

Civil Service LEADER

Vol. I. No. 4

New York, October 10, 1939

Price Five Cents

1,000 ADDED JOBS FROM P. D. LISTS

By BURNETT MURPHEY

Hundreds of men on the new Police eligible lists, which the Municipal Civil Service Commission officially promulgated last Thursday, will get jobs in two weeks. Hundreds of others will join the police force, or get special positions in other city department within six months.

It is expected that 1,000 jobs will be filled from the three

lists by next March and that at least one of the lists will be exhausted by that time.

Police Commissioner Lewis J. Valentine's office announced late last week that 300 vacancies for Patrolman on Probation will be filled from the Patrolman, P. D., list. Another 100 jobs from the list will probably be filled within three months. At its meeting last week, the Municipal Civil Service Com-

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Merit Men

By SEWARD BRISBANE

BIG, SWARTHY John Joseph Hughes is 34, single, and outspoken. As the two-listed president of the Civil Service Unit, whose membership he's increased ten-fold in seven years, Hughes has his hands full.

Hughes' group is one of many that has split with the Civil Service Forum in recent years. In 1932 Jack Hughes, then a custodial clerk in the city service, gathered a nucleus of 200 others and marched out of the Forum.

Today he calls the Forum "an organization dominated by a politically-minded minority." Hughes' Civil Service Unit, with more than 2,000 members, is the most successful of the groups that have dropped out of the Forum.

Started the Hard Way

Hughes had to start life the hard way. His parents were poor. "I had the most wonderful mother in the world," he says. "She never had enough money, but she made it do."

Young Jack Hughes got his first job as a printer's devil when he was 15. His salary was \$25, but he put in so much overtime he often made \$45 a week. At 21, his father died. That same year Hughes, with five orphaned sisters to support, went to work for a construction company. When the boom days of 1929 came along, he was sitting pretty with a job as chief assistant time-keeper. Then the bottom fell out of the construction business and he joined the unemployed army.

Tries Civil Service

He had to start all over again. After looking around, he decided to try for a Civil Service career. Shortly afterwards he passed a test for clerk. He remained on the waiting list for a year before he got a break.

"That year of waiting was bleak indeed for a young man with five dependent sisters." He managed to struggle through by working at any sort of job he could get.

(Continued on page 4)

Next Week — Municipal Commissioner Sayre

F. D. Eligibles to Get New Posts

Clerk Promotions After Six Months

Eligibility requirements for promotion to Clerk, Grade 2, affecting 20,000 city employees, will be reduced from one year's experience to six months, if a resolution the Municipal Civil Service Commission will pass this week, receives the approval of the State Civil Service Department.

The resolution also will wipe out the present requirement that Storekeepers' Helpers, Messengers, Receptionists, Typists, Stenographers and others in the competitive class must serve one year in the clerical service before they can take promotion exams.

The State Commission last Spring rejected a former resolu-

(Continued on page 7)



Congressman Robert Ramspeck (Dem., Ga.), Chairman of the House Committee on Civil Service, hopes to spur action on a bill to bring 250,000 additional Federal employees into the competitive class. See Story on Page 3

More than 1,000 men on the Fireman's eligible list will get jobs in the Sanitation Dept. during the next 12 months, the Municipal Civil Service Commission announced yesterday.

Under the new ruling of the City and State Commissions sanitation workers are now in the competitive class.

However, no Sanitation list exists. It will take the Commission nearly a year to prepare, conduct and grade competitive exams for sanitation men. The list probably will not be promulgated until late in 1940.

In the meantime, all existing vacancies, and all others which occur will be filled from fire eligibles.

50 Immediate Vacancies

There are 50 immediate vacancies in the Sanitation Dept. which will be filled in the next few days. Additional vacancies are expected to occur rapidly.

The Municipal Civil Service Commission said yesterday that the normal turnover in the Sanitation Dept. is about 600 a year.

The Fireman's list was promulgated in December, 1937, and will last nearly two years more. It originally contained 9,000 names. Since then 3,172 have been appointed to the Fire Dept.

Top Men Are Warned

Top men on the Fireman's eligible list are warned not to take Sanitation jobs because they will be appointed to the Fire Dept. probably by January. At least 400 men will receive appointments, and the City Commission cautions any eligible whose number is under 3,600 to wait for a Fireman's job.

There are immediate vacancies for Drivers, and the Commission suggests that all Fire eligibles who expect to be called for Sanitation posts, immediately get chauffeurs' licenses.

Requirements Set For 18 City Exams

Requirements for 18 city exams—nine open competitive, five promotion, one labor class, and three licensing tests—as predicted by The Leader, were announced last week by the Municipal Civil Service Commission. Application blanks for all are available at 96 Duane St. daily from 9 a.m.-4 p.m., and up to noon on Saturdays.

Filing opened yesterday for the following open competitive tests:

Architectural Asst., Grade 2; Carpenter, Cook, Electrical Inspector, Grade 2; Inspector of Steel, Grade 3; Seamstress (Women), and Steamfitter. Deadline of all is Oct. 30.

Two open tests have filing periods from today to Oct. 31. They are Division Engineer (Mechanical-Electrical), Grade 4, and Senior Administrative Asst. (Housing). Three promotion exams, Climber and Pruner, Medical Inspector, Ad-

ministrative, Grade 4 (Health Dept., and Supervisor, Grade 3, Social Service (city-wide), opened filing yesterday, which remains in effect until Oct. 30. Filing for Asst. Supervisor, Grade 2, Social Service (city-wide), and District Superintendent, Sanitation Dept., is open today to Oct. 31.

Licensing exams will be held for Master and Special Electrician and Structural Welder's Certificate. Filing opened yesterday, and ends Oct. 30.

Full requirements begin on page 8.

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Conclusive Proof of the Quality of Delehanty Preparation

38 Students in the first 50 on the new Patrolman List and 33 in the first 50 on the Special Patrolman List is the evidence we offer.

Approximately 70% of all the men on both lists were Delehanty students.

The names of students on the regular Patrolman List who attended this Institute are herein listed.

PATROLMAN LIST

- | | |
|-----------------------|------------------------|
| 1. ROBERT GALLATI | 26. BENJAMIN STALZER |
| 2. RICHARD SULLIVAN | 27. EDWARD LORCH |
| 3. EDWARD STOKIEN | 28. PHILIP V. O'BRIEN |
| 4. PHILIP BRODY | 29. MICHAEL MURPHY |
| 5. PHILIP BRODY | 30. |
| 6. | 31. WILLIAM FOX |
| 7. ROBERT JUPITER | 32. JAMES JOHNSON |
| 8. | 33. FREDERICK JONES |
| 9. WILLIAM ANDERSON | 34. |
| 10. JOHN RONAYNE | 35. |
| 11. DAVID HOFSTEIN | 36. WILLIAM LANAHAN |
| 12. JAMES BURKE | 37. EDWARD J. MURPHY |
| 13. SAMUEL BRESS | 38. SAUL FINDLER |
| 14. WILLIAM DYCZKO | 39. THOMAS CAFFEY |
| 15. JULES I. MALAKOFF | 40. ALEXANDER KAPLAN |
| 16. ALFRED GANZ | 41. NATHAN BAUER |
| 17. JOSEPH AVERILL | 42. |
| 18. | 43. WILLIAM ROCKWELL |
| 19. | 44. JOSEPH HARTMAN |
| 20. | 45. LAWRENCE LUCEY |
| 21. JAMES OSTERBERG | 46. TERENCE B. McGUIRK |
| 22. | 47. SAMUEL HERSHFIELD |
| 23. PHILIP SHERIDAN | 48. WILLIAM DOHRN |
| 24. ELLSW'ITH MONAHAN | 49. WILLIAM LANDRY |
| 25. | 50. GERALD CORIN |

47 of our students who are in the first 100 on both lists had no college training, yet passed higher than thousands of men who had. This is ample proof that any man who enrolls sufficiently EARLY, ATTENDS REGULARLY and APPLIES HIMSELF TO THE INSTRUCTION IMPARTED BY OUR STAFF OF INSTRUCTORS, all of whom are experienced educators with degrees from Harvard, Manhattan, Massachusetts Institute of Technology, Fordham or Mount St. Mary's, has an EXCELLENT CHANCE OF PASSING within range of appointment.

New Examinations

PATROLMAN --- FIREMAN

The new PATROLMAN LIST should be exhausted within two years, as there are, at present, 300 vacancies. The FIREMAN LIST expires in December, 1941.

Young men, ambitious to enter one of these departments, should begin preparation at once. The scope of these examinations is broad and it is only by diligent study through specialized preparation that an applicant can hope for success.

Because 50% of the subject matter in both examinations is the same, we advise any young man who is 5 ft. 8 in., or over, to prepare for both examinations, thereby enhancing his chances of appointment.

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- | | |
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| RAILWAY POSTAL CLERK | STENOGRAPHER & TYPEWRITER |
| TITLE EXAMINER, GRADE 2 | CLERK, GRADE 1 |
| MANAGEMENT ASST., GR. 3 and 4 (Housing) | DRIVER-SWEEPER |
| JUNIOR ADMINISTRATIVE ASST. CARPENTER | JR. CUSTODIAL OFFICER |
| STATIONARY ENGINEER | AUTO ENGINEER |
| | STEAMFITTER |
| | COLLEGE CLERK |

PROMOTION COURSES

- | | |
|-------------------------------|-------------------------|
| FOREMAN, PARK DEPT. | DISTRICT SUPERINTENDENT |
| ASSISTANT SUPERVISOR, GRADE 1 | |

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Future City Tests

The following exams will be held by the Municipal Civil Service Commission, although announcement of the opening date for filing applications has not yet been set:

Open Competitive

- Administrator (City Planning)
- Administrator (Management Division)
- Architect (City Planning)
- Architectural Renderer, Grade 4
- Assistant City Planner
- Assistant Engineer (Housing Construction)
- Assistant Pathologist
- Assistant Resident Building Superintendent
- Associate City Planner
- Cancer Research Assistant
- Carriage Upholsterer
- Chief Accountant (Housing)
- Chief Dentist
- Civil Service Examiner (Civil Engineering)
- College Clerk, Grade 2
- Deputy Medical Superintendent, Grade 3 (Hospitals)
- Dietitian
- Director of Planning (City Planning)
- Director of Public Assistance
- Engineer (Housing Construction)
- General Mechanic (Various Specialties)
- Inspector of Equipment (Railroad Signals), Grade 3
- Inspector of Pipes and Castings, Grade 3
- Junior Administrative Assistant (Board of Higher Education)
- Junior Administrative Assistant (City Planning)
- Junior Administrative Assistant (Office Planner)

- Junior Administrative Assistant (Real Estate Research)
- Junior City Planner
- Junior Draftsman (Architectural), Grade 1
- Junior Engineer (Civil), Grade 3
- Junior Engineer (Housing Construction), Grade 3
- Junior Psychologist
- Marine Stoker (Fire)
- Matron
- Medical Inspector (In appropriate grades with specialties)
- Personal Property Appraiser
- Physician, Grade 4 (Part Time)
- Physician (Social Hygiene)
- Pipe Caulker
- Playground Director (female), Permanent Service
- Playground Director (Male), Temporary Service
- Radiation Therapist
- Radio Operator
- Research Assistant (City Planning)
 - a. Master Plan
 - b. Economics
- Sanitation Man, Class A
- Senior Engineer (Housing)-Structure Maintainer (I.C.O.S.)
- Tailor
- Telephone Operator (Male), Grade 1

Promotions

- Administrative Assistant (Municipal Civil Service Commission)
- Chief Parole Officer (City-Wide)
- Chief Police Surgeon (Police)
- Foreman of Asphalt Workers (Richmond)
- Foreman of Carpenters
- Foreman of Cooks (Hospitals)
- Foreman of Plumbers
- Foreman of Porters (Housing Authority)
- General Foreman of Mechanics
- Junior Bacteriologist (City-Wide)
- Lieutenant (Fire)
- Management Assistant, Grade 4 (Housing Authority)
- Mechanical Draftsman (Heating and Ventilating), Grade 4 (City-Wide)
- Park Foreman, Grade 2 (Parks)
- Pharmacist (City-Wide)
- Pipe Caulker (Water Supply, Gas & Electricity)
- Program Director (Public Works)
- Rammer (City-Wide)
- Senior Supervisor, Grade 4 (City-Wide)
- Senior Supervisor, Grade 4 (Medical Social Worker), City-Wide
- Stationery Engineer (City-Wide)
- Supervisor, Bureau of Inspection (Sanitation)
- Supervisor, Grade 3 (Medical Social Worker), City-Wide
- Tractor Operator

Labor Class

Maintenance Man.

(The Leader's complete list of all Federal, State and City Exams begins on page 7)

END MORATORIUM ON SALARY RAISES, ASCSE MEMBERS ASK

Further moratoriums on salary increases due State employees will be battled by the Association of State Civil Service Employees, it was decided last week at the annual convention of the group, held in Albany.

Every effort will be made to secure the overdue salary raises called for by the Feld-Hamilton law, the 1,000 members, delegates, and officials present pledged.

Other resolutions urged a five-day week in State service, retirement at 55 after 30 years' service, extension of the competitive class and reduction in the number of exempt, labor, and non-competitive positions, more funds for the State Dept. of Civil Service, and the same protection in case of dismissals for non-competitive employees with six months' service as now accorded competitive workers.

President Charles A. Brind, Jr., who was reelected at the final session of the convention, outlined the progress made by the association during the last year, and praised its "unity, cohesion, and strength of purpose."

Membership has grown from 19,000 to 30,000, he reported, and said that 25,000 State employees are now participating in the association's group life insurance plan.

Other officers elected are Charles L. Campbell, vice president, and Earl P. Pfannebecker, treasurer.

200,000 in State May Need No Exams

POUGHKEEPSIE, Oct. 9. — An overwhelming number of 200,000 employees in 11,000 political subdivisions in New York State will not be forced to take examinations should their positions be placed under Civil Service, Assemblyman Emerson D. Fite, chairman of the Merit Extension Commission, announced today.

"I am making this statement," Mr. Fite said, "to curb fears that I understand are widespread among these 200,000 workers." He added that there was a definite feeling among members of the Commission that a blanketing provision should be adopted.

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| JR. ENGINEER FEDERAL | ANIMATED CARTOONING |
| JR. CUSTODIAL OFFICER | JR. MARKETING SPECIALIST |
| JR. ARCHITECTURAL DRAFTSMAN | JR. STATISTICIAN |
| ENGINEERING ASST., ELECTRICAL | ADMINISTRATIVE ASSISTANT |
| JR. LANDSCAPE ARCHITECT | HOUSING MANAGEMENT |
| PARK FOREMAN | POSTAL RAILWAY CLERK |
| STATIONARY ENGINEER | INSPECTOR TEXTILES, CLOTHING |
| STATIONARY ENGINEER LICENSE | ADDRESSOGRAPH OPERATOR |
| PROFESSIONAL ENGINEER LICENSE | ELEVATOR MECHANIC |
| ELECTRICIAN LICENSE | CLERK, ALL GRADES |
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Congress May Add 250,000 to Service

Ramspeck to Reintroduce Bill Curbing Exemptions

(Special to The Leader)

WASHINGTON, Oct. 9.—Chances are bright that the next session of Congress will pass a measure to bring 250,000 additional Federal employees under the classified, or competitive, system, Representative Robert Ramspeck (Dem., Ga.), chairman of the Committee on Civil Service, said here today.

Provisions of the Ramspeck bill, introduced last session, authorize the President to place approximately 250,000 employees, now exempt by law, into the competitive system. At the last session, the bill was reported out of committee, but Congress adjourned before action could be taken.

New Bureaus Affected

Passage of the measure will affect employees of many departments and bureaus created during this administration, including the Reconstruction Finance Corp., Home Owners Loan Corp., administrative workers of the Works Projects Administration, and Federal Housing Authority. Employees of the Internal Revenue Bureau also will be placed in the competitive class. They were formerly in this group, but were made non-competitive several years ago.

Only employees in policy-making positions will continue to be exempt from the competitive service, if the proposed measures are adopted.

The Ramspeck bill has received the endorsement of President Roosevelt, Harry D. Mitchell, president of the U. S. Civil Service Commission, and the Federation of Federal Employees, United National Assn. of Post Office Clerks, National Civil Service Reform League and other groups.

According to provisions of the measure, the President may order employees of departments which are now exempt from the competitive service placed in that classification.

Must Take Test

Present employees in these departments will not have to take competitive tests, but they will be required to pass qualifying examinations. If they fail the latter, they will be dropped from their jobs. All vacancies resulting from such dismissals and all vacancies resulting thereafter for any reasons will be filled from eligible lists established after nationwide competitive examinations.

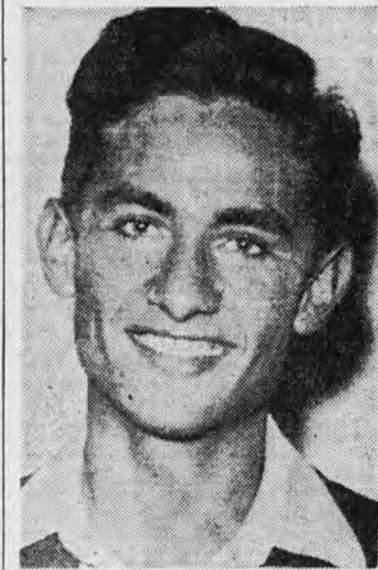
It is estimated that at least

10 per cent of the present employees in these government bureaus will fail to pass the qualifying tests.

Ed. Note: New York State accounts for about one-tenth of the total employees in the executive branch of the federal service. If the Ramspeck bill is passed by Congress and if predictions are correct that 10 per cent of present employees will fail to pass qualifying tests, there will be approximately 3,000 vacancies in Federal bureaus in this State which will have to be filled next year by competitive examinations.

Watchmen to Meet

Following introduction by Councilman Sharkey of a bill ordering the Municipal Commission refrain from using other eligible lists to fill vacancies for which the Watchman-Attendant list is appropriate, the eligible association has called a mass meeting for Monday night, Oct. 16, at 7 o'clock, at Germania Hall, 16th St. and Third Ave.



JULIUS BROWN

Welfare Dept. clerk seems pleased at the prospect of appointment soon as result of having placed No. 9 on the Special Patrolman list, published last week.



Here are some of the 700 Supervisory and Administrative employees of the IRT who attended a dinner dance last week in Manhattan to honor their Executive and Legislative Committee. They were informed that transit employees need have no fear for their jobs when unification occurs. Members of the Legislative Committee declared that most of their work has been accomplished by getting an amended Wicks Law passed.

IRT Committee is Promised No Layoff Under Unification

More than 700 members of the Benevolent Committee of the Interborough Rapid Transit Co., Supervisory and Administrative Employees, attended a dinner dance at the Roger Smith Restaurant in Manhattan last week in honor of the Executive and Legislative Committee of the organization.

EXPECT 1,000 NEW JOBS FOR P. D. ELIGIBLES SOON

(Continued from Page 1)

mission voted to use the 483 men on the Special Patrolman list for Special Patrolman, Board of Transportation; Aqueduct Patrolman; Toll Collector; Inspector, Dept. of Sanitation; Special Patrolman, Dept. of Welfare, and Correction Officer, Prison Dept.

The list will also be used for Subway Conductors on city-owned systems. The Leader has learned exclusively that demands on the Special Patrolman list will be so heavy that it will be exhausted within six months.

The starting salary for men appointed from the Special Patrolman list will be \$1,800.

A large block of jobs will be filled in the classification for Special Patrolman, Welfare Dept., since more than 100 provisionals are now employed there. The Welfare Dept. will have to accept men from the new list

within 10 days after they are certified for the position. It is expected that certifications will start tomorrow.

The Leader has learned that the third and largest list (Patrolman, P. D., Special) will be used for positions as Investigator, Law Dept., Special Investigator, Welfare Dept.; Investigator, Comptroller's Office; and Assistant Fire Marshal. Starting salaries will be \$1,800 a year.

When the Special Patrolman's list is exhausted, the Commission will consider using the Patrolman, P. D. Special list for positions as Aqueduct Patrolman; Toll Collector; Investigator, Dept. of Sanitation; Special Patrolman, Dept. of Welfare; Correction Officer, Prison Dept.; and Subway Conductor.

Communion Oct. 29

New York State employees of the Catholic faith will gather at a Communion Mass and Breakfast Oct. 29, with Archbishop Francis J. Spellman leading the exercises in St. Patrick's Cathedral. The breakfast will take place at the Hotel Commodore.

College Clerk Test Set

An open competitive exam for College Clerk, Grade 2, with a college degree as the main requisite, will be announced by the Municipal Civil Service Commission among its November series, it was exclusively learned yesterday by The Leader. Filing will remain open from the beginning of the second week of next month to the end of the month.

Resulting lists will be used

to fill vacancies as they occur in the 600 clerical positions in the City's colleges, which came under supervision of the Civil Service Commission in September.

The degree requisite has been set because the clerks act as advisers to the students. Selected lists, for various subjects, will be made inside the main list. Other jobs may also be filled from the lists. The college positions pay from \$1,200-\$1,800.

EARLY-BIRD CLIMBERS WILL FIND CHAIRS FOR SLEEPING TOMORROW

Several hundred early applicants for the Climber and Pruner (labor class), test of the Municipal Civil Service Commission will enjoy make-shift overnight facilities in the second-floor exam room of the Commission at 299 Broadway, after business closes late tomorrow afternoon. Chairs will be provided.

Filing opens at 9 o'clock Thursday morning, and continues until Saturday noon. Appointments are made in order of application. The Commission set Columbus Day, a holiday, as opening date for filing, so that all applicants would have equal opportunity to be in line early.

This is the first labor exam to be opened by the Commission since it moved to its present offices, and future procedure will be affected by the results.

Full requirements for the exam, for 30 vacancies already existing in the Park Dept., are listed on page 8.

FIREMEN AT FAIR TODAY

The New York City Building at the World's Fair will be given over to the Fire Dept. today, when New York's fire-eaters are honored for the second of their "City Days." Members of the department are admitted free of charge on showing their badges, while bargain admission rates are given to their families.

From 10 o'clock this morning to 10 p.m., a varied exhibition of how New York's fires are fought will be seen inside the building. Movies are included on the program.

During this time old and new styles in fire apparatus will be on hand outside the building. From 1 to 6 p.m., Fire Dept. rookies will demonstrate aerial scaling on ladders, and from 4 to 10 p.m. the Fire Dept. band is to entertain.

Commissioner John J. McElligott spoke over a nation-wide radio hook-up yesterday as the feature of the first Fire Dept. day at the Fair.

Members of the Sanitation Dept. will be honored at the Fair on Oct. 22.

Civil Service LEADER

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Published every Tuesday by Civil Service Publications, Inc. Office: 99 Duane St. (At Broadway), New York, N. Y. Phone: CORTlandt 7-5665

(Application Pending for Second Class Mailing Permit)

Jerry Finkelstein.....Publisher
Seward Brisbane.....Editor

—Subscription Rates—

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

Advertising Rates on Application

Burnett Murphey.....Managing Editor
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Tuesday, October 10, 1939

Temporary Appointments

UNTIL recently little attention has been given to the problem of temporary appointments in Civil Service. But lately many employees have been perplexed and confused over what constitutes a "permanent" position. Even department heads and the Civil Service commissions, judging from their actions, do not seem to be clear on the matter.

As we view the problem, a "permanent" position is one generally provided for in the budget which is filled for an indefinite period. When an employee serves beyond the probationary period and is found satisfactory, he should, in all good sense, have a "permanent" status.

Complications, of course, often arise. For example, should an employee serving in place of another on leave of absence be entitled to "permanent" status after the probationary period has ended? Should employees appointed out of their regular order on the list be permitted to obtain a "permanent" status when others higher in the list declined offers of "temporary" jobs? Where should the line be drawn?

Much confusion and injustice could be dispelled if the commissions would take the trouble to determine whether a position offered as "temporary" actually is "permanent," in that it would continue after the probationary period.

As it works out, the commissions condone, if unwittingly, the practice of some appointing officials of misleading eligibles as to the real nature of a position.

A better scrutiny and inquiry on the part of the commissions would prevent many of the injustices resulting from deliberately calling appointments "temporary" when they actually are permanent.

With the exception of unusual cases it should be only fair that employees who are appointed in regular order and serve satisfactorily beyond the period required for probation should be entitled to a "permanent" status.

If this method were followed no injustice would result for any one. Both the service and the employee would benefit.

Filling a Need

THE State Civil Service Commission has just started to issue a new service bulletin for municipal commissions throughout the State.

This bulletin undoubtedly will aid local commissions in keeping abreast with improvements and extensions in the Civil Service.

The State Department will encourage local commissions to adopt uniform rules and practices, new ideas and new techniques of testing and training.

The bulletin should serve as a means of fostering better understanding and closer cooperation between municipal commissions and the State Department.

letters

Favors Five-Day Week

Sir: I believe there is a great need for a readjustment of present existing inequities in both rates of pay and working conditions for many of our Civil Service employees. There are too many who work hard and who do not get paid enough, while others do nothing and run off with all of the high priced salaries.

I am in favor of an automatic increment law, and have been one of the first proponents to suggest a five-day work week for Civil Service employees.

I also believe some effective machinery should be set up, where Civil Service employees will be given a fair hearing and trial when they are accused, and where their problems can be aired out. I am a co-sponsor of the bill now pending in the Council for such a program.

I have been interested in the pension problem, which I believe needs rectification. Here, too, there are some people who pay nothing and get a great deal, while others pay too much in comparison to their annual salary.

Finally, I am a firm believer in the right as well as the fact that Civil Service employees, like any other employees, have a right to join organizations of their own choosing, which will energetically but fairly fight to protect their rights and interest. Such groups can be extremely useful in bridging the gap between the Civil Service employees and the taxpayers who stand more or less in the position of the employer.

In connection with this I believe your paper has been serving and can continue to serve a very useful purpose in not only disseminating information to Civil Service employees, but in trying to intelligently help solve their problems.

—CHARLES BELOUS.

Councilman,
Borough of Queens.

End the Dual Job Law

Sir: When the Coudert-Goldberg Dual Job Law was before the Legislature, the Teachers Guild opposed it as unfair. Let us see how it works out:

1. If the law were enforced, the Examiners would be unable to have examination papers corrected and lists published as required by law.

2. The evening schools would have to be administered by substitutes, and teaching in the hands of substitutes.

3. The State Board of Regents works through the committees and teachers selected from the various cities and towns. All these are dual job holders.

4. Our duly elected representatives to the Pension System hold dual jobs.

5. Alertness credit is required by the State Dept. of Education. Now highly trained members of the administrative staff giving courses through the City institutions and the Board of Education will be barred.

6. One who holds a per diem job, as in a recreation center, cannot hold another job in the State or City employ. This means he is limited to a starvation wage.

7. Athletic coaches and umpires for school games must cease to function within the school system.

The Guild holds no brief for dual job holders. However, it recognizes the complexities of the problem which require time and study for solution. In the meantime, the Guild remains unalterably opposed to legislation that is confusing, discriminatory, unworkable, and which seriously cripples the efficient functioning of the educational system. The Guild pledges itself to try to wipe out such legislation at the 1940 session of the State Legislature.

—ALBERT LEE SMALLHEISER.

President,
New York Teachers Guild.

'Poor Publicity'—Donovan

Sir: While I am deeply appreciative of the loyalty of my many, many friends within the Patrolmen's Benevolent Assn., I cannot countenance the airing of matters purely

'It Breathes Life'

Sir: Have just completed reading the third issue of the CIVIL SERVICE LEADER.

You have an excellent publication. What I admire most is that it breathes life into news that is ordinarily dry and dusty. You have an excellent opportunity to materially aid the Civil Service employees and also to enlighten the general public at large. I know that you will do both in fine style.

—(Assemblyman) DANIEL GUTMAN.

PBA in character to the reading public.

The person who signs himself "84th Precinct Patrolman" in writing the letter that you published under the caption, "Donovan vs. Burkard" (LEADER, Oct. 3), leads one to believe that our organization is in a constant state of turmoil. The president of the PBA was elected to the office in a fair manner in conformity with the by-laws of our association. If the members or a majority of them wish to change the set-up of the rules which govern the organization, they may readily do so.

In fairness to the board of officers and particularly to the president of the PBA on whom this attack was made, I should like you to publish this letter. To my friends in the PBA, may I admonish you to refrain from writing to the press anything that is purely of organization nature. It is a poor form of publicity for me.

—RAY A. DONOVAN.

Lyons Law

Sir: Many persons who are not Civil Service employees but who would like to get jobs in the service do not fully understand the provisions of the Lyons law.

I believe that if you would publish a story explaining just what residence requirements are stated in the law, many of your readers would find it most helpful.

—HENRY COVINGTON.

Judge Lehman's Record

Many Civil Service employees have written to THE LEADER requesting information on Judge Irving H. Lehman's attitude towards the merit system. For their information, THE LEADER gives the following summary of Judge Lehman's record:

New York State has been fortunate in the strong support the highest court of the State has given the Constitutional merit system. Without the sympathetic interpretation of the Civil Service clause and the Civil Service law, the merit system would today be little more than a pretense. Undoubtedly the form, but not the career system would exist. With such outstanding leadership as that of Chief Justices Cardozo, Cuthbert Pound and Frederick E. Crane, the Civil Service system in New York has fared well.

In many of the leading decisions on the construction and application of the merit system Judge Irving Lehman has played a major role. One cannot read his opinions in the leading Civil Service cases without realizing that he firmly believes in the principle of the merit system and thinks it is inherently democratic and a vital instrument in sound public administration.

A quick reference to Judge Lehman's opinions in the cases of *Palmer against the Board of Education*, and *Sloat vs. the Board of Education*, should convince anyone that in Judge Lehman the merit system has a true friend.

MERIT MEN

By Seward Brisbane

(Continued from Page One)

As soon as he was appointed custodial clerk, Hughes joined the Civil Service Forum. He thought that in joining a group with the employees' interests at heart, he'd be helped in winning rapid promotion. He became a delegate, later vice-president of his council of 191 clerks. In 1932, he walked out of the Forum, taking along his 191 colleagues.

"The Forum is badly organized. Men with different jobs are frequently in the same council. A delegate representing transport workers may be a clerk with no understanding of the needs of those he represents . . .

"Many top men in the outfit are political wheelhorses, totally uninterested in the welfare of Civil Service workers and the merit system. They represent an all-powerful minority against which a delegate has no voice."

Hughes has been President of the Civil Service Unit ever since it pulled out of the Forum. Since then other similar groups have been formed.

Restored 3,500 Jobs

Led by the Civil Service Unit, these organizations have been able to restore at their former rate of pay, some 3,500 clerks suspended during the depression years. They also were successful in persuading the New York State Assembly to extend the life of preferred clerk lists from two to four years.

Chief grievances of Civil Service Unit members today are: (1) the lack of promotion in the service; (2) the reclassification attempts of the present municipal commission.

"When an employee dies," Hughes says, "the first man on the promotion list should get the job. This doesn't always happen because the job is frequently thrown out and the position given to a man in the grade below without promotion or salary raise."

Economy attempts by the budget director have reduced promotional opportunities, he adds.

For example, when a fifth grade clerk earning a salary of \$4,600 a year was dismissed for theft, his job was given to a second-grade clerk whose salary was \$1,800. That the new man happened to be competent enough to handle his new job was no excuse for leaving him at his old pay, Hughes contends.

Reclassification Issue

Hughes' concern over the reclassification issue is more controversial. He sympathizes with the Commission's efforts to make classification more rigid and exact in order to limit the power of the big shots in various departments, whose practice, he charges, has been to juggle jobs for the benefit of their favorites.

But he feels that in frequent cases the result has been a deletion of many grades. "It's a matter of our getting together and thrashing this thing out."

Although strong in his belief that Civil Service workers must unite in organizations independent of political coercion, Hughes opposes the CIO and AFL unionization among Civil Service employees.

"What if there were a general walk-out like they had in England in 1926? What should the government worker do then?"

He is strongly opposed to the CIO and AFL practice of appointing non-civil service workers to key positions in Civil Service unions. He dismisses the argument that men outside the service, because their own jobs aren't at stake, are best fitted to represent the needs of government workers.

Hughes himself receives no salary for his work in the Civil Service Unit, and doesn't think he should be paid.

Says he: "The thanks of my fellow members is enough."



UNIT CHIEF HUGHES

"...Some top men in the Forum are political wheelhorses, uninterested in the welfare of Civil Service workers and the merit system. . ."



QUESTIONS & ANSWERS

by H. ELIOT KAPLAN

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

M. B.—If you are certified to a position with salary below the grade for which the test was held, you may decline the appointment and still retain your standing on the eligible list. You should state your reasons for not taking the job in a letter to the Commission. If, later, you want to take the job at the lower salary, write to the Commission explaining that you wish to be certified at the lower salary.

G. A. H.—If the position of Toll Collector on the Henry Hudson Parkway is abolished, Toll Collectors are eligible for such jobs as subway police, aqueduct police, sanitation inspector and others.

O. C. A.—The Federal exams for statisticians is nationwide, and though you are living in New York City, you can take the test in Florida, since you are still a resident of that state.

H. H. S.—There have been some appointments from the State Principal Clerk, CCC, Dept. of Welfare list. It is quite possible that the list may be used to fill positions for lists that expire this year.

M. L.—Since you are number 4 on the State Junior Physicist list, your chances of appointment are good.

W. W.—The chances of No. 5,122 on the Fire Dept. list are fair; anyone under 4,500 is quite certain to be appointed.

It is unlikely that the Fireman list will be used for other positions; ordinarily the Patrolman list is used for special appointments.

H. F.—It is within the legal authority of the Civil Service Commission to take clerks from the Grade 2 list and employ them at the salary generally fixed for Grade 1 clerks.

L. L.—There is no reason why women should not take the next Federal exam for Post Office clerk, since they are eligible and many are appointed from the list.

J. H. S.—It is doubtful if your standing as number 657 on the Federal Hospital Attendant examination register is high enough to win an appointment soon.

S. S. S.—The results of the recent Federal exam for Customs Inspector will probably be published before December 31.

D. C.—When sanitation workers were put into the competitive class by the State Civil Service Commission's recent ruling, eligibility of previous applications ended.

T. L.—After the next postal exams have been held and eligible list established, the list shall be limited for two years, unless the U. S. Civil Service Commission extends it for a third year.

H. B.—Despite the fact that you declined an appointment as a Watchman because of the salary and location of the job, you are

J. K.—It is likely that there will be between 150 and 200 appointments before the year is up from the Firemen's eligible list. You will probably be reached before March, 1940.

grounds for appeal after you had been declared failed.

A. M.—You will receive full credit on your experience rating. If you pass, you will be called for an experience oral, and specific details of your experience will be checked.

Miss A. P.—The old State Clerk list expired late last month. Now only the 1938 list exists, and appointments are expected to come at a quicker pace than when the two lists existed.

A. G. F.—Duties of the various employees of the Sanitation Department are available in pamphlet form at the department's office, 125 Worth St.

S. F. Announcement of Sanitation Department jobs is expected in November.

S. J. M.—The written test for Trackman, Board of Transportation, will probably be held in a month.

J. J. McD.—Following reclassification, the benefits of Civil Service as established for the new title hold.

S. G.—Former questions of State and Federal examinations are not available, nor are tentative answer keys. These services are provided, however, by the Municipal Civil Service Commission.

P. J. McM.—An eligible need not accept a position offered for which his list is declared appropriate. He may accept the original position as soon as his name is reached whether he has taken the offered job or not.

A. A. G.—No. 95 on the Able-Bodied Seaman list is now within the top 25. Appointment should come within the next year.

J. McA.—Sanitation Man A will be the new Sanitation Department position. It will be permanent, and pay \$1,980.

M. K.—New appointees to the Police Department, as well as to all other City departments, appear in THE LEADER as soon as announced.

A. L.—About 400 competed in the recent Barber Instructor examination. The passing mark was set at 75 per cent. The list will be published soon, and will probably be held until it expires.

Mrs. J. H. H.—Attendant positions at the city pools are being filled from Attendant - Messenger and Swimming Pool Operator lists, depending on duties.

W. S., Jr.—Duties of Sanitation Department workers are included in a pamphlet published by the department, 125 Worth St.

still eligible for another appointment.

C. J.—Announcements of requirements, etc., for labor examinations appear as soon as available in THE LEADER. This week we publish the first announcement of the test for Climber and Pruner, in the Park Dept.

Miss M. S. B.—There are no positions which would involve the use of both your stenography and sewing abilities. The requirements for Seamstress appear in this week's issue of THE LEADER.

H. N.—The title Seamstress (Women) is what you are referring to. Full details appear in this issue.

A. S.—Cord Publishers will have a book for Junior Marketing Specialist, U. S. Dept. of Agriculture, ready in about two weeks.

B. S. G.—No. 27 was the last appointed from the City Pharmacist list, and No. 29 the last certified.

H. M. W.—The Teachers Guild has no more copies of its 60-page report on the teacher examination system available. However, it may be read at the N. Y. Public Library or at any of the college libraries in the City.

G. K.—Results of the Social Investigator examination given June 24, 1938, are expected in December.

E. M.—No test for Printer is planned at present by the Municipal Civil Service Commission. Announcement will be made in THE LEADER as soon as known, and application blanks will be available at 96 Duane St.

The City sets no age limits on its examinations except for positions requiring extraordinary physical ability, as the recent Blacksmith test.

J. G. C.—The Attendant-Messenger list is not moving because of court litigation. Chances of No. 2449 being reached are only fair, while chances for Court Attendant No. 1110 are unfavorable.

J. R.—Temporary work as an Auto Truck Driver during snow removal has nothing to do with the examination you took. The Commission evidently felt that you had no

M. L.—The Municipal Civil Service Commission will hold its next examination for Clerk, Grade 1, in 1942, at which time the Clerk, Grade 2 list will be exhausted. The Clerk, Grade 2 list is being used to fill vacancies. This is not unfair, as the requirements for the two grades were the same.

McNABOE FOR JUDGE

Civil Service groups, teachers organizations, police and other groups of public employees have formed a Nominating Committee to sponsor the nomination of Senator John J. McNaboe for Supreme Court Justice, it was announced last week.

In addition to Civil Service groups, the Committee stated, members of the American Legion, social and church groups are giving Senator McNaboe their support.

Follow the Leader for the latest in Civil Service news.

*** BE PATRIOTIC ***
Display your colors! Have an American Flag in your Home! Proceeds to American Legion Mountain Camp, Tupper Lake, N. Y. Complete set, 3x5 ft. flag with pole, balyard and brackets, \$1. For sale at: Legion H'q'rs, 160 Pierrepont St., Brooklyn (Mail orders filled C.O.D.—\$1 plus postage)

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ON THE U.S. CIVIL SERVICE FRONT

By CHARLES SULLIVAN

WASHINGTON, Oct. 9.—Chief item on the agenda of the National Association of Postmasters convention, meeting here Wednesday, is the drafting of a proposal to change the present method of paying fourth-class Postmasters. Congress will be asked to act on whatever system is devised.

Under present procedure, the Postmasters are paid on the basis of the amount of mail, by value and weight, handled during the year by their offices. A few have devised the neat trick, postal officials assert, of having friends mail boxes of brickbats and stones to each other. The rate is cheap, and the postmaster "kicks back" the cost of postage. He is more than recompensed by the additional salary he gets from the high weight figures he can produce at the year's end.

will mail an explanation of the legislation.

7,000,000 Register

A curious plan being given serious consideration by Federal personnel officials contemplates the issuance of an invitation by the Civil Service Commission at the time it announces its regular examinations for persons not interested in Government now, but who might be in time of "emergency," to apply for the job, perhaps to take a partial examination, and, at least, to get their qualifications on record.

Again the purpose is to help the Government recruit the vastly enlarged staff which would be necessary if war came to this country.

To Hire 1,000

An executive order is expected within a few weeks, tying in the Civil Service Commission with the President's limited emergency program. Effect of the order would be to authorize the Commission to hire about 1,000 additional employees.

Purpose of the increased force is to enable the Commission to bring itself up to date on all pending and past-due business, and to have the decks cleared for swift action should a sudden call come in from Government agencies for additional forces. This contingency is American involvement in war.

Officials hope desperately that it will never arise. But they want to take no chances of being caught as they were in 1917, when the Civil Service Commission went on an almost three-shift basis, trying to keep up with the huge demand of the Government for personnel.

Write to Senator Hatch

Don't write your Congressman or the Department of Justice, if you are a municipal, state or Federal employee, that you have been solicited for funds by a political party and that the act was in violation of the Hatch law.

The fact is that while the legislation prohibits solicitation of Federal relief recipients, it has nothing to do with state and local public employees. Other laws, long on the books, prohibit only the solicitation of one Federal employee by another, or the solicitation of funds on Federal property.

If you are in doubt of what the does or does not permit, write to Senator Hatch himself, whose office

Tied in with this scheme is a development already underway in the Social Security Board. That agency is taking its active files of some 6,000,000 or 7,000,000 persons who have registered as unemployed at State employment offices, and adding personal files on every person who has worked on WPA and NYA projects, as well as those who have applied for PWA jobs. CCC enrollees are also included.

BANNON WINS ASST COMMISSIONER JOB

Thomas F. Bannon, chief clerk of the Dept. of Water Supply, Gas and Electricity, was promoted to Assistant to the Commissioner last week.

Bannon's promotion, according to Commissioner Joseph Goodman, followed the policy of the present administration in making career appointments. The Assistant Commissioner's job was placed in the competitive class in January, 1938, and recently a promotion exam was held to fill vacancies under this title.

The test was open to the highest grade Inspectors, Clerks and Engineers of the department and Bannon headed the list of successful candidates.

When Bannon entered the department 37 years ago he was employed as a clerk at a salary of \$900 a year. In his new position he will receive an annual salary of \$5,250.

Study now for the following forthcoming examinations:
Junior Custodial Officer, Student Aid, Addressograph Operator, Under Addressograph Operator, Graphotype Operator, Post Office Clerk and Carrier.

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CIVIL SERVICE MANUAL

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School News



Joint Committee Hits Night Jobs

Assignment of day school principals to supervision of night schools was attacked by the Joint Committee of Teachers' Organizations as "illegal, pedagogically unsound, and unwise," in a statement yesterday based on action taken at an executive board meeting last week.

Fear was expressed that such action would ultimately lead to day school first assistants and teachers getting night and summer school assignments with no additional pay and without regard for the resulting physical strain of long hours.

Lack of educational funds last month forced assignment of day principals to night school work for the first time. Previously, those who held night school principals' licenses were assigned.

Two Objections

The Joint Committee's statement maintained that the assignment of day school principals was illegal on two grounds, violation of the principals' rights and violation of the dual job law.

"Moreover," the statement continued, "the practice is unsound because it ignores the merit system of appointment, by which persons on night school principals' eligible lists would receive these positions. Instead it means the schools with unpaid dual job holders supervising staffs, composed mainly of substitutes."

The High School Principals Assn. has already taken a stand similar to that of the Joint Committee, which is a legislative body embracing all

organizations of teachers except the Teachers Union.

Seeks Pay Restoration

Restoration of the salaries of teachers assigned as heads of high school annexes and as administrative assistants in high schools was also urged by the Joint Committee. Salaries of these two classes were reduced recently as a Board of Education economy measure.

The committee admitted that the Board was within its rights when it withheld customary additional pay to these teachers because of their supervisory duties.

"However, it is unfair for the Board of Education," the committee declared, "to take advantage of a legal technicality to exploit administrative assistants and heads of annexes by depriving them of their full salaries despite the fact that they are ably performing the important duties of their positions."

SUBS GET WORK

Two hundred substitute teachers will benefit from the Dual Job Law beginning today, when they serve as literacy test examiners during the period of registration for the November elections.

Prior to this, the principal of each school building in which tests were held assigned a teacher to the work.

WNYC STARTS AIR CLASSES FOR CHILDREN AND ADULTS

Pupils in more than 100 elementary schools and 20 high schools, as well as home-studying adults, will use the radio to help in their education, in an extensive broadcast program that got under way yesterday morning over WNYC. The Board of Education is cooperating in the series.

Department heads and teachers from the city schools will conduct the radio classes, which cover the following subjects: English, French, German, Hebrew, History, Italian, Music Appreciation, Science, Spanish, Speech, Social Science, and Vocational Guidance.

Originating in the Board of Education's studios in Brooklyn Technical H. S., the broadcasts will be sent out over short-wave lengths of WNYC, ultra high frequency station of the Board of Education.

A variety of techniques will be called into use in presenting the programs. Student participation will be involved in many, as in the "Let's Sing in French" series, designed to stimulate the study of French. Drama will be used in several programs.

Radio Schedule

MONDAYS: French, 10:15-10:30 a. m.; Elementary School series, 11:15-11:30 a. m.; "Let's Sing in French," 1:45-2 p. m.; speech, 3-3:30 p. m.

TUESDAYS: Spanish, 10:15-10:30 a. m.; Junior High School series, 11:15-11:30 a. m.

WEDNESDAYS: German, 10:15-10:30 a. m.; Social Science 11:15-11:30 a. m.; Music Appreciation, 1:45-2 p. m.; Vocational Guidance, 3-3:30 p. m.

THURSDAYS: Italian, 10:15-10:30 a. m.; Science, 11:15-11:30 a. m.; History, 1:45-2 p. m.

FRIDAYS: Hebrew, 10:15-10:30 a. m.; Elementary School series, 11:15-11:30 a. m.; English Literature, 1:45-2 p. m.

Claim Examiner Retires As Vision Comes True

Forty years ago, a wide-awake Irishman named Robert C. Nicholson reached his majority. He looked over the horizon of life that stretched before him and saw troublous things such as depressions. He told himself he must get into an occupation where he would get a weekly paycheck no matter what occurred.

On May 28, 1900, after a competitive Civil Service exam, Robert C. Nicholson was appointed an Examiner of Claims in the Board of Education. Last week, Robert C. Nicholson, still an Examiner of Claims, walked out of the Board of Education for the last time, a pension safely tucked under his arm, a jovial smile still hiding more than 60 years.

"I've enjoyed things as I've gone along, and I've always tried to help good people in trouble," Nicholson explained, when asked if he had a nest-egg hidden away from his weekly pay-checks. Others in the office eagerly attested to the truth of his generosity.

A bachelor, Nicholson is unwilling to remain inactive even though his pension is sufficient to keep him. Insurance is his new profession.

When asked how he felt yesterday morning, not coming to work for the first time in four decades, he replied with a grin:

"I'll never miss it. My new freedom is only an extension of freedom I've enjoyed all along. After 5 o'clock week-days, and Saturdays at 12 I've always forgotten about the office."

Convention Rights Given to School Administratives

Members of the administrative staff of the Board of Education, who are under Civil Service, will now have the same privileges in attending conventions as is given to members of the supervising and teaching staffs, it was announced this week by Superintendent of Schools, Harold G. Campbell.

Applications must be submitted to Superintendent Campbell, with the endorsement of the head of the bureau involved, in duplicate on prescribed blanks at least two weeks before the proposed absence. A certificate of election or designation as delegate must accompany the application.

A certificate of attendance must be submitted to the head of the bureau after the delegate returns to duty. Each month Mr. Campbell will report to the Board of Education all particulars concerning leaves granted during the preceding month.

Such regulations do not apply, Mr. Campbell pointed out, in cases where travel and hotel expenses are paid by the Board of Education. The applications are to be the same as to form and content, but must be submitted to the Committee on Finance and Budget.

All heads of bureaus at the Board received a supply of application forms.

Two Men Top 125 Eligibles Placed on New English List

Seventy-eight women and 47 men were placed on the eligible list for holders of English teacher licenses in day secondary schools other than junior high schools, according to an announcement last week by the Board of Examiners.

Stuart C. Lucey, with 84.83, and James J. O'Connell, with 83.25, led the lists. First among the women is Lillian E. Dee, with 82.03.

The list follows:

(*Must Meet Eligibility.)

WOMEN

Dee, Lillian E., 82.03; Russell, Sylvia J., 81.85; Hyland, Mary M., 80.5; Cockerill, Dorothy M., 80.33; *Zeiger, Bessie R., 79.98; Hanley, Mary J., 79.9; Randles, Maud A., 79.65; Goldstine, Belle, 79.6; *Moore, Mary F., 79.43; Schiller, Anne O., 79.03; *Phillips, Dorothy J., 78.75; Hayward, Elizabeth G., 78.15; Healy, Margaret P., 78.13; Wittenberg, Theresa G., 78.05; **Risikoff, Rose D., 78; Mulhern, Marion, 77.98; Russell, M. Elsa, 77.68; Bennett, Elizabeth, H., 77.58; Malley, Mary M., 77.23; *Dickson, Mary C., 77.2; Gillespie, Claire M., 77.08; Emanuel, Janet, 76.83; Kornblith, Edna B., 76.23; *O'Connor, Virginia C., 76.05; Speyer, Marion F., 75.93; Weinberg, Ellen A., 75.68; Brown, Louise, 75.5; *Lotzman, Mary D., 75.13; Bantacas, Alice G., 75.08; Shanon, Julia; Roth, Katherine, S., 74.83; Wellpott, Mary H., 74.8; Persky, Frieda M., 74.75; Cochrane, Josephine M., 74.73; Fleischer, Ernestine R., 74.73; Feldman, Sylvia S., 74.7; *Linzmeier, Kathryn M., 74.1; Lawrey, Elizabeth G., 74.03; Greif, Frances S., 74; Silberstein, Paula E., 73.9; Melamed, Judith T., 73.85; Braun, Florence, 73.75; Gillen, Catherine M., 73.7; *Somers, Marjorie C., 73.48; *Bloch, Dorothy, 73.3; *Grinsberg, Rosalie, 73.25; Keller, Joan M., 73.15; Dobkin, Goody B., 73.13; Reed, Dora R., 73.08; *Gluck, Blanche, 72.98; *VanLoan, Jeannette A., 72.98; Dorf, Anita W., 72.93; McCarthy, Bessie M., 72.88; Weiss, Adele F., 72.68; Sichelman, Helene H., 72.53; Wallach, Edith K. L., 72.48; Friedman, Sivia R., 72.35; Angers, Katherine B., 72.15; Copeland, Mary R., 72; Kaplan, Sylvia S., 71.85; Cahill, Susan G., 71.43; Horn, Valerie P., 71.43; Siegel, Miriam G., 71.25; *King, Pauline H., 71.18; Seagull,

MEN

Anne L., 71.15; Adler, Silvia M., 70.85; Krasnoff, Bella B., 70.25; *Sheinin, Beatrice R., 69.53; *Bersson, Sylvia H., 69.43; Sarasohn, Cecilia L., 69.1; *Maltz, Jessie C., 69.1; Feltham, Irene M., 68.55; Coleman, Alice E., 68.3; Johnson, Hilda R., 68.18; Heiger, Rebecca, 68.05; *Volkell, Fannie, 67.78; Auerbach, Isabelle F., 66.93; Levy, Lenore, F., 65.4.

*Lucey, Stuart C., 84.83; *O'Connell, James J., 83.25; *Mesner, Leo, 79.08; Daly, Charles B., 78.95; *Rothman, Nathan L., 78.78; *Witkowsky, Earl, 77.53; *Rothenberg, Alan B., 77.2; *Glass, Albert S., 76.75; *Bowser, Aubrey, 76.68; Winter, Lester W., 76.45; *Phillips, Edward I., 76.38; *Cohen, Saris, 76.35; Herz, Robert, 76.25; Maguire, Clinton J., 76.63; Terino, Anthony E., 75.38; Luria, Jacob J., 75.28; Egan, Joseph P., 75.23; *Simon, Joseph, 75.18; Carlin, Jerome, 74.98; Turofsky, Isaac, 74.43; Bates, Arthur D., 74.2; Kleinman, Samuel N., 73.68; Burack, Philip, 73.48; Goldstein, Isidore, 73.4; *Phillips, Charles, 73.38; *Pincus, Abraham, 73.00; Goldway, Arthur, 72.98; Hynowitz, Samuel, 72.88; *Jenkin, Benjamin, 72.78; *Wertheim, Lewis R., 72.53; Balletto, Walter F., 72.15; Goldstein, Jesse S., 71.5; Wallace, Robert, 71.3; Gerber, Morris I., 71.15; *Horowitz, Harry A., 71.13; Marshall, Thomas J., 71.00; Monastersky, Bernard, 70.73; Beckoff, Samuel, 70.5; Shaw, Henry, 70.43; *Weber, Harry, 70.4; Hassett, John J., 69.93; Cohn, Marvin W., 69.6; Weinstein, Paul, 69.53; Feinbloom, Irving, 69.4; Rubinstein, Norman, 68.2; Reilly, John L., 67.23; *Fagin, Ralph, 66.05.

To Ask School Funds

Representing the Joint Committee of Teachers Organization, Mrs. May Andres Healy will appeal for an increase in the proposed capital outlay budget for school buildings at a hearing tomorrow before the City Planning Commission in City Hall.

NEW LAW EDITION

The 1939 edition of the State Civil Service Law was issued this week by the State Dept. of Civil Service. Copies are available at the Albany offices of the Commission at 50 cents each.

Back Lindlof Plan

Commissioner Lindlof's proposal to aid unemployed teachers by liberalizing sabbatical leave regulations was unanimously approved this week by the executive board of the Teachers Guild.

The Lindlof plan, granting a first sabbatical leave after seven years of teaching, a full year leave for rest, travel, or study, and elimination of the three-year interval rule for veterans, has been advocated by the Guild for many years, the executive board stated.

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TIME PAYMENTS ARRANGED

SAMPLE QUESTIONS CLERK GR. 2

Saturday, Nov. 18, has been set as the date for the next Promotion Exam for Clerk, Grade 2. More than 3,500 City employees filed for the exam, including 217 who waited for the readvertisement last month.

Filing was reopened after the State Civil Service Commission changed the eligibility requirements set by the Municipal Commission. The State Commission ruled that one year's experience must be reached by the date of exam rather than the date of appointment, which was the original requirement.

The Leader will publish the entire last exam for this position, given in Dec., 1937, in this and the next two issues. The first 32 questions, with the answers started, follow:

In each of the following items, four possible answers are suggested to complete each sentence. In the correspondingly numbered row on the answer sheet, blacken the space between the pair of lines lettered the same as the answer which is the best of those suggested.

Sample I, answered on the answer sheet, is intended to help you understand how to answer these question items.

Sample I. The Mayor of New York City is named

(A) Roosevelt (B) Garner ★(C) LaGuardia (D) Hughes.

1. "Re" is most frequently read as the abbreviation for ★(A) in regard to (B) real estate (C) receipt (D) return enclosure.

2. "Prox." is most frequently read as the abbreviation for (A) approximate balance (B) last month ★(C) next month (D) by proxy.

3. In alphabetical filing abbreviations such as "Wm." or "Chas." are (A) disregarded entirely ★(B) treated as if spelled out (C) disregarded except for first letter (D) placed in parenthesis and disregarded.

4. Confusion regarding the exact location of certain papers missing from files can probably best be avoided by (A) using colored tabs (B) using the Dewey Decimal System (C) making files available to few persons ★(D) consistently using "out" guides.

5. On payment of proper fees, special handling is given to (A) all mail (B) first class mail (C) second class mail ★(D) fourth class matter.

6. The maximum weight of packages which can be sent by fourth class mail is ★(A) 70 pounds (B) 50 pounds (C) 100 pounds (D) 25 pounds.

7. The chief advantage of a night letter over a telegram is probably (A) speed ★(B) economy (C) brevity (D) dependability.

Phone Rate

8. The regular monthly rate charged for telephone service in New York City pays for (A) all outgoing calls made during the month ★(B) all outgoing calls up to a certain number (C) all calls, including a standard number of out-of-town calls (D) all calls except out-of-town calls.

9. Property tax is computed on (A) actual value (B) purchase price ★(C) assessed valuation (D) amount of first mortgage.

10. The abbreviation "N.B." means (A) disregard (B) no good (C) does not belong ★(D) note carefully.

11. Of the following, the one which is not one of the values of the typewritten signature in a business letter is that (A) the receiver can read the typewritten signature if the ink signature is not legible (B) the typewritten signature leaves a record on carbon copies for a reference regarding signer (C) the signer may simply initial above the typewritten signature if he so desires ★(D) the typewritten signature indicates that the contents of the letter have been checked by the sender.

12. "There is no more convincing mark of a cultured speaker or writer than accuracy of statement." This statement stresses the importance of (A) new ideas ★(B) facts (C) acquiring a pleasing speaking voice (D) poise.

13. "When a department is called, the voice which answers the telephone is, to the person calling, the department itself." This statement implies most clearly that (A) only one person should answer the telephone in each office ★(B) a clerk with a pleasing, courteous telephone manner is an asset to an office (C) an efficient clerk will terminate all telephone conversations as quickly as possible (D) making personal telephone calls is looked upon with disfavor in some offices.

14. Probably the chief advantage of filling higher vacancies by promotion is that this procedure ★(A) stimulates the worker to improve his work and general knowledge and technique (B) provides an easy check on the work of the individual (C) eliminates personnel problems in a department (D) harmonizes the work of one department with that of all other departments.

15. "Greatest efficiency is reached when

filing method and filing clerk are harmoniously adjusted to the needs of an office." This statement means most nearly that (A) the filing method is more important than the clerk in securing the successful handling of valuable papers (B) almost any clerk can do office filing well ★(C) a good clerk using a good filing system assures good filing (D) every office needs a filing system.

16. The one of the following not concerned in any way in preparing or passing on the Capital Budget under the new charter is (A) Comptroller ★(B) Treasurer (C) Board of Estimate (D) City Planning Commission.

17. The number of candidates in the recent P. R. election in New York City who received 75,000 first choice ballots is (A) 5 (B) 40 ★(C) none (D) 26.

18. The one of the following who is not an elective officer is (A) Comptroller (B) President of the Borough of Queens (C) Mayor ★(D) Deputy Mayor.

19. The numbers of persons recently elected to the new City Council is (A) fewer than 25 but more than 15 (B) fewer than 50 but more than 30 (C) fewer than 15 ★(D) more than 15 but less than 30.

20. The fiscal year of the city, according to the new charter will begin ★(A) July 1 (B) January 1 (C) June 1 (D) October 1.

21. According to the new charter, a vacancy which may occur among councilmen shall be filled by (A) general election (B) appointment by the Mayor ★(C) election by a majority of all remaining councilmen (D) two-thirds vote of members of the Board of Estimate.

22. Under the new city charter, the office of the Chamberlain is superseded by (A) The Commissioners of the Sinking Fund (B) The Deputy Mayor ★(C) The Treasurer (D) The City Council.

23. "To provide for the gradual reduction of an obligation in advance of maturity" is the function of (A) condemnation proceedings ★(B) amortization (C) life insurance (D) compound interest.

Unification

24. As commonly used in New York City affairs, the word "unification" refers to (A) absorption of the Emergency Relief Bureau by regular city agencies (B) abolition of county offices (C) constructions of a municipal power plant ★(D) consolidation of the various subway systems.

25. Of the 16 votes cast by the Board of Estimate, according to the new charter, the Mayor is entitled to cast (A) one (B) none ★(C) three.

26. According to the new charter, the annual tax rate shall be fixed by the (A) Mayor (B) Board of Estimate (C) Comptroller ★(D) Council.

27. The best of the following sentences is: ★(A) The incident occurred when he took the book off the desk (B) The incident occurred when he had taken the book off the desk (C) The incident occurred when he took the book off of the desk.

Punctuation

28. "As he approached the speaker addressed him." The punctuation rule violated by the above sentence is (A) use a dash to indicate a break in the thought of a sentence ★(B) use a comma to prevent confusion in the sentence thought (C) use a comma to set off the nominative of address (D) punctuate as little as possible.

29. "There's no time for delay; action must be taken." This sentence illustrates the use of the apostrophe in ★(A) forming contractions (B) expressing possession (C) forming plurals (D) forming verb forms of letters and unusual words.

30. The best of the following sentences is: ★(A) These problems had been lying dormant for centuries (B) These problems has been laying dormant for centuries (C) These problems had been lying dormant for centuries (D) These problems had been lain dormant for centuries.

31. The best of the following sentences is: (A) The director decided that him and I were to go (B) The director decided that he and I were to go ★(C) The director decided that he and I were to go (D) The director decided that he and I was to go.

32. The best of the following sentences is: (A) The difference between the man who tries and he who gives up is clearly manifest ★(B) The difference between the man who tries and him who gives up is clearly manifest (C) The difference between the man who tries and him who gives up are clearly manifest (D) The difference among the man who tries and him who gives up are clearly manifest.

The remaining questions of this exam will be published in the next two issues of The Leader.

Clerk Promotions After Six Months

(Continued from page 1)

tion which would have waived experience requirements altogether, but the Commission is expected to reconsider the amended resolution.

If it is approved the Municipal Commission will re-advertise the Clerk, Grade 2, promotion test, slated for Nov. 18.

By this change, 2,500 additional clerks are made eligible for the test. The estimate of those affected by the new ruling runs into tremendous numbers, as the entire base for promotion tests is doubled.

Under the proposed change of regulations, any employee in the competitive class earning less than \$1,800 is eligible to take promotion exams for Clerk, Grade 2.

As soon as the Municipal Civil Service Commission passes the new resolution, it is expected that Mayor LaGuardia will give his approval and send it to the State Commission for final action.

U. S. Commission Hatches Exam for Press Agents

WASHINGTON, Oct. 9.—After two disastrous attempts in recent years the Civil Service Commission is framing a new examination for Federal information directors, or, in common terms, Government press agents.

The new examination, it was indicated, will differ from the two preceding in that it will be drafted to set up a register usable by any department or agency, rather than one specifically designed for one organization alone.

Last Spring, however, the commission pushed the pendulum to the opposite extreme, when it gave an examination for press representatives in the Labor Department Wage and Hour Division. By setting up

the most drastic experience requirements, and by weighting the grading heavily on the basis of past executive responsibility, the commission failed all but 21 applicants, among them some of Washington's ace correspondents.

41 On Yearly Basis

Forty-one employees of the Municipal Civil Service Commission were put on a permanent yearly basis this week, to replace provisional, temporary per-diem, and non-competitive employees.

Included are 20 examining assistants, 10 clerks, six typists, two junior examiners, one fingerprinting technician, one telephone operator, and one office appliance operator.

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Examination Requirements



CITY

ARCHITECTURAL ASS'T, GRADE 2

Certification will also be made to fill Grade 1 vacancies. (Grade 1, \$1,200-\$1,560; Grade 2, \$1,560-\$2,160); file by Oct. 30; fee, \$1. Vacancy in NYC Housing Authority at \$1,040.

Duties

Under supervision, make drawings and tracings; assist in surveys and inspections; make and check required architectural computations; related work.

Requirements

Two years' architectural study in recognized school, or graduation from a four-year day high school course and four years' architectural experience; or equivalent.

Weights

Training and experience, 3; technical-written, 7.

CARPENTER

(\$11.20 a day; 21-50 years old; file by Oct. 30; fee, \$3. Two vacancies in Park Dept., one in NYC Housing Authority.

Duties

General work, as erecting office partitions, laying and renewing floors, putting on locks, and repairing window frames, desks, and other office furniture; general carpentry.

Requirements

Experience along duties. **Weights** Written, 3; practical, 5; physical, 2.

COOK

(Various salaries). Opening at \$840 without maintenance; file by Oct. 30; fee, 50 cents.

Duties

Under supervision, prepare and cook food in a large institutional kitchen or take charge of a small kitchen; prepare and serve meats, vegetables, etc.; related work.

Requirements

Two years' experience along duties.

Weights

Written, 2; practical, 7; physical, 1.

DIVISION ENGINEER, GRADE 4

(Mechanical Electrical)

(\$6,000); vacancy in Board of Water Supply. Open to U. S. citizens. File by Oct. 31; fee, \$5.

Duties

Under broad direction, take charge of mechanical and electrical engineering activities in connection with water works projects, including planning, carrying out and reporting on professional work in investigation or development of these projects. Design large high pressure gate and needle valves, pumps, sluices, gates, hydraulic cylinders, shaft

caps and other controlling and operating mechanisms; furnish, for final executive action, expert advice on mechanical and electrical engineering problems or policies of outstanding importance; report on advisability of large capital expenditures; advise upon plans and specifications for major improvements for subsequent consideration by Chief Engineer.

Requirements

(a) An engineering degree recognized by the University of the State of New York, 10 years' mechanical and electrical engineering experience in connection with hydraulic projects, design of large valves, pumps and other hydraulic equipment; (b) graduation from a four-year day high school course and 20 years' mechanical and electrical engineering experience, or a satisfactory equivalent. Capacity for difficult and important assignments is required, knowledge of the principles of mechanical and electrical engineering, ability to organize, direct and coordinate work and obtain cooperation from subordinates, ability to analyze data, and present results in reports or monographs; proven technical and administrative leadership. A Ph.D. or D. Sc. degree obtained after three years' postgraduate study in mechanical and electrical engineering will be taken as equivalent of three years' prac-



tical experience. A New York State Professional Engineer's license will be required before certification.

Weights

Training, experience and personal qualifications, 7; written, 3. Personal qualifications will be rated at an oral interview.

ELECTRICAL INSPECTOR, GRADE 2

All persons who filed for Engineering Assistant Electrical, Grade 2, between Feb. 6-28, 1939, and March 3-24, 1939, need not file again. (\$1,800-\$2,400). File by Oct. 30; fee \$2. Eight vacancies in Dept. of Water Supply; two cable testers in Fire Dept.

Duties

Under supervision, perform elementary electrical engineering, drafting, testing, or inspectional work involving some knowledge of power transmission and distribution; related work.

Requirements

Four years' experience as skilled electrical worker, or an electrical engineering degree or certificate in a four-year course from an engineering school or college. Undergraduates in the third and fourth year of these institutions will be accepted for examination.

Weights

Education and experience, 2; written, 8.

INSPECTOR OF STEEL, GRADE 3

(\$2,400-\$3,000; Grade 2, \$1,800-\$2,400). Vacancies in Grade 2 in the Board of Transportation and Dept. of Public Works at \$1,800; file by Oct. 30; fee \$2.

Duties

Under direct supervision inspect in the field erection or repair of steel structures for buildings, bridges, elevated highways, etc.; keep records of inspections and make reports; related work.

Requirements

Three years' experience as steel inspector, steel foreman or steel superintendent, or satisfactory

equivalent; ability to read plans and interpret and apply specifications for steel work. Recognized engineering degree will be accepted in place of this practical experience.

Weights

Training, experience and personal qualifications, 5; written, 5.

SEAMSTRESS (WOMEN)

(\$840, subject to budget). Four vacancies in the Dept. of Hospitals; file by Oct. 30; fee 50 cents.

Duties

Under supervision operate electric or foot power machines; cut, fit, and assemble new articles required in a hospital as binders, doctors' uniforms; mend hospital linens and wearing apparel; related work.

Requirements

Two years' satisfactory experience along lines outlined under duties above.

Weights

Written, 2; practical, 8.

SENIOR ADMINISTRATIVE ASSISTANT

(Applicants who filed under the advertisement of Aug. 2-22, 1939, need not file again.) \$5,000-\$6,000. One vacancy. Open to persons of all ages. File by Oct. 31; fee \$3.

Duties

To assist the chairman in the administration of the program of the Housing Authority; to coordinate the work of the various divisions and to act as liaison officer between the various divisions and the chairman; to represent the chairman in negotiations with public agencies; perform related work.

Requirements

Candidates must possess a bachelor's degree recognized by the University of the State of New York or have equivalent training; in addition, have eight years of responsible work in a governmental agency or large business organization in positions requiring administrative ability such as that of secretary of a governmental agency, office manager, etc. Credit will be given for graduate study in a recognized college or university in the fields of public administration, business administration and accounting, management, housing and similar appropriate fields. In every instance, however, candidates must have had at least four years of administrative or executive experience. All persons in the competitive class earning \$4,000 or more annually who have served five years in the city service and whose experience would qualify them will be eligible for the exam. A thorough knowledge of the aims of public housing is required.

Weights

Training, experience and personal qualifications, 5; written, 5.

STEAMFITTER

\$11.20 per day; one vacancy in Dept. of Parks, one in Dept. of Public Works. 21-50 years old. File by Oct. 30; fee \$3.00

Duties

To do general steam pipe work, boiler and pump connections; to lay out from drawings and connections any work in connection with installing pump piping.

Requirements

Candidates must have had ex-

5 File for Top Jobs

After a filing period that extended one month beyond the usual time allowed, five candidates have met the stiff requirements for the \$9,000 post of Ass't. Superintendent of School Buildings, Design and Construction (Design), it was announced this week by the Municipal Civil Service Commission.

Ten years' technical experience, an architectural degree, and knowledge of engineering principles related to construction of large buildings were called for.

Eleven applicants will take the Specifications exam. A vacancy exists at \$6,500 for this post.

Caution Pays Dividends

A lawyer's caution is responsible for Peter Schneider ranking at the top of the Patrolman, P. D. list, released last week in The Leader.

A clerk for seven years in the city's employ, Schneider was originally interested last Winter in the exam for the Patrolman, P. D. Special List. Hearing that some doubts had arisen as to whether the Courts would uphold the validity of this list, he decided to file for the main exam. His mark of 94.286 placed him first among the 33,000 candidates.

Schneider was graduated from St. John's School of Law, magna cum laude, in 1934, after two years at N. Y. U. He was admitted to the bar in March, 1936, doing all this while working for the city. Today he is attached to the District Attorney's office, which he represents as a delegate to the N. Y. C. Employees' union (AFL).

perience or training along the lines outlined under duties.

Weights

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

(PROMOTION)

ASS'T SUPERVISOR, GRADE 2.

(Social Service)

Those persons who filed for this exam between April 3-26 need not file again. Approximately 50 vacancies in the Board of Child Welfare. This list will be used

for similar positions in other departments when vacancies occur. File by Oct. 30; fee, \$2. Written test will probably be given in December.

Requirements

Open to all Social Investigators, Employment Directors and Ass't. Employment Directors who have served not less than six months preceding the date of the written test and who are otherwise eligible for promotion. By Feb. 1, 1940, candidates must have had seven years of experience or the equivalent of education and ex- (Continued on page 9)

JOBS NOW OPEN

JOB

DEADLINE

CITY

OPEN

Architectural Assistant, Grade 2	Oct. 30
Carpenter	Oct. 30
Cook	Oct. 30
Division Engineer (Mechanical Electrical), Grade 4	Oct. 31
Electrical Inspector, Grade 2	Oct. 30
Inspector of Steel, Grade 3	Oct. 30
Senior Administrative Assistant (Housing Authority)	Oct. 31
Steamfitter	Oct. 30

PROMOTION

Assistant Supervisor, Grade 2, Social Service (city-wide)	Oct. 30
Climber and Pruner	Oct. 30
District Superintendent, Sanitation Dept.	Oct. 31
Medical Inspector—Administrative, Grade 4 (Health)	Oct. 31
Supervisor, Grade 3, Social Service (city-wide)	Oct. 30

FEDERAL

OPEN

Anglesmith, Heavy Fires	Dec. 28
Anglesmith, Other Fires	Dec. 28
Blacksmith, Heavy Fires	Dec. 28
Blacksmith, Other Fires	Dec. 28
Boatbuilder	Dec. 28
Boilermaker	Dec. 28
Chipper and Caulker, Iron	Dev. 28
Coppersmith	Dec. 28
Die Sinker	Dec. 28
Driller	Dec. 28
Flame Bender	Dec. 28
Flange Turner	Dev. 28
Gas Cutter or Burner	Dec. 28
Holder-On	Dec. 28
Industry Committee Adviser	Oct. 23
Industry Committee Adviser, Principal	Oct. 23
Industry Committee Adviser, Senior	Oct. 23
Machinist (Inside)	Oct. 18
Machinist (Outside)	Oct. 18
Medical Guard—Attendant	Oct. 23
Medical Technical Assistant	Oct. 23
Metalsmith, Aviation	Oct. 12
Molder	Dec. 28
Pipecover and Insulator	Dec. 28
Puncher and Shearer	Dec. 28
Rivet Heater	Dec. 28
Riveter	Dec. 28
Sailmaker	Dec. 28
Saw Filer	Dec. 28
Sheet Metal Worker	Dec. 28
Shipwright	Dec. 28
Statistician	Oct. 16
Statistician, Assistant	Oct. 16
Statistician, Associate	Oct. 16
Statistician, Principal	Oct. 16
Statistician, Senior	Oct. 16
Student Aid	Oct. 16
Toolmaker	Dec. 28
Transportation Economist	Oct. 16
Transportation Economist, Assistant	Oct. 16
Transportation Economist, Associate	Oct. 16
Transportation Economist, Principal	Oct. 16
Transportation Economist, Senior	Oct. 16
Welder, Electric (specially skilled)	Dec. 28
Welder, Gas	Dec. 28

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CLIMBER and PRUNER

General Applications open 9 A.M., Oct. 12th, to noon, Oct. 14. Promotion Applications, Oct. 9th to 30th. Home study material including questions in Tree Planting and Care, Climbing Methods and Safety Rules of the type used in city tests. By LYLE SHAW, Grad. of Bartlett School of Tree Surgery Price \$1.50. By Mail \$1.60. INDEPENDENT TREE SERVICE 418 THIRD STREET, BROOKLYN, N. Y.

CITY LISTS NEW TESTS Navy Yard Opens Two Exams for Machinists



(Continued from page 8)

perience. Education will be allowed as follows: two years of education after high school plus five years' experience; three years of education and four years' experience; graduation from college and three years experience; or seven years' experience; or a satisfactory combination of education and experience. All candidates must have at least three years' experience in social case work under supervision.

Scope of Exam

The duties of this position involve the supervision of a group of social investigators in the administration of public assistance and in the rendering of such services as may promote the welfare of clients. The test may cover such services as may promote the welfare of clients. The test may cover such subjects as public welfare, social work, supervision and training of staff, statistical controls, community resources and related subjects in sociology, psychology, mental hygiene, public health, etc.

Weights

Written, 30; education and experience, 20; record and seniority, 50.

CLIMBER AND PRUNER

(Change of Title)

Open only to Park Dept. employees. Salary \$6 a day; 30 vacancies. Ages 21 to 32 at time of appointment. Position requires extraordinary physical ability. Closing date: Oct. 30. Fee, \$1.

Requirements

Applicants must have served one year in the Labor Class in the Dept. of Parks. Applications will be accepted from employees otherwise eligible who will have completed the requisite periods of service before Nov. 14, 1939.

Scope of Exam

At the practical test candidates will have to identify trees by their bark or foliage, demonstrate familiarity with tree surgery and knots and hitches; shinny up a 40-foot tree unaided with ease. Candidates must be normal in vision, heart, lungs, hearing; show no varicose veins, hernia, paralysis, or other disease, injury or abnormality.

Weights

A practical test will be given and a qualifying written exam.

DISTRICT SUPERINTENDENT

Open to Sanitation Dept. employees. Written exam to be given Nov. 22. (\$3,500); vacancies occur from time to time; file by Oct. 31. Fee, \$3.

Requirements

Open to foremen in the uniformed force of the Sanitation Dept. who have served six months on the day of the exam. The written exam will test the candidate's knowledge of the work

of the uniformed force and his fitness to be appointed.

Weights

Written, 5 (70% is required, 50% on each part if more than one part is given); record and seniority, 5 (70% required).

MEDICAL INSPECTOR, ADMINISTRATIVE, GRADE 4

(Health)

Open only to Health Dept. employees. Eligible list will remain in force for two years. (\$3,000); file by Oct. 31; fee, \$3. Three vacancies, Health Dept., at \$3,600.

Requirements

Open to all Health Dept. employees who have served two years as Medical Inspectors or Physicians and who have a degree from an accredited medical school and satisfactory completion, with an advanced degree, of at least one year of graduate training in public health in an institution of recognized standing.

Applications will be accepted from employees otherwise eligible who will have completed the requisite period of service by Nov. 28. All persons on the preferred list for titles included under eligibility requirements are eligible for this exam.

Scope of Exam

The test will ascertain whether candidates possess knowledge and understanding of public health requirements and practices, functions of a district health officer and his duties to a sufficient degree to enable the candidates to serve as full-time administrative assistants to district health officers.

SUPERVISOR, GRADE 3

(Social Service)

(\$2,400-\$3,000.) Vacancies in Board of Child Welfare. List may also be used for positions in other departments; file by Oct. 30; fee, \$2. Written will probably be given in December.

Requirements

Open to Social Investigators, Employment Directors, Assistant Employment Directors and Assistant Supervisors with six months' experience when the written test is given. Candidates must have on exam day: a) two years of education (above high school) and seven years' experience; b) three years of education, six years of training; c) graduation from college and five years' experience; d) nine years' experience; e) a satisfactory equivalent combination of education and experience. Acceptable education includes courses credited towards a degree or diploma in an accredited college, teachers' training school, or nurses' training school. Acceptable experience includes full time paid experience in an agency of acceptable stands in social work, teaching or public health. In any case, two years' supervisory or assistant supervisory experience.

Social Investigators, Employment Directors, Assistant Em-



ployment Directors and Assistant Supervisors who have served six months when the written test is given.

Scope of Exam

Duties of this position include direction, control and coordination of case work services for a subdivision of the department. Supervision of Assistant Supervisors and responsibility for case work and in-service training and staff evaluations are included. Exam will cover subject in public welfare, social case work, social work, related fields; supervision of staff, statistical controls, executive and supervisory functions, etc.

CLIMBER AND PRUNER

(Labor Class)

Appointments are made in the order of application. Filing begins at 9 a.m., Oct. 12, at 96 Duane St. Fee, \$1; (\$6 a day); 30 vacancies in Dept. of Parks. 21-32 years old.

Duties

Care and conservation of trees by cutting, pruning and trimming; spraying against insects, fungus or other parasites and disease; planting and transplanting.

Requirements

Three years' experience (over the age of 18) in a tree nursery or other position where the care and the protection of trees were among the chief duties, or the equivalent in acceptable training; or a full four-year course in agriculture in a recognized institution, followed by a degree in forestry or agriculture.

Weights

A practical test will be given and candidates required to demonstrate ability to identify trees by their bark or foliage; shinny up a 40-foot tree unaided; skillfully do related work required of Climbers and Pruners such as elementary tree surgery and tying of knots and hitches. A qualifying written test may be given. Candidates must be normal in vision, heart, lungs, hearing; have no varicose veins, hernia, paralysis or other diseases, injuries, or abnormalities. There will be strength and agility tests.

MASTER AND SPECIAL ELECTRICIAN

(Licensing Exam)

File by Oct. 30; fee, \$5. Those who pass the written test will be given a practical exam. Those who pass the entire test will be certified after investigation of all the statements in the application. The Dept. of Water Supply, Gas & Electricity will issue the licenses.

Requirements

Three years' experience in electrical construction in buildings. The place of business of an applicant for Master Electrician's license must meet all requirements of the Dept. of Water Supply, Gas and Electricity.

STRUCTURAL WELDERS' CERTIFICATE

File by Oct. 30; cost of steel plates, filler rods, etc., will be covered by a fee of \$10 for four specimens, and \$5 for each additional two specimens.

Requirements

Applicants must give in detail all information required on application form, file three photographs (2 x 2). Sworn vouchers covering the one and one-half years' experience must be filed by employers certifying the length of employment and class of welding done. Candidates must have had at least one and one-half years' experience welding; a) on pressure vessels performed under rules of the American Society of Mechanical Engineers; b) in a U. S. Navy yard; c) in the manufacture of heavy machinery; d) structural work for buildings, bridges, etc.

Two test specimens must be made at a laboratory in each position (horizontal, vertical, overhead). The Dept. of Housing and Building will issue certificates to applicants.

Navy Yard Opens Two Exams for Machinists

Indication that the shortage of skilled labor at the Brooklyn Navy Yard, which has become acute since the outbreak of hostilities in Europe last month, is extending to new positions was evident yesterday when the U. S. Civil Service Commission announced open competitive exams for the positions of Machinist (Inside) and Machinist (Outside).

Applications for these positions are due Oct. 18, at the Navy Yard Labor Board. Filing date for 26 other skilled jobs were extended last week to Dec. 28. Full requirements for these and other Federal exams now open follow:

FEDERAL

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

(OPEN)

*MACHINIST (INSIDE)

(\$7.87, \$8.35, \$8.83 a day); 20-43 years old; file by Oct. 18.

Duties

Do general machinist work in large shop; set up and operate lathes, planers, boring mills, milling, hobbing, and honing machines, shapers, gear cutters, etc.; fit and assemble heavy machine work on turbines, diesel engines and auxiliaries; fit and assemble all units in the final assembly of steam and diesel engines, valves, operating gear, and miscellaneous assemblies; read related blueprints; related work. Work to be divided into internal combustion engine work, heavy machine tool work, bench and assembly work, automatic and light machine tool work, and turbine blading work.

Requirements

Four years' apprenticeship or experience.

*MACHINIST (OUTSIDE)

(\$7.87, \$8.35, \$8.83); 20-48 years old; file by Oct. 18.

Duties

Disassemble, reassemble, and perform work on any type of machinery on vessels afloat; perform bench and vise work; work with safety on steam and internal combustion machinery; operate portable machine tools, particularly boring bars and drills; read related blue prints; related work.

Requirements

(a) Four years' apprenticeship in work under duties, or four years' experience; or (b) four years' apprenticeship or experience as general machinist, and one year's journeyman experience in work under duties; or (c) four years' apprenticeship or experience as general machinist, and one year's journeyman experience in erecting turbines, reduction gears, etc., in machine shop or on board ship, or one year's journeyman experience in erecting ordnance units in machine shops or on board ship.

*ANGLESMITH, HEAVY FIRES

(\$8.54, \$9.02, \$9.50 a day); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Work and form angle bars, tee-irons, channel-irons, and I-bars, from 5 in. and over; in working above, operate gas, oil, or coke fires, steam hammers and presses, and do forming, joggling, and welding on angles and other shapes; related duties.

Requirements

Four years' apprenticeship or practical experience.

*ANGLESMITH, OTHER FIRES

(\$7.58, \$8.06, \$8.54 a day); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Work and form angle bars, tee-irons, channel-irons, and I-bars, from about 5 in. and under; in working above, operate gas, oil, or coke fires, steam hammers and presses, and do forming, joggling, and welding on angles and other shapes; related duties.

Requirements

Four years' apprenticeship or practical experience.

*BLACKSMITH, HEAVY FIRES

(\$8.54, \$9.02, \$9.50 a day); 20-55; file by Dec. 28. Brooklyn Navy Yard.

Duties

Using power hammers, produce forgings (solid and welded) from all sizes of bars from 4-6 inch square or round in all forgeable materials; forge power hammer tools for performance of above; read related blueprints and scale drawings; related duties.

Requirements

Four years' apprenticeship or practical experience.

*BLACKSMITH, OTHER FIRES

(\$7.58, \$8.06, \$8.54 a day); 20-55; file by Dec. 28. Brooklyn Navy Yard.

Duties

Using power hammers, produce forgings (solid and welded) from all sizes of bars 4-6 inch square or round in all forgeable materials; forge power hammer tools for performance of above; read related blueprints and scale drawings; related duties.

Requirements

Four years' apprenticeship or practical experience.

*BOATBUILDER

(\$7.87, \$8.35, \$8.83 a day); 20-55; file by Dec. 28. Brooklyn Navy Yard.

Duties

Work from plans and lay down lines for, build and repair (Continued on page 10)

How to Apply for Tests

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

Promotions tests are open only to those already in service.

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

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

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

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

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

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

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Skilled Job Filing to End Dec. 28



(Continued from page 9)

small wooden boats in length 16-50 feet.

Requirements

Four years' apprenticeship or practical experience.

* BOILERMAKER

(\$7.87, \$8.35, \$8.33 a day); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Construct and overhaul, patch, retube, repair, and maintain boilers (fire and water tube) and other similar equipment, including tanks and evaporators, and easings, smoke pipes, up-takes, floor and grating installations in fire and engine rooms; in the performance of above, chip, caulk, rivet, file, drill, tap, bend pipe and plate, shear, punch, fit, and lay-out; related duties.

Requirements

Four years' apprenticeship or practical experience.

* CHIPPER AND CAULKER, IRON

(\$7.58, \$8.06, \$8.54 a day); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Using hand tools or power machines, chip and caulk all kinds of metal joint and rivets in plates, shapes, castings, etc.; cut out loose rivets; related duties.

Requirements

Six months' experience.

* COPPERSMITH

(\$8.45, \$8.93, \$9.41 a day); 20-55 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Work on new construction of and repairs to brass and copper pipe, as radiator coils, ice machine coils, steam exhaust pipes, escape pipes, etc.; make and repair such articles as copper tanks, funnels, etc.; repair and line steam jackets, kettles, etc.; make templates of wire on board ship; line salt water pipes with a mixture of lead and tin; related duties.

Requirements

Four years' apprenticeship or practical experience.

* DIE SINKER

(\$8.33, \$9.31, \$9.79 a day); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Make and repair drop-forging dies from die blocks in the rough, operating shapers, small planers, die sinking machines, and surface grinders; true-up and cut shanks on the blocks; lay-out and sink impression and take castings from finished dies; check required dimensions; work from samples and blueprints; related duties.

Requirements

Four years' apprenticeship or practical experience.

* DRILLER

(\$6.34, \$6.82, \$7.30 a day); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Drill, ream, countersink, and tap holes in plates, bars, angle and channel iron, steel and other materials used in ship construction by pneumatic drilling machine of appropriate size; make

setups and adjustments of drill parts, buckets, clamps, etc.; related duties; use electric and power drills as required.

Requirements

Six months' experience.

* FRAME BENDER

(\$8.06, \$8.54, \$9.02 a day); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Form to shape hot or cold angles, I-beams, slabs, metal plates, channel irons, and other shapes to molds and templates; operate hydraulic and other presses and power hammers in above; related duties.

Requirements

Four years' apprenticeship or practical experience.

* FLANGE TURNER

(\$8.06, \$8.54, \$9.02 a day); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Flange heads and plates for boilers and tanks; bend various shapes to templates; bend, shape, and fit large steam pipes, and other pipes; straighten warped or twisted articles; related duties in boiler and shipfitter shops, including skillful working of metals from flat or original shape into finished shapes, hot and cold.

Requirements

Four years' apprenticeship or practical experience.

* GAS CUTTER ON BURNER

(\$6.62, \$7.10, \$7.58 a day); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Cut plates and structural shapes and shape them to size and templates with acetylene and oxygen gas, using proper pressures in torches and regulators and tips of proper size; related duties.

Requirements

Six months' experience.

* HOLDER-ON

(\$5.38, \$5.86, \$6.34 a day); 18-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Hold rivets for riveters with dolly bar, riveting gun, jam machine, or heavy hammer, etc.; related duties.

Requirements

Three months' experience.

* MOLDER

(\$8.93, \$9.47, \$9.89 a day); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Prepare, make, and use bench and machine molds of green sand, dry sand, and loam, with proper sprues, vents, gates, and risers, with properly secured cores, in and for the manufacture of ferrous and nonferrous metal castings; related duties.

Requirements

Four years' apprenticeship or practical experience.

* PIPECOVERER AND INSULATOR

(\$7.78, \$8.25, \$8.74 a day); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Apply insulating covering of any character to steam, water, or refrigerating piping and engine cylinders; plaster and canvas-cover special apparatus, valves,

and fittings on any class of work; related duties.

Requirements

Two years' experience.

* PUNCHER AND SHEARER

(\$6.05, \$6.53, \$7.01 a day); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Punch and shear plates (about 1 in. thick and lighter), channels, bars, and angles with various sizes of punches; use all kinds of punchers and shears; related duties.

Requirements

Six months' experience.

* RIVET HEATER

(\$4.80, \$5.28, \$5.76 a day); 18-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Take charge of rivet-heating apparatus; heat rivets; pass them to holders-on; related duties.

Requirements

Three months' experience.

* RIVETER

(\$7.78, \$8.26, \$8.74 a day); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Drive all types of rivets in ship construction and repairing, using power riveters as well as hand tools; related duties.

Requirements

Six months' experience.

* SAILMAKER

(\$7.68, \$8.16, \$8.64 a day); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Manufacture and repair canvas outfits and canvas work needed in ship construction and outfitting; sew by hand or machine; related duties.

Requirements

Four years' apprenticeship or practical experience.

* SAW FILER

(\$9.02, \$9.50, \$9.98 a day); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Repair and keep in condition saws of various types used in the Navy Yard.

Requirements

Two years' experience.

* SHEET METAL WORKER

(\$8.45, \$8.93, \$9.41 a day); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Lay out, fabricate, and install all work using sheet metal, up to about 1/8-inch thick on ships under construction and repair; operate ordinary sheet-metal bench and floor tools including metal brakes, bending rollers, rotary shears, and straight shears; read and interpret working plans; related duties.

Requirements

Four years' apprenticeship or experience.

* SHIPWRIGHT

(\$7.97, \$8.45, \$8.93 a day); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Build and repair wooden ships, pontoons, barges, floats, brows, platforms, gangway, wooden masts, spars, booms, etc.; install and repair wooden sheathing and decks on steel ships; erect staging (interior and exterior), launching ways, shoring, and blocking; check ligaments; install wooden foundations and wooden fittings; prepare dry docks for ships and assist in dry docking; related duties.

Requirements

Four years' apprenticeship or practical experience.

* TOOLMAKER

(\$8.35, \$8.83, \$9.31 a day); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Make and repair tools of all kinds, including dies, gages, jigs, and fixtures used in production,

in the Navy Yard shops and on board ships; operate machine tools in performance of above; work from plans, sketches, or verbal directions; related duties.

Requirements

Four years' apprenticeship or practical experience.

* WELDER, ELECTRIC (SPECIAL SKILLED)

(\$7.78, \$8.26, \$8.74 a day); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Perform exacting welding operations in the flat, vertical, and overhead positions, using covered electrodes.

Requirements

Six months' experience in arc welding work, using covered electrodes.

* WELDER, GAS

(\$7.58, \$8.06, \$8.54); 20-48 years old; file by Dec. 28. Brooklyn Navy Yard.

Duties

Weld by oxy-acetylene process or other gas combination plates, shapes, and fittings of metals, and of different sizes used in ship construction and repair; related duties.

Requirements

Two years' experience in gas welding and cutting with acetylene torch, on varied work.

INDUSTRY COMMITTEE ADVISOR

(\$3,800); not over 53 years old; file by Oct. 23.

Duties

Under supervision, undertake assignments involved in organizing and servicing industry committees. Serve as liaison between industry and the administrator and staff of the Wage and Hour Division.

Requirements

Bachelor's degree in a recognized college or university. Five years' experience connected with labor conditions, and labor problems.

* PRINCIPAL INDUSTRY COMMITTEE ADVISOR

(\$5,600); not over 53 years old; file by Oct. 23.

Duties

Serve as assistant to the chief of the Industry Committee Section; draft, review, and recommend definitions of industries.

Requirements

Bachelor's degree in a college



or university of recognized standing. Seven years' experience as an executive, an industrial engineer, or as advisor on working conditions.

SENIOR INDUSTRY COMMITTEE ADVISOR

(\$4,600); not over 55 years old; file by Oct. 23.

Duties

Under supervision, undertake assignments involved in organizing and servicing industry committees. Serve as liaison between industry committees and the administrator of the Wage and Hour Division.

Requirements

Bachelor's degree in a recognized college or university. Six years' experience as an executive and industrial engineer, or as advisor on working conditions.

* MEDICAL GUARD-ATTENDANT

(\$1,620); 25-53 years old; file by Oct. 23.

Duties

Under supervision, perform tasks concerned with the care, treatment and custody of Federal prisoners, who are mentally irresponsible or addicted to the use of habit-forming drugs.

Requirements

Graduated less than five years ago from a recognized school of nursing requiring a residence of two years in a hospital having a



daily average of 50 bed patients, and must have been registered as a graduate nurse in a State, or honorably discharged after three years' active service in the Medical Corps of the Army or Navy with duties medical in character.

MEDICAL TECHNICAL ASSISTANT

(\$2,000); 25-53 years old; file by Oct. 23.

Duties

Perform duties of medical guard-attendant, also duties involving a practical working knowledge of at least one of the following: clinical laboratory technique, pharmacy, x-ray laboratory technique.

Requirements

Graduated less than 10 years ago from a recognized school of nursing requiring a residence of at least one year in a hospital with a daily average of 50 bed patients, and must have been registered as a graduate nurse in a State, or honorably discharged after three years' active service in the Medical Corps of the Army or Navy with duties medical in character.

Weights

Written, 50; education, experience, fitness, 50.

* METALSMITH, AVIATION

(\$7.97, \$8.45, \$8.93 a day); 20-48 years old; file by Oct. 12. Naval Air Operation Base, Norfolk, Va.

Duties

Layout, cut, bend, form and fit cowlings, fittings, and miscellaneous sheet metal parts made from aluminum alloy, mild carbon, alloy and corrosion-resisting steels, copper or brass as required; make permanent repairs to metal work on aircraft; layout, fabricate and weld assemblies made of tubing or structural shapes; perform oxyacetylene welding on aluminum and alloy sheet steel parts, including corrosion-resisting parts; related work.

Requirements

Four years' apprenticeship as aircraft sheet metal worker, or aviation metalsmith, or four years' experience in either, with one year on aircraft sheet, bar, and tube work.

* STATISTICIAN

(\$3,800); not over 53 years old; file by Oct. 16.

Duties

Plan and direct professional statistical research in one or more of the following: economics, mathematics, public health, sociology, social service, public administration, biological sciences, engineering and physical science.

Requirements

Bachelor's degree in a recognized college or university which has included a) 20 semester hours in economics, social service, public health, sociology, mathematics, biological science, engineering, physical sciences, or public administration (or a combination of any two of these subjects), and six semester hours in statistics (courses incidentally involving statistics will not be acceptable); or b) 26 semester hours in mathematics; or c) 20 semester hours in statistics. Five years' professional experience in technical statistical research.

* ASSISTANT STATISTICIAN

(\$2,600); not over 40 years old; file by Oct. 16.

Duties

Plan and direct professional statistical research in one or more of the following: economics, mathematics, public health, sociology, social service, public administration, biological sciences, engineering and physical sciences.

Requirements

Bachelor's degree in a recognized college or university which has included a) 20 semester hours in economics, social service, public health, sociology, mathematics, biological science, engineering, (Continued on page 11)

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U. S. REQUIREMENTS



(Continued from page 10)

physical sciences, or public administration (or a combination of any two of these subjects), and six semester hours in statistics (courses incidentally involving statistics will not be acceptable); or b) 26 semester hours in mathematics; or c) 20 semester hours in statistics. Two years' professional experience in technical statistical research.

* ASSOCIATE STATISTICIAN

(\$3,200); not over 45 years old; file by Oct. 16.

Duties

Plan and direct professional statistical research in one or more of the following: Economics, mathematics, public health, sociology, social service, public administration, biological sciences, engineering and physical sciences.

Requirements

Bachelor's degree in a recognized college or university which has included a) 20 semester hours in economics, social service, public health, sociology, mathematics, biological science, engineering, physical sciences, or public administration (or a combination of any two of these subjects), and six semester hours in statistics (courses incidentally involving statistics will not be acceptable) or b) 26 semester hours in mathematics; or c) 20 semester hours in statistics. Three years' professional experience in technical statistical research.

* PRINCIPAL STATISTICIAN

(\$5,600); not over 53 years old; file by Oct. 16.

Duties

Plan and direct professional statistical research in one or more of the following: Economics, mathematics, public health, sociology, social service, public administration, biological science, engineering and physical science.

Requirements

Bachelor's degree in a recognized college or university which has included a) 20 semester hours in economics, social service, public health, sociology, mathematics, biological science, engineering, physical science, or public administration (or a combination of any two of these subjects), and six semester hours in statistics (courses incidentally involving statistics will not be acceptable), or b) 26 semester hours in mathematics; or c) 20 semester hours in statistics. Seven years' professional experience in technical statistical research, of which three years must have involved important executive or scientific responsibility.

* SENIOR STATISTICIAN

(\$4,600); not over 53 years old; file by Oct. 16.

Duties

Plan and direct professional statistical research in one or more of the following: Economics, mathematics, public health, sociology, social service, public administration, biological science, engineering and physical sciences.

Requirements

Bachelor's degree in a recognized college or university which has included a) 20 semester hours in economics, social service, public health, sociology, mathematics, biological science, engineering, physical science, or public administration (or a combination of any two of these subjects), and six semester hours in statistics (courses incidentally involving statistics will not be acceptable); or b) 26 semester hours in mathematics; or c) 20 semester hours in statistics. Six years' professional experience in technical statistical research, of which two years must have involved important executive or scientific responsibility.

STUDENT AID

(\$1,440); not over 30 years old; file by Oct. 16. Agriculture Dept.

Duties

Under immediate supervision,

with instructions as to methods and working details, perform in field routine subprofessional tasks in practical application of optional subjects: agriculture, economics, agronomy, biology, engineering, forestry, horticulture, range management, soils, home economics.

Requirements

Three years' study in recognized college or university with major in optional subject selected.

Rating Basis

General test unrelated to option subject, to test aptitude for learning and adjustment to duties.

* ASSISTANT TRANSPORTATION ECONOMIST

(\$2,600); not over 40 years old; file by Oct. 16.

Duties

Plan, direct, individually conduct or assist in economic research in the field of transportation; prepare economic briefs, and bulletins, represent the respective bureaus of departments before transportation regulatory bodies or in contacts with Federal or State organizations and private interests. Research deals with rate structures, costs, techniques of operation, movements, subsidies, financial relations, or general conditions within particular branch of the major industry. Such studies to relate to agricultural, mineral, forest or manufactured products, to different regions, foreign or domestic; to types of transportation media—railroads, highways, inland waterways, coastwise routes, ocean routes, or airways (both scheduled and non-scheduled air transport); or to the types of vehicles used on these transportation routes.

Requirements

Bachelor's degree in recognized college or university with major study in one or a combination of the following fields; General economics, transportation economics, foreign trade, economic history, or marketing. At least two years of general and/or specialized experience, including as a minimum one year of specialized experience. Applicants may substitute for the year of general experience one year of post graduate work.

* ASSOCIATE TRANSPORTATION ECONOMIST

(\$3,200); not over 45 years of age; file by Oct. 16.

Duties

Plan, direct, individually conduct or assist in economic research in the field of transportation; prepare economic briefs, and bulletins, represent the respective bureaus of departments before transportation regulatory bodies or in contact with Federal or State organizations and private interests. Research deals with rate structures, costs, techniques of operation, movements, subsidies, financial relations, or general conditions within particular branch of the major industry. Such studies to relate to agricultural, mineral, forest or manufactured products; to different regions, foreign or domestic; to types of transportation media—railroads, highways, inland waterways, coastwise routes, ocean routes, or airways (both scheduled and nonscheduled air transport); or to the types of vehicles

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TOP POSTS FOR WOMEN IN NEW STATE EXAMS

(Special to The Leader)

ALBANY, Oct. 9.—A \$5,000 a year post in the Dept. of Social Welfare tops the list of 15 new State examinations which the State Civil Service Dept. will announce within the next few days, it was reliably reported here today.

For the first time in many months an examination will be open to non-residents, The Leader is informed, who may apply for a vacancy as Superintendent of the N.Y. State School for Girls at Hudson, N. Y.

The new state series also will include examinations for Assistant Superintendent of Schools, Dept. of Welfare. Vacancies exist at the New York Training School for Girls, at Hudson (\$2,000 and maintenance); New York State Training School for Boys, at Warwick (\$2,760 and maintenance); and New York State Agri-

used on these transportation routes.

Requirements

Bachelor's degree in recognized college or university with major study in one or a combination of the following fields: General economics, transportation economics, foreign trade, economic history, or marketing. At least three years of general and/or specialized experience, including as a minimum one year of specialized experience. Post graduate study may be substituted for experience, year for year, up to two years.

* PRINCIPAL TRANSPORTATION ECONOMIST

(\$5,600); not over 53 years old; file by Oct. 16.

Duties

Plan, direct, individually conduct or assist in economic research in the field of transportation; prepare economic briefs and bulletins; to represent the respective bureaus or departments before transportation regulatory bodies or in contacts with Federal or State organizations and private interests. Research deals with rate structures, costs, techniques of operation, movements, subsidies, financial relations, or general conditions within a particular branch of the major industry. Such studies relate to agricultural, mineral, forest or manufactured products; to different regions, foreign or domestic; to types of transportation media—railroads, highways, inland waterways, coastwise routes, ocean routes, or airways (both scheduled and nonscheduled air transport); or to the types of vehicles used on the transportation routes.

Requirements

Bachelor's degree in recognized college or university with major study in one or a combination of the following fields: General economics, foreign trade, economic history, or marketing. At least seven years of general and/or specialized experience, including as a minimum three years of specialized experience. Post-graduate study may be substituted for experience, year for year, up to three years.

HOUSING

MANAGEMENT ASSISTANT
New Course
TUES. & THURS., 6:30 P.M.

COLLEGE CLERK

Grade 2; Salary, \$1,200 to \$1,800. Open to male and female. Starting WED., OCT. 11, 6:30 P.M.

POSTAL CLERK and CARRIER

TUES., 6:30 P.M.

Supervisor, Gr. 2

WED., 6:30 P.M.

Medical

Social Worker

WED., 8 P. M.

Civil Service Division

RAND SCHOOL 7 E. 15th St. AL. 4-3994

Readers are requested not to write to the State Civil Service Commission for any additional information about these exams until they are officially announced. As soon as the Commission makes an announcement, full details will appear in The Leader.

embossing books; a knowledge of setting up type and use of binding tools; ability to adjust and make minor repairs to bookbinding machinery. Candidates must be expert on blank books.

The practical test will have a weight of 4; training and experience, 6.

PAYROLL AUDITOR

(State Insurance Fund): the usual salary range for this position is between \$1,800 and \$2,300.

Candidates must have had seven years of satisfactory practical experience in the preparation of payroll reports and auditing of payrolls (workmen's compensation insurance preferred), of which one year must be in the employ of an insurance company writing workmen's compensation, in the auditing of payrolls of policyholders in the field with a view to finding the exact workmen's compensation insurance premiums payable and checking underwriting classifications against actual conditions found in policyholders' places of business. Office experience in the payroll audit departments of insurance companies or agencies will not be accepted in lieu of the one year of field work in payroll audits. General education beyond grammar school will be credited in lieu of experience in proportion to its value, completion of each year being credited as 1/2 year of the required general experience. This will not be accepted in lieu of the one year of field work in payroll audits.

Candidates must have a thorough knowledge of bookkeeping and the theory of accounts, they must have a practical knowledge of the underwriting rules of the Compensation Insurance Rating Board, the Workmen's Compensation and Employers' Liability Insurance Manual and the principles of industrial classification.

Appointment may be subject to acceptance of the candidate's application for a fidelity bond, or the prompt submission of a satisfactory bond by the candidate.

TITLE EXAMINER

Department of Law: the usual salary range is from \$4,000 to \$5,000. Filing fee is \$3.

Tentative requirements: candidates must be admitted to the Bar of the State of New York and in addition thereto must meet the requirements of one of the following groups: either (a) seven years of satisfac-

(Continued on page 12)

IMPORTANT NOTICE

5,000 MEN NEEDED AT ONCE

TO BECOME

POST OFFICE CLERKS & CARRIERS

Salary: \$1,700 to \$2,300 per annum

Requirements: Open to ALL citizens—Age: 18 to 45 years

POSTAL AID INSTITUTE has taken upon itself the responsibility of training a limited number of ambitious candidates for the position of POSTAL CLERK or CARRIER.

We are so confident that our 15 lesson Home Study Course, complete for \$20, will aid you in passing this exam and get a regular appointment; that we are asking you to:

PAY ONLY AFTER YOU ARE WORKING AS A POSTAL CLERK OR CARRIER

Remember that the course covers both positions completely YOU HAVE EVERYTHING TO GAIN—NOTHING TO LOSE REMEMBER!—YOU DON'T HAVE TO PAY A PENNY IF YOU ARE NOT APPOINTED AND WORKING REGULARLY

This COUPON IS VALUABLE—CLIP and MAIL TODAY

POSTAL AID INSTITUTE Dept. A
15 Park Row, N. Y. C.
Room 1329
Gentlemen:

I am interested in your 15 lesson combined Post Office Clerk and Carrier Home Study Course. I understand I AM NOT TO PAY for your course until I am officially appointed and working regularly for the U. S. Government. Send me complete particulars: (Please Print Plainly).

NAME

ADDRESS

STATE

(You may clip and paste on back of postcard)



Municipal Certifications



WED., OCT. 4, 1939

Typewriting Copyist, Grade 2, appropriate; Preferred; Hospital Dept.; \$960; probable permanent—Altman, Minna.

Asst. Supervisor, Grade 2 (Grade 3 appropriate); WD—Nauer, Lillian.

Type Copyist, Grade 1 (Grade 2 appropriate); WD—Yard, Marjorie M.

Bridge Tender, Grade 1 (Attendant-Messenger, Grade 1); NP—Steger, Aaron; Ehrlich, William; Adamski, Harold F.

Clerk, Grade 1; BE—Tepfer, Sanford S.; Becker, Sidney.

Clerk, Grade 2; PM—Grossman, Henrietta.

Clerk, Grade 2; LD—Scott, Belle; Axelrod, Philip; Fischer, Alice; Klein, Selma W.

Attendant (Attendant-Messenger, Grade 1, appropriate); DP—Pontone, Virgilio.

Asst. Elect. Engr., Grade 4; HD—Fagan, Henry J.

Cable Splicer; FD—Carroll, Thomas P.

Med. Insp., Grade 1 (Ophthalmology); DH—Schwartz, Harry.

Junior Topo. Draftsman, Grade 3 (Junior Engr.—Civil—Grade 3, appropriate)—Stampe, William J.

Sten.-Type., Grade 2; DH—Rifkin, Vera.

Clerk, Grade 1 (Grade 2 appropriate); BE—Rubenstein, Cyrus R.; Padronaggio, Anthony; Condit, Joseph A.; Berman, Irwin R.

Medical Social Worker, Grade 2; WD—Ross, Charlotte F.

Clerk, Grade 1 (Grade 2 appropriate); HD—Bern, Henry A.; Schure, Israel L.; Bank, Myron; Oelbaum, Milton; Marash, Jack P.; Dainoff, Olym.

Engr. Asst., Grade 3 (Junior Engr.—Civil—Grade 3, appropriate); PB—Closson, John E.; Caccese, Lewis A.

Social Investigator; WD—Kirstein, Ruth.

Typewriting-Copyist, Grade 1 (Grade 2 appropriate); HA—Fine, Mary; Saravay, Ruth; Hyland, Dorothy M.

THURS., OCT. 5, 1939

Cleaner (Porter appropriate); DE—Schiffmiller, Samuel; Brown, Thomas A.

Porter; WB—McNally, Edward; Lacey, George.

Cleaner (Porter appropriate); CP—Mazzella, John.

Hospital Helper (Porter appropriate); ME—Murray, Walter.

Automobile Engineman; PM—Bernstein, Abraham; Hussey, Robert G.; Niemis, William C.

Motorman-Conductor; BT—Alvaney, William J.

Storekeeper's Helper (Attendant-Messenger, Grade 1, appropriate); DE—Rosen, George.

Sten. Type., Grade 2; LD—Hoffman, Beatrice M.; Langfelder, Ruth; Linsky, Marion.

Cleaner (Labty Helper appropriate); DE—Solomon, Rose; Cannon, Mary E.

Signal Maintainer (Group B)—(from Signal Maintainer RR); BT—McCullough, James A.

Roentgenologist, Grade 4; HD—Weinberg, Tobias B.

Insp. of Steel (Mill) Grade 3; BT—Maley, James J.

Junior Engr., Grade 3 (from Junior Engr.—Civil, Grade 3); WB—Tate, John W.

Social Investigator; WD—Cohen, Abraham; Thome, Dorothy J.; Slotnikov, Belvina; Schacter, Ray; Goldstein, Abraham.

Junior Civil Service Examiner; CS—Tinkelman, Sherman; Lev, Joseph.

Typewriting Copyist, Grade 2, appropriate; Preferred; N.Y.C. Housing Authority; \$960; probable permanent—Altman, Minna.

Typewriting Copyist, Grade 2, appropriate; Competitive; prom. 6-23-38—110. Myerson, Nessa, 91.52; 274. Sirkus, Lillie, 89.86; 580. Rosenberg, Diana, 88.03; 772. Mufson, Pauline, 87.15; 890. Fuchs, Frances, 87.03; 1560. Capozzi, Clara E., 84.39; 1638. Quagliano, Frances, 84.15; 1676. Kronish, Selma, 84.02; 1693. Singer, Anne, 83.98; 1824. Cavanagh, Mae A., 83.47; 1828. Roberts, Jeanne, 83.46; 2015. Pincus, Nessie, 82.82; 2029. Bernknopf, Edith, 82.77.

Typewriting Copyist, Grade 2, appropriate; preferred; Law Dept.; \$960; probable permanent—Altman, Minna.

Railroad Draftsman (Railroad Operation), Grade 3; Competitive; prom. 8-18-38; Board of Transportation; \$2,160; probable permanent—1. Morrell, Charles R., 80.21; 3. Cavanagh, Joseph D., 79.22.

Stenographer and Typewriter, Grade 2; Competitive; HRD, appropriate; prom. 11-7-38; Hospital Dept.; \$960; probable permanent and also for temporary appointment less six months (leave of absence of regular employee)—1086. Fuchs, Frances, 84.19.

Automobile Engineman, City Wide; Promotion; prom. 3-1-39; Office of President Borough of Brooklyn; \$1,500; probable permanent—106. Kragel, Edward, 78.50; 110. O'Neill, Bernard F., 78.18; 116. Perrin, Harry W., 77.77; 123. Bascombe, James J., 77.58; 129. Tjarks, John C., 77.08; 139. Schmitt, Edward M., 75.67; 140. DiClerico, Dominick, 75.62; 141. Davis, Irving J., 75.45; 143. Caputo, Anthony J., 75.36; 147. Jensen, Charles S., 73.88.

Telephone Operator, Grade 1, Women; Competitive; prom. 7-15-36; Hospital Dept.; \$720 WM; probable permanent—85. Mulkerin, Jeanne S., 86.60; 192. Sutton, Mary E., 84.40; *210. Rosenbluth, Caroline, 84.30; 219. McEvoy, Grace E., 84.20; 242. Jackowski, Josephine, 83.80; 250. Loughlin, Cecilia, 83.70; 277. Sterl-

ing, Patience, 83.20; 291. Joyce, Jeannette, R., 82.90; 293. Bennett, Mary R., 82.90; 294. Curtin, Agnes T., 82.90; 295. Cuff, Catherine M., 82.90; 296. Camilli, Anna R., 82.80; 297. Duro, Elva C., 82.70; 298. Peterson, Anna G., 82.70; 299. Pfeifer, Bertha H., 82.60; 300. Lyons, Margaret M., 82.60; 301. Sassano, Frances H., 82.60; 302. Spurgeon, Frances H., 82.60; 303. Murphy, Lillian, 82.50; 304. Leininger, Margaret M., 82.50; 306. Pape, Anna T., 82.50; 307. Doyle, Catherine J., 82.50; 308. Nidds, Elvinda B., 82.50; 309. Haines, Lucille M., 82.40; 310. Gordon, Mary D., 82.40.

*Beginning with No. 210, these names are certified subject to future investigation.

Marine Stoker, appropriate; Preferred; Public Works Dept.; \$7 a day; probable permanent—McArdle, James J.; Valmas, John.

Licensed Fireman; Welfare Dept.; Preferred; \$7 a day; indefinite—to last until about 6-13-40—Kirk, Patk.; Schaub, Wilhelm; Meenaghan, Michael; Grimes, John H.; Sullivan, John J.; Labrecque, Joseph F.; Castro, Henry; Rattery, Ed. T.; Laccetti, Joseph.

Porter, appropriate; Regular; prom. 7-12-39; Hospital Dept.; \$960; indefinite—may exceed one month and is, therefore, considered probable permanent—327. LoBianco, Angelo; 397. Kozberg, Raymond; 400. Cutro, Anthony; *401. Friend, Emanuel; 402. Cardinali, James; 403. Coffaro, Anthony; 404. Piccolo, Ralph J.; 405. Miner, James L.; 406. Bunker, Bellamia; 407. Amarosa, Angelo; 408. Bergen, Harlan E.; 409. Brogan, James J.; 410. Tully, Arthur F.; 411. Hookman, Joe; 412. Jauert, Henry; 413. Frizell, Henry J.; 414. Warwick, Edwin; 416. LaBarbara, Wm.; 417. Mascia, Nicholas; 418. Firpi, Aurelio; 419. Nicoletta, Peter; 420. DiCapua, Daniel; 421. Gubitosi, Francesco; 423. Lomax, Dwight E.; 424. Cieri, Michael; 425. Paladino, Zirco; 426. Kanegis, James; 427. DeCostanzo, Anthony; 428. Bichot, Bernard G.; 429. DeLane, Aniello; 430. Weselthier, Israel; 432. Vivazono, Frank; 434. Blaney, Geo. H.; 435. Green, Sam; 436. Ciulla, Salvatore; 437. Ferrante, Sam; 438. Spoto, Thomas J.; 439. Sikorsky, Felix J.; 440. Vigola, Gerardo; 441. Unterberg, Charles; 442. DeMatteo, Salvatore; 443. Guadagnino, Giuseppe; 444. Donovan, Walter C.; 445. Gentile, Joseph; 448. Weingarten, Alfred E.; 449. Roker, Emerson B.; 450. Frankowski, Anthony; 452. Sieger, Irving.

*No. 401—Emanuel Friend is certified subject to future investigation.

Architectural Draftsman, Grade 4; Competitive; prom. 4-13-38; Education Dept.; \$3,120; probable permanent—14. Burkhard, Frank, 86.25; 16. Beck, Frank, 86.00; 17. Arbeit, Arnold A., 85.75; 18. Oliveri, Andrew A., 85.75.

Junior Civil Service Examiner; Promotion; prom. 10-4-39; Civil Service Commission; \$2,400; probable permanent—1. Lang, Theodore H., 84.37; 2. Guinier, Ewart G., 81.30; 3. McCormack, James H., 80.80; 4. Leventhal, Julius, 76.50.

Watershed Inspector, Catskill Di-

vision; Promotion; prom. 4-22-36; Water Supply, Gas and Electricity Dept.; \$1,800; probable permanent—2. Merrilow, Floyd E., 75.16.

Foreman Dockbuilder; Promotion; prom. 7-20-39; Dock Dept.; \$12.20 per day; probable permanent—1. Ward, David L., 80.68; 2. Noonan, Wm. J., 79.58; 3. Isaacson, Sigurd A., 78.50.

Laboratory Assistant, Male (Bacteriology); Competitive; subject to investigation; prom. 9-27-39; College of City of New York; \$1,400; temporary, less five months—1. Osofsky, Abraham G., 98.60; 6. Naidus, Ed. S., 92.95; 7. Kimler, Alexander, 92.95; 9. Willie, Wm. A., 91.75; 11. Ehrlich, Michael, 91.50; 13. Heinemann, Bernard, 91.30.

Foreman of Laborers, Grade 2; Promotion; prom. 8-18-38; Office of President—Borough of the Bronx; \$1,800; probable permanent—11. Stack, Edmund E., 79.63; 12. Simon, Sydney, 78.52.

Stationary Engineer; Preferred; Hospital Dept.; \$4,740; temporary, not to exceed six months—Nixon, Thomas A.; Knab, John; Downey, Patrick J.

FRI., OCT. 6, 1939

Civil Service Examiner (Mechanical Engineering); Competitive; prom. 7-26-39; Civil Service Commission; \$3,500; probable permanent—1. Conradt, Arthur C., 91.47; 2. Labberton, John M., 84.46; 3. Stern, Arthur C., 78.37.

Stenotypist, Grade 3, appropriate; Competitive; prom. 3-18-37; Law Dept.; \$1,500; temporary, not to extend beyond June 30, 1940 (absence without pay of Ethel M. Fitzgerald)—12. Stern, Albert, 90.00; 24. Lawrence, Evelyn E., 85.07; 30. Halpert, Max, 80.33.

Telephone Operator, Grade 1, Women; Competitive; prom. 7-15-36; Welfare Dept.; \$1,200; probable permanent—209. Korn, Ethel, 84.30; 210. Rosenbluth, Caroline, 84.30; 213. Burton, Ann C., 84.20; 214. Picardy, Veronica F., 84.20; 215. Buettner, Veronica, 84.20; 219. McEvoy, Grace E., 84.20.

Attendant-Messenger, Grade 1, Male; Competitive; prom. 12-21-37; Triborough Bridge Authority; \$1,200; probable permanent—79. Kaplan, Meyer, 93.96; 103. Walsh, John P., 93.76; 246. Mulligan, John B., 92.40; 291. Getman, Sidney R., 92.15; 431. Kaufman, Jerry, 91.39; 607. Bustamante, Geo., 90.69; 608. Donahue, Francis, 90.69; 609. Monahan, Jas. J., 90.69; 616. Becker, Benj., 90.68; 617. Redwin, Alonzo O., 90.68; 618. Schiano, Frank, 90.66; 619. Molette, Ed., 90.66; 620. Kubert, Jack, 90.65; 625. Pesek, Wm., 90.64; 627. Rosen, Martin M., 90.63; 628. Branson, James A., Jr., 90.63; 632. Grauerholz, Fred G., 90.61; 634. Carr, Michael D., 90.61; 637. Orsini, Angelo, 90.59; 639. Finneran, Thomas A., 90.58; 643. Forgione, John R., 90.57; 644. Loring, Floyd J., 90.57; 645. Franklin, Geo. H., 90.57; 646. Sparks, Harold W., 90.56; 647. Ger-

ber, Chas., 90.56; 648. Gordon, Samuel, 90.55; 649. Golden, Melvin B., 90.55; 650. Levitan, Benj., 90.55; 653. Fertig, Harry, 90.55; 654. Holtzman, Sidney, 90.54; 655. McGowan, Joseph, 90.53.

Chief Marine Engineer (Municipal Ferry Service); appropriate; Preferred; Dock Dept.; \$2,520; probable permanent—Ward, Thomas G.

Assistant Engineer, Grade 4; Preferred; President's Office—Borough of Richmond; \$3,120; probable permanent—Victor, Louis.

Assistant Engineer, Grade 4; Promotion; President Richmond; prom. 12-6-38—1. Samson, David T., 82.05; 2. Olsen, Gordon A., 81.10.

Typewriting Copyist, Grade 2, appropriate; Preferred; N.Y.C. Housing Authority; \$960; probable permanent—Altman, Minna.

Typewriting Copyist, Grade 2, appropriate; Competitive; prom. 6-23-38—110. Myerson, Nessa, 91.52; 274. Sirkus, Lillie, 89.86; 580. Rosenberg, Diana, 88.03; 772. Mufson, Pauline, 87.15; 800. Fuchs, Frances, 87.03.

Captain (Municipal Ferry Service); Preferred; Dock Dept.; \$3,300; probable permanent—LaRue, Geo. J.; Duffell, John; Flanagan, John P.; Gorman, John J.; Schwartz, Chas. H.; Moran, Joseph A.

Court Attendant; MS—Herman, Nathaniel A.

Laundry Worker (Porter appropriate); HD—Lloyd, Thomas; Battista, Victor; Trent, William; Grayson, Joseph; Fuentes, Manuel.

Laundry Worker (Porter appropriate); HD—Harris, Frank; Tusher, Rubin, H.; LoBello, Fortunato; Mango, Frank; Wohlwend, Karl; Principale, Giacomo; Simone, Salvatore; Robinson, Clyde; Herbert, Roy D.; Buttino, Anthony; Lesnick, Jack J.; Bellafiore, Sal; Middleton, Willie; Augier, John J. Jr.; DiPeri, Ciro; Sapio, Salvatore; Venier, John J.; Grzegorek, Edward A.; Buto, Frank; Lehrer, Jack; Carrieri, Thomas V.; Gating, Raymond; Stable, Nick A.; Idlett, Benjamin; Goggins, Robert; Chahalis, Christ.

Public Address Operator (Radio Operator appropriate); MB—Stahl, William L.

Junior Mech. Draftsman (Electrical), Grade 3 (Mech. Draftsman) (Elect.)—Grade 3, appropriate; BT—Wenson, Henry W.; Clamper, William T. Jr.; Cantor, Arthur B.; Joseph, William; Quigley, Edward J.; Margolis, Irving.

Fingerprint Technician; CS—Nordine, William C.

Able-Bodied Seaman; DS—Medblad, John H.

Typewriting Copyist, Grade 3, appropriate; Preferred; Purohas Dept.; \$960; temporary, less six months.

(Continued on page 13)

State Series Due This Week

(Continued from page 11)
tory full-time paid employment in a law office, real estate office or title company, of which the equivalent of five years shall have been in work involving the search, examination and proof for closing of titles to real property situated in the State of New York; or (b) two years of the specialized experience outlined under (a) and two years of full-time paid experience as an attorney actively engaged in the preparation for or trial of actions or proceedings involving title to real property such as condemnation, foreclosure, ejectment and partition matters, exclusive of landlord and tenant or negligence cases; or (c) satisfactory equivalent combination of the foregoing training and experience. Candidates should have a comprehensive knowledge of the laws and leading court decisions relating to the acquisition and alienation of title to real property in and by the State of New York, complete mastery of the technique of conducting comprehensive title searches, examinations and closings and the ability to prepare clear reports, memoranda and briefs thereon.
Subjects of the Examination: written part on the duties of the position, weight, 5; training, experience and general qualifications, weight 5. Training experience, and general qualifications may be rated after an oral interview upon extent to which such training, experience, and general qualifications have fitted the

candidate to perform the duties of this position.

PHYSICIAN

State and county departments and institutions: Salary range—\$2,400 to \$3,000 with suitable deductions for maintenance if allowed. Filing fee, \$2.

Requirements: candidates must be graduates of a medical school registered by the State Education Dept. and must be licensed to practice medicine in New York State or eligible to enter the examination for such license. In addition, they must have had since graduation one year of acceptable experience as interne. Candidates must have knowledge of the basic principles and practices of medicine and surgery including the diagnosis and treatment of tuberculosis; ability to make routine physical and mental diagnosis; sympathetic understanding of the sick; tact; good judgment; and good address.
Subjects of examination: written examination on the duties of the position, relative weight, 5; training, experience and general qualifications, weight 5.

SUPERINTENDENT, STATE SCHOOLS

Department of Social Welfare: salary \$5,000.
Tentative requirements: only women can file. Candidates must have: seven years social work experience

in an agency or institution of acceptable standards, three years' experience must have been in an institution for juvenile delinquents, and three years in an administrative or executive capacity. Candidates must be graduates of a recognized college or university and have one year of graduate study in social work of related field.
This examination is open to non-residents but preference will be given to applicants from New York State.

ASST. SUPERINTENDENT, STATE SCHOOLS

Department of Welfare: three vacancies exist at salaries ranging from \$2,000 to \$2,760 and maintenance.

Tentative requirements: candidates must have: five years of satisfactory, full-time paid experience in social work or vocational guidance in an agency or institution of acceptable standards, at least one year of which must have been in an agency for juvenile delinquents. Two years must have been served in an administrative or supervisory capacity. Candidates must have graduated from a four year course at a recognized college or university. A satisfactory equivalent combination of experience and training will be accepted.

Buffalo Commission Calls for Two Tests

BUFFALO, Oct. 9.—Examinations for Inspector of Buildings and Traffic Tower Man will be given Nov. 9 by the Buffalo Civil Service Commission, it was announced here today.

Several appointments will be made from the list for Traffic Tower Man (Radio Traffic Control), at \$1,800 a year, and at least one appointment will be made from the Inspector of Buildings' list.

Full requirements for these tests follow:

INSPECTOR OF BUILDINGS —FOREMAN OF STRUCTURAL IRON

(\$2,401); file by Oct. 23; fee, \$2. Vacancy in Dept. of Public Works. Exam will be held Nov. 19.

Duties

Under supervision, inspect structural steel or iron, including reinforcing steel, in buildings or structures erected or altered, including private and public; check compliance with plans and specifications, types of construction, workmanship and compliance with standard practice, and methods and safety of erections.

Requirements

(a) Graduation from an eighth-grade school, and 10 years' experience in structural steel or iron work, two in steel drafting room or fabrication shop, and two in supervisory capacity; or (b) graduation from approved high

school, and six years' experience; or (c) graduation from a college or university in civil, mechanical, or electrical engineering, and four years' experience.

Weights

Written, 7; training, experience, general qualifications, 3.

TRAFFIC TOWER MAN (RADIO TRAFFIC CONTROL)

(\$1,800); file by Oct. 23; fee, \$1. Several vacancies at Buffalo Airport.

Duties

Take charge of traffic control tower and be responsible for safe operation of all aircraft in vicinity of the airport.

Requirements

Currently-effective air-traffic control-tower operator's certificate of Civil Aeronautics Authority; or one year's experience as 1. airway traffic controller for Civil Aeronautics Authority, or 3. control-tower operator at a military airdrome. A third-class radio telephone operator's license of Federal Communications Commission.

Weights

Written, 7; training, experience, general qualifications, 3.

APPOINTMENT POSSIBILITIES

Table with columns: Position, Last Number Certified. Lists various roles like Seaman, Draftsman, Engineer, etc.

This chart tabulates all open competitive lists of 100 names or more... which certifications were made during September.

CLASSIFIED

Rooms to Rent—Unfurnished... Apartment—To Rent

Mechanics' Smoker
The annual smoker of the Civil Service Mechanics Assn. takes place tomorrow night at Germania Hall.

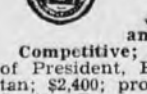


Hundreds Certified



(Continued from page 12)
months (leave of absence of regular employee)—Altman, Minna.

Typewriting Copyist, Grade 2, appropriate; Competitive; Prom. 6-23-38 — 147. Janofsky, Seymour, 91.17; 580. Rosenberg, Diana, 88.03; 800. Fuchs, Francis, 87.03; 1676. Kronish, Selma, 84.02; 1693. Singer, Anne, 83.98; 1624. Cavanagh, Mae A., 83.47; 1828. Roberts, Jeanne, 83.46; 2015. Pincus, Nessie, 82.82; 2029. Bernknopf, Edith, 82.77; 2033. Mellett, Albert, 82.76; 2072. Rothenberg, Emma, 82.53; 2076. Basquette, Marion, 82.52; 2200. Winston, Margt. A., 81.90; 2210. Landecker, Marian, 81.85; 2211. Redisch, Miriam, 81.85; 2215. Heimberg, Isaac, 81.84; 2217. Dworkowitz, Jennie, 81.82; 2220. Friedman, Besse A., 81.80; 2221. Steinberg, Helen, 81.80; 2252. Linder, Jean, 81.60; 2255. Laytin, Mildred, 81.58; 2261. Adamec, Edward, 81.55; 2266. Umlas, Sylvia, 81.50; 2272. Persten, Sylvia, 81.45; 2274a. Rubenstein, Jacob, 81.44; 2276. Weinberg, Mildred, 81.44.



Jr. Civil Service Examiner, appropriate; Competitive; prom. 8-9-39; Office of President, Borough of Manhattan; \$2,400; probable permanent—4. Shultz, Bernard E., 84.07; 5. Melsher, Isadore J., 82.41; 6. Greenfield, Moses A., 82.28; 8. Berger, Bernard, 81.73; 9. Recheitnick, Joseph, 81.67; 10. Levine, Harry, 81.22; 11. Paris, Edith, 80.79; 12. Brody, Wm., 80.69; 13. Vosk, Marcus, 80.55; 14. Gunsher, Daniel F., 80.13.

Stenographer and Typewriter, Grade 2; Competitive; HRD; prom. 11-7-38; Civil Service Commission; \$1,200; temporary, less six months (leave of absence of regular employee)—1043. Ravin, Matilda R., 84.85.

Foreman of Laborers, Grade 2; Promotion; prom. 8-18-38; Office of President, Borough of Queens; \$1,800; probable permanent—6. Shepard, Joseph, 83.46; 7. Tinkler, James P., Jr., 82.89; 9. Moiese, Bennie E., 82.39.

Attendant-Messenger, Grade 1, Male, appropriate; Competitive; prom. 12-21-37; Correction Dept.; \$1,200; probable permanent—79. Kaplan, Meyer, 93.96; 103. Walsh, John P., 93.76; 148. Infortunio, Frank, 93.20; 181. Field, Joseph, 92.92; 246. Mulligan, John B., 92.40; 291. Getman, Sidney R., 92.15; 351. Sosnoski, Marvin, 91.86; 367. Unger, Morris S., 91.74; 487. Salpeter, Louis, 91.66; 510. Parnes, Morton E., 91.08; 515. Fabbri, William, 91.07; 521. Tesano, John, 91.05; 523. Butler, Charles Walter, 19.04; 523. Favalaro, Angelo, 91.04; 525a. Zeitman, Albert F., 91.03; 530. Ruggere, Joseph R., 91.00; 531. Leon, David J., 91.00; 532. Schneider, Morris A., 91.00; 535. Pilkington, Edward L., 90.99.

Stenographer and Typewriter, Grade 2; Preferred; College of City of New York; \$5 a day; temporary less fifty days—Geddes, James H.; Bonk, Max; Schwartz, Irving.

Stenographer and Typewriter, Grade 2; HRD; Competitive; prom. 11-7-38—166. Chesney, Esther D., 92.63; 605. Weiss, Sylvia, 88.00; 688. Herman, Zdenka H., 87.41; 705. Stein, Rosalind, 87.28; 721. Cerra, Carmen, 87.17; 748. Johs, Florence C., 86.69; 758. Katzman, Freda, 86.78; 775. Grossfield, Freda J., 86.66; 792. Weisberg, Pearl, 86.55; 801. Siegel, Ethel, 86.51; 849. Postal, Saul P., 86.21; 857a. Schwartz, Julia, 86.16; 867. Israel, Lillian A., 86.10; 923. Greenberg, Mrs. H., 85.69.

Porter, appropriate; Regular; prom. 9-21-38; Welfare Dept.; \$1,260 and \$4 a day; probable permanent—6. Alberich, Joseph; 19. Raynor, Walter; 40. Messina, Joseph; 41. Arnold, Julius; 44. Corradino, Francesco; 46. Goudie, James; 47. Flood, Thomas James; 49. Palladino, John; 57. Iannone, Domenico; 58. Morales, Philip; 66. Ryan, Roger; 67. Redding, Peter J.; 69. Smith, Edward J.; 74. Forsberg, Alfred C.; 75. Dooley, John Joseph; 76. Quigley, John; 86. Naughton, John; 88. Hutch, Frank K.; 93. Stampinate, Ignazio; 95. Nudelman, Max; 100. Travin, Marty; 101. Lefkowitz, Leo; 103. Linck, Frederick M.; 106. Colson, Lester; 113. Cohen, Samuel.

117. Santore, Ralph; 128. Gaetano, Frank; 130. Arzt, Leon; 137. Damm, Patrick Michael; 144. Rudden, Frank A.; 145. Plasner, Max; 147. Reilly, Frank; 172. DeStefano, Michael; 174. Tigue, Stephen; 177. Rumore, Samuel; 178. Weber, William; 184. Weber, John H.; 189. Fitzpatrick, John A.; 206. Wilson, Nicholas; 211. Basile, Charles H.; 215. Markowitz, George; 227. Goodman, Max; 228. Counihan, Eugene; 232. Terry, Edward; 234. Kaploff, David; 235.

Wolfsohn, Herman B.; 238. Stanganelli, Frank; 241. Schneider, John; 242. Malandro, Antonio; 247. Cusumano, Michael.

255. Terry, John; 256. Allen, William S.; 259. Prager, Bernard; 261. Lindstedt, Broor A.; 270. Pantaleo, Pasquale; 274. Lombarduzzi, Payl; 277. Angella, Pasquale; 278. Lombardo, Frank; 279. Watkins, Max; 282. Galchus, Edward; 283. Reiner, Saul; 286. Dolcemaschio, Joseph; 287. Spinner, Simon; 299. Grandus, George M.; 302. Tumasonis, George; 305. Austin, Edmund O., Jr.; 306. Lorefice, Frank; 307. Slobodzian, Harry J.; 308. Calogero, Elia; 311. Rumore, Louis; 313. Cantiello, Andrew; 314. Winter, Valentine H.; 315. Flynn, William; 316. Linzy, William.

318. Carbone, Alphonso; 319. Bianchino, John; 322. Dietrich, Robert; 323. Laren, Michael P.; 327. Lo Bianco, Antelo; 330. Harris, Lawrence; 331. Schneider, Benjamin; 332. Caccamesi, Joseph; 333. Caporale, Frank J.; 334. Randazzo, Joseph; 335. Schwartz, Leo; 337. Fotiou, George; 338. Burke, Daniel; 340. DeHaney, Hilton C.; 341. Napoli, Joseph; 342. Gravina, Andrew; 343. DeLaurentis, Alfonso; 344. Flynn, James; 345. Jones, Darnley; 346. Mazzella, John; 347. Colasanti, Anthony; 348. Pilla, George L.; 349. Jackson, Edward; 350. Ustendahl, Alphonso; 351. Alfano, Salvatore.

352. Banfield, Richard; 353. Puglise, Sam C.; 354. Tazewell, Charles A.; 355. Tompkins, Jesse R.; 356. Messina, Vincent J.; 357. Scalfani, Salvatore; 358. Treccagnoli, Americo N.; 359. Pignatello, Louis; 361. Golloub, Abe E.; 362. Rea, Michael; 365. Costello, Louis; 366. Waldmann, Leo A.; 367. Gillard, Ward H.; 368. Fertel, Matthew; 369. Russo, Thomas; 371. Schwartz, George; 372. Revelli, Pasquale; 373. Sarlo, Nicholas H.; 374. Sarlo, Frank J.; 375. Dawyot, Alfred; 376. Comito, Vito; 377. Scialo, Antonio; 378. Montolone, Pasquale; 379. Falco, Jerry.

381. Coppoula, Dominick; 382. Murray, Walter; 383. Shaskan, Samuel; 385. Neto, Joseph P.; 386. Renna, Pasquale J.; 388. Melore, Lawrence; 389. Arena, Gaspar; 390. Kreutzer, Meyer M.; 391. Williams, Fleming; 392. Bergonzi, Michael; 394. Coco, Thomas; 396. Fiore, Carmine A.; 397. Kozberg, Raymond; 398. Larson, Edward; 399. Piccolo, Frank; 400. Cutro, Anthony; 401. Friend, Emanuel; 402. Cardianali, James; 403. Coffaro, Anthony; 404. Piccolo, Ralph J.; 405. Miner, James L.; 406. Bunker, Bellamia; 407. Amorosa, Angelo; 408. Bergen, Harlan E.; 409. Brogan, James J.

410. Tully, Arthur F.; 411. Hookman, Joe; 412. Jauert, Henry; 413. Frizzell, Henry J.; 414. Warwick, Edwin; 416. LaBarbaera, William; 417. Mascia, Nicholas; 418. Firpi, Aurelio; 419. Nicoletta, Peter; 420. DiCapua, Daniel; 421. Gubitosi, Francesco; 423. Lomax, Dwight E.; 424. Cieri, Michael; 425. Paladino, Dirco; 426. Kanegis, James; 427. DeCostanzo, Anthony; 428. Vichot, Bernard G.; 429. Delane, Aniello; 430. Wieseltier, Israel; 432. Vivencio, Frank; 434. Blaney, George H.; 435. Green, Sam; 436. Ciulla, Salvatore; 437. Ferrante, Sam; 438. Spoto, Thomas J.

439. Sikorsky, Felix F.; 440. Viola, Gerardo; 441. Unterberg, Charles; 442. DeMatteo, Salvatore; 443. Guadagnino, Giuseppe; 444. Donovan, Walter C.; 445. Gentile, Joseph; 446. Le Greca, John; 447. Kiely, Thomas; 448. Weingarten, Alfred E.; 449. Roker, Emerson B.; 450. Frankowski, Anthony; 452. Sieger, Irving; 453. Straus, Martin; 454. Gallo, Paul; 455. Sperling, Morris; 456. Turkfeld, Bernard; 457. Rich, Willie; 458. DeCrescenzo, Pasquale; 459. Chicherchia, Patsy; 460. McCabe, Frank L., Jr.; 461. Durso, James; 462. Laurice, Micheal; 463. Prezioso, Thomas; 467. Tusher, Rubino.

468. LoBello, Fortunato; 469. Kelly, Thomas; 470. Cuttolo, Alfred; 471. Costello, John; 472. Guido, Benjamin J.; 476. Thompson, James E.; 477. Salvalzo, Joseph; 479. Goren, Harry; 480. Mango, Frank; 482. Salvaggio, Santino; 483. Maroselli, Denis J.; 484. Periman, Louis; 485. Principale, Giacomo; 487. Crumish, John J.; 488. Lococo, Daniel L.; 489. Rizzo, Frank; 490. Simone, Salvatore; 492. Giuliano, Francesco; 493. Robinson, Clyde; 494. Malone, Edward R.; 495. Rabinowitz, Leon; 496. Georgiades, Louis;

498. DeBon, Antonio; 499. Buttino, Anthony; 501. Lauricella, Charles.

Stationary Engineer; Board of Transportation; Preferred; \$9 a day; temporary not to exceed six months—Downey, Patrick J.

Assistant Electrical Engineer, Grade 4; Promotion (Prom. 12-7-38); Board of Transportation; \$3,120; probable permanent—7. Paterno, George E., 78.60; 10. Quinn, James J., 78.17; 11. Eddlestone, Joseph E., 77.10.

Typewriting Copyist, Grade 2; Competitive (Prom. 6-23-38); Housing Authority; \$960; probable permanent—147. Janofsky, Seymour, 91.17.

Attendant-Messenger, Grade 1, Male; Competitive; Prom. 12-21-37; Municipal Court of the City of New York; \$1,200; probable permanent—79. Kaplan, Meyer, 93.96; 103. Walsh, John P., 93.76; 148. Infortunio, Frank, 93.20; 161. Sineno, Epifanio, 93.08; 181. Field, Joseph, 92.92; 216. Lotz, Harold G., 92.62.

Attendant-Messenger, Grade 1, Male; Competitive; Prom. 12-21-37; Law Dept.; \$1,200; probable permanent—79. Kaplan, Meyer, 93.96; 103. Walsh, John P., 93.76; 148. Infortunio, Frank, 93.20; 181. Field, Joseph, 92.92; 216. Lotz, Harold G., 92.62; 246. Mulligan, John B., 92.40; 291. Getman, Sidney R., 92.15; 301. Loel, Isaac J., 92.11; 302. Lustig, Eugene J., 92.11.

Clerk, Grade 1, Male; Competitive; Prom. 5-1-36; NYC Housing Authority; \$840; probable permanent—1117. Foley, Francis J., 87.00.

Marine Stoker; Preferred; Public Works Department; \$115 a month; probable permanent—Valmas, John.

Clerk, Grade 2, Male; appropriate; Competitive; Prom. 2-12-39—648. Brown, Leon, 88.41; 1304. Brummel, Theodore, 86.86; 1309. Brody, George, 86.86; 1340. Permuter, Victor J., 86.80; 1403. Cynamon, Mendel, 86.67; 1412. Feifel, Herman, 86.65; 1444. Farb, Ralph, 86.60; 1567. Chamalian, George, 86.38; 1607. Getman, Sidney R., 86.32; 1693. Ross, Irwin, 86.17; 1699. Kaplan, David, 86.16; 1751. McGivney, George J., 86.08; 1778. Horowitz, Mack, 86.03; 1876. Bloom, Abraham, 85.87; 2029. Williams, Peter W., 85.63; 2093. Berkowitz, Max H., 85.54; 2208. Silverman, Hyman, 85.38; 2232. Haber, Kermit, 85.25; 2256. Rim, Joseph, 85.32; 2307. Kinkelstein, David, 85.24; 2310. Kleinfeld, Samuel, 85.23; 2403. Kritz, Morris, 85.13; 2481. Gold, Isidore, 85.03.

Typewriting Copyist, Grade 2; Competitive; appropriate; Prom. 6-23-38; Law Dept.; \$960; temporary—about 15 days—147. Janofsky, Seymour, 91.17; 580. Rosenberg, Diana, 88.03; 800. Fuchs, Francis, 87.03; 806. Murray, Helen P., 87.00; 1381. Mandelberg, Rose, 85.00; 1828. Roberts, Jeanne, 83.46; 2015. Pincus, Nessie, 82.82; 2029. Bernknopf, Edith, 82.77; 2033. Mellett, Albert, 82.76; 2076. Basquette, Marion, 82.52; 2195. Freedman, Evelyn L., 81.94; 2252. Linder, Jean, 81.60; 2255. Laytin, Mildred, 81.58; 2261. Adamec, Edward, 81.55; 2293. Magram, Ruth, 81.32; 2306. Braithwaite, Olivia, 81.25; 2313. Isenberg, Anne, 81.17; 2314. McNamara, John E. J., 81.17; 2317. Fisher, Rose, 81.15; 2319. Fertig, Helen, 81.14; 2320. Brown, Morris, 81.13; 2324. Zwillich, Ella C., 81.07; 2329. Bloch, Raissa, 81.04; 2332. Posner, Sylvia, 81.03.

2337. Klein, Beatrice, 80.98; 2338. Wolfish, Bernice, 80.95; 2341. Reich, David, 80.94; 2341a. Stopek, Bernard, 80.93; 2363. Richards, Gertrude, 80.71; 2365. Nicolls, Gwendolyn, 80.70; 2368. Faso, Anne, 80.67; 2369. Lombardo, Sarah, 80.63; 2374. Hirsch, Ruth, 80.61; 2379. Shapiro, Rose, 80.59; 2381. Armstrong, Audrey E., 80.58; 2383a. Rosen, Betty J., 80.55; 2384. Blum, Pearl, 80.54; 2388. Speiser, Sarah, 80.52; 2434. Gacnik, Francis A., 80.03; 2490. Jarossi, Esther G., 78.75; 2494. Nesbitt, Anne S., 78.52; 2507. Principiotti, Rose, 77.89; 2509. O'Farell, Thomas J., 77.73; 2512. Lofaso, Beatrice R., 76.92; 2516. Courtney, Honora, 76.48.

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Commission Completes Heavy Calendar

Promoted Employee May Return to Former Post

Civil Service employees who are advanced in rank as a result of promotion exams, and who fail to be satisfactory in their new position, will henceforth be able to return to their former post, as a result of a ruling Thursday by the Municipal Civil Service Commission.

A leave of absence will be granted during the period of probationary service in the higher post, upon application to the department involved and with the consent of the Civil Service Commission. The former position will be filled by a temporary appointee until the probationary period comes to an end.

Other items on the Commission's weekly calendar, with the dispositions in bold face, follow:

BOARD ACTION

For Disposition:

4467. Matter of further reorganization of the staff. **Reserved for one month.**

4468. Matter of reclassification of Dietitians in the Department of Hospitals. **Reserved for one week.**

4469. Application of Raymond Kaplan for the position of Radio Operator. **Reserved for one week, President Kern.**

4470. Matter of grading the Dental Service. **Reserved.**

4471. Report re examination for promotion to Junior Budget Examiner. **Reserved.**

Director of Examinations:

4480. Order examination for 18 positions. **Approved.**

4485. Fix Oct. 23, 1939, at 4 p.m. as the last day for physical examinations for Automobile Machinist, Machinist, and Boilermaker. **Approved.**

4486. Forwarding draft of proposed changes in the regulations governing service rating. **Reserved.**

4488. Recommending that the Commission advise the Certification Clerk that henceforth all persons on promotion lists in the Police, Fire, and Transportation Departments who are rejected medically by those departments be marked as so rejected on the books of the Commission and that no joint medical re-examination be ordered in such cases. **Reserved.**

4491. Deny request of Civil Service Technical Guild that city-wide promotion examinations open to architectural and engineering employees, Grades 3 and 4, be held simultaneously with open competitive examinations for Junior and Senior Administrative Assistants (Housing) (No. 3942 on 8-30). **Request denied.**

4492. Deny request of Charles Caccamo to nullify the rule that Engineering Cadets must be in the upper third of their class. **Request denied.**

4493. Result of investigation of complaint of S.C.M.W.A. relative to out of title work in the Department of Sanitation, the Department of Docks, St. George Ferry House, Power Plant, Department of Water Supply, Gas & Electricity, Clove Lake Pumping Station. **Reserved.**

4497. Matter of eligibility of employees in recently created services, such as the Accounting, Statistical, Library, Attendance Service, etc., in connection with the promotion examinations for Clerk, Grades 3 and 4, all who would have been eligible had they remained in Attendance and Clerical Services respectively. **Reserved.**

4498. Advise the New York City Tunnel Authority that it is contrary to the Civil Service Law to employ Charles Heaslip continuously as Consultant on Traffic pursuant to the provisions of Rule 5-9-11, and that in the event that someone is needed continuously, the list of Assistant Engineer (Highway Traffic), Grade 4 should be used to fill the vacancy. **Laid over one week.**

4500. Result of investigation of complaint from the Federation of Architects, Engineers, Chemists and Technicians relative to the certification of the open competitive list for Transitman, Grade 4 to the Board of Water Supply as appropriate for the position of Engineering Inspector, Grade 4. **Report Approved.**

4501. Grant the Department of Correction permission to be relieved

Must Have Correct Postage!

Mailed applications blanks will henceforth be rejected if they contain insufficient postage when sent to the Municipal Civil Service Commission, it was ruled Thursday.

The nuisance of receiving mail without required amount of postage has grown to large proportions, Commission officials stated.

Return envelopes will list the amount of postage necessary from each of the five boroughs.

of complying with the request contained in our letter of July 31, 1939, that positions in that department under the title of Instructor (Trades) be changed to specific trade titles. **Approved.**

4502. Deny request of Charles Gattuso that the list for Inspector of Combustibles, Grade 2 be declared appropriate for the position of Assistant Fire Marshal. **Request denied. Special list for Patrolman certified to three departments: Department of Finance as Investigator; Department of Welfare, as Special Investigator; Law Department, as Investigator.**

4512. Recommending that no examinations be ordered for Administrative Assistant and Junior Administrative Assistant in the Office of the Comptroller and that the provisionals in that office be marked "Qualified" pending the promulgation of the appropriate lists for the Department of Welfare. **Approved.**

4513. Recommending that inasmuch as only one candidate filed for the position of Research Assistant, Department of Hospitals, and this candidate does not meet the experience qualifications, the present incumbent be appointed under the provisions of Rule 5-9-8. **Cancel test and request Department to nominate candidate for provisional appointment.**

4514. Recommending that applications for promotion to Medical Social Worker, Grade 2, be extended to permit employees in the Department of Hospitals who will be reclassified as Medical Social Worker, Grade 1, in accordance with recent resolution of the Commission, to file. **Recommendation permitting such employees to file before October 20th approved.**

Secretary Schaefer:

4516. Draft of policies with respect to overtime, sick leave, and vacation. **Approved.**

4518. Advisability of submitting committee reports on a monthly basis. **Reserved.**

4521. Fixation of salaries for Examining Assistants in the Commission. **Approved.**

4521a. Termination of the services of monitors in the Commission. **Approved.**

Communications:

4525. Office of the Comptroller. Request to approve continued temporary employment of 76 Clerks at \$840 per annum for the month of Oct., 1939. **Approved.**

4526. Department of Welfare. Returning certification of Aug. 2, 1939, to fill the position of Clerk, Grade 4, for the reason that action in this matter has been brought in the Supreme Court of New York County and a stay has been granted. **Recertify promotion list for Clerk, Grade 4, to Department.**

4529. Board of Higher Education. Forwarding statement of qualifications approved by the Board for candidates for the position of Junior Administrative Assistant (Office of the Administrator). **Order open competitive test for this position.**

4530. Department of Hospitals. Requesting that an open competitive examination be held for one position in that department. **Reserved.**

4532. New York City Housing Authority. Requesting that an examination be ordered for that department in place of one already ordered. **Approved.**

4536. Transport Workers Union.

Submitting memorandum relative to the establishment of the title of Clerk (Railroad). **Reserved.**

4537. Valentine H. Winter and Angelo Lo Bianco. Protesting that they were forced to resign from the position of Porter with the New York City Housing Authority. **Reserved.**

Certification Clerk:

4539. Recommending that the action of the Commission on September 20, 1939, directing that the eligible list for Probation Officer (Protestant) City Magistrates' Court, be certified to the Domestic Relations Court to fill a vacancy at \$1,680 per annum be revoked for the reason that this list terminated on Sept. 23, 1939, and the order was not received by the Certification Clerk until Sept. 25, 1939. **Reserved.**

4540. Forwarding communication from the Department of Purchase relative to the certification of the promotion eligible list of Clerk, Grade 3, from which to make one appointment at \$1,800 per annum. **Approved.**

4541. Advising that the New York City Housing Authority, in making one appointment as Borough Superintendent, passed over the name of Edwin W. Kleinert and appointed John P. Riley, the appointment being made effective thirteen days prior to the date of certification. **Appointment to be effective on the date of certification and appointment of Riley approved as provisional up to that time.**

4542. Forwarding communication from the Board of Water Supply dated Sept. 21, 1939, containing disposition of certification dated Sept. 12 from which to appoint Grade 1 Clerks at the rate of \$840 per annum, and requesting that additional names be certified and that the continued provisional employment of six persons be approved. **Stop payroll of provisional employees. Recertify names of those willing to accept and 50 additional names.**

Payroll Bureau:

4544. Forwarding letter transmitted by City College relative to the duties of Field Assistants. **Reserved.**

4547. Matter of recording layoffs of seven female Attendants in the Department of Parks who were reinstated from appropriate preferred

Order Came Too Late

The Municipal Civil Service Commission, at its Sept. 20th meeting, ordered that the eligible list for Probation Officer (Protestant) City Magistrates' Court, be certified to the Domestic Relations Court to fill a \$1,680 vacancy. The Certification Clerk got the order five days later, looked through his records, and found that the list in question had expired on Sept. 23.

At Thursday's meeting, the City Commission reserved the Clerk's recommendation that the order be revoked.

list for Nurse's Assistant on June 16, 1939. **Return to preferred list for Nurse's Assistant.**

Director of Examinations:

4549. Recommending that the list for Inspector of Repairs and Supplies, Grade 3 be declared appropriate to fill four positions of Inspector of Equipment in the Bureau of Welfare Payments of the Comptroller's Office, now being filled by provisionals, and that the list for Assistant Chemist be used to fill the fifth vacancy. **Approved.**

Communications:

4551. State Department of Civil Service. Advising that at meetings of the State Civil Service Commission held Sept. 12 and 14 the following resolutions of this Commission were approved:

a) Resolution adopted July 6, 1939, and approved by the Mayor July 11, amending the labor class in the Dept. of Sanitation by striking out 4 titles and including them in the competitive class under Part X—The Sanitation Service.

b) Resolution adopted Aug. 3, 1939, and approved by the Mayor Sept. 5, amending the non-competitive class under the heading "Dept. of Hospitals, Tuberculosis Sanatorium, Otisville, New York" by striking out the title "Roentgenologist" and including same in the competitive class under the title "X-Ray Technician."

c) Resolution adopted Aug. 3, 1939, and approved by the Mayor Aug. 10,

amending the exempt class under the heading "Dept. of Investigation by striking therefrom "1st Deputy Counsel" and including there Deputy Commissioner." **Noted.**

4553. Department of Parks, vising that the services of 73 porary Female Attendants ceased at the close of business, 9, 1939. **Noted.**

Secretary Schaefer:

4554. Approve certificate of for the position of Office App Operator at \$1,200 per annum in Municipal Civil Service Commission. **Approved.**

Payroll Bureau:

4555. 10-3. Special payroll v ers received from the Comptrol Office. **Approved test for A and Assistant Alienist to be where examinations are necessary determine transfers to Mat State Hospital.**

APPROVAL BY SECRETARY SCHAEFER

Commissioner Sayre:

4556. Promulgate the eligible for promotion to Junior Civil ice Examiner, Municipal Civil ice Commission. **Approved.**

Director of Examinations:

4563. 9-26 (4); 9-28; 10-2. the following named "Qual Gladys M. Sobage—Steno Grade 3. Vivian Pessin—Junior Service Examiner; Oscar C. E—Assistant Engineer, Grade 4; Brook—Prom. to Junior Bacteriologist, Dept. of Health; Wita Sh Laboratory Assistant (Gene James V. Dunleavy, Jr., Fire F. D.

Certification Clerk:

4570. Approve certification of list for Telephone Operator (M Grade 1 to the Department of W Supply, Gas and Electricity which to make one appointme Telephone Operator (Male) at \$ per annum. **Approved.**

Communications:

4571. Note on the records the following changes of name:

Department of Hospitals: Pearl Crump to Pearl C. Hold Department of Welfare 9-22 (2); (2) Sylvia Stepansky to S Meade; Selma Lipkin to Selma kin Rhine; Esther Biegeleise Esther Lefkowitz; Violet Sha Violet Brandshaft.

Is Your Exam Here?

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

OPEN COMPETITIVE

Announcer: The rating of the written part has been completed. The remainder of this examination will probably be conducted this month.

Assistant Engineer, Grade 4: 367 of the 376 filing candidates have been qualified on experience. The written examination will be conducted Oct. 28.

Automobile Machinist: The list will be published this month.

Baker: The qualifying experience has been rated.

Blacksmith: The written examination will probably be conducted Nov. 3.

Boilermaker: The list will most probably be published this month.

Bridgeman-Riveter: The list will be published this month.

Chief Life Guard: The qualifying experience has been rated. The technical oral part of this examination will most probably be administered during Christmas week.

Civil Service Examiner (Social Service): This examination will be conducted as soon as practicable.

Dentist (Full Time): It is expected that the qualifying practical will begin this month.

Diesel Tractor Operator: A report on the validation of the tentative key is now being prepared for the approval of the Commission.

Dockbuilder: The practical part will be conducted shortly.

Examiner (Board of Education): This list is held in abeyance due to litigation.

House Painter: This examination is still in abeyance due to litigation.

Janitor (Custodian), Grade 3: 1865 candidates were qualified on experi-

ence for the written part of this examination which was administered Sept. 30. The tentative key for the written part has just been issued.

Janitor Engineer (Custodian Engineer): 393 candidates participated in the written part of this examination. The rating of Part I is now in progress.

Junior Engineer (Mechanical), Grade 3: The rating of the technical written has been completed.

Junior Administrative Assistant (Housing): 874 candidates filed for this position.

Junior Statistician: The rating of the qualifying experience of 1,326 candidates has already begun and should be completed this month.

Life Guard (Men): The list should be available this month.

Lineman (Fire): 115 candidates were summoned for the written part of this examination on Sept. 28.

Locksmith: Preparations are being made for the practical examination which will be held as soon as practicable.

Machinist: The list will most probably be published this month.

Management Assistant, Grade 4 (Housing Authority): 1364 candidates filed for this examination which will be held as soon as practicable.

Marine Oiler: The practical part of this examination will be administered as soon as practicable.

Medical Social Worker, Grade 2: 84 candidates qualified for the written examination which will be conducted probably within two months.

Occupational Aide: The written examination will be conducted probably late this fall.

Office Appliance Operator: The rating of the written part of this examination will be completed within a week. This list will probably be available within six weeks.

Paver: 191 candidates were summoned for the written examination on Oct. 3.

Plumber: The list will most probably be available this month.

Power Maintainer (I.C.O.S.): written test is tentatively scheduled for Friday.

Radio Operation Assistant: final results will be available this month.

Radio Publicity Assistant: rating of this examination will be completed this month. The final results will be available by the middle of November.

Radio Traffic Assistant: The results will be available this month.

Senior Administrative Assistant (Housing): 111 candidates filed this examination which will be conducted as soon as practicable.

Social Investigator: 16,216 candidates competed in this examination. The rating of the written part has begun.

Statistician; Statistician (Railroad); Statistician (Social Service): All of these examinations have been completed. The list will probably be published this month.

Stenotypist, Grade 2: The written examination will be conducted Oct. 18.

Title Examiner, Grade 2: 1,153 candidates filed for this examination.

Trackman (I.C.O.S.): The written part of this examination will be conducted as soon as practicable.

Typewriter Repairman: The qualifying experience of the filing candidates has been rated. This examination will probably be conducted within three months.

Typewriting Copyist, Grade 1: Appeals on the tentative key of examination are now being considered.

Welder: The list will probably be available this month.

Who Has the Right to Dismiss Employees in Civil Service?

Who can fire a Civil Service employee? What are his rights if he's fired? What practices and laws govern dismissals? These problems are of widespread interest to all Civil Service Workers. Because of many requests, THE LEADER has prepared a summary of removal rules and practices for its readers.

Long before Civil Service laws were adopted, the power to dismiss public employees generally was vested by statute in the appointing authority.

As the competitive system expanded and Civil Service laws were passed, many restrictions were placed on these powers.

Today Civil Service laws are still far from uniform, but most removal provisions follow the pattern of the Federal Service.

Under Federal Civil Service, a department head must furnish an employee with a written statement of the reasons for removal and give him a chance to answer charges. The department head then makes the final decision. All records in the case, including the employees' answer, are filed with the Commission.

In a similar way, the New York State Civil Service law provides for dismissals, both in the State and city service. However, it grants certain privileges to veterans, volunteer firemen, policemen and other special classes.

In the State and City services,

different rules apply to different classes of employees.

The Competitive Class

A competitive employee must be given a written statement of reasons for his dismissal and a chance to answer the charges. The reasons for removal must state some neglect of duty, incapacity or delinquency. A mere statement that the employee is inefficient, or the removal is made "for the good of the service," is insufficient. Charges must be supplemented by supporting evidence of a specific nature and they must be definite enough to permit an employee to answer them.

If the employee's answer to charges is unsatisfactory, the department head may dismiss him. No hearing or trial is required, though many city and state departments do allow hearings, and permit an employee to bring his own witnesses and cross-examine those against him.

After having considered all the evidence in the case, the department head makes the final decision. He files his charges and the employee's answer with the commission, either State or city. The commission does not interfere.

Courts Won't Review

The courts almost always refuse to review the facts in dismissal cases, but if a question of law is involved, they will weigh the evidence. The courts will not order lesser disciplinary action than that imposed by the department.

Heads of departments may sus-

pend employees pending the outcome of charges. Suspensions, however, must not be for unreasonable periods. If an employee is suspended and the charges dropped, he is entitled to pay for the suspended period.

Non-Competitive Class

Non-competitive employees may be summarily removed at the pleasure of the department. No reasons need be given. Even if an employee charges that politics were responsible for his dismissal, the court cannot review his case. (A few special groups in the non-competitive class in the State service, such as in the institutional services, are given rights accorded to competitive workers.)

The Labor Class

Labor class employees in the State service are in the exempt class and may be removed summarily by the department. (Other exempt class employees can also be dropped without written changes.)

Employees in the labor class in New York City may be removed by the department head at will. In the uniformed forces of the Sanitation Department, employees are entitled to a hearing. Review of such removals by the court is less restricted than in the case of veterans, police and firemen.

Police, Firemen, Teachers

Policemen, firemen, school teachers and administrative employees of the Board of Education may not be

Power Untested

The power of the State and City Civil Service Commissions to order a reinstatement has never been tested in court. In extreme cases, if the commissions believe a dismissal unfair, they can use moral pressure to change the department's decision, or they can refuse to fill a vacancy.

However, in almost all cases the commissions do not interfere in departmental dismissals.

removed except on charges and after a trial. They may be represented by counsel, summon witnesses in their behalf and cross-examine witnesses against them. They are given the privilege of review by the court of the removal procedure.

Veterans, Exempt Firemen

Veterans and exempt volunteer firemen may not be removed except upon charges and after a hearing. They have the right to take their cases to court.

These privileges are accorded veterans and exempt volunteer firemen regardless of their classification, whether competitive, non-competitive, exempt or labor class.

Politics, Religion

Removal of employees in the federal service are not reviewable by the courts, but the U. S. Civil Service Commission may request the reinstatement of an employee dropped for political or religious reasons.

Under the New York Civil Service law, the courts will compel the reinstatement of workers dropped from competitive or labor class jobs for political or religious reasons.

N. Y. Mail Carriers Plan Ball Feb. 24

The campaign for the coming annual ball of the New York Letter Carriers' Assn., set for Feb. 24, 1940, at the Manhattan Center, was formally opened last week at the regular monthly meeting of the group in the Hotel Capitol.

Edward H. Rockwell, chairman of the entertainment committee, urged the widest possible support of the function. He said that rising sick costs were taxing the resources of the organization, and that the annual ball merited even greater support this year than previously.

Reporting from the recent national convention in Milwaukee, Delegate M. Feidelbaum stated that the \$1 initiation fee has been abolished for new members, but that the age limit for membership was continued at 46.

President William F. McHale presided at the meeting, and reports were submitted by Frank G. Murphy, Leon Samis, treasurer Gustave J. Becker, and vice-president Kuschewitz.

Visitors from neighboring branches were President Arthur Dubb, Secretary James Labrano, and Treasurer Edward Breitweiser, all of branch 1557, Weehawken, N. J., and P. J. Linnemann, secretary, branch 294, Flushing, L. I.

—ABRAHAM C. SHAPIRO.

Elevator Men to Meet

Eligibles on the State Elevator list are invited to attend a meeting of the State Elevator Eligibles Assn. tomorrow night at 7:30 o'clock in the Legion Room, Olympia Cafe, 109 W. 43rd St.

How to eat Better... on LESS MONEY!

GIVE THE FAMILY more milk. Fresh milk is nature's most perfect, cheapest food. For better health, increased vitality, beauty, use more milk!

1. A GLASS OF MILK before bed helps clear up acids formed by fatigue, over-work, late hours. Drink milk, the ALKALINE REACTION helps you back to normal.

2. MILK, the world's best COMPLEXION FOOD, is rich in CALCIUM. Drink milk every day and watch your skin grow soft, lustrous... and stay that way!

3. COLDS and other diseases attack when resistance is low. Build yours up with fresh milk, the natural food rich in cold-fighting VITAMIN A. Drink it every day.

4. MOVIE STARS, like Andrea Leeds, star of the Samuel Goldwyn production, "The Real Glory," drink fresh milk daily to keep VITALITY up, FOUNDS down.

THERE'S nothing else like milk. Only milk combines all these benefits. Send for the handsome FREE booklet telling more about milk and how to use it.

BUREAU OF MILK PUBLICITY, Albany, N. Y., Dept. X

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Look better. Feel better. DRINK FRESH MILK!

BIDS AND PROPOSALS

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

Sealed proposals will be received by the undersigned at the State Office Building, 13th floor, Albany, N. Y., until one o'clock p. m. on Thursday, November 9, 1939, for the construction of grade crossing elimination projects in the following Counties:

RAILROAD GRADE CROSSING ELIMINATION PROJECTS

County	Deposit Required	Type	Miles
Broome	\$9,000	Elim. Structure over D.L.&W. RR. Deck Girder 100 ft. and Four 59 ft. spans. 32 ft. M.M. type 3 Appr.	0.22
Chautauque	28,500	Two 44-1/2 ft. span Girders carrying Penn. R.R. & NYC. & St. Louis R.R. 40 ft. M.M. 3 & Var. Brick.	0.25
Orange	1,500	22 ft. 40 ft. Concrete 5 in. 135 ft. Girder carrying Elye R.R.	0.50
Suffolk	4,500	22 ft. Concrete 9 in.; Misc. Work 40 ft. Girder carrying L.I.R.R.	0.43
Tompkins	10,500	Elim. Structure over L.V.R.R. 2 span Girder 81 ft. & 37 ft. 10 1/2 in. 22 ft. M.M. 3 Appr.	0.55

Maps, plans, specifications, and estimate of cost may be seen and proposal forms obtained at the office of the Division of Highways in Albany, N. Y., and at the office of the District Engineers in whose district the roads are located, upon the payment of Five Dollars (\$5.00) for plans and proposal forms. Standard specifications are Two Dollars (\$2.00) per copy. No refund will be made on plans, specifications, or proposal forms. Plans and proposal forms may be seen at the office of the State Department of Public Works, State Office Bldg. Worth and Center Streets, New York City. The addresses of the District Engineers and Counties will be furnished upon request.

Special attention of bidders is called to "General Information for Bidders" in the proposal, specifications, and contract agreement. The attention of bidders is also directed to the special provisions applying to projects with federal funds.

Proposal for each highway or contract must be submitted in a separate sealed envelope with the name and number of the highway plainly endorsed on the outside of the envelope. Each proposal must be accompanied by cash, draft or certified check, payable to the order of the New York State Department of Public Works, Division of Highways, for the sum as specified in the advertisement for proposals and the proposal itself for each project. The retention and disposal of such cash, draft or check by the State Division of Highways shall conform with Sub 2, Section 28 of the Highway Law, as amended. The successful bidder will be required to execute the contract and comply in all respects with Section 38 of the Highway Law, as amended, and also pursuant to the provisions of Chapter 707 of the Laws of 1938, there will be required on all contracts entered into by any State Agency on and after July 1, 1938, a separate bond guaranteeing prompt payment of moneys due to all persons supplying the contractor, or sub-contractor, with labor and materials employed and used in carrying out the contract as follows:

(a) Whenever the total amount payable by the terms of the contract shall not be more than

\$500,000, the said bond shall be in a sum equal to the total amount payable by the terms of the contract.

(b) Whenever the total amount payable by the terms of the contract shall be more than \$500,000, and not more than \$1,000,000, the said bond shall be in the sum of one-half of the total payable by the terms of the contract.

(c) Whenever the total amount payable by the terms of the contract shall be more than \$1,000,000, and not more than \$5,000,000, the said bond shall be in the sum of forty per centum of the total amount payable by the terms of the contract.

(d) Whenever the total amount payable by the terms of the contract shall be more than \$5,000,000, the said bond shall be in the sum of \$2,500,000.

The amount of the certified check accompanying the proposal of bidder to whom the contract is awarded to be returned when ten per centum of the work under the contract has been completed. If Surety Bond is dispensed with, in pursuance with the Highway Law, the amount of the bidding check will be returned when fifteen per centum of the contract work has been completed.

On contracts with federal funds, when optional types are permitted for any one item of work, contractors must state in the space provided in the proposal for this purpose the exact designation of the optional type upon which the proposal is predicated. No one proposal shall contain more than one bid for an optional item. The award, if made, will be on the basis of the responsible proposal which for all items of work gives the lowest total cost for the project and the contract will call for the type designated in such proposal.

Skilled, Intermediate Grade, and Unskilled Labor on all projects shall receive the minimum wage rate per hour as follows: **In New York City:** Skilled Labor, ninety cents per hour; Intermediate Grade Labor, eighty-seven and one-half cents per hour; Unskilled Labor, eighty-seven and one-half cents per hour; **In the Counties of Suffolk, Nassau, Westchester and Dutchess:** Skilled Labor, seventy-five cents per hour; Intermediate Grade Labor, sixty-five cents per hour; Unskilled Labor, sixty-five cents per hour; **In the Counties of Ulster and Orange:** Skilled Labor, seventy-five cents per hour; Intermediate Grade Labor, sixty-five cents per hour; Unskilled Labor, fifty cents per hour; and in all other counties other than above: Skilled Labor, seventy-five cents per hour; Intermediate Grade Labor, fifty-five cents per hour; Unskilled Labor, forty-five cents per hour, unless shown otherwise in the itemized proposal.

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

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

The right is reserved to reject any or all bids.

ARTHUR W. BRANDT
SUPT. OF PUBLIC WORKS

BIDS AND PROPOSALS

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

Sealed proposals will be received by the undersigned at the State Office Building, 13th floor, Albany, N. Y., until one o'clock p.m., on Wednesday, OCTOBER 25, 1939, for the construction and reconstruction of the following highways:

County	Deposit Required	CONSTRUCTION	
		Type	Miles
Essex	\$4,500	100 ft. truss, 18 ft. gravel double surface treated approach	0.55
Nassau	200	Roadside Improv'm't.	
RECONSTRUCTION			
Erie	\$19,000	44 ft. concrete 9 in. including two 63 1/2 ft. girders carrying Erie R.R. & L.V.R.R. and 64 ft. girder carrying D. L. & W. R.R.	0.79
Hamilton	\$34,500	22 ft. concrete 8-7-8 44 ft. con. 8 in.	0.22
Oneida	1,500	45 ft. I-beam bridge 20 ft. M. M. type 3 Appr.	0.17
Livingston	1,900	40 ft. I-beam bridge, 20 ft. M. M. type, 3 Appr.	0.22
Schenectady	2,500	60 ft. I-beam bridge 22 ft. concrete 8-7-8 Appr.	0.34
Suffolk	1,600	20 ft. concrete 8 in., 30 ft. concrete 9 in., including 4 ft. x 5 ft. and 10 ft. x 13 1/2 ft. box culverts.	0.05

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SUPT. OF PUBLIC WORKS

FIRE ELIGIBLES STUDY NEW SANITATION POSTS

While surveys were going on to determine how many of their members have chauffeur's licenses and how many will take Sanitation Dept. jobs if offered to them, the Fire Eligibles Assn. made plans this week for a general meeting, to be held Friday night, Oct. 27, at 8:15 o'clock at P.S. 27, 42d St., near Third Ave.

Postcards have been mailed to all members of the group and tabulation of returns will begin this week. Top men on the Fireman's list are being urged not to take Sanitation posts because they will receive appointments to the Fire Dept. within the next few months.

Up-to-date information on the new ruling that Fire eligibles be certified for the new competitive post of Sanitation Man will be given to the members at the meeting Oct. 17. Of the 5,800 men on the list, 4,000 are members of the association, Joseph J. Nicols, secretary, said.

Exams Over Radio

Information on the new series of City examinations, announced last week by the Municipal Civil Service Commission, will highlight tonight's Public Service Hour at 5:30 o'clock over WNYC. The program is presented at 5:30 p.m. each Tuesday during the Fall and Winter seasons. WNYC also announces another program of particular interest to Civil Service listeners. Questions from former Civil Service exams are used by the World's Fair reporter Thursday afternoons in the "Quiz of the Town" program from the city's studios at the Fair. Leon Kempner directs the series.



ROBERT WALTENBERG

A bachelor's degree from Cornell and having an excellent chance didn't stop him from losing his job two weeks ago. However, he's all smiles now, ranking No. 5 on the Patrolman, P. D., special list, and having an excellent chance for appointment in the very near future.

MEMORIAL SERVICES NOV. 5 FOR POLICE

Memorial services for deceased members of the city Police Dept. will be held on Sunday, November 5, at the Anchor Club, it was announced last week by Joseph F. Martin, chairman of arrangements.

Various groups will assemble at 3 o'clock at the 68th Precinct, 43rd St. corner of Fourth Ave., Brooklyn, and proceed along Fourth Ave. to the Church of Our Lady of Perpetual Help, 59th St. and Fifth Ave.

Military bands will accompany the units which do not have their own music during the procession.

A large attendance is expected at these memorial services, according to Chairman Martin.

Young Folks to Meet

First meeting of the newly-formed Young Folks League of the Civic Center Synagogue, 10 Lafayette St., will be held Monday night at 8:30 o'clock. Plans for the fall and winter seasons will be discussed.

City Depts. to Play In Basketball Loop

Basketball teams of at least 10 City departments will compete in the annual inter-departmental court tourney, scheduled to start Nov. 8. Preliminary plans were discussed at a meeting Wednesday night in the office of Matthew Napier, secretary of the Sanitation Dept., who is also secretary of the inter-departmental league.

Investigators Band

Investigators in New York City Workmen's Compensation Division of the State Dept. of Labor have recently banded together in the Compensation Investigators Assn., with meetings scheduled each month.

Officers of the new group are Maxim Levey, president; Robert Martin, first vice-president; Solomon Messias, second vice-president; Benjamin Greenman, treasurer; Herman Emer, secretary; Joseph A. Rubinstein, publicity director.

Three practice courts have been promised the squads by James V. Mulholland, head of the recreation division of the Park Dept. The Police and Fire Depts. use the gym facilities of the Metropolitan Life Insurance Building.

Teams competed in two leagues last season, those departments where physical tests are required competing in a senior loop. Whether there will be one or two leagues this year is as yet undecided. Another meeting will be held a week from tomorrow night.

Admission to the games, which are to be played in high schools throughout the City, will be free of charge. Uniforms are furnished by the departments.

According to the rules to govern the tourney, only Civil Service employees are eligible. Each squad is entitled to 15 men, including a maximum of three provisionals. The names of the players must be submitted by Nov. 1, with lineup changes at least 24 hours in advance of game time.

A. A. U. basketball rules will be in effect, with the games divided into four 10-minute quarters.

Comm. Rules Against New Jr. Assistant Quiz

Pending promulgation of the Junior Administrative Assistant, Welfare Dept. list, no exams will be ordered by the Municipal Civil Service Commission for Administrative Asst. and Junior Administrative Asst. in the office of the Comptroller, it was ruled by the Commission last Thursday.

Provisionals in the Comptroller's office will be marked qualified until the new list appears.

Auto Enginemen Gather

The Auto Engineman Eligibles Assn. will meet tomorrow night at 8 o'clock at 63 Park Row.

Reclassify Hosp. Group

Nearly 100 employees in the Hospitals Dept. soon to be reclassified as Medical Social Worker, Grade 1, will be allowed to take promotion exams to Medical Social Worker, Grade 2, according to a ruling Thursday by the Municipal Civil Service Commission.

Outsmarted His Pupils

That the teacher outsmarts his pupils is seen in the ranking of Robert R. J. Gallati, who placed No. 2 on the Patrolman, P. D. list. An advanced law student at St. John's, Gallati has been broadcasting on criminal law for several years over WBNX. Just before the Police exam in the spring he published a digest of these radio talks, entitled "Criminal Law Made Easy," and sold it to those who took the test with him. The new list was released exclusively in The Leader last week.

20 City Employees Get Scholarships

Four women and 16 men employed by the city were awarded \$20 scholarships yesterday at the New York University Division of General Education by the Mayor's Council on Public Service Training.

Announcement of the awards was made by Civil Service Commissioner Wallace S. Sayre, a member of the Council.

Recipients of the awards will be entitled to a choice of any course in the Division of General Education.

Those who received scholarships were: Benton E. Wells, Bureau of the Budget; Jerome Haney, Board of Estimate, Bureau of Real Estate; Florence Colin, Board of Child Welfare; Robert W. Brady, Office of the Comptroller; Regina Jacobs, Board of Education; Timothy J. O'Shea, Dept. of Finance; Henrietta V. Law, City Magistrates' Court; David Block, Fire Dept.; Charles Licht, Dept. of Hospitals; Charles Vesce, Dept. of Investigation; Hugh E. McCollum, Law Dept.; Herman Schwartzberg, Police Dept.; James Connolly, Dept. of Public Works; Louis Rehberg, Dept. of Purchase; William A. Griffo, Dept. of Sanitation; Bernard Gross, Tax Dept.; William E. Dougherty, Board of Transportation; Martin J. Moran, Board of Water Supply; Morris Ribner, Dept. of Water Supply; Lula L. Wilkinson, Dept. of Welfare.

P. O. Breakfast Nov. 5

The Brooklyn and Long Island Post Offices' Anchor Club holds its 17th annual Communion Mass and Breakfast Sunday morning, Nov. 5, beginning at 8 o'clock. The Mass will be recited at St. Charles Borromeo Church, Sidney Pl. and Livingston St., and breakfast taken at Joe's Restaurant, Pierpoint and Livingston Sts.

To Ratify Wage Plan

Final ratification of the program for higher wages and a higher budget in the Hospitals Department for all categories of employees will be the principal business at the membership meeting of the city hospitals local 128, State, County and Municipal Workers of America (CIO), to be held Thursday evening, Oct. 19, at the union's headquarters, 3 Beekman St.

Back Chamber Proposal

Recommendations of a committee of the State Chamber of Commerce that the State's educational services be increased were praised this week in a statement by the Joint Committee of Teachers Organizations.

Specifically mentioned were the proposals that schools develop religious feeling, increase health services, give an understanding of politics, expand vocational training.

Follow the Leader for the latest in Civil Service news.

follow—THE LEADER

- COMPLETE
- ACCURATE
- EXCLUSIVE

THE LEADER paced the field with many news 'beats' in its first three issues.

Among those 'beats' were:

The complete list of 4,037 new police eligibles. The Competitive Test for 2,500 Sanitation Jobs. The New Series of City Exams. The First Postal Test to be given in five years. The changed Social Investigator Key. The new State Tests.

THE LEADER WILL ALWAYS BE FIRST — With News of Jobs . . . Promotions . . . Court Decisions . . . Commission Activities . . . Associations!

follow — THE LEADER — This Week and Every Week!

There is still time for those of you who have not yet taken advantage of our special subscription rate. Our offer to mail you THE LEADER every Tuesday for eight months for \$1 has been extended only to Nov. 1. Regular price—\$2 a year. Take advantage of it now by mailing the coupon below:

CIVIL SERVICE LEADER

305 Broadway
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I am Enclosing \$1 (Check, Bill, or Money Order). Please Send Me the CIVIL SERVICE LEADER for the Next Eight Months.

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