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# Civil Service LEADER

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Vol. 2 No. 32

New York, April 22, 1941

Price Five Cents

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U. S. CIVIL SERVICE

# Board of Estimate Mulls Over Budget

## Then It Goes to Council, Which Can't Raise But Only Lower the Figures

The Board of Estimate went into executive session Monday, April 21, to consider the Mayor's proposed budget for 1941-42. The Board held a public hearing last Wednesday which was packed with city employees, tax-payers and others who came to protest line by line and item by item the Mayor's proposal.

Most vehement of the objections came from representatives of employees in the hospitals whose complaints might be tersely summed up with the statement that the employees were underpaid, the hospitals badly equipped and understaffed, and, in short, conditions were pretty bad. A group of hospital internes wanted a flat \$1,000 a year salary. A strong plea was also made on behalf of low-paid hospital helpers (who receive \$480 to \$600 a year). This year small "token" raises for them have been omitted.

### Per Annum Status

An almost universal clamor was raised for general improvements in the salaries of laborers in city departments. Employees of the Department of Parks asked for a per annum status for gardeners and assistant gardeners who now work on a per diem basis.

The public hearing, which began at 10:30 a.m., lasted until 1:30 a.m. Thursday, and before it was through scores of people had had their say. For the most part the members of the Board of Estimate presented a universally bored appearance and the general impression was that despite the protests the Board would OK the Mayor's budget with few changes.

The Board, of course, can either add to or subtract items, but in the last four years it has made few alterations to the budget handed to it by LaGuardia.

The Board may reconvene today,

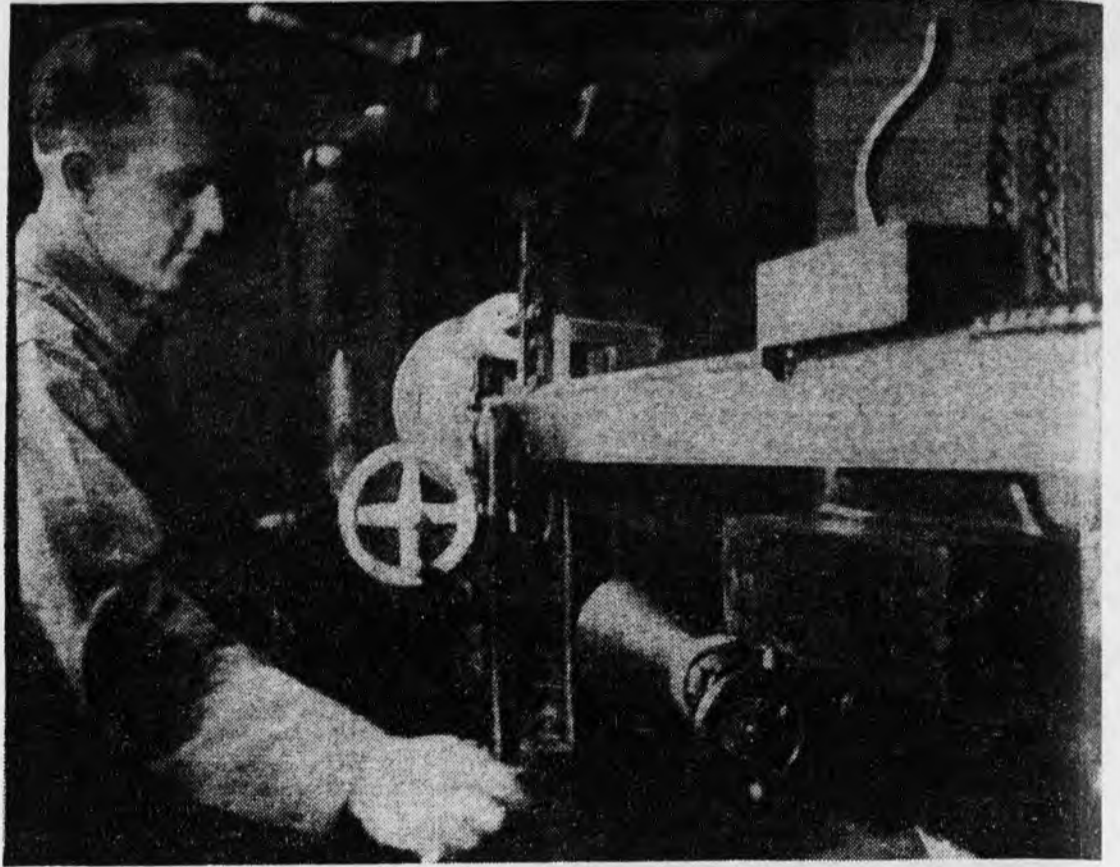
Tuesday, April 22, for a final executive session. According to the city charter, the Board must approve a budget and send it to the City Council by April 27. This date falls on Sunday and so the Board will probably forward its budget to the Council on Friday, when the latter body will receive it in a special meeting.

### Can Only Reduce

The Council, which cannot add to the budget but only reduce items, considers it during May and returns it for signature by the Mayor by June 15.

The concensus of opinion among those "in the know" indicated that the Mayor's budget would be accepted without any substantial alterations. There was, however, evidence that the heavy document full of little figures was in for heavy sailing. The appeal for continuation of Townsend Harris High School definitely sank in with the Board of Estimate, and it may be taken for granted that the Board's decision in the case won't be made without a hard fight.

Two views given to the *The LEADER*, one by a Republican member of the administration and the other by a Democratic Councilman, indicated the course which the budget must pass through this week and next. Manhattan Borough President Stanley M. Isaacs indicated that he would act to obtain per annum status for many city workers now paid by the day, and a \$50 increase for laborers now earning \$1,500 a year. City Councilman Louis Cohen will ask certain pertinent questions when the budget comes before the Council for final O.K. Why, he will query, isn't the police force brought up to full strength? Why does the budget call for a reduction in the forces of the Sanitation Department? Why are the city's doctors continued on a per diem basis?



A PRACTICAL MACHINE TEST

is an important part of any civil service exam for a mechanical position. How better to determine a candidate's ability to do a job than to have him do the job? reason the commissions. A Welder candidate has just taken his practical, and the strength of his weld is being tested.

# Labor Reclassification Killed

## Budget Director Turns Thumbs Down, Lists Objections

By BURNETT MURPHEY

(Exclusive)

A proposed resolution which would have transferred about 12,000 labor class employees into a competitive status has been disapproved by Budget Director Kenneth Dayton, who has had the resolution under consideration for more than three months.

Thus the Municipal Civil Service Commission's attempts to abolish the labor class and to bring all employees into the competitive group are blocked for the time being at least.

### Objections

In returning the resolution Dayton outlined several main objections to its adoption in its present form. He believes, he said, in the principle of transferring these positions to the competitive class; but in so doing, the Commission should accomplish two main points. The salaries of laborers should be closely related to the job rather than to seniority or place on an eligible list. In other words, he believes that the difficulty of the work performed should determine salary and that the highest pay should go to men doing heavy labor work, while others, even with years of service, who have light duties should receive the smaller rates of pay.

### Wants More Titles

The second objective the Budget Director wants to see fulfilled is the inclusion of more titles in the reclassification. The proposed resolution had only one title, laborer, with various grades and specialties. Dayton thinks that titles like laundry attendant and porter, which are descriptive of the duties of the position, should be retained.

At the present time there are 45 remaining titles in the labor class. Many previous ones have been transferred to the competitive class singly. The largest transfer occurred in September, 1939, when the Civil Service Commission switched 13,000 sanitation workers from the labor to the competitive class.

Originally, it was the intention of the Commission to have all the remaining labor jobs, with the exception of hospital helper and a few others paying less than \$800 a year, put in the competitive class by July 1, 1941. This goal now seems definitely unattainable.

However, the Commission intends immediately to assign an examiner who will confer with an official of the Budget Director's Office in an attempt to work out a completely new reclassification.

### Three Hearings Held

The Commission held three public hearings on its now discarded resolution and changes and amendments followed in each case. The

prospects are that additional hearings on the new resolution, which may be completed in three weeks, will also be held. One official of the Commission this week was optimistic enough to predict that adoption of the new resolution might be possible by midsummer.

Mention of the CIVIL SERVICE LEADER is the best introduction to our advertisers.

# Merit Medal to Be Awarded

The Samuel H. Ordway Medal, an annual award for distinguished service, will be presented to a non-uniformed city employee early next month. The Ordway Medal Committee, consisting of Ewart G. Guinier, director of the service rating bureau of the Municipal Civil Service Commission; H. Eliot Kaplan, executive secretary of the Civil Service Reform Association, and Professor A. W. MacMahon, of Columbia University, have been studying the service rating reports of city employees for 1940.

The Ordway Medal is provided for from a fund subscribed by Samuel H. Ordway, jr., former city and federal Civil Service commissioner, as a memorial to his father, a pioneer in Civil Service in this country.

In selecting the most outstanding civilian employee, the committee, in addition to reviewing service rating reports, study recommendations by the various city department heads. All permanent competitive civilian employees of the city, regardless of titles and salary, are eligible to receive the award.

### Grade 4 Transitman N. G. as Engineers

A request that the list for Transitman, Grade 4, be declared appropriate for the position of Assistant Civil Engineer, was denied this week by the Municipal Civil Service Commission.

Buy The LEADER Every Tuesday!

# Who's Writing Sergeant Test? It's a Secret

Examiners of the Municipal Civil Service Commission are now writing the questions for the coming promotion test to Sergeant, Police Department. All details about the test are shrouded in a black pall of mystery.

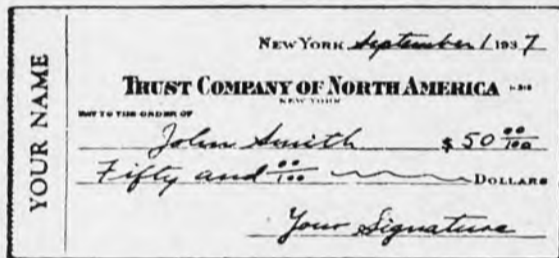
Even the identity of the men who are drafting the questions is kept a close secret. Only the date and time and place of the test is known—1 p.m. Saturday, June 14, in eight city high schools.

Meantime, officials of the Commission will shed no light on whether candidates will be permitted to bring books and other helpful material to the examination. When the last exam for Police Lieutenant was given, the candidates could bring any books or other literature they wanted along. The theory was that the test was designed to determine a man's ability to use information intelligently, rather than his ability to memorize facts.

There is a possibility that a similar concession will be made on the Sergeant's test, but if it is it will not be announced more than a week before the exam is given.

Study material for the test appears elsewhere in this issue of The LEADER.

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# If You'd Like to Become a Nurse

Earn While You Learn; Here's How It's Done



**NO DISCRIMINATION AGAINST WOMEN**

exists today in Civil Service, although it was not always thus. In certain jobs that require extraordinary physical ability, no women would be interested. But such jobs are rare. Normally Miss or Mrs. American has equal chance with her brother, husband, or boy friend. The above girl, for example, works side by side with male draftsmen in New York City's service.

## Change Tests For Bookkeeper, Accountant

There have been many protests from candidates and others interested in the bookkeeper, grade 1, junior accountant, accountant and senior accountant examinations, and last week the New York City Civil Service Commission made a number of changes concerning eligibility and other requirements for some of these tests, and refused requests for changes on others.

Many prospective candidates protested that the one year of service required for the bookkeeper, grade 1, exam prevented them from competing. They pointed out that the Commission reduced the experience requirement to six months for the promotion exam to clerk, grade 2.

However, the Commission declared that there were already 1,923 people who filed for bookkeeper, grade 1; and that there are only six vacancies at present. With so large a field, there was little reason to admit additional people. The Commission also decided to hold the written test, as scheduled, on June 21, despite the fact that this excludes a number of persons appointed immediately after the adoption of the 1940 budget on July 1 last year.

### Jr. Accountant Postponed

The Commission, however, did grant a request to postpone the written test for junior accountant in order to permit about 25 additional men to qualify. These men were appointed on September 30 and under the one year requirement they would have been ineligible if the tests were held on September 13 as originally planned.

A request by employees in the titles of railroad clerk, attendant-messengers, stock assistants, telephone operators, and process servers that they be allowed to compete in the junior accountant exam was denied. These employees, said the Commission, are entitled to promotion in the clerical service, since their work is of a semi-clerical nature and the "admittance of these titles would be an artificial promotion line."

### Other Request Overruled

Employees in actuarial, statistical and the clerical services have requested permission to take the accountant test, declaring that in 1939 they were allowed to compete in an exam for accountant, grade 2. However, these requests were overruled by the Commission. The date for the written exam for accountant was set for June 28, but acceding to still other requests, the Commission has decided to postpone it until some time after July 1. This will permit employees appointed July 1, 1940, to take the test.

An examination for senior accountant, also set for June 28, was likewise advanced until after July 1.

Nursing for Women and Mills School of Nursing for Men, foot of East 26th Street, New York City.

Miss Ella Glendinning, R. N., Principal, Cumberland Hospital School of Nursing, 39 Auburn Place, Brooklyn, N. Y.

Miss Mary Pauline Harty, R. N., Principal, Harlem Hospital School of Nursing, 136th Street and Lenox Avenue, New York City.

Miss Anne Johnson, R. N., Principal, Kings County Hospital School of Nursing, 451 Clarkson Avenue, Brooklyn, N. Y.

Miss Ella Rosencrance, R. N., Principal, Metropolitan Hospital School of Nursing, Welfare Island, N. Y.

(Exclusive)  
In an effort to meet serious shortage of nurses in the city hospitals, the Department of Hospitals is now increasing its training facilities to handle 500 additional young men and women who want to learn the profession. The Department offers a three-year training course to high school graduates, and the trainees receive \$20 a month, plus maintenance, after the first four months, with a practical guarantee of a job once they have graduated.

The nursing schools give basic courses to applicants and, according to officials, "identification of these schools with the Department of Hospitals offers to prospective nurses unusual opportunities for a broad educational and clinical experience." Graduates of the schools are eligible to take the licensing exams for registered professional nurse in New York State.

### High School Graduation

The following requirements have been set by the department for eligibility to take a nursing course:

Each candidate must have completed a four-year, 16-unit, general academic course covering required subjects in high school.

Recommendations for the content of the high school course for students preparing to enter schools of nursing (8½ units required):

1. English, four years..... 4
  2. Science, two years, including biology or general science and a second science, preferably chemistry or applied chemistry..... 2
  3. Mathematics, one year (algebra), general mathematics or commercial arithmetic..... 1
  4. History, one year..... 1
  5. Civics, one-half year..... ½
- 8½
6. Electives (it is recommended that at least two courses in home economics be included and two years of a foreign language)..... 7½
- 16

The schools of nursing of the Department of Hospitals will accept only those applicants whose school records show a high level of achievement. The age range for admission is 18 to 30. Maturity and the ability to think and act on an adult level are important.

### Physical Requirements

The applicants must be in good health, of normal weight, free from uncorrected physical defects or any tendency to illness.

The minimum height for candidates is as follows: women, five feet; men, five feet, four inches. Preference is given to applicants who exceed the minimum by two inches or more.

Each candidate must be prepared to give proof of United States citizenship either by submitting his or her birth certificate or naturalization papers. Upon completion of the course the student receives the school diploma and is eligible to take the licensing exams given by the Board of Regents of the State of New York. After passing these examinations, the graduate nurse is granted a license to practice in the State of New York as a Registered Professional Nurse.

For full information, communicate with the principal of the school of nursing in which you are interested. **Schools of Nursing, Superintendents of Nurses, Department of Hospitals**

Miss Blanche Edwards, R. N., Principal, Bellevue Hospital School of

## What Do You Want to Know About New York City Lists?

The Municipal Civil Service Commission has just completed a survey of the number of lists established during 1940, the number of eligibles winning places on them, and other relevant information. A summary of this study follows:

| Type of list          | Number of lists promulgated in 1940. | Number of names on lists promulgated in 1940. | Number of lists in existence Dec. 31, 1940. | Number of names on lists Dec. 31, 1940. |
|-----------------------|--------------------------------------|---|---|---|
| Open Competitive..... | 85                                   | 17,486  | 277   | 52,383                                  |
| Promotion .....       | 64                                   | 3,257   | 197   | 7,295                                   |
| <b>Total .....</b>    | <b>149</b>                           | <b>20,743</b>                                 | <b>474</b>                                  | <b>59,678</b>                           |

| Type of list          | Number of lists published in 1941. | Number of names on lists published in 1941. | Number of lists in existence April 16, 1941. |
|-----------------------|------------------------------------|---|--|
| Open Competitive..... | 56                                 | 15,060                                      | 308  |
| Promotion .....       | 28                                 | 1,635                                       | 87   |
| <b>Total .....</b>    | <b>84</b>                          | <b>16,695</b>                               | <b>395</b>                                   |

A list is "published" when the names of eligibles are officially printed in the City Record; a list is "promulgated" when the Commission officially proclaims that it is usable for actual appointments. A period of days or even weeks may elapse between the date of publication and the date of promulgation. The life of the list extends for four years from the promulgation, regardless of when it was published.

## Route for Bus Test 15 Enginemen Called Every Day

Practical tests in the operation of passenger cars have been given to the top 150 men on the new auto engineman list, and on May 1 the Municipal Civil Service Commission will hold examinations for the operation of buses. About 300 additional eligibles will be called for this test, which will be given at the rate of 15 a day.

The Civil Service Commission has declared the list appropriate for positions as bus operator and street car operator. Recently, the list was certified to the Board of Transportation to fill 260 vacancies as street car operator, but the Board returned the list and refused to use it. In refusing to use it, the Board contended that the eligibles had been examined in the operation of gasoline-driven, rather than electric-driven, vehicles, and hence were not qualified as street car operators. However, the Commission hopes to persuade the Board to use the list and to give eligibles on it a training course in the operation of street cars.

### Bus Test

Candidates who take the bus op-

erators test will have to be thoroughly familiar with the route over which the buses are driven before they start. The test will be given on a Mack gasoline-driven bus with a conventional gear shift—three forward speeds and one reverse—and a seating capacity of 37 passengers. If the candidate should leave the route except on the instructions of the examiner, he is disqualified.

The following is the first complete description of the route over which the test will be held:

### Description of Route

1) The bus will be waiting on Second Avenue near the corner of 59th Street, in Brooklyn. The examiner will act as instructor during the practice period. Start the bus when told to do so by examiner. Ride up Second Avenue to Bay Ridge Avenue. You will find that Second Avenue breaks off at 67th Street and continues as Ridge Boulevard. Your test actually begins at the corner of Ridge Boulevard and Bay Ridge Avenue.

2) Turn left on Ridge Boulevard into Bay Ridge Avenue.

(Continued on Page 18)

## Sanitation Foreman Test Re-announced

The promotion examination for Assistant Foreman, Department of Sanitation, will be reannounced, probably early next month, and tractor operators will be permitted to apply. This was decided this week by the Municipal Civil Service Commission, which, at the same time, refused a second request of a group of auto enginemen in the department that they be allowed to compete in the exam. John J. Walsh, president of the Auto Engineman Council, wrote to the commission and protested the exclusion of his colleagues from the test. He declared that their job is a "dead-end" one, and that while they were technically able to take a number of other promotion exams, most of his men were unqualified for positions like Junior Statistician, Pipe Caulker, etc.

In denying the request, an official of the Commission commented: "Even if those promotion examinations called for experience which auto enginemen in the Department of Sanitation have not had, it is nevertheless true that promotion opportunities for auto enginemen as such, in proportion to their numbers, are far greater than opportunities for promotion open to sanitation men. To grant the request of a group of city employees that they be admitted to any particular promotion examination merely on the ground that they hold a dead-end position seems... illogical and calculated to create unhappy precedents."

## Sanitation Group Sues Department

The Sanitation Benevolent Association is this week filing papers in the Supreme Court to test the right of the Sanitation Department to place obstacles in the way of organization. The argument by the Association's attorney, Philip Kirschner of 50 Court Street, Brooklyn, will claim that the Department has deliberately hampered organization, has discriminated against members of the SBA, and has consistently favored the Joint Council of Drivers and Sweepers. The SBA will ask the court to enjoin the Sanitation Department from its activities, and to permit members of the department to join any organization of their own choosing, free from coercion.

## College Clerk List

### Successful Candidates Face More Tests

The complete eligible list for Clerk, Grade 2, Board of Education, more popularly known as college clerk, is published in this issue of *The Leader*. There are a total of 1,081 names on the list, representing those who succeeded in passing the written test out of an original field of more than 6,000.

Eligibles on the new list still face qualifying oral and practical tests. Failure in either of these will result in disqualification.

The first part of the remaining

tests—the oral—will start on May 2 and groups of about 30 candidates will be called each day until all have undergone the examination. Later in the month the first of the qualifying tests in stenography will be held.

It is optional with the candidate whether he takes the stenographic test, but he cannot qualify for the position of secretary unless he does. Stenography is not required for general work. It is expected that from 300 to 500 of the top eligibles will be called for the steno exam.

The complete list of names for college clerk appears in this issue on page 14.

# Sanitation Men Learn About Disposal

The prompt, efficient disposal of refuse collected in the most populated city in the world is one of the most important problems faced by New York's modern, mechanized Department of Sanitation. How this refuse is disposed is the subject of the fifth lecture of the well-attended Department of Sanitation in-service training courses at Hunter College auditorium. Lecturer on this important subject is Mr. Joseph C. Zangerle, chief engineer of the Division of Waste Disposal.

"Refuse," Mr. Zangerle says, "is composed of garbage, rubbish, inc combustibles and ashes, incidental to the life of the community." Garbage consists of the waste materials from household, hotel or restaurant kitchens and the vegetable and animal wastes from markets, grocery stores and similar establishments. Rubbish includes paper, wood, rags, leather, rubber, dried leaves and all other combustibles not classed as garbage, plus such inc combustibles as boxes,

barrels, cans, bottles, crockery and metal articles.

The Division of Waste Disposal is responsible for the final disposal of all ashes and refuse not disposed on landfills. Two methods are used in this: 1. Unloading at waterfront disposal stations for transportation to Riker's Island; 2. Incineration.

The Department maintains five waterfront disposal stations in Manhattan and three in Brooklyn. This includes the new double-decked modernistic station at the East River and 91st Street. There are sixteen destructors (incinerators) located in the five boroughs, five of which are inactive at the present time.

Motion picture slides showing how these incinerators work accompany Tuesday's lecture.

### 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 investigations 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 Commission Moves To End Confusion on Subway Jobs

To avoid constant confusion in the Board of Transportation, the Municipal Civil Service Commission has formulated a policy this week to govern eligibles who accept appropriate positions and others who take jobs for less than the advertised salary. The new policy will not be put into effect formally until a conference is held with officials of the Board of Transportation.

The Board of Transportation has vacancies in four different titles which have wide salary ranges.

For example, porter (railroad) and car cleaner jobs pay 50c, 48c, 46c and 43c an hour; maintainer's helper, group b, pays 65c, 62.5c, 52.08c; maintainer's helper, group c, 70c, 63c, 56c; and railroad clerk, 55c and 50c.

Vacancies in the titles of railroad porter and car cleaner are filled from the sanitation man, class a, list No. 2. An eligible on this list who accepts an appointment to an appropriate job is removed from the list for any

position paying less than \$1,500, according to a previous ruling by the Commission. However, the Commission amended this proviso so as not to apply to the positions in the Board of Transportation. An official pointed out that these jobs are only in one department and re-appointment involves only a transfer in assignment rather than the loss of services, training, etc. Therefore, the Commission directed the Board to use the following procedure in making these appointments.

### Here's the Procedure

The eligible lists for all five positions will be certified in regular order. The eligibles highest on the list will receive the jobs paying the largest salary. When other vacancies occur the Board will move the lower salaried workers up to the higher paying jobs.

Several other problems arising out of certifying lists to the Board of Transportation were also cleared up by the Commission this week. Eligibles on the maintainer's helper, group b and c lists, who accept posi-

tions at less than the maximum salary will remain on the list for re-certification for higher paying jobs. Ordinarily the acceptance of a job would cause their names to be removed from the list, but the Commission points out that there is a difference of 13 cents an hour in some of these positions. In actual practice, the Board will probably re-assign the lower paid workers to better salaried positions as vacancies occur, rather than going through the formality of having the list re-certified.

Eligibles from the clerk, grade 2, list, who accept appropriate positions as railroad clerk, will be removed from the eligible list, in accordance with an earlier ruling.

The Commission also decided that eligibles appointed to the Board of Transportation on a temporary basis to replace men called into military service will not be re-certified for permanent appointment in any other city department for a period of 90 days. If, however, a permanent job opens up in the Board, they will be given a chance for it.

# New Moves in Subway Conflict Antagonism Between TWU, Transportation Bd. Grows Sharp

Last week many moves were made in the checker game between Mayor LaGuardia and the Transport Workers Union. The moves:

1. Governor Lehman signed the LaGuardia-sponsored bill which makes a transit employee liable to 20 years in prison "if he leaves unattended any car, bus, or other transit facility"...The TWU challenged the constitutionality of this bill and assailed it as "an instrument designed to deprive organized labor of the right to strike."

2. The Board of Transportation sent letters to 32,000 employees tell-

ing them that they didn't have to pay dues to any organization to hold their jobs. Two copies of the letter, aimed directly at TWU members, were sent to each employee, one to keep home, the other to carry in his pocket and discuss with his fellow employees. The TWU saw this as a union-busting move.

3. Supreme Court Justice Louis A. Valente enjoined the TWU from picketing homes of former members.

Justice Valente declared the picketing "has for its ultimate object the accomplishment of an unlawful purpose and involves a malicious intent to annoy and intimidate members of their families."

4. Delaney's term was extended. The 70 year-old Board of Transportation chairman, scheduled to retire automatically, was given an additional two year term by Mayor LaGuardia.

5. The Board of Transportation granted two week vacations with pay to all employees having one year's service and a maximum of 20 days sick leave. Vacations and sick leaves standardized on all three divisions. The union discounted these moves, said they weren't very much, and gave to some employees what they already had.

6. On Saturday, officials and members of the TWU picketed Board of Transportation headquarters, 250 Hudson Street. Speakers urged transit employees be dealt with in the "American Way." The TWU demands continuation of its closed shop contract, wants collective bargaining on the same basis as in private industry.

Speakers said they didn't want to strike.

7. The Mayor made a direct attack on Quill, Sunday, speaking at a Communion Breakfast of New York firemen. LaGuardia let loose with both barrels, referring to Quill in most uncomplimentary terms, and presaging a fight to the finish.

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# What Every Sergeant Should Know Study Material for Coming Police Test: Part 17

**Question 17**  
"Strikes are a matter of deep concern to the police." Discuss this statement fully, pointing out the various problems which arise in connection therewith and the manner in which the department copes with them.

### Answer to Question 17

#### A. Strikes as a matter of concern to the Police.

1. The Police Department is principally concerned with strikes because of the effect they have on persons immediately involved and particularly upon the general public.

2. Because of the duties and responsibilities imposed upon the police by law, they are placed in a peculiar situation regarding strikes.

3. In most strikes the Department is called upon to take some sort of action by either side or by both sides.

4. No matter what action the Department takes, criticism is inevitable.

5. The attitude of the police must be one of impartiality with favors being shown neither side and justice being accorded to all.

#### B. Problems which arise.

1. The most serious problems arise from violations of law, the more common of which follow:

a. Disorderly conduct — insulting language, breach of peace, shouting, etc.

b. Conspiracy—Conspiring to interfere with trade or business.

c. Coercion—Compelling another to do acts he has a right to abstain from doing or preventing an act he has a right to do.

d. Assaults, threats, intimidation—strikebreakers, patrons, etc.

e. Malicious mischief—damage to property.

f. Unlawful assemblies.

g. Riots.

h. Mass picketing and illegal picketing.

2. Inconvenience to public—

a. Pickets crowding sidewalks.

b. Depriving of necessary services.

c. Boycotts.

d. Fraudulent appeals to public.

e. Handbills and placards.

f. Annoyance of patrons.

3. Department problems—

a. Assignment of men to strikes depletes patrol force.

b. Arrests take up time in court.

c. Members of force are assaulted.

d. Members of force sued in civil actions.

e. Criticism for failure to take summary action upon demand.

4. Injunctions.

a. Policemen used as witnesses.

5. Hiring of strikebreakers and professional thugs.

a. Out of town persons brought here.

b. Roam in gangs, intimidating and assaulting—usually in automobiles.

C. Manner in which the Department copes with strikes.

1. At the outset, the commanding

officer of the precinct interviews principals on both sides. They are advised regarding laws affecting them, rights and limitations. Both sides are impressed with the desirability of no disorders.

2. The commanding officer determines the manner of handling strike, number of pickets, number of policemen required.

3. All facts regarding the strike are ascertained and the Desk Officer phones such information to the Telegraph Bureau.

4. The Desk Officer prepares form U. F. 35 in sextuplicate. One copy is forwarded to the Division Commander, one copy is forwarded to the Borough Commander, three copies are forwarded to the Bureau of Operations and one copy is retained in the Command. The Bureau of Operations forwards two copies to the State Department of Labor.

5. Supplemental reports are forwarded on form U. F. 35 when strike has been settled.

6. Patrolmen are assigned in an adequate number to police the location properly.

7. Superior officers are assigned to properly supervise subordinates.

8. Mounted patrolmen are assigned where necessary.

9. Employees are properly protected at their homes.

10. Goods being delivered to or taken from place on strike, vehicles

(Continued on Page 18)

# Hospital Helper List Male Group Is Published This Week

The complete eligible list for hospital helper (men) is published in this issue of The LEADER. The list contains more than 1,400 names.

Qualifying literacy, physical and medical exams for those on the list will begin in about three weeks. The literacy test will be given first and both men and women will compete in it at the same time.

The actual date for this test has not been set, but it is probable that

it will be held on Saturday, May 10.

The Civil Service Commission will attempt to have all remaining parts of the exam finished by the end of May so that appointments can be made. There are nearly 1,000 provisional workers holding hospital helper positions and they will all be replaced by men and women on the new lists.

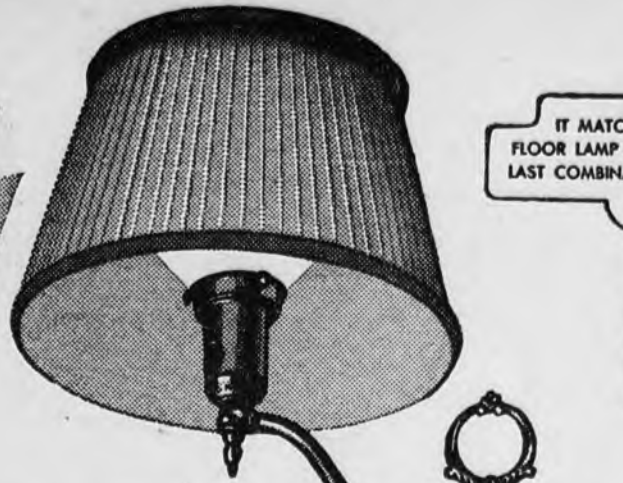
Meantime, the Commission is completing the list for laundry worker, for which applications were issued at the same time the hospital helper filing was open. This list should be ready next week.

**PREFERRED HOME of CIVIL SERVICE MEN & WOMEN**  
There's a special sparkle to life at the St. George where your reasonable rent includes absolutely FREE: Use of salt water pool, gymnasium, steam rooms, participation in planned social activities. Five economical restaurants. Alert service. Unlimited luxury on a limited budget!  
**CLUB TOWER ROOMS**  
From **9.50** Weekly  
Single and Double Rooms with Bath at Equally Reasonable Rentals  
**HOTEL ST. GEORGE**  
Alvan E. Kallman, Mgr.  
CLARK STREET, BROOKLYN  
Clark St. 7th Ave. I.R.T. Sta. in Hotel  
4 minutes from Wall St.  
GREATER NEW YORK'S LARGEST HOTEL  
BING & BING INC. MANAGEMENT

**CIVIL SERVICE PREPARATION**  
**JR. PROFESSIONAL ASST.**  
OPTIONS—Legal Asst., Writing and Editing, Bus. Analyst—Review Lectures.  
**JR. DRAFTSMAN**  
COURT ATTENDANT  
ACCOUNTANT, JR., SR.  
CITY ELECTRICIAN  
CARD PUNCH OPERATOR  
ASST. FOREMAN, SANITATION  
**STATE EXAMS**  
Examiner Meth. and Proc., Labor Mediator, Jr. Personnel Tech.  
**Jr. Engr.—Civil, Electrical, Fireman Mental, Postal Clerk-Carrier, Med. and Psycho. Social Worker, Supervisor, Bookkeeper, Subway Exams.**  
**TUTORING IN—**Math., Drafting, Surveying, Blue Print Reading, Prof. Engr., Arch., Stationary Engr., Electrician, Plumber Lic., Engr. Colleges, Flying Cadet.  
**MONDELL INSTITUTE**  
230 W. 41 St., N.Y.C. Wisconsin 7-2086



# Consolidated Edison's 1941 COMBINATION



IT MATCHES THE FLOOR LAMP OF EDISON'S LAST COMBINATION OFFER!



All three  
ONLY \$2<sup>25</sup> DOWN AND  
a month  
FOR 12 MONTHS

PLUS SMALL MONTHLY TIME PAYMENT CHARGE WHICH MAY BE SAVED BY MAKING PAYMENTS IN ADVANCE...

SWING ARM PUTS THE LIGHT WHERE YOU WANT IT!

WE SAVE PLENTY ON EDISON BARGAINS!

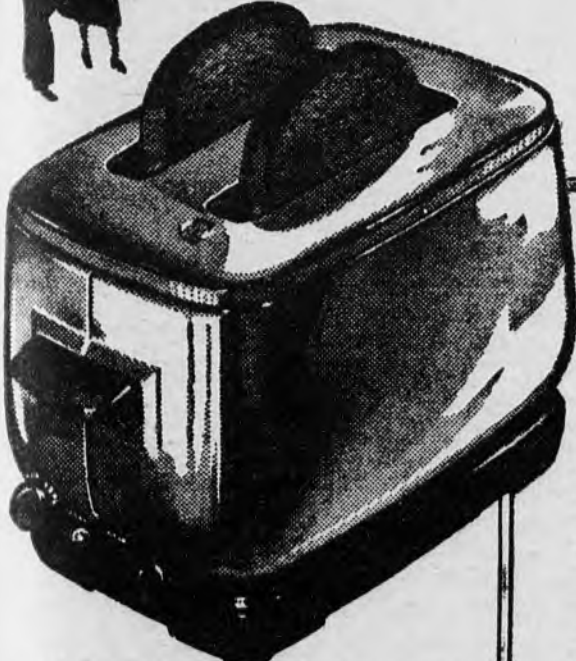
TOUCH TUNING... CLICK! THERE'S YOUR STATION!

FULL RANGE TONE QUALITY

GENUINE AMERICAN WALNUT! HOW GOOD LOOKING!

YOU CAN DIAL FOR "LIGHT," "MEDIUM" OR "DARK" TOAST

POPS UP 2 SLICES AT ONCE! AUTOMATIC!



**TABLE MODEL RADIO** by General Electric. Touch a button for any of four favorite stations. Exact manual tuning, too. Tone control, Dynapower speaker. No antenna or ground wires. Has a record-player connection. Hand-rubbed American walnut cabinet. 6 G-E tubes, including rectifier. AC-DC.

**3-WAY BRIDGE LAMP** by Artistic. Three degrees of light. Right height for games, reading, sewing, etc. Solid, tip-proof base. Dull bronze finish—matching last Edison Combination floor lamp. Hand-sewn pleated silk shade, rayon lined. Complete with a 50-100-150-watt Westinghouse Mazda bulb.

**POP-UP AUTOMATIC TOASTER** by Proctor. Pops up two slices at a time, and browns 'em up to the shade you like—light, medium or dark. Crumb-tray easily snapped on or off. AC or DC. AC model makes Melba as well as regular toast.

**\$63<sup>20</sup> VALUE FOR \$29<sup>25</sup>**  
YOU SAVE MORE THAN HALF

**"THE BUY YOU CAN'T PASS BY"**  
Thousands of pleased purchasers tell you so. The appliances are latest models, guaranteed by makers you know. Your family will be proud to own and have your friends see them. Think of being able to buy all three—radio, lamp, toaster—for less than you'd ordinarily pay for the radio alone! \$2.25 puts all three in your home. Begin enjoying them now!

ASK FOR A "TRU-VUE" DEMONSTRATION!



Ask the nearest cooperating appliance dealer, or our representative, to call at your home and show you exactly how these appliances look through a 3-dimensional pocket stereoscope. Fascinating! Costs you nothing.



★ Owing to defense priorities, we regret that we can supply only 100,000 of our 2,500,000 customers with this Combination ★

## CONSOLIDATED EDISON

SYSTEM COMPANIES

NEW YORK & QUEENS ELECTRIC LIGHT & POWER COMPANY - BROOKLYN EDISON COMPANY, INC. WESTCHESTER LIGHTING COMPANY - THE TONKERS ELECTRIC LIGHT & POWER COMPANY

ORDERS TAKEN AT OUR SHOWROOMS AND ALSO AT COOPERATING STORES DISPLAYING THIS SIGN





By CHARLES SULLIVAN

# Date Set For Printing Test

## And Here's the Kind of Exam Apprentices Will Get

**Bulletin**  
The LEADER learns exclusively that an approximate date has been set for the printing apprentice exam: the test will be held the last week in May, according to present prospects. It is anticipated that notices will go out to all candidates this week or next.

The exam for printing apprentices was one of the most popular in recent years. The requirements weren't stiff. Candidates had to have an elementary school education, and the age limits were 17 to 20. The scheduled exam will be a written one, and it will be followed by a physical test. The physical test will require candidates to be in good physical health, free of hernia, heart disease, or other defects which might impair efficiency or be hazardous to fellow employees. There will be a test for eyesight, but it isn't very strict. A hearing test

will require that ordinary conversation be heard at a distance of 15 feet with one ear.

### Sample Questions

- For the written test, which comes first, the LEADER prints below sample questions:
- For each question below, the candidate must decide which ONE of the five suggested answers is correct.
1. SHORT means most nearly (a) tall, (b) wide, (c) brief, (d) heavy, (e) black.
  2. RAISE means most nearly (a) lift, (b) drag, (c) drop, (d) throw, (e) show.
  3. Which is obtained from a tree? (a) copper, (b) salt, (c) cotton, (d) glass, (e) rubber.
  4. Wood is better than coal for starting a fire because wood (a) is tougher, (b) is easily chopped, (c) catches fire more easily, (d) burns longer, (e) is light.
  5. The saying "There is no rose without its thorn" means most nearly (a) public institutions serve all classes of people, (b) each man has his place in the world, (c) even the best work has some disagreeable features, (d) opposites often attract each other, (e) promotion depends upon effort and efficiency.
  6. KNIFE is to CUT as GUN is to (a) forbid, (b) shoot, (c) run, (d) carry, (e) buy.
  7. GOOD is to BAD as HIGH is to (a) near, (b) far, (c) distant, (e) low, (e) here.

# Card Punch Exam Due To Be Announced Within Few Weeks

Several weeks ago The LEADER predicted that new card punch and stenographer-typist examinations would be announced within the next few months.

The LEADER now has definite information that the U.S. Civil Service Commission is planning a new test for card punch operators. Moreover, the Commission plans to throw open indefinitely tests for women typists and stenographers. Male typist and stenographers already have "open" status. This means that there is no "closing" date when a person may apply. Anyone having the proper qualifications may apply at any time.

It is expected that the new exams will be announced within a few weeks. Duties and requirements for the preceding card-punch exam were as follows:

- Alphabetic Card-Punch Operator, \$1,260**
- Under Card-Punch Operator, \$1,260**  
Age limits: 18 to 53.
- Duties**  
Alphabetic Card-Punch Operator: To operate an alphabetic card-punch machine. This is a machine used to

record alphabetic and numerical information by punching holes in cards in such a manner that complete words and names, together with numerical data, can subsequently be printed by the alphabetic tabulating or accounting machine. The alphabetic keyboard is arranged to correspond with that of a typewriter.

Under Card-Punch Operator: To operate a numerical card-punch machine. This is a hand or electric driven device provided with perforators controlled by means of keys and used for perforating numerical data on small cards that can be subsequently tabulated on numerical tabulating machines.

**Requirements**  
Applicants must have had two months' full-time experience, or three weeks' intensive and systematic training, in the operation of card-punch machines.

**Weights**  
Alphabetic Card-Punch Operator: clerical tests, 50; alphabetic keyboard test, 50.

Under Card-Punch Operator; clerical tests, 100.

However, it is not altogether certain that the same requirements will hold for the coming exam. The LEADER will inform all who are interested as soon as precise duties and requirements are made public.

# NYC, State, U. S. Plan Joint Exams Steno Test First

WASHINGTON. — Preliminary discussions have been held between officials of the U.S. and New York City and State Civil Service Commissions which may lead to the certification of eligibles from state and city registers to Federal jobs.

The LEADER also has learned that the possibility of holding joint Federal, state and city exams and the placing of eligible names on a common register also was discussed.

U. S. Civil Service Commission recently was given authority by the President to use eligibles on state, county and municipal registers to fill federal jobs. Frankly, the Commission isn't enthusiastic over the plan because few state, county and municipal commissions have standards equal to those of the U. S. However, both New York state and city are exceptions, and officials here believe a number of their registers might well be used.

Officials of the New York City Civil Service Commission are understood here to be pleased over the prospect of holding certain tests in cooperation with the Federal commission.

As explained by Washington offi-

cial, the plan would save considerable money. Only one set of examiners would be needed and fewer employees could give and grade a test. The exam given all contestants would, of course, be the same. It has been suggested here that the plan could best be started by a joint typist or stenographer test.

The plan in Washington is being handled by the Council of Personnel Administration, an adjunct of the Civil Service Commission. Head of the council is Frederick M. Davenport, a New Yorker who is a former Republican member of the House of Representatives. He served with President Franklin D. Roosevelt in the New York State legislature. Henry Hubbard, assistant to Davenport, has been actually carrying on the negotiations. He will negotiate with other state and local civil service commissions.

### Calls Suspension A "Political Maneuver"

Charges that the suspension of nine supervisors on the WPA Arts Project is a political maneuver designed to destroy the project were made by Ann Wharton, representative of the United Federal Workers. She objected to the removal of the supervisors without a hearing, pointing out that similar tactics were used to destroy the Federal Theatre. She urged WPA officials to investigate their cases speedily and determine the nature of the charges against the supervisors.

# A Digest of News for General Investigators

## Association Changes Name—31,000 Circularized About Jobs—A Few Law Appointments Made—Accountants Ask Questions—Rejected Candidate Gets Re-examination

The Customs and Immigration Eligibles Association has changed its name to General Investigator Eligibles Association. Its membership now covers nine registers. These are: Customs Inspector, Customs Patrol Inspector, Immigration Patrol Inspector, Assistant and Associate Investigator (Law), Assistant and Associate Investigator (Accounting), Assistant Investigator (Pharmacy) and Assistant Investigator (General).

The U. S. Civil Service Commission recently circularized 31,000 male eligibles on the first three registers regarding Naval Police positions. While the House Appropriations Committee refused to approve funds for the Naval Police, it is said the President and the Secretary of the Navy still feel that Marines now on certain guard duty should be replaced by older and civilian specialists. The delay in appointments is therefore considered to be temporary.

### Law Appointments

There have been some appointments from the Assistant Investigator (Law) register to "appropriate" positions in New Jersey. The Civil Service Commission is using this particular list for certification to special investigative positions at \$2,600 and the Association hopes to have this action extended to some of its other lists.

Progress is being made in finding out specifically why there is said to be a shortage of accountants for federal positions when no appointments are being made from the Assistant and Associate Investigator (Accounting) registers. One eligible on the

Assistant register has been approached recently on a position as Junior Special Investigator in the Immigration Bureau.

### Durning Invited

The Collector of Customs, N. Y. City, Mr. Harry Durning, has been invited to address members of the Association on the subject of present employment possibilities in the Customs Service for male and female eligibles on the Inspector of Customs register.

Regarding Border Patrol for which so many on Immigration Patrol Inspector register were disqualified by changing requirements after the candidates were examined, it is now learned that at least one rejected candidate turned down for physical deficiency has won a re-examination. In another case a candidate rejected on the oral test because he lacked initiative and decision turned out to be an ex-marine with valuable technical radio qualifications, and who in 1929 received a Carnegie Hero medal and a \$500 award for heroism in saving a person from drowning in the Atlantic Ocean.

The Leader will keep General Investigator Eligibles fully informed of all information of importance to them.

### Overtime Bill Approved By Senate

The Senate has approved the Walsh bill which will permit time and a half pay for more than 40 hours a week to be paid to per annum employees in the field services of the War, Navy and Coast Guard. The bill has Administration backing and its approval is believed to be assured.

## FIREMAN

The mental test is expected to be held in June or July of 1941. Those who pass the mental should be called for the physical in October or November of this year. Both of these tests are expected to be severe and few persons, regardless of their education and physical condition, can hope to attain a high place on the eligible list without specialized training. Not one man in 100 can hope to attain 80% in the physical examination unless he trains for months in a well-equipped gymnasium under the guidance of experienced instructors.

## INVITATION

We invite any citizen between the ages of 18 and 29 to call at any hour, day or evening, to be examined without obligation by our physician, attend a mental class and observe the physical classes in session.

If, after the medical examination, an applicant is found fit, he may take advantage of our course, classes for which meet three times weekly at any hour of the day or evening, to suit the convenience of the student.

Over 80% of the officers and firemen now in the department are graduates of this Institute. Young men who are interested should inquire of any fireman or policeman as to our reputation and success in training applicants for this position.

## PATROLMAN

The present list for Patrolman should be exhausted early in 1942. Therefore, the examination should be held early in the Fall of 1941. Since the Patrolman and Fireman examinations are somewhat similar, we suggest that you take advantage of the combination course and prepare for both tests (if you are at least 5 ft. 8 in. in height), at a reduced combination fee.

### Examinations Expected in Near Future

MOTOR VEHICLE LICENSE EXAMINER: Class forms Tues., April 22, 8:30 P.M.  
 MOTOR VEHICLE INSPECTOR (BUS): Class forms Tues., April 22, 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 now forming.  
 POST OFFICE CLERK-CARRIER; RAILWAY POSTAL CLERK

### EXAMS FOR WHICH APPLICATIONS HAVE CLOSED

STATE COURT ATTENDANT: Tues. and Thurs. at 1:15, 6:15 and 8:30 P.M.  
 ASST. SUPERVISOR, GR. 2: Wed. and Fri., at 1:30 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., 6 p.m.  
 JR. ACCOUNTANT (Prom.): Class forms Tues., 6:15 and 8:30 P.M., and Thurs., 6:15 P.M.

### STENO. AND TYPIST (Fed., Male and Female)

Classes for General Preparation Mon. at 1:15, 6:15, and 8:30 p.m. Dictation and Typing Classes at Convenient Hours

Office Hours: Daily, 9 A.M. to 10 P.M.—Saturday, 9 A.M. to 5 P.M. Attend the School With a Background of Over 350,000 Satisfied Students Over a Period of 25 Years.

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## Junior Accountant Coach Course

Joseph W. M. Donnelly, C.P.A.

Limited Enrollment

### DRAKE'S

154 NASSAU ST.  
 Tel. BEekman 3-4840  
 (Opposite City Hall)  
 There is a Drake School in Each Borough

## Accountants

Junior, \$2400; Senior, \$3000—Min.

### INTENSIVE COURSE MUNICIPAL C. S.

Exams 1931 to Date

H. A. STICH, C.P.A. and Associates, Specialists

Attend Free Lecture Tues. or Thurs., 6:30 P.M.

Exams: June 28 and Sept. 13

Complete Course (net) \$25 and \$30 C.P.A., E. C. Courses

249 West 42nd Street N. Y. C. MU. 2-4217 -:- LO. 5-8600

## Civil Service DICTATION \$1 WEEK (DAILY)

Morning, Afternoon, Evening Graded classrooms, 60 to 220 w.p.m. Typing \$1 week (daily) Gregg-Pitman beginners, review

### BOWERS

228 W. 42d St. BRyant 9-9092

## JR. ACCOUNTANT

Monday, 6:30-9:30 P.M.

## ACCOUNTANT, SR.

Wednesday, 6:30-9:30 P.M.

## MED. SOC. WORKER

Tuesday and Thursday, 6:30 P.M. Starting April 22.

## PSYCH. SOC. W'K'R

Tues., 6:30 P.M. Starting April 22

## SUPERVISOR, GR. 2

Monday, 6:30 P.M., and Thursday, 8:30 P.M.

## BOOKKEEPER, GR. 1

Tues., 8:30, and Thurs., 6:30 P.M.

## POSTAL CLERK

Tuesday, 6:30 P.M.

## RAND EDUCATIONAL INST.

7 E. 15 St. - Alg. 4-3094 "A Non-Profit Institution"

# Laborers Needed; Apply Immediately

Age Limits 18 to 55; Job Pays Up to \$1,320 a Year

A "short-order" examination for laborers was opened for applications over the week end by the U. S. Civil Service Commission. The application period ends at the close of the business day

today, Tuesday, April 22. Applications are issued and received at the federal building, 641 Washington St., Manhattan.

The position of laborer pays \$1,080 to \$1,320 a year. Age limits for applicants are 18 to 55.

Other important information about the test follows:

**Duties**

To perform general manual labor

incident to cleaning buildings, offices, and work-rooms; to assist fireman in smaller buildings in the care of heating plant and related equipment; to care for shrubbery and clean walks, and to perform related manual labor as required.

**Requirements**

Applicants must show that they have completed at least four grades of schooling; or that they have had at least six months' experience in

manual labor above the grade of mere common or unskilled labor, or in janitorial or cleaning duties.

You will not be required to report for a written exam. You will be rated on the extent of your education, and on the extent and quality of experience in relation to the duties of the position, and on your fitness for the job.

Remember, filing closes today, Tuesday, April 22.

## Appointments Speeded Up

In the future, eligibles on federal registers may expect certification and appointment within a reasonable time after application and examination. Last week the U. S. Civil Service Commission made definite plans for a complete, streamlined reorganization of its entire examining process. As soon as is practicable the Examining Division will be enlarged to take over the Application and the Certification Divisions. Each minute detail involved in application, examination, certification and appointment will be handled by this one department. Besides eliminating waste steps, departmental appointing officers will be able to secure all information about candidates from one office, instead of three separate sources, as at present.

## N. Y. Supplies 18.7% Of All Defense Workers

The local district office of the U. S. Civil Service Commission is doing yeoman's work in supplying workers for the national defense program.

According to the latest appointment figures, the district office, which handles recruitment for New York and New Jersey, supplied 18.7 per cent of the entire personnel added to the manufacturing establishments of the Army and the shore establishments of the Navy in the United States and its possessions during last week. The total employees added to these two departments in the six-day period was 665. Additional appointments to other departments swelled last week's appointments to 1,200. The figure has been running as high as 1,400 a week since January.

## Opportunity For General Mechanics

Are you handy with tools? Have you had two years of general mechanical experience? Would you like to work for Uncle Sam? The U. S. Civil Service Commission is receiving applications for one week only for Junior General Mechanic. Salary, \$1,320 to \$1,380 per year. Maximum age, 50. Health, good. You can get an application blank at 641 Washington Street, N. Y. C.

The announcement issued by the Commission specifically states, "A general jobbing or all-around maintenance mechanic is the type of employee desired for this position." The general mechanical experience must have been acquired in two or more of the metal working or wood-working trades. Vacancies will be filled in the metropolitan area, in both New York and New Jersey.

There will be no written test. Merely obtain and file your application at the offices of the U. S. Civil Service Commission, 641 Washington Street, New York City, before 4 p.m. Monday, April 22, 1941.

**Duties**

The duties of the job are: "Under supervision of artisans to perform various kinds of tasks involving construction or maintenance in the trades or skilled occupations; and to perform related work as required."

Applicants must be in sound physical health capable of performing arduous duty. Vision must be at least 20/30 in one eye, 20/100 in the other, glasses permitted. If you are under 50, in good health, with two years of general mechanical experience, this is a swell opportunity to get a job with Uncle Sam. The 50-year age limit does not apply to candidates with military preference. War veterans, over 50, may file.

Turn to page 15 for full requirements.

### Time Change On Radio Program

Beginning Tuesday, April 22, Servants of the City, a weekly radio program over WBNX, sponsored by the Municipal Civil Service Commission, will be heard from 4 to 4:15 p. m. instead of 2 to 2:15 p. m. The regular Tuesday program of the Commission over WNYC is heard from 5:45 to 6 p. m.

### KEEP YOUR HAIR

ELIMINATE DANDRUFF—BALDNESS and ITCHY SCALP



at only 10c a treatment. Good for Men and Women. Twenty Treatments in a compact KUREZOL KIT on a Money-Back Guarantee basis. Don't Wait! Send Today for this entire kit. Mailed Postpaid or C.O.D.

FREE OFFER to all Civil Service Employees: Bring this ad to our Salon and get a Complete Scalp Treatment FREE.

Ollie Hair Research Labs. 307 Utica Ave. Brooklyn, N. Y.

### LOANS

On Uniforms Care Guaranteed

WATCHES .. DIAMONDS JEWELRY FOR SALE ON TERMS NO MONEY REQUIRED UNITED PLEDGE SOCIETY INC. 843 Eighth Ave. 50th-51st Sts. ASK FOR JACK



### TRAINING FOR DEFENSE

is one of the major activities these days of the Board of Education. The half dozen men above are learning emergency skills at the Brooklyn headquarters of the Board; skills vitally needed by America.

## U. S. News-Flashes

#### No Space, No Jobs

Passage of the lend-lease bill and the establishment of new Federal agencies has brought hundreds of persons to Washington to look for Federal jobs.

Strange as it may seem, hundreds of employees are needed, and no doubt many of the jobhunters would be hired on the spot, but there are no offices in which to put them.

It's a fact that the Federal government has taken over just about all the available office space in Washington, and the number of employees being hired has slowed down because of the lack of space. There isn't a defense agency in Washington that doesn't need space, and now Uncle Sam is trying to arrange for the lease of several hotels and apartment buildings to use as office buildings.

#### Internal Revenue Field Jobs May Go Under Civil Service

Internal Revenue Bureau has sent three personnel experts to the field to make a survey of field personnel and the cost of extending the classification act to its field jobs. The study isn't expected to be completed before six months.

#### Defense Agencies Grow

Defense has spread to nearly every federal department, agency and bureau. That nearly every government bureau is doing defense work is attested by the fact that the list of defense departments, agencies and bureaus now numbers 135. Only a handful of agencies remain on the outside.

The Civil Service Commission determines whether an agency belongs on the defense list. For awhile it was very strict; only War, Navy, State, and Civil Aeronautics Administration were on the list. Now, if any bureau can lay a reasonable claim to defense work, the Commission will place its name on the list.

St. Elizabeth's Hospital, a government institution for the insane, was one of the most recent to be placed on the list. Officials explained that the hospital was losing its nurses and attendants to Navy, Army and Public Health Hospitals. By being on the defense list, the hospital will be in a position to stop transfers of its personnel.

#### Ramspeck Act Waiting

The executive orders making the Ramspeck Act effective are still on the President's desk, but they are unsigned. Any day now you can expect action.

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.

BURROUGHS & UNDERWOOD ELLIOT-FISHER BOOKKEEPING MACHINES PREPARE NOW FOR NEXT EXAM.

Prepare For **CARD PUNCH** Specialists on **TYPEWRITING** These **COPYISTS** Machines

Bookkeeper; Acc'ting; STENOGRAPHY I B M & BURROUGHS MACHINES SWITCHBOARD BILLING ALL MACHINES FOR THE COMING CIVIL SERVICE TESTS

Burroughs Bookkeeping Machines Nos. 7800 & 7200

**NEW YORK BUSINESS SCHOOL**

11 W. 42d ST. (Cor. 5th Av.) WI. 7-9757

If you can't push up 100 lbs. or more overhead with one arm, you need RHEIN'S SUPERIOR SYSTEM of physical training.

**RHEIN'S GYM** 297 Third Ave. N.Y.C. We buy, sell, rent weights for home-training purposes. Dues, \$2 month.

**UNIFORMS FOR ALL PURPOSES BARNEY UNIFORMS** 406 East 149 St., Bronx Cor. 3rd Ave. ME. 5-5486

**FIREMAN—PATROLMAN \$1 Per Week**  
INCLUDES COMPLETE MENTAL AND PHYSICAL COMPLETE SECRETARIAL COURSES  
We Place Our Students Call or Write for Particulars Lowest Fees in Town!  
**STATIONARY ENGINEER CLASSES FORMING**  
If drafted while a student tuition will be adjusted, enabling student to study by correspondence.  
All instruction under personal supervision of Deputy Chief Robert E. McGannon, (Retired), New York Fire Dept. Over 30 years of experience in Civil Service.  
FOR BEST RESULTS IT'S THE  
**McGannon SCHOOL OF CIVIL SERVICE**  
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THE CIVIL SERVICE REQUIRES GOOD FEET  
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# 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.

## No Guarantee To Per Diem Employees

D. R.—The Civil Service law does not specifically provide for the length of service, days of employment, hours of work or method of payment of public employees. There is nothing in the law that assures a per diem employee employment for five days a week. How many days each per diem employee may work, the hours of assignment, etc., is within the discretion of the department head. He is not required to "guarantee" per diem employees at least 250 days of work each year. That is the budgetary maximum he is authorized to permit each per diem employee. So also may per diem employees be required to work overtime if necessary and make up for it by time allowance on daytime basis.

## The Law About Temporary Appointments

J. O. S.—The new law (chapter 612, laws of 1940) relating to temporary appointments in the New York state and city services went into effect October 1, 1940. Up to that time temporary appointments could be made for only one month and without regard to standing on the eligible list, at least so far as the state service was concerned. In the *Hilson* case the court held that under the former law there was no authorization for temporary appointments for more than one month except in the cases where there were no eligible lists available, that is, provisional appointments not exceeding four months. The law relating to provisional appointments in the absence of eligible lists was not changed by the 1940 law. The law relating to temporary appointments was changed so as to permit temporary appointments for longer than one month and not over six months in proper cases. The Civil Service Commission is required to determine whether a "temporary" position will actually continue beyond six months by "making due inquiry" thereof. If it finds that the position is one that is likely to

continue beyond six months, or there is no substantial evidence as to the definitiveness of the period of employment, the Commission may require that the alleged temporary position must be filled as a permanent one and certification will be made from the list in regular order. Even in the case of temporary positions that the commission finds to be actually such, certification will be made from the list in order of those willing to accept the temporary appointment. Those temporarily appointed will not lose their right to certification for permanent positions. They will continue on the eligible list and will be certified in regular order of original standing on the list when vacancies for permanent positions become available. In the last analysis, the determination as to whether the position should be filled as a temporary one or as a permanent one will depend on the particular facts in each case, and the commission will have to exercise its discretion and judgment as to the merits. Those who are appointed to temporary positions will not acquire "permanent status" unless they have been reached in regular order for permanent appointment and completed the probationary period of service which will begin with the date of appointment to the permanent place. Incumbents of temporary positions are not accorded the privileges or rights generally available to permanent appointees. They are not permitted to become members of the retirement system and do not have the benefits of restrictions on removal accorded permanent incumbents.

## No 'Right' To Leave of Absence

C. F. C.—An employee in the state or municipal Civil Service has no "right" to a leave of absence from one position to undertake a probationary period of service in another position—in effect holding his resignation from the old position in abeyance. This is at most a privilege which may or may not be accorded to an employee with the consent and ap-

proval of the department involved and the Civil Service Commission. I agree with you that the privilege ought to be extended as a matter of fairness and have encouraged the commissions to permit it in all meritorious cases. I have long felt that when an employee in a lower position accepts either a promotion or another appointment in a higher position after original entrance test, that he ought to be permitted to "try" out the new position and if he finds that the department does not believe he can make the grade in the new position, then he might well be placed in his old position. This would be fair both to the department and the employee.

## The Beggs-Brennan Cases

P. A. F.—The Court of Appeals did not change its ruling or decision in the Beggs and Brennan cases, as you appear to have been erroneously informed. On the contrary, the Court declined to change its ruling. It would appear, therefore, that the interpretation the Municipal Commission has given the original opinion of the Court is correct. (Incidentally, The LEADER's interpretation proves now to have been the correct one. An article explaining the court's ruling in the Beggs case was published right after the decision was handed down.—EDITOR.)

## Civil Service Privileges

G. L.—The rights and privileges to be accorded to public employees and persons on Civil Service eligible lists who are inducted into military service are provided in the Page Bill now before the Governor for consideration. It is believed he will approve the bill. Basically it safeguards all the pension, reinstatement, promotion, appointment, seniority, salary increment and similar matters during the period of military service or training.

## Do Draftees Get Vet Preferences?

J. Y.—Those serving in the military service as "selectees" or "draftees" (whichever you prefer to call them) become after their honorable discharge from such military service "veterans" apparently, but not "war veterans." Practically all the statutes relating to so-called "veteran preferences" are restricted to war veterans. Only war veterans are accorded any privileges in the State or city services in New York. In the federal service, however, the rule appears to be that all veterans, whether war or peace-time are accorded certain veteran preferences in civil service examinations.

## National Guard 'Mailman'

E. F.—The fact that you (a national guardsman inducted into the Federal military service) are performing the duties of a "mailman" for your regiment will not give you the right to appointment as a postal clerk in the P. O. Department after you are mustered out of the service. You will not be eligible for appointment unless your name is on the regular list for postal clerk and reachable for appointment in regular order. Of course, you will be given added credit for your military service when and if you pass the examination for postal clerk in the future.

## Different Types of Lists

L. S.—The state and municipal commissions seem to interpret the law relating to reinstatements from preferred lists as meaning that preferred lists must be used before promotion lists. That is, under the present law. There is a bill before the Governor, however, which would provide for use in the order stated of (1) department preferred list (2) promotion list (3) state-wide (or city-wide in case of cities) preferred lists, and (4) original entrance lists.

# Postal News

By DONALD MacDOUGAL

## Longevity

This week, postal men are talking about longevity. The big House of Representatives hearing is on Tuesday, April 22. Here's some lowdown on the bill and its chances... Its chances in the House are good... Its chances in the Senate are so-so... The publicity campaign of postal workers is bearing fruit... The Joint Conference is submitting a brief to the House Committee on Post Offices and Post Roads covering the subject for all its affiliated organizations.

## Clerks and Unipocs Discuss Amalgamation

Quietly, during the past two weeks, negotiations have been going on between the Clerks and Unipocs. Subject: Can the two groups amalgamate into one? The Clerks submitted to the Unipocs a detailed memorandum making these points: (1) it would be better to have one organization than two; (2) the amalgamation shall be subject to confirmation by members of both organizations in a national referendum; (3) the referendum would inquire as to whether the members would prefer to stay unaffiliated or affiliated with the AFL; (4) both groups would be bound by the result. Present status of the negotiations: Nothing definite.

## All at Sea

One of the least known of all postal services is the Sea Post Service, which, as its name denotes, takes care of the distribution of mail on board ocean-going vessels. Even before the start of the present war, there were less than 100 sea post clerks; and now, with Atlantic travel at a standstill, there remains a handful of men on Pacific vessels. These men are entitled to first-class accommodations on the steamships to which they are assigned, and they get expenses for board and lodging while in foreign countries. They are subject to ship's discipline to the same extent as passengers. Appointments are made only through transfer from the Railway Mail Service or from the classified personnel of first and second-class post offices.

## Politics

Isolation or Intervention? That's the problem bothering the boys in the approaching elections of the Railway Mail Association. Specifically, it comes down to this: should the Association interest itself actively in the legislation now before Congress, or should it as a group remain content with an interest only in these problems that concern postal men directly? The latter course is advocated by a group known as the Active Nucleus Party; the former by a group called the Progressives. And while these parties, as such, won't dominate the elections, still there is this divergence.

## Stray Stuff

If you Dodger fans must tell your favorite team what you think of them, telegraph, don't write. Uncle Sam frowns on naughty language to the extent of a \$5,000 fine, five years in prison, or both... Railway postal clerks don't wear a uniform. Only a badge.

## Symphony

The New York Post Office Symphony Orchestra is preparing an outstanding program for its coming concert at Julia Richman High School, 67th Street and 2nd Avenue, on Sunday evening, May 4. One of the big numbers on the program is Ballad for Americans. Any post office employee who plays an orchestral instrument or would like to sing in the chorus is welcome to join the group. If you'd care to join, go over to the Church Street Annex, Room 511, any Wednesday evening. Conductor of the orchestra is Jacob Katz; of the chorus, Alba Blum.

## Mutual Benefit Get-Together

Annual spring get-together of the Bronx Central Post Office Mutual Benefit Association will be held Saturday evening, May 10, at Vasa Castle Hall, 149th Street and Walton Avenue. Free refreshments. Proceeds go to the sick fund.

## How the Postal Retirement System Works

In response to many requests, we asked Martin Shapiro, President of Local 251, National Federation of P. O. Clerks, to write us a piece about retirement. Here it is:

The mandatory retirement age for supervisors is 70 years. A clerk, carrier or laborer must retire at age 65. Any supervisor who has at least 30 years of service may retire at his option at 68. A clerk, carrier or laborer who has at least 30 years of service may retire at age 63.

All employees pay 3½ percent of their salary towards their retirement. If an employee has 30 years of service and if during this period of time he has received \$1,600 a year for any 5 years of that service, he receives \$1,200 a year upon his retirement. The retirement system went into effect in August, 1920. In 1930 several additions were made to the law which may give employees of the future a little more than \$1,200 a year. Under that change the government allows \$30 a year for every year of service up to and including 30 years of service. That results in \$900. Then an employee is permitted to use his total deductions of the 30 years toward the \$900. At the present time a dollar has the equivalent value of about 8½ cents, so if an employee contributed a total of \$4,000 during his life time in the Post Office and wanted to apply it to his account, the account would read:

\$40,000 x .0854628 equals \$341.85 plus the \$900 gives him a retirement of \$1,241.85. However, this feature will not benefit the clerks, carriers and laborers until 1950, and even then by a small margin above the \$1,200 he receives now.

## How to Figure

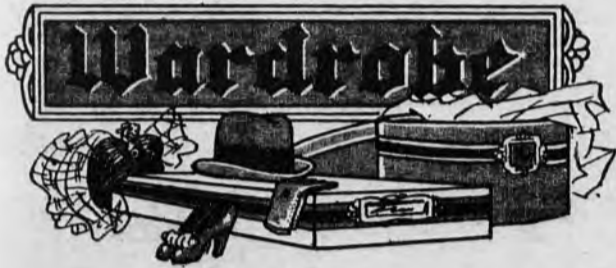
In 1940 a new addition was made to the retirement law. Employees are permitted to purchase additional retirement over \$1,200 a year. An employee may contribute up to ten percent of his salary. The employee must contribute in multiples of \$25. Since the retirement dollar is worth approximately 8½ cents, the total of his voluntary contributions times the 8½ cents will give the additional amount of annuity purchased. The employee never loses any of this money since if he dies before he retires his estate will receive the amount he contributed. And if he retires he will receive the additional annuity. And if his death should occur after retirement and he hasn't withdrawn all his money by the increased annuity, then his estate will get the remainder. However, I do not like this feature for the reason that if an employee contributes and after 5 or 10 years changes his mind, or else some unforeseen large expenditure arises, he cannot withdraw that money. Every penny he contributes voluntarily to purchase additional money remains in his account. And the only way he can get it back is to resign his position, or if he is dismissed. If he dies his estate gets it. But while he is in the active position he cannot get his money back.

## Additional Retirement

If an employee has at least five years of service and because of some illness becomes too disabled to work he may retire on disability. He then receives an amount based on his years of service. A good approximate way to figure is to allow \$40 for every year of service. If for example the employee has ten years of service he would receive \$400 a year; fifteen years of service \$600 a year. If the employee recovers he is permitted to seek reinstatement with any Post Office. He is allowed one year after recovery to do this. And generally he is reinstated with the same salary he was receiving when he became disabled.

(To be continued)

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# Civil Service LEADER

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MEMBER, AUDIT BUREAU OF CIRCULATIONS 

Tuesday, April 22, 1941

## Postal Workers Deserve Support

**T**HIS week postal workers are converging in Washington from throughout the United States. They are there for a single purpose—to protect their living standards in the face of rising cost of living.

The facts are simple.

- (1) Postal employees have had no salary increase since 1925.
- (2) The increase they're asking is only \$1.90 a week after ten years of service, and an additional \$1.90 a week each succeeding five-year period.
- (3) Promotion opportunities for carrier or clerk are comparatively few, and for most men and women these become dead-end jobs.

The program of the postal workers is embodied in a measure now before Congress known as the longevity bill. A House Committee is to hear the assembled postal workers this week on the longevity bill. It is understood that the balance of the bill's chances is precarious. No one can say whether it will pass or whether it will fail. That's why the postal workers should have the fullest support, especially of other Civil Service employees.

Congressman George O'Brien, of Michigan, stated the case for the postal workers aptly when he said: "It is a commonly accepted principle that for faithful and conscientious performance of duties in any line of endeavor there should be commensurate remuneration, and that remuneration should be increased in the degree that the employee's value to his employer increases. This is an accepted idea in private industry and in many government departments. . . . Most of those who make the government service their life work and sole means of income are young people, and either have or will have a home with a family. As the family grows the longevity pay will provide gradual increases in wages to correspond with the increase in the size of the family. . . . No matter how efficient a postal worker may be, he knows that in the first five years of service he has reached a peak in salary. This is an unnatural situation. Certainly it is not conducive to the well-being of any individual for him to realize after working for five years that he has already accomplished all he can reasonably expect to accomplish in his lifetime so far as salary is concerned."

These points are properly taken. Let's hope that Congress realizes the importance of postal employees to the nation—sufficiently to grant them the small salary increase they're asking.

And to make sure, all Civil Service employees should get behind the postal workers for the big push.

## A Petition to the Mayor On the 11-Squad Chart for Cops

Dear Mr. Mayor: As a member of New York City's Police Force, I feel that the 11-squad chart, which would give us a 48-hour swing each week, will improve the morale and efficiency of the men. I urge that you, as Chief Executive of the city, get behind the 11-squad plan and help us to gain the decent working hours which it provides.

Name.....  
Precinct.....  
Home Address.....

[Please send this coupon to the Civil Service Leader, 97 Duane St., N. Y. C. It will then be forwarded to Mayor LaGuardia.]

*Don't*  
**Repeat This!**



**S**TILL another group is readying to organize Sanitation Men. . . . One place where influence is of no avail is Hunter College Model School. . . . Evidence for disbarment proceedings against a New York City councilman is in the hands of a noted attorney. He hasn't yet decided about bringing the evidence before the Bar Association. . . . An attorney for the SEC was put away after he called Ben Cohen on the long-distance telephone at 1 a.m. to tell him that he had evolved four different schemes, each one guaranteed to solve the nation's economic ills.

### Labor Department

Postal employees half a century ago really had a battle before they won the eight-hour day. For five years after passage of the 1888 law the Department stymied it by maintaining that the eight-hour day meant a 56-hour week. Officials multiplied eight hours by seven days to get this figure. They held that if a man worked nine hours a day for six days, he actually owed the government two hours' work at the end of each week. It took the courts years to throw this argument out.

### Census News

A federal agency reports that this country has 123,000,000 rats. Which practically means one for each of us. . . . Certain cops are being criticized for seeking free notary service on Civil Service applications. . . . An investigator working with a public official, fearing threats because of his



A FEW WEEKS AGO Mayor LaGuardia, emerging from his annual budget retreat, unexpectedly appointed Thomas Joseph Patterson assistant budget director. None was more surprised or pleased at this news than Patterson himself.

He replaces Lester Stone, who goes back to the Mayor's offices as press and public relations secretary.

It was back in 1906 when Patterson, today a tall, well-dressed man with slightly graying hair, first entered Civil Service as a clerk in the Department of Finance "at what was then supposed to be a very good salary—\$1,040." Soon afterwards he was transferred to the Comptroller's Office to help prepare the department's annual report. Later,

exposes, has installed a device to record telephone conversations. . . . How come the DPUI's budget is never made public? . . . The

when the budget making duties were turned over to the Board of Estimate, he moved again. In 1933 when the Budget Director's Office was created, he was transferred to it. In 1935 he was promoted to chief examiner.

Of his appointment Patterson says: "It fulfills one of those hopes that we in Civil Service always have. It should be an incentive to Civil Service employees to see career men in high appointive jobs."

Patterson has known the Mayor a long time. He worked with him at frequent intervals since 1920 when the Mayor was president of the Board of Aldermen and a member of the Board of Estimate. Even then, he says, the Mayor was greatly interested in budget matters.

Outside of his work, Patterson has little time for other activities. "This is the kind of job," he says, "that ties one up. You either have to be here most of the time or take a little bag home at night with reports and other materials."

From his long experience in Civil Service Patterson has drawn some definite conclusions about it. He thinks it has reached a high point of development, but admits that sometimes there are injustices. "I've seen some of the best workers take exams and fail—it seems a shame. But generally speaking, it does bring out the survival of the fittest. Some tests should be made more practical, though I don't know just how.

"We're going through a different era. We are getting a more intelligent group but they lack the practical experience we used to get. I'd like to see people who have had some business experience coming into the service instead of those who get all their experience in the service."

War Department expects to hire 225 additional hostesses for the army camps; 15,000 applications are already on hand.

## letters

# The Lack of Federal Information

Sirs: Why doesn't The LEADER really do something about the lack of information coming from the United States Civil Service Commission? Once a fellow takes a federal exam he might just as well forget about things. Sometimes he hears from the government, sometimes he doesn't.

I can't see any reasonable explanation for this. Since a merit system will break down once the public stops taking exams, it is certainly a duty of the commissions to give the public some idea of what is happening. Keeping candidates in the dark, it seems to me, is about the best way of undermining confidence. Even if nothing untoward is happening, the mere silence from the commission brings on suspicion.

The city and state commissions, no matter how rushed, give candidates and eligibles information of every kind. Let's bring the Federal Commission out into the light!

EDWARD HOULIHAN.

The LEADER has received a great many letters carrying the same complaint: "We can't get information from the federal Commission." The Commission, on the other hand, has frequently indicated that the enormous difficulties under which it works sometimes make it impossible to impart the precise information desired by an eligible. The functioning of the federal Commission is far more flexible, less bound by simple regulations, than the city and state commissions. At the same time, such federal Civil Service formulas as the "quota system" of selecting personnel in relation to the population of various states, render it difficult to give an eligible the kind of answer he wishes to a question. The Commission is doing all

it can, under the circumstances, to enlarge its information facilities, and interested persons may have noticed that information today flows more readily than it did, say, a year ago. Nonetheless, it is our belief that the complaint of Mr. Houlihan is essentially justified. The LEADER will attempt in some measure to alleviate the problem by enlarging its scope of federal news-coverage.—EDITOR.

### Photostat Operators

Sirs: The list for Photostat Operator, Kings County Register's Office, has been established, as per an-

nouncement in The LEADER of April 8.

A practical examination was given to but 15 of the successful candidates in the written test. This was not r-ted. The list was then established on the basis of the written examination: 2 per cent of it being on photostat work, 98 per cent clerical.

Will those who are desirous of protesting this peculiar discrimination communicate with me with a view to taking legal action if necessary. J. R.

Address Mr. J. R., in care of The LEADER, 97 Duane Street, New York City.—EDITOR.

### An exclusive LEADER feature—

## CIVIL SERVICE IN WAR-TORN ENGLAND

J. Reagan McCrary, chief editorial writer of the New York Daily Mirror, has just returned from England. Before he left, Seward Brisbane, editor of The LEADER, asked Mr. McCrary to interview Civil Service employees and officials in Britain. What has happened to Civil Service in war-torn England? Has the merit system stood up or broken down? Have government workers done their part in the war effort? How have working conditions of government employees altered? The postal worker, the fireman, the stenographer, the sanitation man, the government clerk—what happens to their jobs when bombs are creating havoc? How are Civil Service employees performing their job of running the empire in time of crisis?

Mr. McCrary spoke to Civil Service workers—went into their homes, their shops, their offices; he studied the new conditions that confront them. And his exclusive story, soon to appear in The LEADER, is an exciting, vital contribution—important to every Civil Service employee and official.

# POLICE CALLS

By BURNETT MURPHEY

## Lehman Signs Police Bill

Despite opposition of police groups, Governor Lehman last week signed the Wadsworth Police Mobilization Bill which empowers him to use local police forces anywhere in the State in case of an emergency.

Hitherto, local police could be used only within the corporate limits of their own localities. Enactment of the Wadsworth Bill, sponsored by the Council of State Governments, permits the Governor to instruct the head of a local police force to dispatch his men wherever it is deemed necessary for them to serve. Thus, New York City cops could be sent anywhere in the State for duty.

In case cops are sent elsewhere than their own communities, the local officials can swear in substitute cops while the regulars are busy. Such substitutes serve only until the return of the regular police.

Watch The LEADER for an important Police story next week.

## Richmond Post Holds Entertainment

The Richmond County Police Post 1175 held its annual entertainment and reception on Sunday at George Cromwell Center, Pier 6, Tompkinsville, S. I.

## St. George Association Communion

The St. George Association of the Police Department will hold its fourth annual Communion and breakfast on Sunday, May 4. A parade beginning at 7:45 will start at Fifth Ave. and 61st St. and proceed to St. Thomas Church on 53rd for Communion. Breakfast will follow at the Hotel Astor.

## Latest Vacancy Statistics

At last week's end there were 709 vacancies as patrolman in the department. An additional 22 vacancies will probably be created when retirement applications are acted upon. The latest batch to step out will bring to a total of 72 the number of retirements since April 1, the date men with 20 years of service on April 1, 1940, begin receiving an extra \$50 a year pension.

There is still no word on when the Mayor will authorize new appointments to fill the constantly swelling number of vacancies.

## Suit Before Court of Appeals

The suit of a group of eligibles on the male telephone operators list to compel the use of their list for police department jobs is still before the Court of Appeals awaiting decision. When the exam for this position was announced, it was the intention of the Civil Service Commission to use the list to replace uniformed men who were serving at switchboards in the various precinct houses. However, before the list was completed, Commissioner Valentine used the regular patrolman list for telephone operator appointments.

The Court of Appeals will now rule on whether the Commissioner was within his rights in this action, or whether the male telephone operators list should be used for the jobs.

## Specials vs. Regulars

The suit brought by a group of eligibles on the Special Patrolman list to compel the Municipal Civil Service Commission to rescind the recent certifications of regular patrolmen eligibles and use their list instead for jobs on the city subways has been adjourned for two weeks. The special patrolmen contend they should have gotten the jobs as special subway police, and that their list had been declared appropriate for just such posts.

The Commission acted on orders from the Mayor in using the regular patrolman list, from which no other appointments have been made since last July.

The firm of Goldstein & Goldstein, of 135 Broadway, is handling the case for the eligibles.

## 11-Squad Chart: Nothing New

There is nothing especially new on the 11-squad chart, but efforts are still continuing to get the measure introduced in the City Council. If the present state of international events were not so pressing, undoubtedly there would have been action by this time. But some officials are cagey about enacting a measure which might have the net effect of decreasing the amount of police protection the city now has—even with the addition of more men.

## PBA Nominations

Nominations for officers of the Patrolmen's Benevolent Association will be made at the regular meeting of delegates on Tuesday, May 13, at the Hotel Commodore.

## Books for the Sergeant Test

As the sergeant exam gets closer, the last minute cram rush gets under way. So, if you haven't had a chance to look at the latest books, here is a list with some descriptive material:

**New York Criminal Law**, by Eugene Schwartz and William Goffen, is a 1,000-page volume, just off the press, that covers the essential procedural and substantive features. Basic cases and many recent ones are cited to illustrate the statutes. Ample chapters cover The Law of Arrest, Bail, Arraignment, Pleadings, Venue, Jurisdiction, Extradition, Evidence, Principals, Accessories, Accessories, Compounding, Double Jeopardy, Intent, Perjury, Bribery, Conspiracy and all the major crime classifications. Incidentally, Eugene Schwartz, one of the authors, is a lecturer at the Schwartz School (\$5.00).

**The Law of Arrest**, by Clarence Alexander—433 pages on arrest, extradition, evidence, malicious prosecution, crimes, etc., with supplements through 1940 (\$2.00).

**Police Interrogation**, by Lt. W. R. Kidd—198 pages on questioning witnesses and prisoners (2.00).

**Identification Problems—Criminal and Civil**, by Israel Castellanos, M.D.—215 pages covering fingerprints, dactylocope, bloodstains, hair, radiography, electrocardiography (\$2.00).

**Modern Police Work Including Detective Duty**, by James J. Skehan—687 pages of material on police procedure, discipline, crimes, and miscellaneous problems (\$3.00).

**Police Methods for Today and Tomorrow**, by George D. Callan—361 pages covering arrest, investigations, reports, evidence, firearms, use of the lab., fingerprinting, photography, bills, etc.

**Police Systems in the United States**, by Bruce Smith—384 pages of interesting material on police problems, organization and services (\$4.00).

**Home Study Course for Police Sergeant** is a mimeographed collection of material for intensive study prepared by Westchester Civil Service Institute (\$2.50).

There are four study manuals specially prepared for the Sergeant—Aid (\$1.00), Arco (\$1.50), Cord (\$1.50) and Morton (\$2.00). These contain previous examination sample questions, and special hints. The new manual is a must if you are really cramming. The Columbian Institute has prepared a Reference Guide and Index which sells for \$1.00 and the LEADER has put out a pamphlet with questions and answers and the 1937 test (40c).

All of these books may be purchased at The Leader Bookshop, 97 Duane St., New York City.

# Welfare Department News

By HENRY TRAVERS

## Chitterchatter

Lou Jaffee is Acting Director of the Division of Special Investigation. . . . Polly Carter Field, Assistant Director of Press and Public Relations, is collecting seeds for her garden these days. All kinds. Thank you. . . . Ed Rhatigan, Director of Public Assistance, is due for a big story in the Queens press—local boy makes good business. . . . Bill Paschell is back on the twelfth floor of 902 Broadway after tearing himself away from a Connecticut farm, where he spent a pastoral vacation. . . . Louise Spero of the Bureau of Finance and Statistics has just returned from a vacation in Florida. . . . Cliff McAvoy, Deputy Commissioner, is a first-rate violinist. . . . Then there is Teddy Schoenfeld in the Division of Methods, Procedure and Office Management and Arthur McGuire, Director of the Commodities Division—both pianists of concert calibre. Townsend Hand, Community Relations Chief, composes on the piano. . . . And Sarah Barish, Brooklyn Case Supervisor, looks right nice with 16 pounds gone. . . . The Department's annual report is being readied. . . . The Non-Settlement Office is buzzing with glee over the successful piece of business of getting funds out of occupied France for a local relief recipient. Which is carrying efficiency much farther than efficiency could go by itself. . . . Somebody told Ed Sander-son that summer is here. Ed's going coatless. . . . The home relief case-load has been dropping rapidly in the last two weeks.

## Study Books

Social Work Books Received at Municipal Reference Library—Social Work Yearbook, 1941, Russell Kurtz, editor; Introduction to Social Case Work, Josephine Strode; Social Supervisor and Investigator, Aid Pub. Co.; Education for Social Understanding; Programs of Case Work and Group Work Agencies, Gaynell Hawkins.

The American Public Welfare Association this week distributed two booklets: Intake in a Public Agency, Inez Tylor; and The Place of Case Work in the Public Assistance Program, Eda Houwink.

## Ranen Explains His Approach

Your reporter saw an article by Ellis Ranen the other week on the subject of staff relations, so we asked him for a capsule statement of his viewpoint. Here it is: "The basic philosophy governing all aspects of our relations with or-

ganized groups is that there can be no sole rights or privileges of any kind given to any one staff organization recognized in the Department, no matter what its size or orientation. The natural conclusion from this is that all our organizations are treated equally under the Department regulations. This principle of equal treatment is the most important factor in any management relations with staff organizations under Civil Service. In our Department, we require organizations, groups or individuals, whether they represent the majority or the minority of other organizations or individuals organized independently, to register with the Department and subject themselves to all regulations enunciated in the Commissioner's Executive Orders. It is made clear to them that while there are certain privileges given to all organizations, they are all similarly subject to our limitations. This, of course, does not necessarily mean that the principle works as satisfactorily for one organization as it does for another.

"On the question of distribution of political literature, the Department has taken a very definite stand, prohibiting its distribution by all organizations, irrespective of whether they are in the majority or in the minority. As a matter of fact, in this respect the Department is governed by a rule of the State Welfare Department prohibiting any political activity. The fact that a group may be a minority within a minority and therefore entitled to freedom of expression does not affect the distribution of literature dealing with political subjects. Actually, even if it did not deal with purely political subjects, I don't think we would permit the Department to become a battleground for the majority and minority groups of all our recognized organizations, as this would increase unrest, effect a waste of Department time and a loss of efficiency. In almost every one of our organizations there is a minority which disagrees with the views and policies of its majority or its leadership."

## To Maintain Social Gains

Recommendations were made the other day by the students and members of the faculty and alumni of the New York School of Social Work who sponsor the Conference to Maintain and Extend Social Services. The recommendations were identified with the following fields:

The assurance of a livelihood for families and individuals; the preservation and restoration of health; the assurance for all children of suitable education and favorable conditions

for growth and development; social services for children and adults who are at a disadvantage compared with their fellows; and the guarantee of real political, economic and social equality, unhampered by restrictions upon creed, race or color.

The conference was called to prepare a program that could be used as a basis for social action. If the economic and social security of the American people is to go forward, social services must be expanded—this conclusion of the White House Conference was reiterated by the group.

## New Certifications To Welfare Dept.

Certifications for clerical vacancies in the Department of Welfare have continued with the latest lists submitted to the department containing sixty-two names for thirty-five permanent positions and forty-two certifications for temporary jobs.

The last number reached in the certification for permanent positions is 4,033 while the last number of the list for temporary positions is 4,579.

The Attendant-Messenger list has been certified to the Park Department to the extent of 471 names. The last number reached in the certification for the permanent position is 2,407.

## The Orange and Blue

Numbers add up—and sometimes become significant. Food stamp statistics, for example. At this time approximately 300,000 sales will have been made and approximately \$4,000,000 paid for orange stamps; \$2,000,000 in blue stamps will have been distributed free. Thus the food buying power of the relief population has been increased by \$2,000,000 since March 1 and the business community has benefited to the same extent in new and additional business.

## Recent Assignments

In the list of assignments forwarded last week, the following correction should be noted.

David Kaplun, Asst. Supervisor working in the capacity of Acting Case Supervisor of D.O. 40, is still working in D.O. 40 and has not been transferred to D.O. 46.

**ASSISTANT SUPERVISORS**  
Abigail Semans, DO 11; Alfred Lockitt, DO 83; Austina J. Jackson, DO 84.

**SOCIAL INVESTIGATORS**  
Edith Frankel, DO 32; Lee Leibowitz, DO 73; Ernest Schroeder, DO 17; Milton Kurland, OAA-Man; Blanche Dansky, DO 15; Yetta Karp, DO 72; Mollie Slobodkin, DO 72; Rose Narin, DO 60; Henriette Crocco, DO 99; Gretchen Gutbrod, DO 43; Hattie J. Dolgin, DO 40; Fannie Schwartz, DO 84.

# Mental Hygiene Notes

By JOHN F. MONTGOMERY

## Brooklyn Ball

Fourth annual ball of the Association of Brooklyn State Hospital Employees was held Saturday night at the Columbus Club, 1 Prospect Park West, Brooklyn. Joseph E. Walla was chairman of the arrangements committee, assisted by David Carey, Rose Wesner, Helen O'Brien, James Pritchard, Jack Graney, Maurice Garbus, Margaret McLaughlin, Alma Graham, Lawrence Gamache, Carrie McCourt, Helen Kennedy, Clea Sutton, and Mildred Eliassen.

## Veteran

Another long-time employee of Hudson River State Hospital is about to retire. This time it's John Leydon, Special Attendant Truck Driver in the Farm and Grounds Department, who leaves April 30 after 34 years, three months, and 22 days service in the Poughkeepsie institution. This Friday at 12:30 p.m., a farewell party will be held in the Amusement Hall.

## Eating and Thinking

That's the title of a cute item appearing in the current Mental Hygiene News. Here it is:

"What this country needs is not a good five-cent cigar or a longer, cooler smoking cigarette but a real awakening as to the relationship be-

tween what a person eats and drinks, and the results such eating and drinking produce. Of course it is difficult to prove that the eating of a square meal or the smoking of a cigarette produces a definite effect on the body and brain but any close observer knows the effect is there, whether we can describe and prove it or not. What we eat and drink affects the brain as well as the body."

## Bowling

The women's bowling team at Harlem Valley State Hospital will celebrate recent victories at a dinner Wednesday evening, April 23. In charge of arrangements are Charlotte Linehan, Katherine Wall and Alyce Kowalski. Recent resignations: student nurse Thaddeus Adamiec, Arthur Michaels. New employees at Wassale State School: Ruth Pitkin, Mrs. Lydia P. Martin, Josephine Marino, Ernest White, Helen Burke. These have resigned: Clarence Perry, C. James Decker.

## Progress of the List

Here's the latest on the progress of the rapidly decreasing Hospital Attendant list:

In zone 4, questionnaires have gone down to eligible No. 12,103. Within the five borough, certifications among

the men have gone to 4,158 and to 993 among the women. Latest appointments are 3,885 among the men and 940 among the women.

Outside New York City, the latest certifications are 11,716 among the men and 7,931 among the women. Latest appointments are 9,029 for the men and 7,171 for the women.

A total of 132 permanent appointments—84 men and 48 women—have been made in zone 2, along with two temporary appointments. There have been 262 certifications, with 36 still outstanding. Last number certified was 6,366 (860 in the zone) and last number appointed was 4,805 (660 in the zone). Questionnaires have gone down to 7,736 (1,064 in the zone) among the men and to 3,192 (424 in the zone) among the women.

In zone 3, 253 certifications have been made. Of this number, 133 were appointed, but 14 failed the medical test after appointment. 78 persons failed to report, refused appointment, failed the medical prior to appointment, or were rejected because of unsatisfactory employment records.

Lowest man certified was 12,479 (920 in the zone) and lowest man appointed was 11,501 (744 in the zone). Among the women, the lowest certified was 14,155 (1,015 in the zone), and the lowest appointment was 11,464 (838 in the zone).

Mention of the CIVIL SERVICE LEADER is the best introduction to our advertisers.

# Teachers Newsweekly

## Review of the Week

An impressive array of alumni and defenders of Townsend Harris High School spoke at the budget hearings last Wednesday. Included were former State Senator Albert D. Wald, Municipal Court Justice James W. Donoghue, Mark Starr, vice-president of the American Federation of Teachers, Assemblyman Davidson, Professor Edman of Columbia, and Mrs. George Z. Medalie, member of the Board of Higher Education. . . . Mrs. Medalie read a resolution adopted by the Board of Higher Education to urge the restoration of the \$100,000 eliminated from the 1941-1942 budget funds. . . . Fireworks started as soon as she finished speaking. . . . Reuben Lazarus, another Board member, stated that the board had not arrived at a definite decision on the subject. . . . Asked to explain by Borough President Lyons, Lazarus said, "The resolution adopted unanimously provided that three members of the board appear before the Board of Estimate to urge restoration of the fund. It did not specifically provide for their appearance today." The debate on Townsend ended with a castigation by President Marshall of those who sought to contrast the achievements of intellectually superior Townsend students to the thousands of ordinary public school students. Marshall said, "It's very bad business for people who don't know anything about public education to make the intellectually snobbish kind of statements that were made today." . . . Ten more teachers have joined Uncle Sam's military forces, seven via the draft at \$21 per month, two as second lieutenants at \$131 per month and one, Daniel J. Brimm, teacher of Aviation Mechanics in the High School of Aviation Trades, as lieutenant commander assigned to the Navy's Bureau of Aeronautics in Washington, at \$250 per month. . . . For the third year in succession Newtown High School's X-Ray won

the award for typographical excellence at the Columbia Scholastic Press Conference. . . . George F. Pigott, Jr., director of the emergency national defense training program, has announced that the Board of Education will conduct special classes for soldiers in Fort Totten and Fort Tilden in auto mechanics and clerical work. . . . College graduates who would like to become teachers are urged to learn a trade. . . . not to practice the trade, but to teach it. . . . At that, many substitutes on the present License Number One list probably wish they had learned a trade, not to teach, but to practice it. . . . Released time will be discussed at a luncheon at the Hotel Delmonico, Wednesday, April 30, 1941, under the auspices of the Teachers Guild Associates. . . . A beaded vest that once belonged to Buffalo Bill is on display at the Midwood Gallery in the new Midwood High School.

## Test for Teacher Of Home Economics

A new examination for license as substitute teacher of home economics (foods and household care) was announced by the Board of Examiners. Applications can be obtained at 110 Livingston Street, Brooklyn, and must be filed, with the \$2 examination fee, by Monday, May 5. Applicants are required to have a baccalaureate degree or equivalent preparation, including 12 semester hours in appropriate courses. Six of the twelve hours must pertain to junior high school work, and at least one course must be in history, philosophy, principles or problems of education, adolescent development or educational psychology, methods of teaching or educational psychology, special methods of teaching the subject. In addition candidates must offer 36 semester hours in approved courses related to the subject and they must have had a year's teaching

experience. Six semester hours, or 120 clock hours, of observation and supervised practice teaching in the subject may be substituted for the teaching experience.

Age limits are 18 to 41. These may be waived for applicants who have served as substitutes, teachers-in-training, or teachers of approved WPA projects within the past five years.

## New Eligibles

The Board of Examiners placed the following names on eligible lists for holders of licenses as teacher of day high schools in the subjects indicated. Auto Mechanics: John J. Rohan, Brooklyn, 73.23; Building Maintenance and Service: John A. Lavery, Bronx, 77.69. Electrical Installations and Practice: James Hepburn, Bronxville, N. Y., 77.84; William Fasbender, Brooklyn, 73.22; Thomas J. Dinan, Bronx, 70.33. Woodturning: Edward Morgan, Bronx, 79.36. Woodworking: Stephen J. Seifert, Richmond Hill, 75.86; Ignatius Ferrante, Elmhurst, 74.19; Charles H. Johnson, Walden, N. Y., 73.76. Trade Dressmaking: Yolanda Perri, Brooklyn, 62.62.

## Playgrounds Open

Spring is here, officially. The circus made its annual appearance in the Garden, Mayor LaGuardia gave his annual pitching performance in the local ball parks, the Board of Estimate held its annual budget hearings. All these happenings indicated the arrival of the gentlest, most desired season of the year. But the most definite, most certain sign that Spring has arrived was the announcement, last week, by Acting Superintendent of Schools, John E. Wade, that 160 elementary school playgrounds will be opened to children until 6 p.m. each evening. High school students and adults will be allowed to play after 6 p.m.



# You and I

by May Andres Healy

May Andres Healy is granted the widest latitude in expressing her views. Her opinions do not necessarily represent the views of The Leader.

ALTHOUGH the Mayor asks the Board of Estimate to prune five and a half million dollars from the education budget for 1941, some members of the board display a definite inclination to disregard the Mayor's wishes.

The unwilling members of the Board of Estimate feel the Mayor has gone too far in his drastic recommendations for cuts in the educational budget, especially when the slash will affect teachers in training, the bureau of attendance, evening schools, wage standards and teaching positions—all important phases of our existing school system, which certainly is one of the best in the nation.

There, too, are other matters of school organization sorely and adversely affected by the proposed mutilation of education funds, but the ones mentioned above are enough to have made several men of the board look askance at the Mayor's suggestions. Beyond the knowledge that the intended budget would partially cripple the school system, as we know it, these doubting board members also expressed the common view that the Mayor had been woefully inconsistent in his statements about the budget for education. And in lieu of that it's evident they intend to make up their own minds.

## Only Two Are Bound

Of the entire board probably only two members are bound to follow the Mayor's instructions implicitly, the president of the council and the comptroller. The others by their questions at the recent budget hearing indicated they felt the original Board of Education budget was none too large for the operation of the New York City School system.

Therefore we hope the opposition on the board of estimate intends to return some of the items the Mayor seeks to delete. For instance, any fair-minded city official would realize at once that to cripple the Bureau of Attendance would also lessen the amount of state aid received by the city.

Attendance officers are necessary to keep some children in school. If the children are not kept in school, and the attendance drops, state aid which is based on attendance, also decreases. The bureau of attendance already is under-manned, but the Mayor's proposed budget almost totally incapacitates it. It makes no sense whatever when the Mayor, or anybody else, cries about lack of capital to operate and then proceeds to shut off a source of revenue.

## No Sense

And speaking of making no sense, the action of the Mayor in cutting the education budget, after the terrific fight staged in Albany this year for full state aid by teachers, stands out to us as one of the silliest moves in the history of New York City's administrators.

The teachers fought a bare-knuckled fight with the legislature to keep state aid from being slashed to bits. They won a victory which made it unnecessary for the city to assume the full burden of education. In addition, they actively favored the release of the relief surplus so the Mayor could draw upon it—not for education, but for any purpose he saw fit. In short, the teachers have tried to help the LaGuardia administration, not hinder it. Yet the Mayor would cripple the school system for no real reason. The city isn't broke, it isn't even hard up. We fear this may be a whim of the Mayor's.

That makes us pretty mad.

# Park Topics

By B. R. MEEHAN

## Richmond Park Employees to Dine

The fifth annual dinner and dance of the Richmond Council of the Greater New York Park Employees Association, will be held Saturday, April 26, at Atlantic Inn, 2052 Richmond Road, Grant City, Staten Island.

George Curry is chairman of the arrangement committee.

## Park Employees Elect Officers

At the March meeting of the Greater New York Park Employees Association, Inc., held at the Bronx County Building, 161st Street and Walton Avenue, the following officers were elected for the ensuing year: President, James J. Flanagan; first vice-president, James Gerard; second vice-president, John Campbell; secretary, Edward F. Johnson; treasurer, Selma Bernstein; financial secretary, Angelo Rubano.

## Promotion to Gardener

Study Series No. 20

The following is a continuation of recommended readings for study preparation.

Principles and Practice of Pruning by M. G. Kains.

Shrubs by F. F. Rockwell. Garden Lilies by I. Preston. Gladiolus by F. F. Rockwell.

Vines for Every Garden by Dorothy H. Jenkins.

Weeds by W. C. Muenscher.

Henderson's Handbook of Plants and General Horticulture by Peter Henderson.

Our Shade Trees by E. P. Felt.

231. Fusarium is (a) hibiscus (b) soil fungus (c) tiger lily (d) a fungicide.

232. Plant disease control methods are generally classified into four groups: (a) protection (b) eradication (c) immunization (d) exclusion.

Discuss thoroughly the importance of each measure.

233. Chlorosis is (a) damping off (b) the grub of beetles (c) a plant disease (d) green coloring matter in plants.

234. The horticultural term "pip" has several meanings. Discuss three.

235. Muscari is (a) grape hyacinth (b) rose-mallow (c) painted daisy (d) a mulching medium.

236. The invalid statement, with reference to pachysandra is (a) that it is a sub-shrub (b) that it is a ground cover plant (c) that it is easily propagated by cuttings (d) it does not produce fruit.

237. Directions: N. Y. C. is divided into five boroughs. Each park in item 1-20 is located in one of these boroughs. On the answer sheet, write the name of the borough in which the park is located.

- |                    |                   |
|--------------------|-------------------|
| 1. Canarsie.       | 11. Fort Greene.  |
| 2. Dyker Beach.    | 12. La Tourette.  |
| 3. Baisley Pond.   | 13. Shore Road.   |
| 4. Clove Lakes.    | 14. Sound View.   |
| 5. Jacob Riis.     | 15. Willowbrook.  |
| 6. Highbridge.     | 16. Fort Tryon.   |
| 7. Sunset.         | 17. Highland.     |
| 8. Crotona.        | 18. Wolfe's Pond. |
| 9. Ft. Washington. | 19. Inwood Hill.  |
| 10. Ferry Point.   | 20. Cunningham.   |

238. Burgundy mixture is (a) a copper spray used effectively on small fruits (b) a lawn seed mixture (c) a type of mulching material recommended for tulips (d) a substitute for bone meal.

## ANSWERS

The following are answers to Study Series No. 19, which appeared in last week's LEADER.

220. (a), 222. (b), 224. (c) 226. (b), 228. (b), 229. (c), 230. (c).

A new set of questions, and answers to above questions, will appear in next week's edition of the LEADER.

## Climbers, Pruners

The Climbers and Pruners Eligible Association will hold its next meeting on April 24, at Germania Hall, 16th Street and 3rd Avenue, at 8 p.m. All eligibles who have taken their practical test should make an effort to attend. The budget report, its effect on climbers and pruners, and future appointments will be discussed.

## Park Supervisors to Hold Annual Dance

The annual entertainment and dance of the New York City Park Supervisory Employees Association will be held at Manhattan Center Ballroom, 34th Street and Eighth Avenue, Wednesday evening, May 28.

Music by Dan King and his famous orchestra. Entertainment at 11 o'clock by the World's Fair Review. Subscription prices are \$1 for gentlemen and 50 cents for ladies. Dancing until 2 a.m.

Advance tickets can be bought from President, John J. Devlin, 1254 Franklin Avenue, Bronx, New York.

## Park Supervisors To Hold Dance

The annual entertainment and dance of the New York City Supervisory Employees Association will be held at Manhattan Center, 34th Street at Eighth Avenue, on Wednesday evening, May 28.

Dan King and his famous orchestra and World's Fair Review will feature the entertainment for the evening. Subscription, \$1 for gentlemen and 50 cents for ladies.

## Odds 'n' Ends

Scenes at the twenty-fifth annual dinner of the Manhattan Park Assistants dinner held at the Hotel Abbey on April 15. . . . The distinguished appearance of Mrs. Julia Lamb . . . John Fallace still a waltz king. . . . Joe Mertl's rendition of that lovely song (at least he tried). . . . Mary Ann Halpin's infectious giggles. . . . Joe Durkin's dancing routine (still a youngster). . . . Francis Sullivan surrounded by a group of old timers. . . . Anthony Konchalski the only rhumba dancer present. . . . Mary Sullivan as nice as ever. . . . In all it was a huge success. . . . Five hundred and seventy-six candidates filed for Gardener's promotion exam. . . . The Five Boro Permanent Ass't Gardeners Association were represented at the budget hearing at the Board of Estimate on April 13, by a committee of three. Mr. Edward Sanseverino,

president, spoke extensively about the plight of the Ass't Gardeners with reference to holidays, no sick leaves and five-day week during winter. Mr. Frank Bonjorno maintained that by placing all Ass't Gardeners on a per-annum scale, the city would effect a savings of approximately \$24,000 in the 1941-42 budget, and in addition gain 69,000 man working hours. Mr. Max Selkowitz discussed the different type of work that was necessary to perform under their title. Salary requested was \$1,550 per annum with four increments. A full report of the committee will be rendered at the next meeting of the organization, the first Tuesday in May, at 8:30 p.m., at the City Court house, 52 Chambers Street, Manhattan. . . . The playground director's list expires September 20, 1942; Assistant Gardener, April 12, 1943; Climber and Pruner, May 14, 1944; Police woman (Parks), February 14, 1944; Plumber (Parks), January 3, 1944; Attendant Messenger, December 2, 1941. . . . The next meeting of the Ass't Gardener Eligibles Association will be held on Tuesday evening, May 27, at 8 o'clock in the auditorium of Washington Irving High School, East 16th Street and Irving Place, Manhattan. All eligibles are invited to attend, since there will be a read a full report on the budget.

# Study Corner

N. Y. U. has opened a course for Junior Accountant by Frank A. Dunn. . . . 15 sessions for \$20. Other courses are being given by Delehanty. New York Business School, Mondell, Rand School and Drake's, and H. A. Stich. . . . Delehanty's is turning out Airplane Craftsmen, Welders and Machinists in 7 to 10 weeks for the defense industries. . . . Iowa State College Library has published a list of books and publications for mechanical trades in connection with defense activities. It contains a list of 350 books on subjects from Air Conditioning through Wood Working.

The Municipal Reference Library

has available a number of books study manuals and former examinations for those studying for the promotion examinations in the Sanitation Department:

Hopkins: Elements of Sanitation. New York City: Department of Sanitation. In-Service training course.

American Public Works Association. Street Cleaning Practice.

An interesting booklet called "Intensive College Typing" has been released by Charles R. McCann of the McCann School of Business, Reading, Pa. He advocates use of strong fingers and includes 74 lessons which can be practiced at home.

New York City Male Hospital Helper List

Qualifying, Written, Medical and Physical

Table listing names and numbers of hospital helpers, organized in columns. Includes names like S E Connor, F P Cambria, Thomas Della, etc.

ADVERTISEMENTS

BIDS AND PROPOSALS

State of New York, Executive Department, Division of the Budget, Capitol, Albany, N. Y. Sealed proposals will be received by Hon. Abraham S. Weber, Director of the Budget, Room 113, State Capitol, Albany, N. Y., until 5 P. M., Wednesday, April 20, 1941, when they will be opened and read for approximately 65,000 lbs. of trap grease at Pilgrim State Hospital, Brentwood, Long Island, N. Y., for a period of one year from date agreement is signed.

LIQUOR LICENSES

Notice is hereby given that License No. RL1120 has been issued to the undersigned to sell beer, wine and liquor at retail under the Alcoholic Beverage Control Law at 20 West 56th Street, City and County of New York, for on-premise consumption. Miyako, Inc., 20 W. 56th St.

LEGAL NOTICES

WASIL SARKOVITCH ALSO KNOWN AS SARKOVICH - 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, Ella 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 Czajczyce, Zosia C. Kozicka, Jan Danilewicz, Michael Danilewicz, Anna Danilewicz, Helena Danilewicz and to "Mary" Sarkovich or Sarkovich the name "Mary" being fictitious, the widow of Wasil Sarkovich, etc. ad. ad. If living, or if dead, to the executors, administrators and next of kin of said "Mary" Sarkovich or Sarkovich deceased, whose names and Post Office addresses are unknown and cannot after diligent inquiry be ascertained by the petitioner herein; and the next of kin of Wasil Sarkovich also known as Sarkovich deceased, whose names and Post Office addresses are unknown and cannot after diligent inquiry be ascertained by the petitioner herein; being the persons interested as creditors, next of kin or otherwise in the estate of Wasil Sarkovich also known as Sarkovich, deceased, who at the time of his death was a resident of 167 East 102nd Street, New York City.

Eligibles on the above list are entitled to the special \$1-a-year subscription offer to The Leader. The regular price is \$2. Send check, cash, or money order to Civil Service Leader, 97 Duane Street, New York City.



Senior Statistician (Social Service) Subject to Medical

- Herbert L. Bryan, 87.20
William Lassow, 81.36
Harry N. Falkin, 80.12
Harry Sussman, 78.00
Joseph Zucker, 73.40

Senior Statistician, Subject to Medical

- Herbert L. Bryan, 86.98
William Lassow, 84.58
Vivian Pessin, 82.86
Harry H. Goode, 80.24
George Kerchner, 79.84
Harry N. Falkin, 79.22
Morton S. Nagelberg, 75.06
Sylvia L. Parker, 71.90
Harry Sussman, 77.88

Senior Statistician (Vital Statistics) Subject to Medical

- Vivian Pessin, 84.28
Harry H. Goode, 81.28
Sylvia L. Parker, 79.30
Mollie Orshansky, 75.74

Deputy Medical Superintendent, Grade 4

- Manuel Kalman, 86.35
Harvey Collance, 84.15
Ferdinand Piazza, 83.25
Benjamin G. Dinin, 83.25
Louis H. Harris, 81.10
Clarence Chambers, Jr., 80.60
Abraham Leikenohn, 80.00
Jacob Schneider, 78.45

Promotion to Towerman--Independent Division of N.Y.C.--Transit System--Operation

- Abraham Polikoff, 81.875
Patrick Casey, 81.375
William F. Hunt, 81.00
Thomas J. Dougherty, 79.50
Joseph Rosenthal, 79.125
Joseph C. Dassori, Jr., 79.00
Sylvan Katz, 78.25
Joseph Henkes, 77.25
Milton C. Faulbrook, 77.125
Joseph E. O'Callahan, 76.875
Lawrence E. Pozze, 75.25
John Kelly, 74.00

Administrative Assistant, Rensselaer County, Board of Child Welfare (Promotion)

- Broderick Marg M, 84.80
Special Deputy County Clerk, Onondaga County (Promotion)
Fallon Michael W, 92.425
Crannigan J N, 92.245
Bundy Stanley A, 91.285
Panantides D, 90.75

Senior Accountant, Public Service Commission

- Angelus, N. T., 88.62
O'Sullivan, John J., 86.24
Boyd, Wm M., 85.48
Blois, Louis E., 84.89
Jordan, Matt., 83.64
Dunigan, J. R., 83.52
Howard, Frank L., 82.98
Mackoul, T. R., 82.74
Johnson, C. Arthur, 82.59
Stein, P., 82.21

Superintendent of Highways, Chemung County

- Sweet, Robt W., 89.85
McNevin, John J., 88.58
Bonart, Floyd E., 86.15
Mollison, Lester J., 83.65
Collin, Fred, 81.90
Assistant Examiner of Town Highway Accounts
Kraccht, A. R., 89.96
Quinn, Patrick F., 89.75
Wolinsky, Moses, 87.30

New State Eligible Lists

Junior Budget Research Aide (Open Competitive)

- VanLaak John W, 88.85
Foster C H, 88.55
Sheridan Chas B, 88.25
Hinman C S, 87.65
Graves J S, 86.35
Allan Leo, 86.25
Daniel Michael F, 83.90
Dollard R H, 83.55
Mattos A, 83.25
Niessen Stanley, 82.85
Schweber M, 82.70
Finkelstein A, 82.05
O'Donnell Edw T, 82.00
Casady E J, 81.90
Harris Alex, 81.50
Leitch E V, 81.35
Dermod James A., 81.05
Summer E J, 80.50
Schwartz Jos, 80.25
McDermott Wm K., 79.65
Clayman A S., 79.65
Wingert Elliott S., 79.10
Storper David H., 78.70
Gallagher J P., 78.60
Bernstein Jacob, 77.50
Barcelon M R., 77.50
Rahn Chas W., 77.50
Wilson Robt E., 76.00
Herenbaum J., 75.00

Chief, Department of Police, Town of Mt. Pleasant, Westchester County (Promotion)

- Rooney Edw Jos, 84.488
Grady Wm T Jr, 81.152

Assistant File Clerk, Division of Laboratories and Research, Health Department (Promotion)

- Giavelli Alice H, 88.891
Griffiths Ethel T, 84.859
King Margaret M, 83.803

Hearing Representative, New York Office, State Insurance Fund (Promotion)

- Moss Perry, 88.842
Goldman Jacob J, 87.497
Busell Louis, 87.306
Vidaver Robert, 87.139
McEniry Thos J, 86.396
Kirschbaum I, 83.879

General Storekeeper, Purchase Department, Westchester County (Open Competitive)

- Mullings R, 95.985
Kramerink Louis, 93.775
Kramer J A Sr, 92.735
Bogle Walter, 91.66
Jones Hugh R, 91.200
Malley Edw J, 91.290
Downey Edward J, 90.518
Smith Gerald E, 90.16
Eilers Rudolf M, 89.965
Schindelman S S, 89.875
Donovan John F, 88.975
Traber Chas F, 88.34
Peterson Albert E, 87.860
Sachs Julius, 87.70
Garfinkel Max, 87.34
Borchers F C, 86.905
Swift Harry L, 86.615
Pearnsall Arthur E, 86.260
Kemp Wm F, 85.275
Minck Edw A, 85.085
Britcher James C, 84.705
Bova Consig, 83.69
Daly Walter F, 83.61
Murphy Joseph N, 83.580
Green Arthur, 83.515
Herb Edw W, 83.50
Falasca Lawrence, 82.39
Callaway Wm Jr, 82.340
Tait Wm H, 82.260
Palmer Victor L, 81.90
Stots Wm A, 80.75
Hersh Julius D, 80.035
Wilcox Chas W, 80.25
Grune Edw F Jr, 80.00
Ranfieri Geo, 78.16
Rockett Thos F, 78.36
Byrne James J, 76.00

Superintendent of Highways, Warren County (Open Competitive)

- Bisbee Frank L, 91.10
Osborne Herrick, 89.05
Hastings John A, 86.90
Ellis Edw M, 85.70
Davis Norman E, 82.35

Senior Aquatic Biologist, Conservation Department (Open Competitive)

- Senning Wm C, 90.00
Raney Ed C, 85.72
Royce Wm F, 81.96
Rayner H John, 78.78

Settlement Accounts Clerk, Public Welfare Department (Open Competitive)

- Hirsch Mildred L, 91.60
Campbell Elenore, 91.10
Murphy Hazel, 90.85
Rooney Fran M, 90.80
Shull Ralph, 87.27
Gugliuzza Grace, 85.98

Administrative Assistant, Rensselaer County, Board of Child Welfare (Promotion)

- Broderick Marg M, 84.80

Special Deputy County Clerk, Onondaga County (Promotion)

- Fallon Michael W, 92.425
Crannigan J N, 92.245
Bundy Stanley A, 91.285
Panantides D, 90.75
Gallagher Paul W, 88.18
Malier D J, 87.237
Kopp Hyman, 86.60
Zinsmeister Eldon, 85.50
McKinley John H, 85.05
Roth I, 82.12
Amendola A F, 80.00
Bixby J W, 76.50

Senior Accountant, Public Service Commission

- Angelus, N. T., 88.62
O'Sullivan, John J., 86.24
Boyd, Wm M., 85.48
Blois, Louis E., 84.89
Jordan, Matt., 83.64
Dunigan, J. R., 83.52
Howard, Frank L., 82.98
Mackoul, T. R., 82.74
Johnson, C. Arthur, 82.59
Stein, P., 82.21
Silbar, Jos I., 82.17
Wicker, C F., 81.50
Grewling, C J., 81.23
Jannott, E F., 81.18
Baker, John L., 80.70
Quinn, Frank L., 80.58
Gasser, A R., 80.35
Vallone, A A., 80.29
Larson, Ernest G., 79.80
Smith, F H., 77.89
Landers, John D., 75.87

Foreman, Shoe Manufacturing Department, Sing Sing Prison

- Dodd, Joseph M., 98.00
Devine, John J., 97.00
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King, Joseph L., 95.75
Leitl, Thos., 94.00
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Feinberg, Joseph, 91.00
Schenck, Mack, 90.50
Terranova, Nicholas, 90.00
Cass, Louis, 90.00
Rosenfeld, Benj., 90.00
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Elliott, Alson R., 89.25
Desimone, John A., 89.00

Head Janitor, Department of Public Works, Westchester County

- Engel, Earl C., 86.10
Mathews, Percy R., 85.70
Coyne, John J., 83.90
Garthwaite, A N., 81.70

Associate Clinical Psychiatrist, Department of Mental Hygiene

- Riemer, Morris D., 82.59
Polatin, Philip, 82.07
Brussel, J., 81.56

Senior Assistant Physician

- Thilim, D M., 86.50
O'Neill, L D., 86.47
Baum, Theo, 86.05
Yost, Murray A., 85.56
Willmott, Robt O., 85.41
Bernstein, N K., 85.02
Young, R J., 84.85
Bryan, L L., 84.62
Schutzer, U., 84.61
Johnston, W C., 84.56
Pleasure, H., 84.39
Train, George J., 84.15
Henne, Frank R., 83.57
Murphy, Jas., 83.46
Elliott, Helen E., 83.32
Lewis, C V., 83.10
Doltolo, Jos J., 83.04
Schwartz, J H., 83.02
Cline, Wm B, Jr., 82.96
Vaughan, Roland, 82.57
Young, Grace, 82.47
Terranova, Samuel, 82.46
Chiarello C J., 82.42
Kwalwasser, S., 82.35
Palmer, Lauchlin S., 82.30
Bennett, C L., 82.27
March, Thos A., 82.26

Account Clerk, Onondaga County Veteran Relief Commission

- Macaulay, John T (DV), 80.21
Joynt, Edz, 87.32
Mott, Virginia E., 84.50
Wadas, Edw L., 79.47
Gadzala, Matthew, 79.36
Schuderer, Ellen R., 77.00

Senior Medical Biochemist, Division of Laboratories and Research, Department of Health

- Bovarnick, Max, 85.25

Senior Laboratory Technician, Department of Mental Hygiene

- Osofsky, Abraham G., 83.00
Saltzman, Mollie, 82.132
Heinemann, Bernard, 81.60
Graef, Ernst L., 80.932
Fitzgerald, Helen, 80.40
Roth, Rosalind L., 78.332
Robbins, Sylvia S., 78.332
Blust, Helen, 77.732
Eckles, John H., 77.40
Caroline, Leona R., 77.40
Member, Samuel, 77.152
Steinberg, Philip, 76.968
Adler, Jean, 76.80
Rights, Fred L., 76.532
Mayer, Sam A., 76.268
Cooper, Anita, 76.268
Silverstein, Jos K., 75.60
Messe, Ruth L., 75.60
Weissbard, Edw., 75.00

Examination Requirements

U. S. Tests

Junior General Mechanic
Salary: \$1,320 to \$1,380. File by April 28. Place of employment: various government agencies in the New York metropolitan area in New Jersey and New York. Age limit: 40.

Duties
Under supervision of artisans, to perform various kinds of tasks involving construction or maintenance in the trades or skilled occupations; and to perform related work.

Requirements
Two years of mechanical experience, which must have included two or more of the metalworking or woodworking trades. A general

MACHINIST (ELECTRICAL)
Salary: \$1,800. File by May 16. Age limit: 62. Requirements: completion of a four-year apprenticeship as machinist, or four years of practical experience in the trade. This must have included one year of experience in the installation, test, repair, and maintenance of motors, generators, switchboards.

Storekeeper
For filling the positions of labor checker, \$1,620; material checker, \$1,620; junior checker, \$1,440; junior storekeeper, \$1,440; under checker, \$1,260. File by April 24. Age limit: 18 to 53.

Duties
Under immediate supervision to check, verify, and classify work of all descriptions; to receive, store, and issue miscellaneous supplies and materials; to sign check labor and maintain records thereof; to assist in taking physical inventories; to keep incidental records.

How to Apply for a Test

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

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

For County Jobs: Obtain applications from Examinations Division, State Civil Service Department, Albany. Enclose 6 cents.
For Federal Jobs: Obtain applications from U. S. Civil Service Commission, 641 Washington Street, New York City, (9 a.m. to 4:30 p.m.), in person or by mail. Also available from first and second class post offices, Second District.

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

Exams are charged for city and State exams, not for federal.
Applicants for most city jobs must have been residents of New York City for three years immediately preceding appointment. Applicants for State jobs must have been New York State residents for one year.
The "weights" listed for various titles on these pages refer to the relative value of each part of the exams. Therefore, if the weight of the written part of an exam is 30, this means that the written part counts for 30 per cent of the final mark.

in keeping systematic records, in a storeroom or warehouse operated under well-defined methods. Such experience must have involved the following: (a) checking and orderly storage of incoming materials; (b) maintenance of stock records such as those required for a perpetual inventory system; (c) taking of physical inventories as required; (d) notification of supervisors or the proper department when stocks are low or should be replenished; (e) preparation of materials for issuances or shipment.
Substitution of education for ex-

in a college for six months of the required experience.
In event of any substitution of education for experience as above provided, applicants must have had at least six months of the experience specified.

Basis of Ratings
Applicants will be rated on their experience and fitness on a scale of 100. No written test will be given.

Automotive Spare Parts Expert
Salary: \$3,200. Office of the Quartermaster General, War Dept. (Continued on Page 16)

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# Uncle Sam Calls for General Mechanics

(Continued from Page 15)  
File until further notice. Age limit: 33.

**Duties**  
To prepare mortality tables of automotive spare parts, and make up lists of balanced stocks and inventories and of spare parts, using standard nomenclature; to prepare instructions and requisitions for corps areas and depots indicating stocks of spare parts to be purchased, stored and issued; to prepare information on parts' interchangeability and on standard nomenclature; to prepare instructions regarding the reclamation or repair of component parts, units, accessories, etc.; to determine what parts it is not economical or expedient to repair and what parts are suitable for certain services or operating conditions required of the equipment; to review complaints originating from defective spare parts and make necessary remedial recommendations.

**Requirements**  
Experience: Except for the substitution of education for experience provided for below, applicants must show that they have had at least seven years of progressively responsible experience in the auto-

motive industry, of which not more than three years may have been acquired in the capacity of mechanic. This experience must have included at least three years of responsible experience in both the control and the management of spare parts for automotive equipment for a major manufacturer of automotive equipment, with responsibility for the following:

- (1) Determining mortality of individual spare parts for balancing stocks, and for the purpose of tabulating mortality data.
  - (2) Preparing instructions for distributor branches regarding distribution of spare parts to authorized service stations.
  - (3) Preparing instructions regarding maintenance of proper stocks of spare parts, and inventorying and requisitioning for stock replacements.
  - (4) Preparing lists or catalogs of standard and interchangeable parts, using standard nomenclature, for all makes and models of equipment in use, and for consolidated lists of manufacturers' part numbers.
- Substitution of education for experience: Each successfully completed year up to a maximum of four years of an engineering course in a college or university of recognized standing, may be substituted for six months of the general experience in the automotive industry. No substitution of education may be made for any of the required three years of specialized spare parts experience.

**Basis of Ratings**  
Applicants will be rated on their experience and fitness.

**Regional Agent, Trade and Industrial Education**  
Salary: \$4,600; also special agent, \$3,800.  
Office of Education, Federal Security Agency. File until further

notice. Age limit: 60. Requirements: Applicants must have had six years of experience for Regional Agent, and five years for Special Agent, in work as director of a program of trade and industrial education in a State department of education, or a school system, as a teacher of shop subjects, or in-service teacher trainer in the field of trade and industrial education.

**Senior Architect, \$4,600**  
Also architect, \$3,800; associate, \$3,200; assistant, \$2,600; junior, \$2,000.  
Optional subjects: 1) design; 2) specifications; 3) estimating. File by May 7. Requirements: Applicants must have had from six to two years of appropriate experience, depending on the grade of position applied for.

**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 Worker 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 edu-

cation, 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.

**Assistant Engineman, Steam-Electric, \$2,100.** Requirements: At least two years' experience in operation, maintenance, erection or installation of boilers, engines, pumps, or related equipment or at least two years' experience in charge of electrical or mechanical equipment including boiler, heat, light, water system in a plant, factory or large office building. Maximum age, 53. File by April 23.

**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. File until further notice. Optional subjects: 1) economic analysis; 2) Investigations Commodity Exchange Administration, Department of Agriculture. Requirements: College graduation, plus specialized experience in research or teaching in the optional subjects.

**Expeditor (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.

**Bookbinder (Hand), (Machine Operations), \$1.20, \$1.26 per hour; \$10.08 per day.** Requirements: Completion of a four-year

apprenticeship or four years practical experience plus one year's journeyman experience. Maximum age, 50. File by April 24.

**Junior Engineering Draftsman, \$1,440.** Requirements: H. S. graduation or equivalent plus one year's practical drafting room experience or completion of a 400 hour course in drafting or one year of study in an engineering or architectural college. Maximum age, 40. File by April 24. Full requirements in March 25 issue of The Leader.

**Head Soil Scientist, \$6,500.** Requirements: College graduation plus eight years successful, progressive experience. Maximum age, 53. File by April 24.

**Machinist; Salary, \$7.92 to \$8.88 a day.** Age limits: 20 to 62. Requirements: four years of apprenticeship or four years of experience in the trade. 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 subjects: 1) hull; 2) electrical; 3) machinery. Age limits: 65. 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. 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. Upper age limit: 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. File until December 31, 1941. Age limit: 55. Requirements: College graduation, and from seven to two years of professional experience in the field, depending on the grade of the position applied for.

**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, year for year, up to four years of the general experience. Maximum age, 53. 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 maintenance of machinery and solutions or any equivalent combination of (a), (b), or (c). 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. Applications may be filed 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: (Continued on Page 17)

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(Continued from Page 16)
Applicants must have had satisfactory...
drafting and machine shop ex...

Engineering Draftsman, \$1,800 a year...
Chief Engineering Draftsman, \$2,300 a year...

Inspector Engineering Materials, Mechanical (Optical Instruments), \$2,000 a year...

Junior Communications Operator (Navigation), \$1,440 a year...
Requirements: Applicants must have a...

Junior Communications Operator (Speed Radio Equipment), \$1,620 a year...
Requirements: Applicants must have had 1 year of experience...

Minist, \$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.

Principal Inspector (Subsistence Supplies), \$2,600 a year; Senior Inspector (Subsistence Supplies), 2,300 a year; Inspector (Subsistence Supplies), \$2,000 a year; Assistant Inspector (Subsistence Supplies), 1,800 a year; Junior Inspector (Subsistence Supplies), \$1,620 a year.

terial, \$2,600 a year; Inspector, Ordnance Material, \$2,300 a year; Associate Inspector, Ordnance Material, \$2,000 a year; Assistant Inspector, Ordnance Material, \$1,800 a year; Junior Inspector, Ordnance Material, \$1,620 a year.

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.

quire. Age limits, 18 to 62 years. 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.

STATE SERIES STILL OPEN

Persons who wish to take the following state tests can still file applications until Friday, May 2; Assistant Examiner of Methods and Procedures, Assistant Principal, School of Nursing, Assistant in Test Development, Canal Section Superintendent, Compensation Examining Physician, Institutional Teacher (Trade Drawing), Institutional Vocational Instructor (Electric and Oxy-Acetylene Welding), Institutional Vocational Instructor (Machine Shop Practice), Junior Administrative Aide, Junior Personnel Technician, Labor Mediator, Pharmacist, Senior Personnel Administrator, Senior Examiner of Methods and Procedures, Superintendent of Buildings and Grounds, Social Hygiene Medical Consultant, Supervising Nurse, Supervising Tax Examiner, and until May 23 for Superintendent, Department of Correction, Institutional Vocational Instructor, Assistant Foreman, Knitting Department, Public Health Nurse.

Residents of the following counties may file for the tests specified. Bronx: Bookbinder; Broome: Court Attendant, Probation Officer; Cattaraugus: Asst. Commissioner, Department of Health; Columbia: Junior Laboratory Technician; Erie: Chief Nurse; Probation Officer, Steward, Supervising Medical Social Worker; Franklin: Probation Officer; Oneida: Investigator, Librarian; Monroe; Physician, Visitor; Rensselaer: Children's Agent, Investigator; Onondaga: Machine Operator; Suffolk: Public Health Nurse; Westchester: Assistant Dietitian, Dietitian, Intermediate Account Clerk and Stenographer, Resident Physician (T.B.), Supervising Operator. Residents of the City of Newburgh may file for positions of Clerk and Chief Clerk. Full requirements for the State-wide examinations appeared in THE LEADER, April 1, for the county tests, April 15.

Your Chances for Appointment

The latest certifications 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 and T stand for "probably permanent" and "temporary."

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.

Table with columns: Title, Department, Salary, P or T, Latest No., List Expires. Lists various jobs like Able Bodied Seaman, Accountant, Airpot Assistant, etc.

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1939 Dodge 7-Pass. Sedan... 450
1939 Buick '90' 7-Pass. Sedan. 495
1939 Packard 4-Dr. Tk. Sedan 495
1939 La Salle 4-Dr. Tk. Sedan 525
1939 Buick '41' 4-Dr. Tr. Sed.. 545
1939 Buick '66-S' Opera Cpe.. 545
1939 Plymouth 4-Dr. Tk. Sed.. 625
1939 Chevrolet 2-Dr. Tk. Sed. 625
1939 Buick '41' 4-Dr. Tr. Sed. 645
1939 La Salle 2-Dr. Tk. Sedan 650
1939 Dodge 2-Dr. Tk. Sedan.. 675
1939 Packard '6' 2-Dr. Tr. Sed. 695
1939 Buick '48' 2-Dr. Tr. Sed. 775
1939 Buick '46-S' 5-Pass. Cpe. 795
1939 Buick '41' 4-Dr. Tr. Sed.. 795
1939 Buick '51' Super Tk. Sed. 895
1939 Buick '46-C' Conv. Coupe 895
1939 Buick '90-L' Del. Limou. 925

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# Amusement Parade

By SIDNEY GANS

Twelve Esquires and, of course, the Roxy Orchestra.

## On the Stage

**Few Openings Left**  
Thank the weather for the stage news this week. For we've been



**BET YOU CAN'T DO THIS**  
If you could, you'd be under the Big Top, like Hubert Castle, Barnum and Bailey's ace Wire - Walker, who performs daily at Madison Sq. Garden.

having just the kind of weather which provokes theatre managers to start complaining and the press agents to start mimeographing, "... the waning theatre season." The hits look forward to Summer runs and the never-had-a-chance-plays blame the unseasonal climate as they pass out of the picture—or at best into Grade B pictures.

"The waning season" had an auspicious start last week to the accompaniment of high temperatures and low box-office figures. Low, at least, to the thinking of many managers who had expected the Easter week to bring a bonanza.

The lone opening of this week, Saroyan's "The Beautiful People" at the Lyceum, and promise of only three plays during May are all that's left of one of the best seasons in years, rich with such entertainments as "Native Son," "Watch on the Rhine," "Lady in the Dark," "Panama Hattie," "Life with Father," "Arsenic and Old Lace," "Louisiana Purchase," "My Sister Eileen," and all the others on which the Critics Circle will this week pass solemn—but not likely unanimous—judgment to select the season's best.

Add signs of Summer: Ben Marden's welcome news that the Riviera, just across the George Washington Bridge, will reopen about May 15... and the increasing stream of notes on the strawhat theatres... the "bigger and better" plans for

Palisades Park, Luna and Steeplechase... the announcements of the open-air concerts.

## More About the Circus

Mr. and Mrs. Gargantua the Great, the world's most renowned gorilla couple, are receiving the public in regal state in Madison Square Garden.

The Big Show—Ringling Bros. and Barnum & Bailey—is going great guns.

Restyled by John Ringling North, president, and Norman Bel Geddes, designer of the World's Fair Futurama, the circus this year brings countless innovations in production, beauty, laughter and thrills.

The big 1941 production feature is "Old King Cole and Mother Goose," created, designed and costumed by Norman Bel Geddes, staged by Albertina Rasch and produced by John Ringling North. In this magnificent pageant, in which 2,000 persons and animals participate, are wave after wave of surprise units, including the famous Ringling old street parade bell wagon and steam calliope.

Alfred Court and his three mixed groups of performing wild animals in exciting new routines; the lovely Elly Ardely starring in the new Birdland, all-girl aerial ballet; Truzzi, master juggler; the famed Diego-Fernandez aerialists from South America; Hubert Castle, wizard of the tight wire; Adrianna and Charly, stars of the bounding trampoline; the great Yacopis, Gauchos, Davisos and Akimotos; the DeOcas from South America in their U. S. aerial debut; Los Navarros in slides-for-life; the renowned Flying Concello troupes—these are some of the 800 outstanding artists.

## Palisades Park

One of the greatest inaugural shows in the history of Palisades Amusement Park will be held on Saturday afternoon, April 26th next, when the popular Jersey playground reopens for the season. Ben Bernie and his orchestra have just been signed as the featured free attraction, and will appear in the open-air amphitheatre on Saturday and Sunday of the opening week-end, as well as at the Park Casino for free dancing both nights.

As a special free attraction, a novel beauty contest, open only to girls who wear glasses, sponsored by the Community Opticians association, will be held on the stage of Palisades' amphitheatre on Saturday afternoon, April 26th. Some 300 bespectacled beauties will participate in this unique tourney, with any girl who wears "specs" eligible to enter. Those interested may obtain free entry blanks by writing Contest Director, in care of Community Opticians association, 6 East 39th Street, New York City.

Palisades Park will feature free vaudeville, free dancing and free parking.

## Baseball Notes

The torrid weather of last week seemed more like mid-summer baseball weather rather than just the beginning of the season. To see the fans without suitcoats or vests at a time when everyone is usually still shivering a little, proved that the weather was really unseasonable. New York teams really started off to upset the dopesters in their first few games—the Giants, picked sixth, won their first four games, the Yanks chosen as contenders for the pennant, lost three of five, while the Dodgers, dropping three straight to the Giants, gave a jolt to many of their less confident fans who had picked them for the pennant. But trying to draw valid conclusions from the first week or so of the pennant race is almost like trying to decide which horse is going to win the race by how they line up at the post.

## At Jamaica

Will Robert Morris repeat in the Wood Memorial? Racing fans throughout the country are asking themselves this question after J. Frederick Byers sleek son of Jacopo, out of Arch Queen ran a courageous race to finish first in last Saturday's Excelsior. Fans are expected to pour into the Jamaica plant in numbers similar to the record-breaking opening day crowd. The amount of dough that will pass through the totes is anybody's guess.

# Prison Guard Test

## Physical Exam Begins Next Week

One thousand top eligibles on the coming Prison Guard list were notified this week to prepare themselves for the qualifying physical examinations. The exams determine if the candidates meet the physical requirements set forth in the original announcements, and if they are in tip-top shape to meet the arduous duties of the job.

First of the exams are scheduled

City from May 6 to 10. They make one-man stands in other centers of the State.

Originally the practice of examining only the top 100 or so was to be followed. However, so many of the Prison Guards as well as eligibles are receiving draft calls that the list will undoubtedly get speedy use.

According to the requirements, candidates had to be between their 21st and 31st birthdays, stand at least five foot nine, and weigh at least 155 pounds.

The Prison Guard list will appear shortly after the physicals end, probably about the first of June.

## State Promotion Tests

The State Civil Service Commission opened filing this week for the following promotion tests:

Assistant Construction Foreman, Service 9-b, Grade 3-a, Correction Department. (Usual salary range \$2,100-\$2,600; appointment expected at minimum but may be made at less.) Fee, \$2. File by May 8.

Principal Supervisor of Vocational Rehabilitation, Bureau of Vocational Rehabilitation, Education Department. (Usual salary range \$4,000-\$5,000; appointment expected at minimum but may be made at less.) Fee, \$3. File by May 3.

Chief Mercantile Inspector, Division of Inspection, Labor Department. (Usual salary range \$4,200-\$5,200; appointment may be made at less than minimum.) Fee, \$4. File by April 29.

Typist-Clerk, Department of Public Welfare, Albany County. (Usual salary range \$901-\$1,200; appointment expected at maximum.) Fee, 50 cents. File by April 29.

Clerk, Department of Public Welfare, Albany County. (Usual salary range \$901-\$1,200; appointment expected at maximum.) Fee, 50 cents. File by April 29.

File Clerk, Department of Public Welfare, Albany County. (Usual salary range \$1,201-\$1,620; appointment expected at \$1,300.) Fee, \$1. File by April 29.

Assistant Bookkeeper, Erie County Treasurer's Office. (Usual salary range \$2,100-\$2,400.) Fee, \$2. File by May 3.

Assistant Credit Clerk, Suffolk County Treasurer's Office. (Usual salary \$1,500.) Fee, \$1. File by May 3. For Buffalo on April 28-29, and the examiners plan to be in New York

In doubt? Ask The LEADER'S Free Information Bureau.

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Every person who reads this advertisement, a beautiful Nationally advertised EMERSON RADIO absolutely FREE. There is no buying or selling to do—Not a contest. Just write your name and address on a post-card and I will send you FREE DETAILS of this remarkable offer. PREMIUM CO., 166-L Monroe St., N.Y.C.

## Classified Advertisements

(Rates: 25c for each six words. Minimum \$1.00. Copy must be submitted before noon on Friday preceding publication.)

## HELP WANTED

### ELIGIBLES ATTENTION !! EARN WHILE YOU WAIT !!

This message is directed to those waiting for civil service jobs, and don't know when they'll be coming along. Here's an opportunity to earn good money, to establish yourself with a substantial business organization. Upon reading this ad, all you need do as the first step in joining our organization is to write for an appointment. Just state that you are a civil service eligible, that you're interested in increasing your income while waiting for an appointment. The only qualification for this interview is that you have passed a civil service examination. We want your aid in helping to market a new scientific necessity with unlimited prospects. Because of your eligibility we furnish you with merchandise without any investment; provide you with a free course of training; give you every opportunity to earn an excellent income. Thus taking you through portals denied to others. This isn't the kind of opportunity that comes along often. Write NOW. Box 116, Civil Service Leader, 97 Duane St.

## STAMPS

**NEW ISSUE APPROVALS.** Our Sensational new issue service enables collectors to obtain their new issues on an approval basis. Free prospectus. STAMP MART, 289C 4th Ave., N. Y. C.

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3 SUNNY, bright, newly remodelled rooms; front; complete bathroom, kitchen; steam heat, hot water; completely fire-retarded; all transportation lines at the door of 303 E. 23rd St. \$32.

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**NEW Sensational Flertone Needles** eliminate surface scratch—last longer. Sample 10c. LEE, 23 West 60th St., New York City.

## TRANSFER

SENIOR Stenographer in Albany desires transfer to any location in New York City. Box 111, Civil Service Leader, 97 Duane Street, New York City.

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MANHATTAN  
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"Union Settlement Apartments"

1 ROOM..... \$25  
2 ROOMS, Kitchenette... \$30  
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Refrigeration — Modern Features  
For People on Limited Budgets!  
Convenient! 1 Block to 3rd Ave 'L'

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ALL OFFICES ONE FLIGHT UP—OPEN TO 9 P.M.  
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**MRS. GARGANTUA the Great**  
The Fabulous, Fairylend Fantasy  
"Old King Cole and Mother Goose"  
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The Super Horseman, Headed Incomparable by...  
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Admission to everything (incl. Seats)  
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OFFICIAL HOTEL GEORGE A. TURKEL, MGR.

## Police, Fire Lists Become More Active

There was renewed activity this week on both the New York City police and fire eligible lists. They were certified to fill 125 jobs in the city transit system. The police list will be used for 54 jobs as special patrolmen and 71 platformmen will be taken from the fire list.

The special patrolmen receive \$1,500 and the platformmen get 62½ cents an hour.

The patrolman list was certified from No. 901 to 1,175. So far 324 men have been appointed as special patrolmen and this week's addition of 54 will bring the total to 378.

There is still no official word on when new appointments to the regular police force will be made. Vacancies have been piling up for 10 months and the department has dipped to a six-year low in manpower. The effect of this was emphasized by Commissioner Valentine on Sunday when he spoke before 4,000 members of the Brooklyn-Queens Holy Name Society. He said the shortage of men was "acute" and that the situation might mean that the present members of the force would have to work extra hours on emergency details such as "War duties," "labor troubles," and guarding ships, piers, factories, etc.

## Fireman Test Awaiting OK

Budget Director Kenneth Dayton has not yet okayed the announcement of the competitive test for firemen, but early this week it appeared he would do so, thus clearing the way for the Municipal Civil Service Commission to open the application period early in May, probably Tuesday, May 6.

The test was originally scheduled for April, but the Budget Director, hard at work on the 1941-42 budget, held it up.

It is expected that any man between the ages of 20½ and 29 will be eligible to apply for fireman, regardless of his experience or educational background. Special credit will be given for certain relevant training, such as courses in chemistry, physics, and engineering. At least 50 percent of the final rating of candidates will be based on a stiff physical test which will consist of events which measure agility, coordination, strength and endurance.

The actual events for the physical test have not yet been officially adopted; a tentative description has appeared in previous issues of *The Leader*.

The Commission intends to adopt a time schedule on the fireman exam which will allow it to complete all parts and publish an eligible list not later than January 1. This would mean that the written part would be held probably in June or July and the physical events in August and September.

Full requirements, basis of ratings and other important details about the fireman test will appear in *The Leader* as soon as they are officially announced.

## On Radio

The Sanitation Eligibles, via two members of their executive board, will go on the radio twice on Tuesday, April 22; once, at 4 p.m., over WBNX; and a second time, at 5:45, over WNYC. Speakers will be Abe Donner, President, and Johnny Mandell, Vice-President, of the Eligibles Association.

At last Wednesday's budget hearing before the Board of Estimate, Abe and the boys waited until midnight before they could get an opportunity to wedge in a few words. Since the words had to be few, they distributed their pamphlet, "The Story of New York's Supermen," to members of the Board of Estimate.

In relation to the varied athletic program being planned by the sanitation boys, Donner advises all who are interested in participating therein—baseball, tennis, swimming, softball, or any other sport—to communicate with eligible John Bendetti, 367 9th Street, Brooklyn.

A general meeting of the Sanitation Eligibles Association will be held Thursday, April 24, at P. S. 27, 42d Street, near 3d Avenue, at 8 p.m. All eligibles on the list who are anxious to be appointed are urged to attend.

## 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 offices 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 of 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.)

Prepare for the Stenographer-Typist Examination, Card Punch and Calculating Machine Operator Exams at the  
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