaughter.
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Labor Class Problems

(Continued from Page Three)

specific salary level for each of three classes of laborer. No salary "range" or "grade" was fixed; that is, no minimum and maximum salary levels were fixed for each grade as is customary in the case of all other competitive jobs. The budget authorities fear that this will mean annual salary increments of \$120 a year to all laborers in competitive class positions, a situation never intended by the original McCarthy law. The second fly in the ointment is the Commission's insistence that advancement from one "grade" of labor position to the next salary "grade" should be based entirely on seniority. The budget authorities believe, however, that the salaries of the positions should depend on the nature and extent of the work required in the particular position filled, not solely on the basis of seniority regardless of the toughness of the job. They fear the development of soft snap assignments for favored individuals—an evil they have long tried to end. The third difficulty is the desire of the labor unions to maintain the proper wage levels and prevent encroachments on skilled labor positions already in the competitive and non-competitive classes. The Commission is try-

ing to work out of this difficulty. In the meantime there is much misapprehension about the whole scheme. Some would have us believe that the Municipal Commission is more concerned with "making a record" for extension of the competitive field in New York City than with actual practicality. This is the extreme view and probably an unfair one. The Commission believes that the sanitation man test proved the practicality and desirability of competitive tests for unskilled labor positions; that elimination of the labor class will put an end to political control of the labor class positions; that the scheme of registration by date of filing of applications as provided by the Civil Service law is impractical and unworkable, unrealistic and far-fetched. Rather than throw the labor class positions into the exempt class as most of the upstate cities would like to do, the New York City Commission is willing to take the extra burden of handling labor appointments on a competitive examination basis. But the budget authorities, including the Mayor, are not yet convinced that the plan of the Commission may not prove to be a "joker" to them from a point of view of fiscal policy. And so the matter still hangs in the air!

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Civil Service Amateur Night Goes Over Big

Well, the first Civil Service Amateur Night went over with a bang last Monday night at the Fox-Fabian Theatre in Brooklyn. The night had been sponsored jointly by The LEADER and Michaels Bros. The audience cheered the nineteen thespians who braved the footlights and the microphone. There were only two girls in the lot—but the audience response to them was terrific.

Winner of the \$25 cash prize was Bobby Reiss, a singer with a rich booming voice and a dapper manner that went over big. Bobby works in the Post Office as a clerk. Close runners-up were the guitar-and-song team of Dan Dansegli and Joseph Messana. Their dulcet performance of the Ferryboat Serenade is something to hear! Really, it was a toss-up between them and Reiss, and the audience applause was so close that the master-of-ceremonies had to go over it again and again. Messana is a federal employee in the wage and hour division, and he's also an eligible on the mechanical trades list.

Mimic Made 'em Laugh
High up, too, was mimic Larry Sotire, whose hilarious imitations of screen stars—from Charles Laughton to Katherine Hepburn—had the audience in the aisles. Larry is quite a master of ceremonies in his own right, and certainly enjoys himself when he has people listening to him. Larry works at the Brooklyn Navy Yard as a clerk—and he certainly puts zip into the defense program.

The two girls were both singers, and both have good voices. Eleanor Teniber and Gertrude Weissberg, who's in the Finance

Department, could participate in a beauty contest as well as an amateur entertainment night. Maybe the audience saw that right away. Anyway the applause for the girls started before the singing did. What do you make of it?

The sanitation eligibles, an up-and-coming outfit, as everybody knows, were thoroughly represented by Charles Elliott, tap-dancer extraordinary and Herman Samotin, singer. The Sanitation Department had one of its men on the boards, Eddie S. Quinn, tenor. Another singer on the program was Timothy F. Kilcullen, who works in the office of the Borough President of Richmond. A ballad in the grand manner was warbled off by Seymour Ehrenzweig, who's in the Law Department.

Much Fun

All in all, it was a pleasant evening for everybody. There will be more Civil Service Amateur Nights, we hope, in the near future—so everybody who applied will get a chance to perform.

The complete list of those who participated follows:

- Seymour Ehrenzweig, 3063 Brighton Street, Brooklyn, N. Y.;
- Sal Browa, 1446 Park Avenue, Manhattan, N. Y.;
- Arthur Calligari, 317 Melrose Street, Brooklyn, N. Y.;
- Joseph Pincus, 182 Sutter Avenue, Brooklyn, N. Y.;
- Timothy Kilcullen, 1058 Teller Avenue, Bronx, N. Y.;
- John Glass, c/o Spiegel, 384 South 5th Street, Brooklyn, N. Y.;
- Jack Lucaina, 159 East 104th Street, Manhattan, N. Y.;
- Michael Gefola, 856 East 226th Street, Bronx, N. Y.;
- Herman Samotin, 1394 Prospect Avenue, Bronx, N. Y.;
- Gertrude Weissberg, 2710 Bainbridge Avenue, Bronx, N. Y.;
- Joseph Spatrissano, 171-41 105th Avenue, Jamaica, L. I.;
- Nat Berg, 131 Sutter Avenue, Brooklyn, N. Y.;
- Dan Dansegli and Joseph Messana, 318 Melrose Street, Brooklyn, N. Y.;
- Bobby Reiss, 58 Church Avenue, Brooklyn, N. Y.;
- Eleanor Teniber, 470 Cleveland Street, Brooklyn, N. Y.;
- Charles Elliott, 51 Clark Street, c/o Timekeeper, Brooklyn, N. Y.;
- Larry Sotire, 1445 2nd Avenue, Manhattan, N. Y.;
- Edward Quinn, 1469 2nd Avenue, Manhattan, N. Y.

Amusement Parade

By SIDNEY GANS

Reaching for the Sun"

"The Road to Zanzibar" has gone its merry way from the Paramount Theatre, but in its stead comes another comedy, "Reaching for the Sun." It is the story of a plain boy from the North-country who comes to the Big City with only one ambition: to acquire the wherewithal for an outboard motor. But before he gets his motor, he acquires a friend, a wife and a child.

Against the great industrial background of Detroit, Director William Wellman tells his story amusingly, and at times creates scenes that rank with the season's best; as, for instance, the "business" of attaching an outboard to Eddie Bracken and launching the obliging Eddie in a bathtub.

Besides the scene-stealing Bracken, the cast includes Joel McCrea as the country boy; Ellen Drew as the girl he meets in the city; and Albert Dekker as the villain.

On the stage are Alvino Rey, the Four King Sisters and their orchestra.

"The Wagons Roll at Night"

"The Wagons Roll at Night," with Humphrey Bogart, Sylvia Sydney, Eddie Albert and Joan Leslie, is the new screen offering at the Strand. The private lives and loves of carnival folk are the subject of the film.

After a recent career as film gangster, it is a bit of a novelty to see Humphrey Bogart in the role of the owner of a carnival company, though a hard and cynical owner at that. Others in the cast are Joan Leslie, who is Warner Brothers' most promising starlet; Eddie Albert, who has a more serious role than is usual for this natural comedian; and Sylvia Sydney, making her first appearance after a long absence from the screen.

The Strand's "In Person" show is headed by Victor McLaglen in a sketch specially written for him by several Hollywood writers. The orchestra is Tommy Tucker's and the other acts are the Del Rios, dancers, and the Three Swifts, comedy acrobatic team.

A Shaw Premiere

With George Bernard Shaw not as prolific as in his younger days, his fans must turn to the screen for Shaw premieres on Broadway these days. Tomorrow night the Gabriel Pascal film of "Major Barbara" will be presented at the Astor Theatre, with Wendy Hiller in the starring role, along with an outstanding English cast which includes Rex Harrison, Robert Morley, Robert Newton, Emyln Williams, Sybil Thorndike, Deborah Kerr, David Tree and Penelope Dudley-Ward. Tonight there will be a preview at the Astor for the combined benefit of the Royal Air Force Benevolent Fund and Bundles for Britain.

Coming to Music Hall

Jean Arthur in "The Devil and Miss Jones" will occupy the Music Hall's screen after Thursday. Telling the story of "the richest man in the world" who discovers that the employees of one of his department stores are publicly hanging him in effigy, "The Devil and Miss Jones" promises to be one of the most hilarious situations of the season. Charles Coburn, as the store magnate, decides to go to work as a shoe clerk in his own store, only to find himself one of the

ringleaders in a strike against himself, picketing his own store and carrying his own effigy. Miss Arthur appears as a salesgirl who is sorry for the new clerk and Robert Cummings plays a fiery leader of the store employees.

Note . . . It is interesting to observe that, though vaudeville is not what it was, many of the neighborhood houses are striving to provide "extra added stage attractions" along with the stage shows. For instance, the RKO houses around town are offering such varied attractions in their different locations, for one night a week or for a week at a time, as Gene Marvey, the singing star of the late World Fair's "American Jubilee"; Norvell, astrologer; and "Johnny," the call boy of the popular radio program . . . Neither RKO nor her fans need fear that they'll miss Ginger Rogers during the next three years, for she's just signed a contract for that term. Her newest, "Tom, Dick and Harry," will be released next month . . . Columbia Pictures is competing with radio and the press on the idea of news commentators. It has just signed Major George Fielding Eliot, Ralph Ingersoll, Linton Wells and Wythe Williams to discuss "Can England Be Invaded?" in a movie short . . . Now winding up its second week at the Music Hall with the picture, "That Uncertain Feeling," the stage presentation of "Mme. Butterfly" has been seen by more persons in four days than in all its performances in four years at the Metropolitan. . .

RACING

To the racing fans it's, once more, "out with the old and in with the new." Bag and bag-

gage, New York racing has moved to Belmont track after an interesting session at Jamaica. In the twenty-four day stretch planned for Belmont, the consensus is that some of the best racing of the year will be seen, with most of the year's best horses ready to run.

Scaroon Manor Offers Free Golf Course

Last week a popular resort for civil servants opened its doors—it's Scaroon Manor, known to vacationists in New York City, New York State, and federal departments as one of the most popular fun and health spots in the east. Among other things, Scaroon Manor has a nine-hole golf course for the free use of guests during May and June.

All Civil Service tests—New York City, New York State, and United States — open at this time are listed on the exam pages. For complete examination news, follow The LEADER'S exam pages regularly.

Now! STRAND B'way & 47th St.

'The Wagons Roll at Night'

A New Warner Bros. Hit with
Humphrey Bogart - Sylvia Sydney
Joan Leslie - Eddie Albert

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VICTOR McLAGLEN

Also
Tommy Tucker and His Orchestra
Amy Arnell • Three Swifts

Entertainment Bargain For Civil Employees

Here's good news for Civil Service Employees!

The CIVIL SERVICE LEADER has made arrangements for all its readers to have a grand picnic this summer at one of the finest amusement centers in the metropolitan area. And it's all free!

The event is scheduled to be held at Palisades Amusement Park, on the Jersey side of the Hudson, opposite the 125th street

ferry, for this gala event. Palisades Park is one of the outstanding playgrounds in the country and its facilities will be free to readers of this paper on Saturday, June 14.

All you have to do is clip the coupon, printed elsewhere in this issue, which entitles you to free admission to Palisades, plus three big rides. No strings attached! It's simple as ABC. And a grand time is in store for everyone.

In addition to free admission—meaning a savings of 15 cents—LEADER readers, by clipping the coupon, may avail themselves of free admission on the Caterpillar, the Chair-O-Plane and the Jitterbug—three of the outstanding rides in the park. Each ordinarily charges 10c a piece and it's all yours—FREE.

So don't forget and clip the coupon that's printed below. It entitles you to FREE admission and three FREE rides. If you want to bring your family (the kids will love it) or some of your friends, remember that you need one coupon for each individual. Each coupon is an express ticket to fun at Palisades Amusement Park June 14.

CLIP HERE

CIVIL SERVICE LEADER—PALISADES PARK

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This coupon entitles bearer to FREE ADMISSION and THREE FREE RIDES ON THE CATERPILLAR, JITTERBUG AND CHAIR-O-PLANE.

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BUY SEASON LOCKERS NOW!
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Apartments for Rent

6 ROOMS, Sun Porch; double Garage; screens; storm windows; 20x100; good location; sacrifice; \$2,500. Stetland, 266-06 Hillside Ave., Hollis, N. Y.

For Rent—Unfurnished Apts.

DECATER AVE., 3006 (Corner Moshulu Parkway South) facing park; every improvement; select tenancy; exceptionally light.
3 ROOMS, \$45 5 ROOMS, \$85
Inquire Supt., or City Estates
211 Fifth Ave. VANDERBILT 6-4484

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SWIM for health and safety—Instructor to men, women and children. Women's Swimming Assn., 470 W. 24th St. CH. 2-2227.

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Exam Given To Draftees

The first special examination ever given to men in military camps was administered on April 29 to twelve candidates in the promotion test for Tunnel Sergeant by the New York City Civil Service Commission.

The Commission sent the examination papers to the men who are serving in half a dozen different camps. The only thing that went wrong was that one man failed to get the paper and another was on maneuvers at the time his arrived. However, they will be given a second opportunity to take the test.

The actual examination was given either under the supervision of the head officer in charge of the candidate's unit or by the school superintendent of the closest nearby city.

An official describes this first special exam as successful and added that any difficulties encountered could be ironed out on future tests.

Accountants Lose Plea To Postpone Exam

A group of junior accountants and accountants have lost a plea that the Municipal Civil Service postpone the scheduled promotion examination for senior accountant until such time as they would become eligible for the test. The group, representing 47 persons, was appointed recently or will be soon. Under the terms of the Commission's usual regulations they will be eligible for promotion if they have six months service on the date of the written test. Postponement of the exam until then would bring them under the line.

However, the Commission denied the request on the grounds that there is no list, and has been none for eight months, for the senior position. Also, the Commission declared that if the request were granted it is unlikely that the Budget Director would authorize the actual promotions since they involve a salary jump of \$600.

The Commission added that to grant the plea of the accountants would set an unhappy precedent that would result in constant agitation for similar postponements in other promotion tests.

Scholarships for City Employees

Scholarships at the Washington Square College of Arts and Science will be offered to three city employees this year, it was revealed by New York University last week. In a letter to department heads Charles Maxwell McCann, dean of the Washington Square College, disclosed last week that three scholarships covering tuition up to a maximum of six years, would be offered to three young men and women employed in government service who enter the Evening Division in September, 1941.

Each department will make nominations of employees who are considered eligible for the tuitions. The awards will be made on the basis of high service ratings, outstanding personality, scholarship as evidence by secondary school records and success in special exams conducted by the College.

To be eligible a candidate must not have completed more than 16 points of college work nor have attended any college since July 1, 1939. After names of nominees are forwarded to the College, they will be notified and additional information concerning the scholarships will be sent to them.

Ask Wage Increase For City Employees

The rising cost of living means that New York City employees are in effect getting a salary cut, according to Daniel Allen, Secretary-Treasurer of the State, County, and Municipal Workers of America (CIO). "During the last war," says Mr. Allen, "no section of the wage-earning population was hit as hard by the rising cost of living as Civil Service employees."

The answer, states Mr. Allen, in a letter sent to all members of the City Council, is legislation providing a \$180 wage increase for all city employees except policemen, firemen, and transportation employees.

Mr. Allen told the Councilmen in his letter that "in all industries throughout the country wage levels are rising. The salaries of city employees must rise also."

WANTED: More Desirable Girls to Train for Secretaries

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

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

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

He asked, "Is competition so terrific?"

"Yes, it is," I replied.

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

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

"How do you do it?" he asked.

Here is the substance of what I answered:

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

THE NEW YORK BUSINESS SCHOOL CHOOSES ITS STUDENTS

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

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

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

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

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

BEING INTELLIGENT ISN'T ENOUGH

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

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

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

GETTING A JOB—SCHOOL OR EXPERIENCE?

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

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

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

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


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

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

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

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

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