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11-Squad Bill for Cops in City Council
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Pass Mark on Fireman Written Test

How State Employees Can Be Fined or Fired

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See Page 20



By CHARLES SULLIVAN-

# Pay Rise Is Likely For All U.S. Employees

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WASHINGTON.—Washington is filled with rumors that the administration will move soon to give federal employees a bonus to help them meet increased living costs.

The rumors can't be confirmed, but neither are they denied.

In fact, administrators in several different departments are known to have told inquiring employees that an adjustment upward of federal salaries was "inevitable."

The drive for higher federal salaries was spurred in Washington by the fact that the Dominion of Canada has just paid about 40,000 of its low-paid employees a cost-of-living bonus. Most of Canada's employees earning less than \$2,100 last week were paid an \$11.91 bonus.

Bonuses will be provided the lowpaid Canadian workers each month. The amounts will vary, depending on the increase in living costs. Canada has accepted August, 1939, as a normal price month. Cost of living has increased 11.1 per cent since that time and under the Dominion's sliding scale this increased cost amounted to \$11.91 which was paid to the employees earning less than \$2,100.

## Living Cost Up

Price Administrator Leon Henderson testified before a House committee that the cost of living had risen 17 per cent which would seem to put government workers in this country at a distinct disadvantage compared to their Canadian colleagues.

## Drawback would be we

Congress would have to approve any pay bill and congressional leaders are frank to say that no action will be taken until the proposed price control bill is disposed of. The bill is now stymied in the House Banking and Currency Committee and its disposal isn't expected before December.

One Congressman who is hammering the pay raise plan is Representative John E. Sheridan, Philadelphia Democrat.

"Government employees are being forced to meet rising prices with shrinking paychecks," he says. "During the last war, Congress had to come to the rescue of government employees with belated salary adjustments, which were far from satisfactory.

"I do not believe that this time we should wait until the health and morale of government workers is virtually at the breaking point. I believe we should act immediately to insure them a decent standard of living. Millions in private industry have won needed pay raises. Organized government employees do not have the same avenues of collective bargaining. They must obtain pay raises from Congress and I believe that we in Congress should act immediately."

Sheridan also points out what The LEADER already has exposed—that thousands of persons are refusing government jobs at existing salaries, and that the situation has attained serious proportions.

The LEADER has asked Senator James M. Mead (N. Y.) and Congressman Robert Ramspeck. (Georgia) to introduce a bill which would place the salaries of all federal employees in line with the rising cost of living. The team of Mead and Ramspeck has been responsible for the most progressive civil service legislation in recent years.

Watch The LEADER exam pages every week for tests now open. The exam pages contain details of city, state and federal tests open for application.

# Promotions Speeded Up Cost of Pay Rises Less Than Expected

The Budget Bureau now has in s hands the estimated cost of e Ramspeck-Mead act, the uniform promotion plan, that was to become effective on October 1. The bureau will send the estimation to the House Appropriations Committee and spokesmen will try to prevail upon the

to October 1.

It's reliably reported that the cost of the promotion plan will be less than was expected. In which event it will be much easier to get the money out of

committee to make the in-grade

promotions under it retroactive

Congress.

Agencies to Do Promoting
And talking about promotions,
they've had to be made so pressingly that a plan is under con-

sideration to do away with any delays involved in making them. It would work this way: Each agency could make its promotions without obtaining the OK of the Civil Service Commission in advance. The Civil Service Commission, in granting this privilege to the agencies, would relinquish none of its authority to supervise these promotions. The Commission would "post-audit" the promotions when it could, in view of the heavy burden of its work. The idea is to streamline and speedup promotions, to cut away red tape, and to eliminate the possibility that the agencies will place upon the Commission the blame for promotions which are slow in coming through.

Two departments—Navy and

Two departments - Navy and War-already are making promotions under this plan. So the precedent exists for other departments.

## How to Hire Lawyers-It's Anybody's Guess

A recruiting system for government lawyers has been tossed into the air again. The House Appropriations Committee did the tossing when it refused to appropriate \$54,225 to administer the Board of Legal Examiners, a board created by the President to examine and recruit attorneys for federal departments.

What happens now is anyone's guess. Of course, the Administration will attempt to get the Senate to approve the money—the House could then accept it in a conference report—but the chances of this being done are slim indeed. Even supporters of the board admit that.

Apparently the only way out will be for the President to rescind his original order setting up the Board of Legal Examiners and issue another order which would place the jobs of all attorneys under the present Civil Service system. Another alternative would be for the Civil Service Commission to finance the board board with some of its existing funds.

The board was set up on recom-

mendation of four members of the Reed Committee on Civil Service reform—Associate Supreme Court Justices Stanley Reed, Felix Frankfurter and Robert H. Jackson and Mr. Gano Dunn. It was widely heralded at the time as the "Frankfurter plan." Four other members of the Reed Committee vigorously opposed the Frankfurter plan and insisted that lawyers be recruited and selected under existing Civil Service procedures. The two plans were taken to F. D. R. and he selected the Frankfurter plan.

The Frankfurter plan would relax Civil Service rules regarding the selection of attorneys. It provided, for example, that a general counsel could select any lawyer on the register of eligibles instead of one of the first three as provided under Civil Service rules. The plan, speaking plainly, put lawyers in a selected class.

The point is that the committee refused to go for the plan. It is reported here that the committee vote was unanimous against it. True or not, it's reported that the plan was devised to get Harvard lawyers jobs in the Government and suspicious Congressmen didn't want to take a chance on it.

## Equal Pay for Equal Work

Extension of the Classification Act (an act designed to provide equal pay for equal work) to the field service is underway by the Civil Service Commission. Its extension was ordered in the Ramspeck Act, which will become effective on January 1, when an estimated 175,000 additional federal employees will be brought under Civil Service.

Robert S. Hare has been appointed chief of a field survey section in the Commission's personnel classification division. He will survey the field service, determine the cost of extending the act, and have all information on hand for action when the Ramspeck Act becomes effective.

The rate of pay for field employees would be the same as that paid employees in the district when the act is extended.

## U. S. TO TRAIN YOUNG MEN FOR AIRWAY WORK

Civil Service Commission is looking for airway traffic controllers. It's now convinced that there are few, if any, controllers available and it has come to the point where it will train young men to become controllers.

The Commission has announced a test for trainee, airway and airport traffic controller. The jobs pay \$1,800. Air pilots are pre-

## DO ACCOUNTANTS TAKE RAMSPECK MENTAL TESTS?

The General Accounting Office is due for an investigation. Not a probe for something, but to find out the exact duties of the 3,000 employees who are to be brought under the merit system. The U. S. Civil Service Commission is sending its investigators into the big, red GAO building in order to determine who has to take a Ramspeck written test and who can get away with just a rating on experience and education.

The impression is that the majority of accountants and auditors won't have to take the written test. Card punchers won't either—they'll be graded on their production records. As for clerks, they'll probably take tests — but they'll have several options to choose from, statistical and filing among them.

ferred. If you are selected, the Civil Aeronautics Administration will hire you, give you training, and give you a big boost in salary. The application number is 141. In New York, applications are available at 641 Washington street, Manhattan.

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# How the Ramspeck Act Affects You

Tests Will Give Employees a Decent Break; No Written Test At All for Some Groups

WASHINGTON—As the time grows near for the Ramspeck Act to become effective—on January 1—the 180,000 employees who will be affected are worried about the written test they must take in order to qualify for the jobs they are holding.

Frankly, the employees aren't so much worried over being given a test—but the kind of an exam has them baffled.

Employees who flunk the mental tests must be separated from the service within six months. That's the law and nothing can be done about it.

By and large, here's good news: The LEADER has learned that there will be relatively few noncompetitive mental tests . . . g that what few tests will be given will be of a practical nature . . . that credit for experience in the job will be given each affected employee, amounting to roughly 25 per cent.

#### To Fill Out Experience Form

Employees who aren't given a mental test will be asked merely to fill out form 375 and give in detail experience and education. The Civil Service Commission will accept these.

All employees, however, will be given physical exams, but The LEADER has learned that these tests, too, won't be as strict as physical tests now given new employees. If your health doesn't impair your work on the job or the health of others you'll be passed. Or, at least, that's the general theory.

#### No Written Test Here

Anyway, here is a partial list of the jobs that won't require mental exams and if you hold one of these, the Commission will grade you on experience and education:

Information specialists, special-

A memorandum of wide interest

to all public employees has been

issued by Roy F. Hendrickson,

formerly director of personnel in the Department of Agriculture. The memo, intended as a shortcut guide to proper relations be-

tween civil employee and public,

can not recognize what his real boss looks like. His real boss is not his superior or the chief of

his bureau. His real boss is the American people. This boss may

not always be impressive in ap-

pearance. Since he is generally a man who works with his hands

-a plain American citizen-his

clothes may be soiled, his finger-

nails dirty, and his hair uncombed. He is eager to be on with his work and the impatient

way he squirms in his chair may

make you nervous. He's your

boss, this man, and he may be a

tougher one than the man you

think you work for. He's sensi-

tive and at times appears to be

unreasonable. You may have a

good program, an efficient organi-

zation, a good line of talk and some readable publications, but if

you or your supervisor cannot

says, among other things:
"In a democracy there is no
place for the civil servant who

YOU'RE IN THE

**PUBLIC SERVICE** 

ists in maternal and child welfare, mineral economics, inspectors of coal, junior veterinarians, radio mechanio technicians, inspectors of naval ordnance, air carrier inspectors, inspectors of engineering materials, link trainer operators, engineers, marine and naval architects, metallurgical engi-neers, in fact, any engineer who has had specialized training and even junior engineers and engineering aids, inspectors of signal corps equipment, naval architects, marine engineers, shipyard inspectors, inspector of ship contracts, inspector of engineering materials, medical officers, medical guard attendant, medical technical attendant, dental hygienist, graduate and junior nurses, public health nurses, medical technicians, junior laboratory helpers, student and apprentice physiotherapy aids, senior radiosonde technicians, junior communications operators, explosive chemists, technologists, any specialized branch, pharmacologists, any spe-cialized branch of physicists, meteorologists, research chemists, senior technical and scientific aids, card punch operators, tabu-lating machine operators, multi-lith cameramen and platemakers, multilith press operators, blueprint operators, photostat operators, mimeograph machine operators, sorting machine operators, inspectors of hats, textiles, clothing and miscellaneous clothing, junior soil conservationist, any specialized branch of economist, coal mine inspector, inspector of plant protection, automotive spare parts experts, negative cutters, photographers, coppersmith map engravers, and all skilled laborers.

The above is a partial list. There are many, many more. The LEADER will keep you informed each week on all developments on Ramspeck test.

boss in the office are but a few of the many that you have. What 'telephone manner' do you, your supervisors, and your secretaries have? A few impatient words over a telephone may destroy more trust and confidence than

you can build in a year.
"These small day-to-day evaluations of your work for your boss the American people—will serve to remind you of the attitude which must be reflected in your bahavior. And in evaluating your work, if you will think of the plain citizen who comes to see you, or whom you go to see, as your employer, your attitude toward him and his attitude toward you will be more improved than if you think of him as an economic abstraction, a political difficulty, an annoying problem or a plain pest. If you prove to your citizen-boss that you are friendly and willing to serve, you will find his attitude toward you changing. This is not superficial courtesy or 'glad-handing'; it is a reflection of a genuine sense of obligation toward the public, a feeling that this man is paying you to help solve his probhis problems are your problems."

## SSB Bureau to Seek Space in Baltimore

Social Security Board's Bureau of Old-Age and Survivors Insurance will advertise for office space in or near Baltimore, where it plans to centralize activities now divided between Washington and Baltimore. Nearly 2,000 employees would be moved out of Washington if the plan goes through. The bureau has given up its hunt for adequate office space in existing Baltimore buildings. It's now proposing that a new building be constructed and furnished by private capital to fit the bureau's needs. The bureau would then lease the building.

The proposed building would have 700,000 square feet to house around 8,000 employees. The bureau now has 6,500 employees—4,500 in Baltimore and 2,000 here—but it will be expanding.

There are less applicants than ever before—your chances of getting a civil service job are greater than ever before. Apply now!



Rats Help Man in solving many of his problems. Mary Logan, nutrition worker of the U.S. Department of Agriculture, feeds one of her rats a measured vitamin concentrate. Such research shows the value of certain foods. This is but one of the vast number of services performed by Uncle Sam's government employees for the American people.

## Investigator Eligibles Protest Grilling by Narcotics Head

A federal agency has no right to inquire of a prospective employee whether he belongs to an association of eligibles.

This is the contention of the General Investigation Eligibles' Association, who are indignant at the kind of questioning members have been getting from the Bureau of Narcotics.

The eligibles hold that their friendly relations with the United States Civil Service Commission have found no counterpart in the suspicious approach of the Narcotics Bureau District Supervisor in New York City.

## Some of the Questions

Some of the Questions
The matter began when one of the officials of the eligibles group was interviewed regarding temporary appointment from the assistant investigator (pharmacy) list. He states that he was asked, among other things, "Are you a member of the General Investigator Eligibles' Association? . . . Are you an officer? . . . Whet dues do you pay? . . . Where do you meet? . . . How often? . . . What is its basic object?" He states that he was also asked whether he advocates a plan to combine all federal eligible groups into a single organization.

Louis A. Sigaud, member of the executive committee of the Eligibles Association, states that "There are many possible implications in official questioning of eligibles about associations of eligibles. The main objection to such questioning is that it provides an effective means of killing such organizations by subtle intimidation

of their members."

The General Investigator Eligibles Association takes the position that it is perfectly willing to answer all questions concerning its activities, but considers it unjust that individual members be quizzed on their affiliation. In a

letter to the Washington division of the Narcotics Bureau, the chairman of the Association outlined all the information required, including the aims of the eligibles: (1) to extend the life of the list; (2) to obtain as many federal positions as members on the roster can qualify to hold. As a matter of fact, the life of these lists has been extended by the Civil Service Commission, and substantial numbers of appointments are being made from them,

Emergency expansion of the American foreign service includes th employment of economic, cultural and public relations specialists, according to the State Department. The specialists, or "auxiliary personnel" are paid from President Roosevelt's emergency funds and work under the supervision of the foreign service officer in charge of the post to which they are assigned.

Appointments to the service are temporary, since appropriations fort he work are available only up until next June. However, if the emergency continues, additional appropriations will be made to extend the service.

The economic specialists employed in the emergency program are expected to perform technical duties coming up in economic problems as a result of the emergency condition.

The public relations specialists are concerned principally with developing and maintaining friendly relations with the press, radio and local institutions and organizations in the countries where they are assigned.

The third group are charged with developing friendly relations with cultural leaders, arranging student exchanges, good-will visits and similar activities.

Watch next week's LEADER for further information on these openings.

#### serve his needs he may want to fire you all out. He has work to do and he wants to be on with

Prejudices

"He may be prejudiced against you from the start. He's heard a lot of things about Government employees and naturally he believes many of them. He has seen abuses. Sometimes he thinks you act self-important, put on airs, and generally give evidence of having forgotten that you are merely a small instrument in this Government of, by, and for the people.

"Even the place where this man is waiting has something to do with the impressions he is forming of you before you meet. Is the room reasonably clean and orderly? Is it dignified without being pretentious?

being pretentious?
"But the relationships with your

# STATE DEPT. INCREASES PERSONNEL

#### NEW YORK CITY CIVIL SERVICE IN

# Few Apply for Subway Promotions

## Commission **Explains** Seniority

Only a few applications for the subway promotion tests for railroad clerk, towerman and motorman were filed with the Municipal Civil Service Commission up until the time The LEADER went to press. However, Commission officials say this is not unusual, since most applications are not normally filed until just before the aeadline. The filing period for the BMT, IRT and IND jobs close Oct. 27.

Meanwhile, the Commiss i on particularly urges candidates on the IRT and BMT divisions to file for the tests even though it may not mean an immediate big boost in pay, because it will provide eligibility for the next higher promotion exam.

Commission officials say that in computing the marks in record and seniority for these examinations, service will be considered back to the effective dates of unification. In other words, June 2, 1940 for the BMT and June 13, 1940 for the IRT. Whenever it becomes necessary to consider the seniority of employees prior to the dates of unification, the same rules will be followed as are used in determining the seniority of persons regularly employed in the permanent Civil Service. That is, the original date of appointment in the privately-owned lines shall be construed to be that date of appointment which is followed by continuous and uninterrupted service. A break in employment of less than one year's duration shall not be considered as an interruption in the continuity of such service. This, the Commission points out, is in accordance with the practice followed under the Civil Service law as interpreted by the courts.

Credits Given

So that some credit be given employees of the former privately owned systems, that section of the regulation which provides for a seniority increment in promotional examinations for city service shall be applied to these employees. Seniority earned in the service of the private lines will be credited in the same manner as seniority in the city service. This, the Commission feels, will thereby equitably reward those employees with longer service and prevent the injuswhich would otherwise

result if the seniority earned by them in the private lines were to be wiped out and all computations based only on the date of unification.

#### Computing Seniority

Seniority, the Commission announces, will be computed as fol-

For each year of active and continuous service in the labor and competitive classes of the Municipal Civil Service prior to the date of the first part of the mental examination, one-half point shall be added to the service rating. A fractional period of nine months or more shall be considered as one year. A residual fraction of from three to nine months shall be considered as a half year and 4% shall be added for this period. The seniority increment shall in no case exceed 5%.

The BMT and IRT employees in the current tests will receive seniority for approximately one year's city service and a maximum of nine years in the private companies. In future examinations progressively less company service will be considered until at the end of 10 years, city service only will count in determining promotional credit.

Because service ratings result from periodic reports, no service

**HEARINGS BEGIN ON** 

"PREVAILING PAY"

Hearings on prevailing wage

rates begin this week before As-

sistant Deputy Comptroller Mor-

ris Paris with the pay question

involving motor graders scheduled

to be taken up October 15. Fire-

men and oilers will be heard Oc-

tober 17. Next week tractor en-

gineers, pile driving engineers

and Keystone shovel engineers

are scheduled to be heard. In all,

24 classifications of laborers and

me hanics who come under the

prevailing rate provisions of the

state labor laws are scheduled to

be heard between now and December 10. Among this group are

dockbuilders, bridgemen and riv-

eters, glaziers, bridgepainters, workers, pavers and rammers,

painters, carpenters, electricians,

workers, pavers and rammers,

steamfitters, machinists, machin-

ists, machinists' helpers, black-

smiths, plumbers, maintenance men and handymen.

helpers,

electricians'

rating credit will be granted for unreported services performed while the systems were privately operated. However, due to the fact that the process of reclassification was incomplete, the filing of service rating reports for the period ended March 31, 1941 was waived and all these employees will be credited with a standard rating of 1% for assumed satisfactory service for that period. Beginning with March 31, 1942, it will be necessary for formal service rating reports to be filed, the Commission



INSPECTURES—Mon. & Thurs., 8.15 p.m.,
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Enforcement Agent, Card Punch Operating, Calculator, Actuarial Assistant, Inspectors Boiler, Hull, Jr. Engineer (Civil - Electrical), Postal
Clerk-Carrier, Patrolmen, Elevator
Inspector, Subway exams (Railroad
Clerk, Motorman, Towerman), Court
Attendant-Clerk, Tutoring in Civil
Service, Mathematics, Arithmetic, Algebra, Geometry, Trigonometry,
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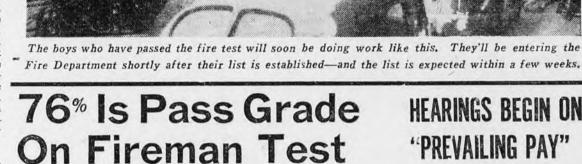
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The game is played, and now

The results are these: Final passing mark is 76%.

The 2,500th candidate earned a grade of 76.5%.

The grade of 76% went to the candidate whose number is 2:05. The test produced nobody

with a grade of 100%. Highest mark was 94.15,

54 candidates received 90% or better. 1.782 candidates received be-

tween 80% and 90%. 213 candidates received be-

tween 79% and 80%. 186 candidates received be-

tween 78% to 79%. 154 candidates received between 77% and 78%.

117 candidates received between 76% and 77%.

The final grade consists of an average of the marks made on both the written and physical

# MAINTAINERS GET

Sixty-three maintainer's helper eligibles were certified to the Department of Hospitals for appropriate jobs as maintenance men. Thirty-two names, up to eligible number 274, on the group D, list, 19 names, up to eligible number 516, on the group B list, and 12 names up to number 320 on the group A list were certified to the hospital jobs which pay \$960 and \$720 per year with maintenance. The latest numbers reached for certification on these lists to the Board of Transportation appear in the column "Your Chances For Appointment' on page 16.

## The boys who took the fireman test have no more mathematics to sweat over, no more ladders to climb, no more dumbbells to lift.

the results are in.

## -EXAMINATION ORDERED!-Week INTENSIVE TRAINING for MENTAL & PHYSICAL UNTIL EXAMINATION. - Small Enrollment Fee. MOTOR VEHICLE EXAMINER - INSPECTOR ENROLL NOW! CLASSES NOW FORMING



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## THE FAMILY

By ED

Bill Clancy, custodian of the municipal building, that demon American Legion worker, is all tangled up in receipts for the coming shindig of the Department of Public Works Post at the Hotel Pennsylvania . . . but Bill will have it all straightened . . as usual . . . before the affair . . . One of the features of the occasion . . . October 31 is the date . . . will be an exhi-

bition by the Grand Street Boys Post Drum and Bugie Corps . they are the N. Y. State Junior Champs . . . Detective Clinton Schlunson, of the P. D. Missing Persons Bureau, is still looking for Judge Crater . . . Elleen Riordan, that Welfare Department cutie who won The LEADER Beauty Contest, has the top prize fur coat in storage and is waiting "for a month or so" to give her co-workers a flash at

the garment . . . Joe McGoldrick, Comptroller, wants to know if any of you city workers hold any of the \$5,000,000 in bonds that are just gathering dust in his office . . . if so, check please, because the old certificates rate no more interest and you might just as well buy defense bonds . . . just in case . . . S. Howard Cohen, president of the Board of Elections, won't talk to you if you call him Sam . . .

Civil Service Employees: Watch forth coming issues of The LEADER for special articles on your seniority rights, promotions, retirement, and other subjects of subjects of vital interest to you.

## **Guinier Case Ending**

## Surprises May Be Forthcoming

The case of Ewart Guinier is approaching its end. Guinier, acting SCMWA president and junior examiner at the Municipal Civil Service Commission, was suspended last summer upon charges based on information presented by Commissioner William B. Herlands. The charges stated that Guinier, by living with a woman employee of the Welfare Depart-ment, had exerted a demoralizing influence upon the employees of two city agencies.

Consensus of opinion among observers is that Herlands had so far failed to pack his charge with the expected dynamite.

On September 30, The LEADER, on the basis of reliable information, summed up certain pertinent facts. Important among these was the fact that Mayor LaGuardia hadn't said a word about the case to the Civil Service Commission in over a month. Following publication of that story, two weeks ago, LaGuardia has still remained mum. Sources close to City Hall insinuate that LaGuardia is trying "to get out from under." Continued silence on LaGuardia's part is considered go-sign to the Civil Service Commissioners to decide the case without interference from him.

On the basis of the facts developed this far, these sources point out, the record hasn't enough in it to fire Guinier.

### Case Opens

The case opens again Tuesday, with Ewart Guinier personally taking the stand. But before he makes his appearance, a surprise witness is likely to be Samuel Luke, who it is stated, will testify under subpoena for the defense. The Guinier forces feel they have something in Luke, because he was an active leader in an "op-position" organization to the one headed by Guinier. It isn't at all impossible that an all-night session might be in store, either on Tuesday or Wednesday, as the defense lets its big guns out.
Only when the defense is fin-

ished with its quizzing of Luke, will Guinier go to the stand in his own defense. He is expected to deny the charges categorically, and the debate between Guinier and Herlands will be an interesting contest, according to all accounts. One story has it that Herlands will present a new and unexpected twist to the case at its close. Otherwise, say The LEADER'S informants, Guinler may be expected to emerge the

## PATROLMAN PREPARATION

An examination for Patrolman has been officially ordered and is expected to be held in 1942 Few men regardless of physical condition or education can hope to pass either the physical or mental test with a high percentage without specialized training. During the last twenty-five years close to 90% appointed to and promoted in the Police Department have been prepared by us.

Any young man who is interested in taking the coming Patrolman test is invited to call and be examined by our physician without cost, attend a mental class and observe a physical class in session. The special features of our physical training are the 12 laps to a mile track on the roof of our gymnasium, the agility test and the coordination machines.

## ASSISTANT GARDENER

Entrance Salary—\$5.50 Per Day

Age-21 to 35

No Experience Required

Successful candidates must be willing to accept appointment in the counties adjacent to and outside the City of New York.

The examination will consist of a qualifying literacy and oral test, but the rating will be

based upon a physical which has a weight of 100%.

Anyone interested in this examination is invited to call, be examined by our physician, after which he may enroll for mental and physical training.

Physical Classes meet Tuesday and Thursday at convenient hours.

Mental classes form Monday, October 20, at 8:30 P.M.

### SUBWAY PROMOTION EXAMINATIONS

### RAILROAD CLERK

Classes form on Tuesday, October 14, at 1:15 and 8:30 p. m. and will meet thereafter

on Tuesday and Thursday at the same hours.

Classes for PROMOTION to TOWERMAN and MOTORMAN are now forming.

Full details will be given to you upon request,

## THE RAMSPECK ACT

Thousands of non-civil service employees in the Federal Government will be required to take non-competitive examinations after January 1.

In order to prepare persons who are temporarily holding these positions, we are forming classes Tuesday, October 14, at 1:15 and 8:30 P.M., Tuesday and Thursday thereafter at same hours. The fee is reasonable and payable in installments.

## INSPECTOR OF HOUSING, GR. 2

Classes meet WEDNESDAY and FRIDAY at 7:30 p.m.

## HEALTH INSPECTOR, GR. 2

Classes meet WEDNESDAY and FRIDAY at 8:30 p.m.

Special visitors classes WEDNESDAY and FRIDAY at 7:45 p.m.

## MOTOR VEHICLE LICENSE EXAMINER

Entrance Salary \$1,800 per annum. Classes meet TUESDAY and THURSDAY, at 1:15, 6:15 and 8:30 p.m.

MOTOR VEHICLE INSPECTOR (Bus)

Entrance Salary \$2,400 per annum. Classes meet on WEDNESDAY and FRIDAY,

## CARD PUNCH OPERATORS

Applications will be received until further notice for Alphabetic Card Punch Operator. Another test for Numeric Card Punch Operator is expected within the next few months. course not only prepares you for Federal and City examinations that are expected in the near future, but also qualifies you for enmployment in the commercial field.

## JUNIOR TYPIST AND JUNIOR STENOGRAPHER

EMPLOYMENT IN WASHINGTON, D. C. AND NEW YORK

Applications are now being issued and may be obtained for an indefinite period.

## POST OFFICE CLERK-CARRIER - RAILWAY POSTAL CLERK

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

COURT ATTENDANT (PROM.) - Monday and Wednesday at 5:30 P.M.

INSPECTOR OF ELEVATORS (Gr. 2) - Class Forms Friday, Oct. 10 at 8:30 P.M. STATIONARY ENGINEER'S LICENSE - Classes meet Wed. and Fri. at 7:30 P. M.

FINGERPRINT TECHNICIAN—Class Now Forming.

## TRAINING FOR DEFENSE JOBS

We specialize in training young men as Aircraft Production Mechanics, Machine Tool Operators and Welders, thousands of whom are required to carry out the defense program. Anyone interested in any of these courses is invited to call, visit our various shops, when full details will be explained.

OFFICE HOURS: 9 A.M. TO 10 P.M. DAILY — SATURDAY 9 A.M. TO 5 P.M. Attend the school with a background of over 350,000 satisfied students over a period of 30 years.

## ELEHANTY INSTITUTE

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316 Clerk Promotions

## Pay Raise One Penny in Some Cases

A set of promotions from the 2nd, 3rd and 4th grade clerk promotion lists that affect a total of 316 employees in about 30 different departments were announced this week.

Budget Director Kenneth Dayton said certificates were issued, effective October 16, for the appointment of 146 persons from the second grade promotion list, 125 from the third grade promotion list and 45 from the fourth grade promotion list.

While many of the employees involved will not receive immediate large increases, they will benefit later through increments in the new grades. Many only receive the penny necessary to move on to the next grade. The highest immediate increases are for \$120 a year boests.

#### The Cost

The entire group promotion will cost the city about \$7,000 during the remainder of this about \$16,000 next year when the increments begin, and / about \$32,000 in succeeding

The salary ranges of the various grades are as follows

Second grade Clerk, \$1,200 to \$1,799.99. Third grade clerk, \$1,800 to

\$2,399.99.

Fourth grade clerk, \$2,400 to \$2,999.99.

The second and third grades carry increments but the fourth grade does not.

## Fire Appointments, Promotions: New Eligible List Almost Ready

Ten lieutenants were made captains and 60 firemen were promoted to the rank of lieutenant, while 100 eligibles were appointed to the Fire Department last Saturday at City Hall during a defense program exhibition. The promotions and appointments are effective as of Oct. 16. The current fireman list expires Dec. 15. However, while the new list is about ready, it will not be published by the Civil Service Immission until a number of addi-

tional appointments are made from the old, or current roster.

Meanwhile, the Commission announces that the computing of marks made by candidates in the recent fire test have been completed and a list is being prepared. Questionnaires sent candidates so that the Commission might determine credits due for participation in athletics are being studied, but the extra credits will not be given the candidates until they "make" the list on the marks achieved in the tests. When this is all cleared up the final cligible list will be announced but not promulgated until the expiration of the current list.

## 19 Is Low Age For Cop Test

Present plans for the coming patrolman examination indicate applicants will have to be at least 19 years old at the time of filing for the test.

While the minimum age of 19 is not definite, Paul J. Kern, president of the Municipal Civil Service Commission, says it is "very probable.'

In any case, candidates passing the test will have to be at least 21 at the time of appointment.

These age requirements are the same as in the last patrolman test. However, they differ from the requirements set up for the recent fireman exam. In the latter case, candidates only 17 years old were permitted to file.

## Sayre Explains

Commissioner Wallace S. Sayre explains the difference by pointing out that the Commission, in 1939, adopted a policy whereby police lists would remain in ex-

Since it was planned to hold cop tests every two years, he says, it was obviously futile for anyone under 19 to apply because he probably could not qualify for ap-pointment since the legal age minimum at appointment time is

However, in the fireman test, Commissioner Sayre says, it was not known how long the list would be in existence. If it runs the full 4 years, some 17-year-old , candidates may reach 21 before its expiration and therefore be eligible for appointment.

The new cop test has been ordered by the Commission but as yet no definite date has been set for the receipt of applications. However, it is expected they will be available within the next two or three months. The written test is scheduled for next spring. The physicals will probably be held sometime next summer.

There are less applicants than ever before-your chances of getting a civil service job are greater than ever before. Apply now!

## City Civil Service News Briefs

Clarence W. Blackwell, 138-18 243rd street, Rosedale, Queens, tops the promotion list for yardmaster in the IND division of the transit system. He scored 81.93%. A total of 51 candidates passed

The Commission reserves decision on the request of two addressograph operators, grade 2, in the Department of Welfare, for change of title to clerk, grade 2.

Three provisional promotions in the IRT division of the transit system have been approved pending the establishment of promo-

On the recommendation of the Service Rating Bureau, the mark of David R. Gladstone on record and seniority in the exam for promotion to court clerk, grade 3, has been increased from 74.78% to 75.05%.

The Police Department requested that Patrolman Emil J. Sumek be permitted to file a late appli-cation for assistant superintendent of telegraph, but the Com-

Hyman Margulies, 729 Avenue T, Brooklyn, heads the new 5-man promotion list for junior administrative assistant, Office of the Comptroller. He made 82.42% for the top mark.

The Civil Service Commission o.k.'d a recommendation to declare the college clerk list appropriate for assistant librarian, and the structure maintainer, group D list, appropriate for instructor (trades) (knowledge of carpen-

The Commission approved amended resolutions reclassifying 220 employees of the IRT and 68 employees of the EMT into the competitive class. They were resolutions 76 and 77. Also o.k.'d resolution 78, reclassifying 120 other IRT employees.





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Go as fast as your ability permits. School established 44 years.
Graduates entered 500 different colleges. Tuition payments 55 monthly. MAIL COUPON.

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BRy. 9-2005

# What the Cop on the Beat Thinks About Money Problems

The rank and file of the city Police Department are, seemingly, 100% behind the move for the 15 per cent pay increase called for at the last state convention of the police and fire groups at Utica.

The LEADER sent a reporter to interview the men on the beat about the pay raise.

Every man interviewed indicated the fight for the pay boost should start NOW and not AFTER the increased costs of living has reached new high

Every cop apparently knows how, during the last World War, the man in blue struggled through the period when many other worker was earning "silk shirt" wages. The cops had to wait until it was all over before they finally saw a bit more in their pay envelope.

Taking at random precincts located throughout the city, The LEADER found this:

Patrolman Wilbur Forsythe, 80th precinct, feels that "any man affected with the increased taxes should remember that a cop, also, must pay the same taxes."

Private Wages Up

John Curley, 61st precint, says: "Private corporations have increased wages. One reason was to meet the steady increase in the cost of living. Food has in-creased, rents will go up. The members of the police force, liv-ing in and working for the city are entitled to be able to live a normal life and according to existing conditions. The only way this can be accomplished is to give the cop normal and existing equivalent rates of pay.'

Detective William J. Bowen, First Squad, says costs of living have gone up for everyone including cops but that cops pay remains the same. Says he: "Increased costs of commodities

## HOLLEY WINS **INCREMENTS FOR** INVESTIGATORS

Social investigators in the Board of Child Welfare are to get their

On July 1 these investigators were receiving \$1,740 per annum. No provision was made in the budget for the payment to them of an annual increment of \$120 due July 1. Apparently they were left out of the budget because it was anticipated that a resolution of the Municipal Civil Service Commission concerning this group of employees would be approved by the State Commission: the resolution establishes the salary of social investigator, grade 1, up to but not including \$1,800; and social investigator, grade 2, from \$1,800 up to

ate Assemblyman Ira II. Holley, acting for the investigaters, instituted an action on August 1 in the Supreme Court for an order directing the Department of Welfare, Civil Service Commission, and the Comptroller to include upon their records a line for social investigators at \$1,860 a year for the period commencing July 1, 1941, and terminating June 30, 1942.

The various departments involved have since agreed, as a result of conferences, that the social investigators are entitled to receive their annual increment of \$120, which would bring their salaries up to \$1,860, beginning with July 1, 1941. They are thus established as remaining still in the ungraded ser-vice and entitled to a further increment of \$120 on July 1, 1942 under the McCarthy increment law.

Should the resolution grading the investigators be approved by the State Commission, they will automatically be included in the grade 2 group, providing them with annual increments up to the top of the Please send me PREE descriptive grade. They are to receive sup-booklet BJ21. week for their back pay, and will go up, but cops' pay envelopes re-main the same."

A traffic cop at Traffic B says he paid \$22 for a pair of shoes in World War No. 1-and he didn't like it. He figures, if present conditions continue, he might be paying the same prices all over again. Therefore, he says, let's get the raise now, so we can meet the coming "jack-up" in prices.

Patrolman William F. Harkins, of the Harbor Squad, says:

"Should we cancel or redeem insurance policies just to meet the high cost of existence? That's the only way it can be done so far as many of us are concerned. Sure, we don't want to do it. Who does? But if we are expected to donate to everything we have been donating to, the only way open, it seems, is to cash in in-surance policies to get the dough. Meanwhile, pay into pension funds and everything else asked

Another cop said he was "persuaded" by the FHA to buy a home. Now, he says, he is worrying about how to pay off. Too many people, he says, think the cops are overpaid. Yet they have the same problems that apparently confront us all-such as "keeping the home paid for, etc."

The "Kids" at Home

Another cop said he has two "kids" in his family just about able to take care of themselves. "What happens?" he asks.

"One was accepted as eligible for the army. The other is awaiting call. Both of them were working and helping pay their Now that the cost of living has gone up we find our two sons called away and me with the added expense of sending them what we think they need and meanwhile meeting the butcher and the grocer with his new prices. Why do we want a raise? You guess."

Mike J. Mahoney, Traffic N, says just about what the officer quoted above thinks.

Cornelius F. Culkins, Eighth Precinct, like so many others, says uniforms and equipment are costly to cops and yet this cost is not expected of employees of private employment. Why shouldn't cops be given credit for the additional expense they have, he asks.

Another cop says the strenuous duty by way of special assign-

ments, are only asked of cops. In private industry, he says, special

duty calls for special pay.

Another traffic squad cop says the increased taxes "on top of all others is unfair." Cops, he says, are subject to call at all times when private workers just look out the window and expect cops to "take care of the situa-tion" whatever it might be.

Dominick Carich, 32nd Precinct, says who don't want a raise?

Meat Prices Up Ashley Holmes, 30th Precinct, points to the price of meats and every other commodity used in the usual household. He also points out that the contributions of cops to various drives are definitely more than asked of the "other fellow." Holmes says that nine of the 15 thousand cops make loans from the various institutions in that business. He points out that the cost of cloth for uniforms has gone up and that perhaps the number of cops making loans will go even higher if something isn't done . . . and soon . . . He thinks every cop is either a man that has made a loan or has gone "co-maker" for

another cop.

## 11-Squad for Cops Gets a Chance

## Bill Is Introduced in Council; What It Means to Policemen

How would you feel if the boss were to ask you to work year-inand-year-out without a real, honest-to-goodness day off?

The cops of New York City feel that they know what you would think. Because they don't get a real day off!

Some time ago the cops began a fight for A Real Day Off. The Patrolmen's Benevolent Association was behind the issue. The LEADER took up the fight.

Today it looks like the cops have a chance to win their battle. Councilmen Joseph Kinsley and

Louis Cohen of the Bronx, have introduced a bill to make law of the 11-squad chart.

Now let's explain this.

Under present conditions, the various precincts work under what is known as the 10-squad system. This means that the 10 squads are divided into various tours. One group, of three squads, work from 12 midnight to 8 a. m.; another from 8 to 4 and the third from 4 to 12 while the last, or tenth squad, is off.

Under the 11-squad system the cops would be able to have a 48-hour "swing" instead of the present 32 "swing." By a "swing" is meant the time off between changing tours, or what is now figured, the cop's day off.

The cop has figured that he really don't get a day off.

## No Day Off

Let's say Cop Jones does his six tours from 4 p. m. to midnight. Fine. Then, let's say he finishes his sixth tour at midnight Friday. He's then off until 8 a. m. Sunday. That's his "32." But if he works eight hours he is naturally off-16 anyway, every day. What happens

to the so-called day off?
Cops point out that painters, bricklayers and almost everyone else gets off about noon Saturday and doesn't have to return to work until Monday morning. That's a real day off. But if you get "32" and have to take time out to sleep so that you can get back on the job prepared to "protect life and property," it doesn't seem to add up.

Anyway, the ice is broken and it seems like maybe the 11-squad system might soon be a reality.

Maybe some citizen might think the added cost of an increased police force needed to inaugurate the new system might cost too much. Actually, leaders of the program say it could be worked out with only a slight increase in the number of men. The improved efficiency and morale of the men, it is said, would easily make up for the less number of cops available on each tour, However, the

## PBA Head Thanks LEADER for Support

In a letter to Jerry Finkelstein, publisher of The CIVIL SERVICE LEADER, Patrick W. Harnedy, President of the Patrolmen's Benevolent Asso-

ciation, stated this week:
"The members of our organization are aware of the support that you have given to their efforts to have the elevensquad chart adopted for the members of the Police Depart-

"You have recognized the great need for improving the working conditions of policemen and your wholehearted support of this measure has earned for you the gratitude of not only our membership but their families as well.

"On behalf of our entire membership I want to express their deep appreciation and to extend to you their good wishes for your future success."

right way to do it, of course, would be to add to the force. Anyway, here's the bill of Messrs. Kinsley and Cohen:

A local law to amend the administrative code of the City of New York, in relation to the division into platoons, and squads of the uniformed force of the police de-

Be it enacted by the Council as

Section 1. Section 434a-25.0 of the administrative code of the City of New York is hereby amended to read as follows:

Section 434a-25.0. Three platoon system; squads; traffic squad not affected by .- a. In accordance

with the provisions of and supplemental to chapter three hun-dred sixty of the laws of nineteen hundred eleven, as amended, the commissioner shall divide the patrolmen into three platoons and eleven squads. Except in the event of strikes, riots and conflagrations or on the days on which elections authorized by law shall be held.

1. Tours of duty shall commence at midnight, eight o'clock ante meridian and four o'clock post

2. A squad of any member thereof shall not be assigned to more than one tour of duty; any such tour of duty shall not exceed eight consecutive hours of each consecutive twenty-four hours for six consecutive days and at least forty-eight hours shall elapse be-tween the termination of any such six days tour of duty and the commencement of a subsequent six day tour of duty. In the event of any such strike, riot, conflagration, day of election, so many of such hours as may be necessary.

The three platoon system shall not apply to or govern the hours or tours of duty of sergeants or patrolmen of the City of New York, who may from time to time be detailed or assigned to what is known and designated as the traffic squad, provided, nevertheless, that the total number of members of the police force or de-partment of such city, so detailed or assigned to such traffic squad, shall not any time exceed in the aggregate one-third of the entire police force or department.

Section 2. This local law shall take effect immediately.

Referred to the Committee on Civil Employees. Res. No. 244. If the bill goes through it's

HURRAY for the cops! They finally get a real honest-to-good-

## COMITIMU PLEASANT LIVING

We hope you had a pleasant summer ... and now back to the city...and one's daily business. Continue pleasant living at The Paramount ... but inexpensively.

> Weekly rates as low as \$10.50 single, monthly \$45. Double rates from \$16 weekly, \$60 monthly. Every room has a RADIO, private bath and circulating ice water. All rooms NEWLY decorated.

46th Street, West of Broadway, NEW YORK

Daily Rates from \$2.50

## NEW YORK STATE CIVIL SERVICE IN

By MORTON YARMON

## **State Trooper List Appears**

ALBANY.-Major John A. Warner, Superintendent of State Police, has just made public a list of 261 eligible candidates for the New York State Police.

This list will be in effect for one year unless extended. All candidates who are now or who may later go into military service, will retain their place on the list. they return to civilian life while the list is still in effect, they will be given an opportunity to complete their examinations and become re-eligible for appointment at their original rating.

Meanwhile, where vacancies in the ranks of the Troopers are filled from the existing list, provisional appointments will made in the place of candidates who happen to be in the service. When the original eligible returns to civilian life, he will replace the provisional, who will drop back to his own rating. This is the understanding being made in every case filled by a provisional appointee. Some appointments will be made soon.

Here is the top of the list of those who passed the examina-tion conducted last December when more than 4,000 candidates

participated in tests: William A. Crowley
Thomas F. Herman
Joseph P. Caszati
Carl L. Linblad
Robert E. Bowden
John J. Barry
Hugh Kiernan
David Finn
David Finn
David Finn
David Finn
David Finn
David Finn
Charles H. McCarthy
William O. Johnson
John B. Murphy
Edward M. Sheehan
Lewis P. Jones, Jr.
Frederick C. David
John J. Regan
Eugene Beuschel
Stephen J. Lockman
John P. Finnerty
John P. McCarthy
Harold E. Looney
Peter J. Gallagher
Osborne Gustin
Robert L. Lee
Hayward E. Rasmussen
James W. Wood
John J. Duffy
Joseph B. Fitzgerald
Eugene F. O'Connor
Harry B. Nelson
James J. Smith
J. E. Alderson
Francis J. Mahas
William F. Becker
Charles J. Mahas
William F. Roche
Francis J. Mahas
William F. Roche
Francis W. Keefe
Peter J. Jones
Joseph H. Paulin
Charles Russell
Daniel F. Roche
Francis W. Keefe
Peter J. Jones
John J. Charles
John J. Warphy
Joseph H. Paulin
Charles Russell
Daniel F. Roche
Francis W. Keefe
Peter J. Jones
John C. Keenedy
Harold M. Osborn
Paul R. Vandermark
Francis Koreman
Dennis J. Hurley
Charles Guhl
William P. Harrington
Robert J. Cummings
Francis Koreman
Dennis J. Hurley
Charles Guhl
William P. Harrington
Robert J. Cummings
Francis Koreman
Dennis J. Hurley
Charles Guhl
William P. Harrington
Robert J. Cummings
Fred R. Cummingham
Alfred S. Crannell
Stephen A. Hogan
Raymond A. Strauss
W E. Dugan
John H. Clinton
Joseph P. Mugiven
Thomas E. O'Keefe
Arthur F. Reinisch
James E. McDermott
Emmett Donohue Alexander Gallion
William F, Milligan
Albert E, Weiss
William J, Muler
Leo H, Sands
Harold M, Filkins
Thomas F, Moran
Hugh A. Wheeler
Eugene Redden
Richard A. Murray
William A. Powers
Joseph A. Connor
Paul V, Smith
John F, Kelly
Edward W, Lortie
Thomas Maliga
M, F, White
Raymond Barbuto
R, O. Thompson
Edward J, Davine
G, B. Deutschbein
M, B. O'Hara
Robert J, Kobell
Andrew P, Fogarty
William G, Fink
Walter E, McLoughin
John F, Donnelly
Joseph M, Dooley
Edward C, Stuffel
John J, Qinlan
L, F, Duffy
Joseph A. Hogan
Waldemar Burmaster
David Stone
Fred C, Fordham
Leo Green
Richard J, Carver
E, J. O'Connor
E, D. Croswell
Lo, V, Morehead
William H, Goulding
Donald W, Burns
William F, Schloemsn
Fred G, March
Carl H, Carlson
Edward H, Dreyer
Herman H, Reiners
Charles F, Arnold
Thomas J, Burns
John J, Carroll
Edward H, McElroy, Jr.
Donald J, Harley
J, R, McDermott
John W, Kelly
Arthur P, Wallace
Roger E, Winship
Harold H, Rhodes
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## Clerk Test High School Mix-up

The dust raised by the 65,000 men and women who took last Saturday's tests for junior and assistant clerk, junior and assistant stenographer, and junior and assistant typist has just about cleared. Only one large question mark about the test itself remains-whatever happened at Morris High School?

Here's the story, as much of it as is known at this time:

By some fantastic fluke, 1,200 more candidates were told to report to Morris High School, in the Bronx, than the school can ac-commodate. When the discrepancy was discovered, these 1,200 were gathered in the assembly hall and given their choice from among three alternatives:

1. They could get their filing fee back.

2. They could remain after the afternoon candidates at Morris were finished, and take the test in the evening.

3. They could take the test either at Evander Childs or Washington Irving.

#### No Proctors

Several hundred decided to take the test elsewhere and hurried by subway to their new school. They were not accompanied by

proctors in transit, but were met by proctors at the entrances of these schools. With very little ado they were put to work on the

Here is where the rub comes in. For some of the delayed candidates were able to see the question papers before they sat down to the test. For example, these are excerpts from two letters received by The LEADER:

"As the surplus mob from Morris was approaching Evander unescorted by any proctors, we met candidates who had already taken the exam coming out of the school with their question booklets in their hands. Well, you can imagine the rest for your-

"Those students who were waiting in the (Morris) building were able to see the examination papers which those who had fin-ished carried from the rooms with them. In that way they were able to prepare the answers long before test." they actually took the

#### Had Little Time

According to State Civil Service Commission officials as well as legal authorities, there is no valid ground for protest against the exam. They feel that it makes no difference on a test of this sort that some candidates saw the

questions in advance. They argue that the candidates who may have seen the questions in advance had very little time in which to make use of their advantage.

The Commission is trying to learn where the error occurred but has made no headway. All tallies check, and yet the 1,200 additional candidates were ordered to Morris. Perhaps some of the additional temporary help that was called in while the regular employees of the Commission were working on a 24-hour shift were responsible. It's all a mystery . . . and the only blemish on the record of an otherwise 100 per cent test.

The tentative key answers are expected next week. Candidates have five days in which to object. The LEADER will continue to publish latest news on the progress of these tests.

## No High School for License Examiners

It's good news for prospective candidates for motor vehicle license examiner test. A communication just received by The LEADER from Mrs. Eugenia G. McLaughlin, chief of the division of examinations, State Civil Service Commission, says that "there will be no high school education required for admission to this examination."

Several weeks ago The LEADER learned that a requirement of two years' high school education was being seriously discussed by officials of the Bureau of Motor Vehicles and the Department of Civil Service.

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## Well, How Do You Feel **About That Clerk Test?** cause something to He. Remember Below are the final unofficial key

answers to the Oct, 4th state tests for Clerk, typist, stenographer, prepared by The LEADER'S Board of Experts. After a thorough examination of the tentative answers prepared in last week's Leader and a careful study of the versions suggested by readers in response to our invitation, the changes listed below were made.

Most of our readers who wrote in caught a majority of these changes; others caught only a few and still others gave detailed explanations why practically all the answers should be changed. All appreciated the opportunity given them by The LEADER to let off steam by explaining just why they thought their answers were one hundred percent right.

## What They Said

Excerpts from a few of the letters sent in by our readers fol-

By Angela Hervatin, 165 Wyckoff avenue, Brooklyn:

"No. 37. The well-fed child says to the hungry child, 'Keep good cheer.' D is just as correct as A. 'Every man must bear his own burden' could mean that the hungry child should bear his burden with cheer. If the well-fed child were in the same position he, too,

would bear his burden."
No. 40. "'Distant firewood is good firewood.' B is better than C. 'The higher the tree the sweet-er the plum.' The harder it is to get something, the better we ap-

preciate it when we get it."

By Frank James, 75 Cabrini
boulevard, New York, N. Y.

No. 82. "I think the answer

should be A. (I quote from the Century Handbook of Writing): 'After a verb pertaining to the senses, look, sound, taste, smell, feel, an adjective is used to denote a quality pertaining to the sub-

By C. Matthew Ossias, 134 East Mosholu parkway, Bronx, N. Y. No. 88. Answer should be B.

These reports lay in the cabinet for several days. Lay. Often confounded with lie-

Remember that lay is the causa-

tive of lie; ie., to lay means to

128 Howard W. Knoeller
129 Jesse Moultrop
130 Dennis Foley
131 John B. Shaughnessy
132 John G. Chvatal
133 Edward J. Brady
134 Joim Cannon
135 James J. Coyne
136 Frank T. Leonard
137 William Persina
138 John J. Roth, Jr.
139 F. P. Adriance
140 E. W. Buthone
141 William E. Perrin
142 Clifford L. Macartney
(The remainder of the 82 83 82 80 82 70 82 68 82 68 82 66 82 53 82 53 82 53 82 53 82 53 82 53 82 53 82 53 82 54 82 55

(The remainder of the list will appear next week).

the principal parts of each verb; I lie I lay I have lain I lay I laid I have laid

lay and lie. 1. Verbs. To lay is transitive only (equal put to rest), and makes kaid; to lie is intransitive only (equals be at or come to rest), and makes lay, lain, never

No. 88. The answer should be

The verb "lie" meaning to rest, or remain in a prone position, has the following principle parts: Lie-lay-lain-lying.

Thus the past tense would be expressed by the word "lay."
No. 110. The answer should be

"To be" takes the nominative case. Thus, we believe the man behind that organization to be he. No. 126. The answer should be

The problem says: "If it depreclated at the rate of 20 percent of its original cost each year, what was its value? Thus it loses 40 per cent of its value in two years. By Fred M. Oberlader, 1056 Bry-

ant avenue, Bronx, N. Y.
No. 138. My ten-year-old cousin worked this one correctly. From \$945, deduct the 5 percent commission, or \$47.25; this leaves \$897.75 for paper. At \$.45 per ream, that

(Continued on Page Fourteen)

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Aircraft Fabric Worker, Jr Aircraft Instrument Mechanic Mechanic Bombsight	0.66 an hr.† 0.99 an hr.† 1.08 an hr.† 1.07 an hr.†	62 62 62 62	San Diego, Cal. Eleventh U. S. Naval District
Boatbuilder Coppersmith Machinist Shipfitter Shipwright	1.07 an hr.† 1.06 an hr.† 1.06 an hr.† 1.66 an hr.† 1.07 an hr.†	62 62 62 62 62	Vallejo, Cal, Mare Island Navy Yard

Boatbuilder Coppersmith	1.07 an hr.† 1.06 an hr.† 1.06 an hr.† 1.06 an hr.† 1.07 an hr.†	62 62 62 62 62	Vallejo, Cal. Mare Island Navy Yard
Instrument Maker Machinist Tool & Gauge Designer, Sr	7.84 a day† 7.52 a day† 2.300 a year 8.00 a day†	62 62 62 62	Washington, D. C., Navy Yard
Aircraft Fabric Worker Aircraft Instrument Mechanic Aircraft Mechanic (General) Aircraft Mechanic (Motor) Aircraft Mechanic (Ordnace) Helper, Metalsmith (Aviation) Mechanic, Bombsight Metalsmith (Aviation)	4.40 a day 8.48 a day† 8.08 a day† 8.08 a day† 4.32 a day† 8.64 a day† 8.08 a day†	62 62 62 62 62 62 62 62	Jacksonville, Fla., Naval Air Station
Aircraft Fabric Worker Aircraft Instrument Mechanic Aircraft Mechanic (General) Aircraft Mechanic (Motor) Helper, Metalsmith (Aviation) Machinist Metalsmith (Aviation) Sheet Metal Worker Toolmaker	4.40 a day† 8.48 a day† 8.08 a day† 8.08 a day† 4.32 a day† 7.20 a day† 8.08 a day† 8.08 a day† 8.48 a day†	62 62 62 62 62 62 62 62 62 62	Pensacola, Fla., Naval Air Station

Toolinaker	0.40 a day 1	Um	
Shipwright	7.20 a day†	62	Key West, Fla., U. S. Naval Station
Machinist	7.52 a day†	62	Annapolis, Md., Naval Engineering Experiment Sta.
Machinist	7.52 a day†	62	Indian Head, Md., U. S. Naval Powder Factory
Anglesmith Blacksmith, Other Fires Bollermaker Diesinker Electrician (Ship)§ Flange Turner Instrument Maker Loftsman Machinist Puncher & Shearer Rope Maker Sheet Metal Worker	0.92 an hr.† 0.94 an hr.† 0.94 an hr.† 1.08 an hr. 1.04 an hr.† 1.09 an hr.† 1.01 an hr.† 1.01 an hr.† 0.95 an hr.† 0.94 an hr.† 0.70 an hr.† 0.81 an hr.†	62 62 62 62 62 62 62 62 62 62 62 62 62 6	Boston, Mass., Navy Yard

Sheet Metal Worker Shipfitter Poolmaker	1.02 an hr.† 0.96 an hr.† 1.02 an hr.†	62 62				
Ordnanceman\$	6.24 a day† 7.84 a day†	62 62	Brooklyn, N. Navy Yard	Y.,	New	York
Loftsman Machinist Shipfitter Poolmaker	1.06 an hr.† 0.94 an hr.† 0.96 an hr.† 1.00 an hr.†	62 62 62 62	Philadelphia, Yard	P	a.,	Navy
Anglemith (Other Fires) Calker & Chipper (Iron) Coppersmith Driller, Pneumatic Electrician	6.64 a dayt 6.96 a dayt 7.20 a dayt 5.76 a dayt 8.00 a dayt	62 62 62 62 62	Charleston, Yard	S.	C.,	Navy
Galvanizer Helper, Molder Helper, Shipfitter Holder On Instrument Maker Loftsman	5.20 a day† 4.00 a day† 4.24 a day† 4.72 a day† 7.60 a day† 7.92 a day†	62 62 62 62 62 62	Charleston, Yard	S.	C.,	Navy

Instrument Maker Loftsman Machinist Patternmaker Rivet Heater Riveter (Pneumatie) Sheet Metal Worker Shipfitter Shipwright Toolmaker	7.60 a day† 7.92 a day† 7.20 a day† 8.64 a day† 8.68 a day† 7.60 a day† 7.20 a day† 7.20 a day† 7.20 a day† 7.20 a day†	62 62 62 62 62 62 62 62 62	
Aircraft Instrument Mechanic Aircraft Mechanic (General) Aircraft Mechanic (Motor) Instrument Maker Machinist Metalsmith (Aviation) Tooimaker§	8.48 a day† 8.08 a day† 8.08 a day† 8.43 a day† 8.08 a day† 8.08 a day† 8.48 a day†	62 62 62 62 62 62 62	Corpus Christi, Texas Naval Air Station
Metalsmith (Aviation) ,	8.00 a day†	62	Norfolk, Va., Naval Operating Base
Loftsman Machinist	8,16 a dayt 7,52 a dayt	62	Portsmouth, Va., Norfolk Navy Yard

Patternmaker	9.04 a day† 7.52 a day† 7.97 a day†	62 62 62	
Metalsmith (Aviation)	8.00 a day†	62	Quantico, Va., U. S. Marine Barracks
Ordnanceman (Torpedo)	6.24 a day†	62	Yorktown, Va., Naval Mine Depot
Loftsman Machinist	8.64 a dayt 8.00 a dayt	62 62 63	Bremerton, Wash., Puget Sound Navy Yard

 
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 Machinist
 8.06 a dayf

 Sheet Metal Worker
 8.64 a dayf

 Shipfitter
 8.24 a dayf

 Toolmaker
 8.64 a dayf
 TREASURY DEPARTMENT Shipfitter ..... 7.44 a dayt 62 Curtis Bay Md.,

Shipjoiner	7.52 a day†	62	U. S. Coast Guard Depot
WAR	DEPARTM	ENT	1
Aircraft Propeller Mechanic, Jr Aircraft Sheet Metal Worker Aircraft Sheet Metal W'ker, Jr Aircraft Wireworker, Jr	1,680 a year 1,680 a year	55 55 55 55	Maxwell Field, Ala., Southeast Air Corps Training Center
Aircraft Mechanic Aircraft Mechanic, Jr. Aircraft Propeller Mechanic, Jr. Aircraft Propeller Mechanic, Jr. Aircraft Sheet Metal Worker Aircraft Sheet Metal W'ker, Jr. Aircraft Welder Machinist Machinist, Jr.	1.680 a year 1.860 a year 1.860 a year 1.860 a year 1.860 a year 1.860 a year	62 62 62 62 62 62 62 62 62 62	Sacramento, Cal., Sacramento Air Depot (and various points throughout California, Arizona and Nevada)

Harness Cutter 6.52 a day
Machine Operator, Harness 6.52 a day
Saddlemaker 7.10 a day

Tool & Gauge Designer, Prin. \$.... 2,300 a year Rock Island, Ill., Rockland Arsenal Quartermaster Depot, Jeffersonville, Ind., U. S. Engineer Office Louisville, Ky.

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Machinist (Precision)	. 7.68 a day†	65	Aberdeen, Md., Aberdeen Proving Ground
Machinist (General) Machinist (Precision)§	. 7.20 a day†	62 62	Edgewood, Md., Edgewood Arsenal
Barrel Straightener Diesinker Gauge Checker Gaugemaker Toolmaker	8.48 a dayt 8.56 a dayt 8.40 a dayt	65 65 65 65 65	Springfield, Mass., Springfield Armory
Machine Operator (Horizontal Boring Mill, Engine Lathe, Tool Grinder, Miller, Driller and Planer)		65	Watertown, Mass., Watertown Arsenal
Machinist Tool & Gauge Designer, Sr.§ Toolmaker	. 6.96 a day†	65 62 65	
Machinist		65	Dover, N. J., Picatinny Arsenal
Machinist	2,000 a year	65 62 65	Watervliet, N. Y., Watervliet Arsenal
Aircraft Electrician Aircraft Engine Mechanic. Aircraft Instrument Mechanic. Aircraft Instrument Mechanic.	1,860 a year 1,860 a year	55 55 55 55	Dayton, Ohio, Wright Field, Fairfield Air Depot.
Aircraft Mechanic	1,800 a year 1,880 a year 1,680 a year	55 55 55	
Alrcraft Sheet Metal Worker Leather and Canvas Worker Leather and Canvas Worker, Jr. Machnist	1,860 a year 1,680 a year 1,860 a year	55 55 62	
Machinist, Jr	1,860 a year	55 55	Middletown, Pa. Middletown Air Depot
Gauge Checker Instrument Maker Lens Grinder Machinist	8.00 a day †	65 65	Philadelphia, Pa. Frankford Arsenal
Operator, Tool Griding Machines Set-up Man (Automatic Sc. Mach Toolmaker	5.60 a day †	65 65	*
Aircraft Sheet Metal Worker Aircraft Sheet Metal Worker, J		55 55	San Antonio, Texas, San Antonio Air Depot, Duncan Field
Armament Machinist	1,920 a year	65	Fort Monroe, Va., Ordnance Department

(Continued on Pag: Nine)



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## Civil Service in Great Britain

## Recruitment, Promotions, Pensions Among Our British Cousins; Unions Are Accepted

By William J. Brown General Secretary, Civil Service Clerical Association of Great Britain

At the beginning of any article about the British Civil Service designed for American readers, it is necessary to define the term Civil Service for its meaning in Britain is different from what it is in the United States.

In Britain, the phrase Civil Servant is confined to persons who serve the Central Government on a certificate issued by the Civil Service Commission.

Persons who serve village, town, city and councils are not classified as "Civil Servants" but as "Local Government Servants."

In Britain there are something like 80 or 90 different government departments. They range from the great Defense ministries-such as the War Office, Air Ministry and the Admiralty, employing very large staffs, to quite small departments, such as the Registry of Friendly Societies or the Pub-lic Trustees Office employing comparatively small staffs.

But be the department large or small, the structure of the staffing arrangement in all departments follows the same broad pattern.

#### Lowest Trades

At the bottom of the Civil Service structure are what are known as the Sub-Clerical Grades, which are concerned with routine and repetitive clerical operations. They include such classes as typists, Shorthand Typists, Clerical Assistants, Sorting Assistants and so on. These classes are restricted

Above the Sub-Clerical Grades come the Clerical Classes. These Classes discharge the better type of clerical work, and they are open to both men and women.

Next in the hierarchy come the Executive Grades. These grades consist of men and women whose functions it is to take charge of

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### Highest Class

Finally at the top of the structure comes the Administrative Class. This class is a small class in peace time-number perhaps some 1,300 people, men and women. These 1,300 posts are the "key" posts of the Civil Service. The men and women in this class are the men and women who under the general direction of Ministers, formulate departmental policy, controlling the departments and advise the Ministers of the Crown.

The foregoing classes are what are known in the British Civil Service as the "General Classes." Apart from these General

Classes are what are collectively known as the Professional or Technical Grades. These classes comprise such types as doctors, lawyers, chemists, draftsmen, architects, agronomists, factory inspectors and a host of others. Their conditions of recruitment and their rates of pay are specially set and they are somewhat outside the general set-up, to which, in this article I must restrict my-

Going back to the general classes who constitute the great bulk of the Civil Service (outside the postal grades-such as postmen, sorters, telephonists, teleg-raphers, linesmen and so on). We will now look at the source and method of recruitment to the various grades.

#### How They're Recruited

Recruitment in the British Civil Service is designed to secure a stream of entry into the public service. From each well defined stage in the educational system of the country, the method of re-cruitment is by open competitive examination. These examinations are held at regular intervals which vary as between one class and another.

Now the four main stages of the educational system in Britain are:

- 1. Elementary education.
- 2. Secondary education.
  3. Advanced secondary education.
- 4. University education.

The Civil Service recruitment system is designed to tap each of these four sources of supply.

Thus elementary school children find an entry into the Postal Grades. Secondary school children at the age of 15 to 17 have an entry into the Sub Clerical and Clerical Grades. School children completing the advanced secondary stage of education, find an entry into the Executive Grades and

POSITIONS

Procurement Inspector, Sr. (1)... 2,000 a year Procurement Inspector (1)...... 2,300 a year Procurement Inspector, Asst. (1)... 2,900 a year (1) Optional branches covered by these examinations; Aircraft; Engines; Instruments; Parachutes; Aircraft Propellers; Tools and Gages; Radio; Aircraft Miscellaneous Materials; Textles; Fur-lined Clothing; Optical.

 Aircraft Electrician
 2,000 a year

 Aircraft Engine Mechanic
 2,000 a year

 Aircraft Instrument Mechanic
 2,000 a year

 Aircraft Mechanic
 2,000 a year

 Aircraft Mechanic
 2,200 a year

 Aircraft Sheet Metal Worker
 2,200 a year

 Aircraft Welder
 2,200 a year

branches of departments, or finally the university men and blocks of business. women find an entry into Administrative Grades.

Don't imagine from what I have just said that a product of each stage of education, is restricted formally to the avenues we have mentioned. Theoretically anybody is free to sit for an examination if he is within the prescribed age limits. But the character of the examination is such as to fit in with the educational standards of each of the well defined stages of the educational set up. The elementary school boy is free to sit for the Clerical Class examina-tion, but he won't have the education to enable him to compete successfully. The secondary school boy is free to sit for the Administrative Class examination, but again, he won't have the necessary educational equipment to admit of success. So that the Civil Service represents a 'caste' system which is, so to speak, a microcosm of the general British

Although the main method of recruitment to each grade is the open competitive examination method, there is a measure of promotion within the Civil Service, from one grade to the grade above. The size of this promotion outlet varies as between different classes. Thus there is a fairly wide avenue of promotion from Sub Clerical to Clerical Grades. There is a smaller avenue from the Clerical to the executive grades and there is still a smaller avenue from the Executive Class to the Administrative Class.

#### Miracle

Thus the 'caste' character of the general set up is not seriously disturbed by those promotion outlets. Theoretically there is nothing to prevent a Clerical Officer rising to the top of the Administrative Class. But if every one of them did so it would be regarded as a major miracle.

All the grades which I have mentioned are permanent and pensionable. The pension system is non-contributory—that is to say that the government bears the cost of the pension system. But it takes the value of pensions into account when fixing the scales of pay of the different classes and so in effect, the Civil Servant pays for his own pension. The nominal age of retirement from the Civil Service is 60 years of age. Voluntary retirement before this age is reached, involves forfeiture of accrued pension rights.

## Trade Unions

Now we may turn to the question of the trade unions structure

LOCATION

Various points throughout the United States. (File application with Secretary, Board of U.S. Civil Service Examiners, Wright Field, Daytou, Ohio.)

U.S. Defense Jobs

(Continued from Page Eight)

\* Is subject to a deduction of 3½ per cent toward a retirement annuity. Compensation shown is generally the minimum. Additional slightly higher rates are established for some positions.

† Higher pay rates are authorized for overtime work.

† Does not apply to persons granted preference because of military or naval service, except that such applicants must not have reached the retirement age.

or naval service, except that such applicants must not have reached the retirement age.

§ This position did not appear in last issue for this establishment.

\* WHERE TO OBTAIN APPLICATIONS

Obtain Application Form 6 from the Secretary, Board of U. S. Civil Service Examiners, at any first or second class post office. Form 14 (blue) must also be filed if veteran preference is claimed.

\*\*WHERE TO FILE APPLICATIONS\*\*

For Navy Department positions: File with Recorder, Labor Board, at establishment where employment is desired.

For Machinist, Edgewood Arsenal, Edgewood, Maryland: File with the Secretary, Central Board of U. S. Civil Service Examiners, Post Office Building, Baltimore, Maryland.

For Metalsmith (Aviation), Naval Operating Base, Norfolk, Va.: File with the Recorder, Labor Board, Norfolk, Navy Yard, Portsmouth, Va. For Aircraft Sheet Metal Wurker and Senior Tool and Die Worker, National Advisory Committee for Aeronautics, Langley Field, Va.: File with the Secretary, Board of U. S. Civil Service Examiners, Quartermaster Corps, Fort Monroe, Va.

For Aircraft Electrician and Aircraft Engine Mechanic, Hawaiian Air

For Aircraft Electrician and Aircraft Engine Mechanic, Hawaiian Air Depot, Hickam Field, Territory of Hawaii: File with the Assistant Manager in Charge, Branch Office, Twelfth U. S. Civil Service District, Room 354, Federal Building, Honolulu, Territory of Hawaii.

For Senior Procurement Inspector, Procurement Inspector, and Assistant Procurement Inspector, various points throughout the United States: File with the Secretary, Board of U. S. Civil Service Examiners, Wright Field, Dayton, Ohio.

For all other positions: File with the Secretary, Board of U. S. Civil Service Examiners, at the establishment where employment is desired.

EXPERIENCE OR TRAINING REQUIRED

Applicants will not be given a written test. They will be rated on their experience or training for the job as shown in their applications, subject to checking by the Commission.

SALARY \* MAXI-(See Note † MUM on Overtime) AGE ‡

which exists in the British Civil Service.

As a preliminary, I might per-haps mention that the battle for recognition of the union and for the right of collective bargaining, has long ago been won in Britain. It would be quite impossible for any head of a department in Britain to take the line recently taken by the Mayor of one of America's greatest cities. Recognition of the unions is a completely established fact and so is their right to negotiate collective agreements on behalf of their memberships. The one obligation resting upon the unions in this reis they must demonstrate that they are representative of the grade or grades for which they claim to speak. This is an entirely reasonable obligation.

My own Association-the Civil Service Clerical Association-covers the general run of the Sub-Clerical and Clerical grades. It numbers 100,000 members and apart from the Postal workers who have a union of their own, it is by far the largest organiza-tion in the British Civil Service. At one time a very large number of small separate organizations existed in the field now covered by my union, and I began my trade union career as the secretary of one of these small bodies. Early on, however, I reached the conclusion that there must be one organization in this field and I set to work to create it. Where I could persuade other associations to amalgamate with us I did. Those whom I couldn't persuade I "socked." The net upshot of the exercise of (a) my powers of persuasion and (h) my astounding controversial equipment, was ul-timately to secure the establishment of the association in its present form, covering the Sub Clerical and Clerical Grades as a

#### The Dignified Ones

The Executive Grades are represented by a much smaller body numbering 15,000, called the society of Civil Servants. This is an association of a highly respectable



## WARNING

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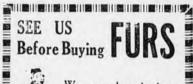
The U. S. Copyright CALCULA-TOR is the scientific Wonder. It alone knows the racing secret. and completely non-militant character, whose members are as much occupied with the dignity of their official positions as they are conscious of their trade union rights. The Administrative Class also has an association, but it is one which never figures in the public eye, and which prefers to do its negotiating behind the scenes, relying much more on the "key" character of the posts which its members fill than on the numbers or the size of the association. In the machinery of negotiation

between the unions and the government, or between the unions and the particular departments of the government, there are 3 or 4 elements or stages which call for attention. Perhaps the best way to describe how negotiations pro-ceed is to imagine that my union advancing a particular claim and to see what processes the claim would go through.

Suppose that my union decides to submit a claim for improving the pay of Clerical Assistants. In the first place we should sub-

mit that claim to the treasury. The Treasury exercises control over all staffing and pay questions in the Civil Service, and without its consent, no adjustments of pay can take place. So the claim would go to the Treasury and we should ask the Treasury to ceive a deputation from the union to discuss the claim.

The LEADER will continue to publish articles in this important series, including further descriptions of British Civil Service by Mr. Brown. Writers familiar with city, State, and federal services in this country will present further angles from the American viewpoint.





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# Civil Service LEADEI

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MEMBER, AUDIT BUREAU OF CIRCULATIONS



Tuesday, October 14, 1941

## **Politics or No Politics**

EAR Mr. Mayor: Your Commissioner of Investigation, William B. Herlands, spent a great deal of time investigating Abe Kasoff and his crew in the Sanitation Departmeno. That investigation ended several months ago.

Where is the Herlands report, Mr. Mayor?

If that report is in your office, why is it being kept secret?

Is it possible that there has been a leak-either from your office or from the office of Commissioner Herlands -to those whom the report concerned? Is it true that they are aware of the contents of the report before the general public has had a chance to learn what it's all

The situation in the Sanitation Department is a matter of large public concern. It's not fair either to the sanitation men or to the general public to withhold any information bearing on the case . . .

... politics or no politics.

## 11-Squad Bill In City Council

HE 11-squad bill for cops has finally been introduced into the City Council.

That bill makes for one of the great reforms in the working conditions of New York City policemen. It grants to the man on the beat a full day off each week -which he doesn't have now. It puts his working day more in line with the decent working day of other citizens.

The Patrolmen's Benevolent Association points out that the bill, if passed, would not only rectify a present injustice, but would add to the morale of the men, and in the end surely benefit the city.

The 11-squad bill, introduced by Councilmen Cohen and Kinsley, stands a good chance of passage. It should be out of committee and on the floor for debate this week.

It's a good bill.

It should have the support of all civil service em-

And the Mayor should sign it as soon as it gets through the legislative hurdles of the Council.

The LEADER is happy to have had an important role in pushing the bill forward to its present point.

We are pleased that Pat Harnedy, president of the Patrolmen's Benevolent Association, says of us: "You have seen the great need for improving the working conditions of policemen and your wholehearted support of this measure has earned for you the gratitude of not only our membership but their families as well."

## Calling All **Candidates**

E'RE delighted to print elsewhere on this page a communication from Charles L. Ornstein, candidate for City Council from the Borough of Manhattan, giving his opinions on a major Civil Service issue. We're delighted particularly because of one sentence in this letter: "Probably no single group is more affected by the actions of the Council than the Civil Service employees, and I feel that it is the right of every Civil Service employee to learn where his councilmanic candidates stand."

We are 100 per cent in favor of Council candidates telling where they stand, and invite all other candidates to tell us how they feel. We happen to agree with Mr. Ornstein on the particular issue he raises in this letter. But whether or not we agree with him on other points, he will find our columns open to him at all times.



## Repeat This!



HE representative of both the ASCSE and the CIO in a large State institution is one and the same person . . . Estimates on the proportion of women in Washington reach as high as seven to one . . . Sign in the Hayden Planetarium: "Solar System and Rest Rooms Downstairs" ... Only registered voters are allowed to take Civil Service exams in Minneapolis . . . The title of junior administrative aide in the State service will be changed so that it gets more prestige . . .

#### Defense News

The U. S. will use the list of candidates for information specialist as an inventory of the nation's available newspapermen in case there's ever a wide need for propagandists . . . Is commutation actually being used as a form of patronage in the State institutions? . . . Bar exam rankings are to be revealed next year for the first time, to help the Board of Law Examiners rate lawyers for federal jobs . . . What's all this about Purchase Commissioner Russell Forbes? . . . The Agriculture Department is frequently blamed by farmers for bad weather . .

Washington News

Attorney General Biddle is expected to crack down on J. Edgar Hoover and his investigations of prospective federal employees . . Greatest shortage in the federal service is for administrative technicians . . . The United Federal Workers and The New Republic's Washington correspondent haven't ended their battle over the Miller

## Merit Men



robbed of anything from a hairpin to a yacht, contact Maurice Simmons, Police Department property clerk. The chances that Simmons will have a line on your property are much better than you might think.

A look around Mr. Simmons' office proves that folks forget to remember an amazing assortment of articles. These items include diamond rings, snakes, money, auto-mobiles, musical instruments, narcotics, tombstones, crutches, eye-

glasses, wooden legs, etc., etc.
Mr. Simmons' job is to dispose
properly of lost, stolen, abandoned,
unclaimed, or recovered property of all descriptions that comes into the

hands of the police. Let's say Sophie Zilch loses an item while out on a shopping jaunt, If it is found by someone not needing it more than Sophie, it is turned over to the police. If the article remains unclaimed for six months, it is returned to the finder. If the article is found by a cop, it is figured it is just part of his job, and the item goes along with others to one of the periodical auctions. However, proceeds of these auctions go to the Police Pension Fund.

#### He's Got the Background

Since legal technicalities are involved in the proper disposition of articles in the custody of the property clerk, Mr. Simmons, with his legalistic background, is well prepared.

The 63-year-old head of the property bureau is a graduate of the city public schools, C.C.N.Y. (B.S. '97) N.Y.U. (LL.B. '99) and was admitted to practice law here the year of his graduation from N.Y.U.

At the age of about 16, Mr. Simmons entered public service as a local superintendent of lectures in the Board of Education. Later he became a school teacher. This latter work was interrupted for a while through his service in the army during the Spanish-American

Shortly after his war service, Mr. Simmons decided to practice law, Meanwhile he was an instructor of Political Science and History in evening high school sessions.

In 1917 the late Mayor Hylan appointed jovial, courteous Mr. Simmons a member of the Board of Assessors, a post he held until 1925, when he again resumed private practice. He was appointed to his present position by Mayor LaGuar-dia in 1938.

#### Uses "Teddy's" Desk

An active civic leader, particularly in slum clearance and rehabilitation of the lower East Side, Mr. Simmons, in 1920, founded the Jewish War Veterans of the United States, and was its first commander. He is a former National Commander of the United Spanish War Veterans—and in talking of the Spanish War, Mr. Simmons is reminded of that famous Rough Rider - "Teddy" Roosevelt. Mr. Simmons now uses the very desk "Teddy" used as Police Commis-

The property clerk is a member of the American Bar Association, Association of the Bar of New York City, Society of Medical Jurisprudence, American Association for the Advancement of Science, and former vice-president of the East Side Chamber of Commerce.

Mr. Simmons lives with his family at 2 Grace Court, Brooklyn. His daughter, Ruth, 20, attends Hunter College. A son, Robert, 21, is in the art business.

The police property chief is author of legislation in behalf of destitute veterans, their widows and dependents. Several of his addresses have been reprinted in the Congressional Record. for the United Spanish War veterans in Congress, the Hon. Leonidas C. Dyer, of Missouri, said of Simmons:

"I have none but words of praise to utter for all of his predecessors, and I am honored by the friendship of several of them, but let me say that Comrade Maurice Simmons, during his administration, has accomplished more than all the other commanders-in-chief of the order put together."

discharge case...Veteran groups are split over two pension bills pending in Congress . . . Washington-

ians complain that the weather has a peculiar effect on the voicemakes it crack after a few years...

## letters

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

## Ornstein Proposes Salary Adjustment

Sirs: As one of the Democratic candidates for City Council from the Borough of Manhattan, may I take this opportunity of discussing several Civil Service problems in successive weeks through your columns. Probably no single group is more affected by the actions of the Council than the Civil Service employees, and I feel that it is the right of every Civil Service em-ployee to learn where his councilmanic candidates stand.

Most important, I feel that the salaries of New York City's employees should be kept in line with the rising costs of living. The butcher and the grocer make no special prices for Civil Service employees. The wives of the cops and firemen and welfare workers must pay as much for meat and butter as do their neighbors whose husbands work in private industry. Yet while wages in private industry are reaching new highs, the Civil Service employee keeps drawing the same salary check each payroll period.

Already the cops and firemen of New York City are fighting for pay raises. I believe that all Civil Service employees in the city should join in this battle, and I propose to support their just claims should I be elected to the Council.

Similarly, I believe we should always approximate the prevailing rate of pay set in private industry for our own employees. Not only

is this the fair and just thing to do, but it is good business sense for the city. Should the city insist on paying its employees a low-er wage than that paid outside, there is bound to be an exodus from city service of many competent workmen who have developed their skills in city work.

I am a firm believer in the Merit

System and will work to preserve and protect it.

I shall appreciate the further use of your valuable columns for discussion of additional problems of the Civil Service employees

CHARLES L. ORNSTEIN. Candidate for City Council, Borough of Manhattan. See editorial—EDITOR.

## Why Don't U. S. **Appointments Come** Through?

Sirs: I was happy to read in your October 7th issue that you are "engaged in tracking down the answer" to why people who claim to be on Federal Civil Service lists don't get appointed even in fields where there is a shortage of workers. A Civil Service Commission official believes the answer lies in the "confusion" of the aspirants to government service. I should say per-haps that it lies rather in the "confusion" of this particular official.

Perhaps my story will explain my point of view: I am on the register for junior professional assistant, administrative technician option. My rating was 83.15 on the list promul-

gated in June, 1941. Recent editions of The LEADER mentioned that this list is exhausted or nearly so. Wondering why I had not been certified, I wrote a letter of inquiry to the Civil Service Commission. I did not receive an answer to this letter. However, several days later, I received a notice from the Commission informing me that my name was to be stricken from the register because I had "failed to reply" to a certification to a posi-tion in the War Department. Obviously, I had never received such a letter. My complaint to the New York office of the Commission proved fruitless. The only advice was to ask for reinstatement on the list. The fact that I may never again be certified, even if the Com-mission gets around to reading my letter before the list expires next year, does not seem to make any difference. How can a government which is working at break-neck speed to build up its defense tol-erate such inefficiency and "con-

I sincerely hope your search for the truth behind the complaints of so many readers will lead to some amelioration of the situation where thousands of people anxiously awaiting government positions never receive them because of the carelessness of others.

READER. The LEADER has arranged for several articles on this important question. Watch forthcoming issues for these stories. Meanwhile, we shall be happy to hear from others who have specific complaints.

-EDITOR.

## **Postal News**

By DONALD MacDOUGAL

## Lamiell Gets Important Appointment

John E. Lam'ell, director of the Division of International Postal Service, has been appointed Deputy Second Assistant Postmaster

## Kushelewitz in

And in New York, Emanuel Kushelewitz became president of the Letter Carriers as Bill Mc-Hale resigned to take up his duties as national vice-president of the organization.

#### Columbia Meets

Next regular meeting of the Columbia Association will be held at the Cornish Arms Hotel, Eighth avenue at 23rd street, on Sunday, October 12, at 3 p. m. President Ciro Macaluso asks that "every Columbian put his shoulder to the wheel for the coming entertainment and dance," which is coming November 22 in Promenade Ball Room, Manhattan Center, Eighth avenue and 34th street.

## Ask Purchase Of Defense Bonds

A plan for the voluntary purchase of Defense Savings Bonds and Postal Savings Stamps by employees of the Postal Service will be announced by the Post Office at an early date. Descriptive literature provided by the Treas-ury Department for distribution to all employees and the forms to be used in the operation of the plan are being shipped by the Fourth Assistant Postmaster General to all first- and second-class post offices and to divisoin headquarters of the Inspection Service and division headquarters of the Railway Mail Service.

## It's New! It's True! It's Thrilling!



The Most Amazing Comics Magazine of Them All -Featuring True Stories of the World's Greatest Heroes!

## 64 PAGES OF TRUE AND GRIPPING ACTION!

An Inspiration to American Youth!



## RMS Chitchat

Flash! The Phillies and the Senators are leading the National and American Leagues, respectively. That's right, you read it correctly. But the Phillies and Senators in this case are just the league-leaders in the Railway Service Bowling League. The Ted Williams of the keglers so far is W. Kemmerer, who has bowled a cool 255. . . . And by the way, whatever happened to that thing called "longevity?" One clue: At the last meeting of the New York City branch of the RMA, it was decided that the men should fight for some kind of pay raise, even if it isn't called longevity. . . . The annual installation Dance and Dinner of RMS Post 957, of the American Legion, will be held at the Park Central Hotel.

... Advertising a theatre party of the Hudson kiver Branch of RMA, "the show is on, rain or blackout." . . . "It's in the bag," is the method adopted by the Metropolitan Railway Mail Clerks to show their fellow clerks in the army that they haven't been forgotten: Mail sacks have been set up in all the railway post offices into which various gifts are being deposited, to go to the men who've transferred from the Post Office to the War Department. . Add famous dates: Septem-

ber 25 the Dodgers won the pennant and Penn Terminal Dodger fan No. 1 became father of a boy. This column is authorized to state that there is still a distant possibility the child will be named Whitlow Durocher Palazzo. . . . Electricity has finally been installed in Penn Terminal. . . . Is it only because he lives the song that Luke Tarbox, demon special delivery letter man, is continually humming "Specially for You?"

## Employment of Temporary Subs

The Post Office issued this announcement last week to postmasters concerning appointment of temporary substitutes, motor vehicle service, during the Christmas period:

mas period:

In the event it becomes necessary to employ additional help for the transportation of mails (depot and station service at offices where such service is now being performed by government-owned mail trucks manned by motor vehicle service employees from December 1, 1941, to January 15, 1942, recommendation should be submitted to this bureau Division of Motor Vehicle Service, through the Civil Service Manager on Form 4831, in triplicate, for appointment of temporary substitute garageman drivers at the rate of 55 cents an hour. Greatest care should be exercised to drive government-owned trucks and contract vehicles possesses an operator's permit, and is thoroughly experienced in the operation of the vehicle to which assigned. These requirements are essential in guarding against the employment of incompetent drivers.

State motorists who may
that to operate an automo
they provide the security
cossary under the New
Value Safety Booses bility Act effective January 1, 1942. bility Act effective January 1, 1942.

THIS NEW LAW requires the commissioner of Motor Vehicles to suspend the operator's license and revoke the owner's registration certificate, of an automobile involved in an arcident causing death, bodily injury to properly over \$25.00, unless sufficient security is furnished both for the accident which has happened and for future accidents, whether or not the operator is at fault. Hereforore you were permitted one accident before security was required.

UNDER THE NEW LAW can you af-

before security was required.

UNDER THE NEW LAW can you afford in the event of an accident to put up hundreds or even thousands of dollars until the courts decide whether you or the other motorist was at fault? Unless you have made proper provision, you may be required to do that or lose your right to drive.

THE LAW provides that unless security is furnished:

The automobile cannot be driven by anyone, nor can its title be trans-ferred to any other person.

2. Neither the owner, nor the driver can register or operate any car in New York. Violation may mean \$500.00 fine and 6 months in jail.

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# Question, Please?

by H. Eliot Kaplan Contributing Editor

## Will State Nurses Get Status?—How Does One Get a Transfer? May Employees Join Political Club?—Apply for Vet Preference

Status for Nurses

G. H.: The question of competitive classification of nurses in nurses in State Hospitals is now being studied.

Patent Attorneys

S. B.: I'do not know of any federal departments in New York City which don't employ attorneys. However, I doubt that any patent attorneys are employed here. So far as I know, all the work on which they are engaged is carried on in Washington,

City Employee May Join Political Club

A. E. M.: There is no prohibition either in the Charter or in the civil service law, against a city employee other than a policeman or fireman joining a political club and paying dues therein. Section 888 of the Charter pro-vides: "No councilman or other officer or employee of the city shall, directly or indirectly, pay or promise to pay any political assessment, subscription, or contri-bution under the penalty of for-feiting his office or employment." Policemen and firemen are not permitted to belong to a political club or make political contributions. Employees of the Civil Service Commission may belong to a political club, but may not hold office in it or serve as a member of a committee.

#### Vet Preference

V. P.: You are correct in believing that a contestant in a federal examination who gets a rating of 65 or more but below the passing mark of 70, and subse-

quently earns a right to veteran preference credit of 5 points through service in the army or navy, may apply this preference credit to his original rating and thus be given a passing mark and a place on the eligible list. This only true, however, if the eligible list resulting from the examination which he took is still in existence. If it has been termin-ated his rights have lapsed.

Getting a Transfer

A Change Wanted: Whether or not a civil service employee can be transferred from one position to another title depends on whether the qualifications and tests for the two positions were similar. It is doubtful whether a social investigator could be transferred to the position of playground director. The fact that an employee was on an open com-petitive eligible list for another position would give him no advantage in transferring from one to another. The Civil Service Commission is the agency which determines whether or not a transfer may be made, and both of the departments concerned must be willing for it to be made. Whether the starting salary of a position shall be fixed at the minimum or above is up to the department and the Budget Director. Ordinarily, a year of employment as playground director is necessary to qualify for promotion to assistant supervisor of recreation.

## No Bonus to Draftees

L. B.: State employees do not receive any bonus on being drafted, whether or not they have passed their probationary period. If they return to their positions

transport development, management, operations, flight crews, maintenance, radio, station organ-

izations, flight control, airline

meteorology, scheduling, passenger service, personnel, engineer-ing, purchasing, traffic, advertis-ing, public relations, finance. Es-

pecially helpful are the illustra-tions, charts and the ample bib-liography at the end of each chap-

after termination of military service they are entitled to the increments which they would have received had they been continu-ously employed. A person on a ously employed. A person on a federal civil service list who would have been certified had he not been in military service when his name was reached, has a right to certification when his military service is over, ahead of other eli-

## Guardsmen Get

More Pay

C. S., Jr.: A national guards-man will continue to receive the differential between his salary as a city employee and his army pay as long as he has to remain in the army.

### Who Passes on Income Tax?

R. E. T.: Accountants, auditors and deputy collectors of internal revenue all have to examine and pass upon income tax returns. They are in the competitive classified service. We cannot give you the salaries of all these positions, nor tell you whether an employee in another federal department with CAF 9 status would be eligible for transfer thereto.

Temporary Workers

C. M.: Temporary employees in the federal service who are drafted are not entitled to restoration to the service when their period of military training is com-

Shifting Navy Yard Job

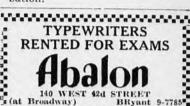
H. L. H.: We know of no act of Congress which prohibits a Navy Yard employee from accepting a different position in another Navy

## From Washington To New York

I. S.: Whether a person who had been appointed to a federal position in Washington would be per-mitted to leave it within a few months to accept another position in another department in New York, would depend on the particular circumstances and the needs of the service that the time. I can give no general answer.

No Probation on Ramspeck Test

R. A.: A federal employee whose position is classified under the Ramspeck Act and who earns a classified status by passing a non-competitive test is not required to serve any period of pro-



# Study Corner

## Books for Actuarial Test

Books containing actuarial mathematics and principles of pension systems, of interest to candidates for the actuarial assistant examination, have been as-sembled by the Municipal Reference Library, Room 2230, Municipal Building. Some suggested titles include:

Dowling L. Wayland. Mathematics of life insurance. New York: McGraw-Hill Book Co., 1925.

Mackenzie, M. A., and N. E. Sheppard, ed. Actuarial problems. Toronto: University of Toronto Press, 1930.

Maclean, Joseph B. Life insurance. 5th ed. New York: McGraw-Hill Book Co., 1939.

Menge, Walter O., and James W. Glover. An introduction to the mathematics of life insurance. Ann Arbor, Michigan: Edwards Brothers, Inc., 1934.

is. Principles erning the retirement of public employees. New York: Appleton,

Moir, Henry. Life assurance primer, 3rd ed. Chicago: Specta tor Co., 1925. New York City. Investigation

Department of. A study of the pension and retirement systems of New York City, by Robert L. Mer

ritt., 1940, 83 p. New York City Citizens Budget Commission. Financial aspects of New York City's pension systems New York: 350 Madison avenue 1933. Prepared by Dr. Paul Stu-

Air Transport-A Growing Field

With more openings announced in the Air Transport field, candidates will be interested in the new text "Outline of Air Transport Practice," by A. E. Blomquist (Pitman, \$4.50). The volume deals with principles of management operation, sales, etc., fundamenta to air transportation. Present air line practices are analyzed in the light of these principles. The experiences of many air line execu tives has been culled to present comprehensive outline. Subjects covered include history of air

Piping Draftsmen The worldwide struggle for oil, together with an enormous increase in construction of power plants, refineries and the like, have made more acute the need for piping draftsmen. The Registrar of Manhattan Technical Institute, 1823 Broadway, New York, reports many new enrollments for the piping as well as other draft-

localities as widely apart as Buffalo and British Guiana.

ing courses. Applicants come from \*

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Requirements

Candidates must have had at least one year of experience or one year of formal training in a school accredited by the University of the State of New York in the operation of the Remington Rand Powers Key Punch Machine.

How You Will Be Rated

Written, qualifying; practical, weight 100. The passing grade will be set in accordance with the needs of the service.

Principal Chemist (Biochemistry)

# Examination Requirements

## City Tests

#### Air Traffic Control Recorder

Salary: \$1,800 up to but not including \$2,340 per annum. The eligible list may be used for appropriate positions in a lower grade. Age limits: None. Fee: \$1. Deadline: October 27. Vacancies; 3 in the Department of Docks (LaGuardia Field).

#### Requirements

Requirements

Graduation from a recognized four-year day aviation or aeronautical trade school, or other satisfactory vocational or technical high school or graduation from a recognized four-year day academic or commercial high school; plus three months' experience performing duties of a nature to qualify for the promotion; or graduation from an elementary school plus one year of such experience; or a satisfactory equivalent.

Candidates must be familiar with rules and operations of the airport, various types of aircraft, teletype symbols and weather sequences of

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stations converging on the airport, air traffic rules, airport and airways traffic control procedures, radio frequencies and procedures of airlines using the airport, radio aids to air navigation within a radius of 100 miles from the airport and related subjects. A knowledge of shorthand is helpful and candidates who have this knowledge will be given extra credit. Also candidates who are able to speak fluently one or more of the following languages will be given extra credit: French, German, Spanish, and Italian Before the end of six months' probationary period of employment candidates must have obtained a Federal certificate as an air traffic control-tower operator with a junior rating for LaGuardia Field.

How You Will Be Rated

rating for LaGuardia Field.

How You Will Be Rated

Written test, weight 70; training experience and personal qualifications, weight 30. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service.

## Assistant Gardener

Assistant Gardener

(For eemployment on city projects located outside New York City limits.) For work requiring specialized training and experience, special lists will be established by means of selective certification. Salary: \$5.50 per day. Vacancies: 25. Ages: At least 21 and not more than 35 on the date of appointment. Fee. \$1. Deadline: October 27.

Requirements

Candidates must be bona fide residents of the county in which they are to be employed for at least 6 months prior to the last date for filing application, and at least one year prior to the date of appointment. New York City residents who are willing to move to the location of the permanent position if appointed will be admitted to the examination. No transfers will be allowed to such employees within two years of such appointment.

How You Will Be Rated
Physical, weight 100; oral (qualifying test only). The oral test will be administered to candidates at the same time as the physical and medical tests and will be designed to determine the alertness of mind and general intelligence of candidates, Candidates are required to have a knowledge of elementary gardening practices. A qualifying literacy test will also be given. The passing grade will be set in accordance with the needs of the service.

## Dental Hygienist

Dental Hygienist

Salary: Usual salary \$1,200 per annum. The eligible list may be used for appropriate positions in a lower grade. Vacancies: Occur from time to time. One in the Department of Hospitals at \$900. Fee: \$1. Deadline: October 27.

Requirements

Candidates must be graduate dental hygienists from a school of recognized standing at the time of filling applications. Before appointment candidates must be licensed as dental hygienists by the Board of Regents of the State of New York and must present their licenses to the Commission before their names will be certified.

How You Will Be Rated

Written, weight 40; oral practical, weight 60. At the oral practical test, the personal qualifications of candidates will also be considered. The passing grade will be set in accordance with the needs of the service.

## Director of Air Traffic Control and Airport

(Open to all citizens of the United States, regardless of residence.) Salary: \$7,500 per annum, subject to budget. The eligible list may be used for appropriate positions in a lower grade. Vacancies: One in the Department of Docks. Fee: \$5. Deadline: October 27.

Requirements

Requirements Seven years of satisfactory prac-

tical experience in aviation, airport operation and management, or commercial air transportation, of which at least three years must have been in executive positions of a responsible nature; or a satisfactory equivalent. The executive and administrative experience must include at least one year of full time experience within the past five years in positions such as Director or Manager, or Assistant Director or Assistant Manager of an airport handling at least fifty scheduled airline flights daily by control tower operation, or as Commanding Officer of a military or naval airport by radio at least fifty flights daily, or as supervisor of large scale air carrier operations of an airline; or in equivalent positions.

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

How You Will Be Rated

Technical knowledge, training, experience and personal qualifications, weight 100. An oral examination will be given.

## Health Inspector, Grade 2

Health Inspector, Grade 2

Candidates who filed under the advertisement of September 2 to September 22, 1941 need not file again. Salary: \$1,800 up to but not including \$2,400 per annum. Vacancles: Occur from time to time. Fee: \$1. Deadline: October 14.

Requirements

Candidates must be high school graduates and must have had (a) at least two years of experience, involving some degree of responsibility in the inspection of food stuffs or sanitary facilities with a governmental agency or with a large industrial organization; or (b) two years of acceptable supervisory experience or laboratory experience along the lines outlined in the statement of duties; or (c) equivalent. A degree from a university of the State of New York with a major in chemistry, agriculture, bacteriology, or sanitary engineering will be accepted in iteu of the above experience. Persons residing in Pennsylvania, Maryland, Connecticut, Vermont, New Jersey, Massachusetts, and New York State will be admitted to this examination for certification for appointment as Country Milk Inspectors.

How You Will Be Rated

Written, weight 60; training, experience and personal qualifica-

How You Will Be Rated
Written, weight 60; training, experience and personal qualifications, may be rated after an examination of the candidate's application and after an oral interview ocsuch other inquiry or investigation
as may be deemed necessary. The
passing grade will be set in accordance with the needs of th service.

## Office Appliance Operator, Grade 2

(I.B.M. Alphabetic Accounting Machine)

Salary: \$1,200 up to but not including \$1,800 per annum. The eligible list may be used for appropriate positions in a lower grade. Vacancies: Occur from time to time. Fee: \$1. Deadline: October 27.

Fee: \$1. Deadline: October 27.

Requirements
Candidates must have had at least one year of experience or one year of formal training in a school accredited by the University of the State of New York in the operation of the 1.B M. Alphabetic Accounting Machine.

How You Will Be Rated
Written, qualifying; practical, weight 100. The passing grade will be set in accordance with the needs of the service.

## Office Appliance Operator, Grade 2

(I.B.M. Numeric Accounting Machine)

Salary: \$1,200 up to but not including \$1,800 per annum. The eligible list may be used for appropriate positions in a lower grade. Vacancies: Occur from time to time. Fee: \$1. Deadline: October 22.

Requirements Candidates must have had at least

## How to Apply for a Test

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

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

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

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

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

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

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

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

one year of experience or one year of training in an accredited school in the operation of the I.B.M. Numeric Accounting Machine.

How You Will Be Rated
Written, qualifying; practical, weight 100. The passing grade will be set in accordance with the needs of the service.

#### Office Appliance Operator, Grade 2

(I.B.M. Numeric Punch)
Salary: \$1,200 up to but not including \$1,800 per annum. The eligible list may be used for appropriate positions in a lower grade. Vacancies: Occur from time to time. to time. Fee: \$1. Deadline: October 27.

Requirements

Candidates must have had at least one year of experience or one year of formal training in a school ac-credited by the University of the State of New York in the operation of the I.B.M. Numeric Key Punch Machine.

How You Will Be Rated ... Written, qualifying; practical, weight 100. The passing grade will be set in accordance with the needs of the service.

#### Office Appliance Operator, Grade 2

(Remington Rand Powers Key Punch Machine)
Salary: \$1,200 up to but not in-cluding \$1,800 per annum. The eli-gible list may be used for appro-priate positions in a lower grade. Vacancies: Occur from time to

## Candidates who filed under the advertisement of September 2 to September 22, 1941 need not file again. Salary: \$5,000 per annum. The eligible list may be used for appropriate positions in a tower grade. Vacancies: 1 in Health Department. Fee: \$4. Deadline, October 27. Printing Specifications Writer

Salary: \$3,000. The eligible list may be used for appropriate posi-tions in a lower grade. Vacancies: 1. Fee: \$3. Deadline: October 27.

tions in a lower grade.

1. Fee: \$3. Deadline: October 27.

Requirements

At least five years' experience in the printing industry in production, estimating and cost work, of which at least two years must have been in shop and produciton work, and three years in estimating; or the equivalent. Acceptable studies in college or trade schools will be given additional credit.

How You Will Be Rated

Written test, weight 50; training, experience and personal qualifications, weight 50. The passing grade will be set in accordance with the needs of the service.

#### PROMOTION EXAMINATIONS

Court Attendant

This examination is open only to employees of the City Court, Magistrates' Court, Domestic Relations Court, Court of Special Sessions, and Municipal Court. (There will be a separate list for each Court.)

(Continued on Following Page)

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# Office Appliance Operator in City Tests

(Continued from Preceding Page) Salary: \$1,800 ungraded. Vacancies: Occur from time to time. Fee: \$1. Deadline: October 27. Date of test: The written examination will be held December 20.

Requirements

Requirements

Open to all permanent employees of the five above Inferior Courts who have served continuously for a period of not less than one year next preceding the date of the written test in the following title or titles, and who are otherwise eligible: Stenograpner, Grade 2; Stenographer, Grade 3; Attendant, Grade 1; Attendant, Grade 2; Messenger, Grade 1: Messenger, Grade 2; Telephone Operator, Grade 2; Clerk, Grade 3; Interpreter Court Stenographer: Probation Officer: Prison Matron; Typist, Grade 2; Typist, Grade 3; Bookkeeper; Senior Book-keeper; Cashier, Grade 2; Cashier, Grade 3; Storekeeper; Fingerprint Technician; Photographer, Auto-Engineman. Candidates seeking credit for courses of study completed between November 16, 1959 and the date of the waitten test must file a school study form with the promotion application.

Physical Requirements
Candidates must be not less than

Physical Requirements

Candidates must be not less than five feet six inches in height and weigh not less than 130 pounds at that height (men); and not less than five feet two inches in height and weigh not less than 105 pounds at that height (women). They must be of sound health and physical condition. Vision 20/30 for each eye, without glasses; satisfactory hearing, voice, posture and appearance.

Court Clerk, Grade 3

Salary: \$2,400 up to but not including \$3.000 per annum. Vacancies: 2. Fees: \$2. Deadline: October 27. Date of test: The written examination will be held December 13, 1941.

Requirements

Requirements

Open to all permanent employees of the City Court who have served continuously for a period of not less than one year next preceding the date of the written test in the following title or titles, and who are otherwise eligible: Clerk, Grade 3; Stenographer, Grade 2; Telephone Operator, Grade 2; Interpreter: Court Stenographer, Court Attendant; Messenger, Grade 2; Messenger, Grade 3. Candidates seeking credit for courses of study completed between November 16, 1939 and the date of the written test must file a school study form with the promotion application.

## Examiner, Grade 4

Examiner, Grade 4

This examination is open only to employees of the Board of Estimate, Bureau of Franchises. Salary: The salary range for Examiner, Grade 4, is \$2,400 up to but not including \$3,000. Vacancies: None at present, but one expected shortly. Fee: \$2. Deadline: October 27. Date of test: The written examination will be held November 19, 1941.

Requirements

Open to all persons in the clerical service who have served for not less than one year in Grade 4 or three years in Grade 3 and who have served for not less than six months in the Bureau of Franchises, Board of Estimate, on the date of the written examination and who are otherwise eligible. Candidates seeking credit for courses of study completed between November 16, 1939 and the date of the written test must file a school study form with the promotion application.

Scope of Examination

the written test must file a school study form with the promotion application.

Scope of Examination

Candidates are expected to have a thorough knowledge of city government and the methods and procedures of the Bureau of Franchises of the Board of Estimate, Record and seniority, weight 50, 70 per cent required; written test, weight 50. The passing grade will be set in accordance with the needs of the service.

Inspector of Housing, Grade 3

This examination is open only to employees of the Department of Housing and Buildings. Salarys \$2,400 up to but not including \$3,000 per annum. Vacancies: 4. Fee: \$2. Deadline: October 27. Date of test: The written examination will be held December 13, 1941.

Requirements

Open to all Inspectors of Housing, Grade 2, who have served continuously at least one year in the grade, and to all permanent employees in Grades 2 and 3 of the Inspection Service with one year's continuous service in the department prior to the date of the written test, who have been performing work in accord with their civil service title of a nature to qualify them for

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the duties of the position; and who are otherwise eligible according to the rules of the Commission, Candidates seeking credit for courses of study completed between November 16, 1939 and the date of the written test must file a school study form with the promotion application.

Motorman

BMT Division, New York City Transit System

Transit System

Simultaneously with the holding of this examination, promotion examinations will be held for Motorman in the IND and IRT Divisions. The eligible list resulting from this examination will be used first to fill vacancies in the BMT Division. If the number of these eligibles is insufficient to fill vacancies in the BMT Division, the eligible lists for the IND and IRT Divisions may be combined and used as appropriate for the BMT Division. Salary: \$0.83 to \$1.06 an hour at present. Vacancies: 150 at present. Others occur from time to time. Fee: \$2. Deadline: October 27, Date of test: the written examination will be held December 14, 1941.

Requirements

Requirements

Open to all permanent employees now serving in the titles of Conductor, Towerman, Eus Operator and Street Car Operator, who have served continuously at least one year in the title or titles (or in an equivalent title or titles) on the date of the written test, and who are otherwise eligible. Candidates seeking credit for courses of study completed between Novmber 16, 1939, and th date of the written test must file a school study form with the promotion application.

How You Will Be Rated

with the promotion application.

How You Will Be Rated
Record and senjority, weight 50,
70 per cent required; written,
weight 50. The passing grade will
be set in accordance with the needs
of the service.

All candidates who pass the competitive written test will be required to pass a qualifying practical test prior to permanent appointment. Candidates for the qualifying
test will be called for examination
in groups according to the needs
of the service.

Medical and Physical Requirements
Eligibles must pass the medical

Eligibles must pass the medical and physical examination given by the Board of Transportation imme-diately prior to appointment.

Motorman IND Division, New York City Transit System

Salary: \$0.83 to \$1.06 an hour at present. Vacancies: 22 at present; all appointed from last list. Fee: \$2. Deadline: October 27. Date of test: The written examination will be held December 14, 1941.

be held December 14, 1941.

Requirements
Open to all permanent employees now serving in the titles of Conductor and Towerman, who have served continuously at least one year in the title or titles (or in an equivalent title or titles) on the date of the written test and who are otherwise eligible. Candidates seeking credit for courses of study completed between November 16, 1939 and th date of the written test must file a school study form with the promotion application.

How You Will Be Rated

How You Will Be Rated Record and seniority, weight 50, 70 per cent required: written, weight 50. The passing grade will be set in accordance with the needs of the service. All candidates who pass the competitive written test will be required to pass a qualifying practical test prior to permanent appointment. Candidates for the qualifying test will be called for examination in groups according to the needs of the service.

Medical and Physical Requirements
Eligibles must pass the medical and physical examination immediately prior to appointment.

Motorman

IRT Division, New York City
Transit System
Salary: \$0.83 to \$1.06 an hour at
present. Vacancies: 60 at present.
Others occur from time to time.
Fee: \$2. Deadline: October 27. Date
of test: The written examination
will be held December 14, 1941.

will be held December 14, 1941.

Requirements

Open to all permanent employees now serving in the titles of Conductor and Towerman, who have served continuously at least one year in the title or titles (or in an equivalent title or titles) on the date of the written test and who are otherwise eligible. Candidates seeking credit for courses of study completed between November 16, 1939 and the date of the written test must file a school study form with the promotion application.

How You Will Be Rated

How You Will Be Rated

Record and seniority, weight 50, 70 per cent require; written, weight 50. The passing grade will be set in accordance with the needs of the service. All candidates who pass the competitive written test will be required to pass a qualifying practical test prior to permanent appointment. Candidates for the qualifying test will be called for examination in groups according to the needs of the service.

Medical and Physical Requirements
Eligibles must pass the medical and physical examination immediately prior to appointment.

Railroad Clerk

BMT Division, New York City
Transit System
Salary: 58 cents to 65 cents an
hour at present. Vacancies: 100 vacancies expected. Fee: \$1. Deadline: October 27. Date of test: The
written examination will be held
December 4, 1941. Requirements

Open to all permanent employees now serving in the title of Porter who have served continuously at least one year in the title (or in an equivalent title) on the date of the written test, and who are otherwise eligible. Candidates seeking credit for courses of study completed between November 16, 1939,

and the date of the written test must file a school study form with the promotion application.

How You Will Be Rated Record and seniority, weight 50, 70 per cent required; written weight 50. The passing grade will be set in accordance with the needs of the service.

service.

Medical and Physical Requirements

Eligibles must pass the medical
and physical examination given by
the Board of Transportation immediately prior to appointment.

Railroad Clerk

IND Division, New York City Transit System

Salary: 58 cents to 68% cents an hour at present. Vacancies: 30 at present; all appointed from last list. Fee: \$1. Deadline: October 22.

Requirements

Requirements

Open to all permanent employees now serving in the title of Porter who have served continuously at least one year in the title (or in an equivalent title) on the date of the written test, and who are otherwise eligible. Candidates seeking credit for courses of study completed between November 16, 1939, and the date of the written test must file a school sudy form with the promotion application.

How You Will Be Rated

How You Will Be Rated Record and seniority, weight 50, 70 per cent required; written, weight 50. The passing grade will be set in accordance with the needs of the service.

Medical and Physical Requirements Eligibles must pass the medical and physical examination given by the Board of Transportation immediately prior to appointment.

Railroad Clerk IRT Division, New York City Transit System

Transit System

Salary: 58 cents to 68½ cents an hour at present. Vacancies: 70 vacancies: expected. Fee: \$1. Deadline: October 27. Date of test: The written examination will be held December 4, 1941.

Requirements
Open to all permanent employees now serving in the title of Porter who have served continuously at least one year in the title (or in an equivalent title) on the date of the written test, and who are otherwise eligible. Candidates seeking credit for courses of study completed between November 16, 1939, and the date of the written test must file a school study form with the promotion application.

How You Will Be Rated

How You Will Be Rated Record and seniority, weight 50, 70 per cent required; written weight

(Continued on Following Page)

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ning Classes. SECRETARIAL SCHOOLS

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# How a State Employee Can Be Fined or Fired

State officials are busily considering ins and outs of the new Halpern discipline act that went into effect October 1. Conferences have already been held among departmental representatives and the State Civil Service Commission.

Last week The LEADER published a list of possible actions of employees that may bring about demotion in title and grade, suspension without pay up to two months, fine up to \$50, or removal. Below we list tentative procedures to be followed in puttng the law into effect:

If an employee's performance is deemed unsatisfactory to the extent that disciplinary action is anticipated, what should the super-visor do?

The performance of that employee should be carefully observed. A record should be made of each incident in which the employee fails to perform adequately when such might be reasonably expected.

Although not required by law, the supervisor is advised to confer with the employee and review the specific incidents. The employee should be warned that action is pending unless the situation improves. A memorandum should be dictated covering this conference. This procedure not only gives the employee a final opportunity, but also supplies substantiating evidence by including a reference to the memorandum in the charges.

If the supervisor then believes that action is necessary, how should the charges be prepared? 1. Each general point to be proved should be stated in general terms in a sentence contain-

ing the charge. (A list of pos-

sible charges appeared last week) The charge or charges should each be followed by brief and accurate statements of fact (i.e.

specifications) to back up the general statements (i.e. charges). The specifications should, so far as possible, include dates, identification of the assignment under discussion, names of supervisors involved, dates of memoranda issued to employee concerning the incident if any, and statements of warnings given to the employee.

2. The following principles must be adhered to when preparing the specifications:

a. The specifications should be concise and devoid of unnecesgary descriptive material but should include all pertinent facts. In so far as possible, each specification should relate to a single circumstance or situation. (The general statement oved is contained in the charge).

Reviewing Incidents

All incidents upon which adequate facts are available should be listed. (Each incident being described in the form of a specification). This is very important, because if the employee appeals to the Civil Service Department, only those incidents cited to back up the charges may be presented by the operating department unless they definitely relate to the clarification of a given specification.

A reasonable amount of the evidence submitted must relate to incidents occurring during the preceding 12 months. Facts prior to this period may be cited, but may only be used to supplement the more recent oc-curances. This necessitates prompt action on the part of the department once it has decided to take action upon a case. d. Supervisors cannot decide that an employee is unable to perform duties which should normally be performed by an employee holding the title, then assign to him work of lesser difficulty than he can perform; and finally attempt to demote or

remove the employee a year or

so later on the basis of such a statement as: "This employee cannot per-

form the duties of a Senior Clerk. Because of his inefficiency, he has had to be assigned less difficult duties and is now performing work of the Junior Clerk level.

In fact, such reassignment to less difficult work should be avoided if possible until removal or demotion action is under way. The only facts relevant to the disciplinary action are those relating to the incidents which led to the change in assignment.

Otherwise, the only method of handling such cases is to reassign to the employee work of appropriate difficulty, allow him ample opportunity to prove whether he can perform the duties and to then take action if the employee is not able to perform satisfac-

More next week.

## Spirited Contest Marks ASCSE Election

ALBANY-Election of representatives to the executive commit-tee of the Association of State Civil Service Employees, now underway, is marked by a spirited contest in one of the 18 departments, each of which elects a representative.

Members of the association in the Labor Department, are en-gaged in the contest between John W. Henry, assistant secretary of the department, incumbent, and Joseph F. Reilly, in the tax and wage records bureau of the Unemployment Insurance Division. The DPUI, it is reported, feels that it has now become s division sufficiently numerous to warrant one of its own employees seeking the role of executive committee representative, for the entire department.

The election will be at the annual meeting of the association

on October 21.

# State Opens Test for DPUI Training Asst.

Health, Division of Permits, main

(Continued from Preceding Page) The passing grade will be set

service.

Medical and Physical Requirements

Eligibles must pass the medical
and physical examination gives by
the Board of Transportation immediately prior to appointment.

## Towerman RMT Division, New York City Transit System

Salary: 80 cents to 88 cents an hour at present. Vacancies: 20 at present. Others occur from time to time. Fee: \$2, Deadline: October 27. Date of test: The written examination will be held January 7, 1942.

#### Requirements

Requirements

Open to all permanent employees now serving in the title of Conductor, who have served continuously at least one year in the title (or in an equivalent title), on the date of the written test and who are otherwise eligible. Candidates seeking credit for courses of study completed between November 16, 1939, and the date of the written test must file a school study form with the promotion application.

How You Will Be Rated

Record and seniority, weight 50, 70 per cent required; written, weight 25; practical, weight 25. The passing grade will be set in accordance with the needs of the service. In the practical test, candidates will be required to demonstrate their ability to operate an interlocking machine.

Medical and Physical Requirements

ing machine.

Medical and Physical Requirements
Eligibles must pass the medical
and physical examination given by
the Board of Transportation immediately prior to appointment.

## Towerman IND Division, New York City Transit System

Salary: 80 cents to 88 cents an hour at present, Vacancies: 19 at present; all appointed from last list, Fee: \$2. Deadline: October 27. Date of test: The written examination will be held January 7, 1942.

Requirements

Requirements

Open to all permanent employees now serving in the title of Conductor, who have served continuously at least one year in the title (or in an equivalen title) on the date of the written test, and who, are otherwise eligible. Candidates seeking credit for courses of study completed between November 16, 1939, and the date of the written test must file a school study form with the promotion application.

How You Will Be Rated

with the promotion application.

How You Will Be Rated
Record and seniority, weight 50, 70 per cent required; written, weight 25. The passing grade will be set in accordance with the needs of the service. In the practical test, candidates will be required to demonstrate their ability to operate an interlocking machine.

Medical and Physical Requirements
Eligibles must pass the medical and physical examination given by

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the Board of Transportation immediately prior to appointment.

## Towerman

IRT Division, New York City
Transit System
Salary: 80 cents to 88 cents an
hour at present. Date of test: The
written examination will be held
January 7, 1942. Vacancies: 10 at
present. Others occur from time to
time. Fee: \$2. Deadline: Octoher 27.

#### Requirements

Requirements

Open to all permanent employees now serving in the title of Conductor, who have served continuously at least one year in the title (or in an equivalent title) on the date of the written test and who are otherwise eligible. Candidates seeking credit for courses of study completed between November 16, 1939, and the date of the written test must file a school study form with the promotion application.

Dutles

To operate electric, electro-pneumatic or mechanical interlocking machines; be responsible for the safe passage of trains over tracks and switches in assigned territory; make reports; perform such other duties as the Board of Transportation is authorized by law to prescribe in its regulations.

How You Will Be Rated
Record and Seniority, weight 50, 70 required; written, weight 25; practical, weight 25. The passing grade will be set in accordance with the needs of the service. In the practical test, candidates will be required to demonstrate their ability to operate an interlocking machine.

Medical and Physical Requirements
Eligibles must pass the medical and physical examination given by the Board of Transportation immediately prior to appointment.

#### Licensing Examinations License for Master Plumber

Applications issued and received at the office of the Department of

floor, 125 Worth Street, Manhattan. floor, 125 Worth Street, Manhattan, Up to 4 p. m. on Friday, October 31, 1941. Applications delivered after 4 p. m. on Friday, October 31, 1941, by mail or otherwise, will not be accepted. Application blanks will be mailed upon request provided a self-addressed, stamped envelope is enclosed to fully cover the mailing. Applications must be filled out in duplicate and be accompanied by three photographs of the applicant 2½ inches by 2½ inches in size.

Requirements Requirements

All persons applying for a master plumber's license must be citizens of the United State, thoroughly proficient in the reading and writing of the English language and shall have had not less than 10 years' experience in the plumbing industry in the United States, except that 3 years' experience in the plumbing industry shall be sufficient together with a technical degree in engineering from a college or university approved by the regents of the University of the State of New York.

Subjects of the Examination

#### Subjects of the Examination

Subjects of the Examination

Written test, 75 per cent required on each part; practical test, 75 per cent required. The foregoing tests and an investigation to determine the merit and fitness of applicants will be conducted by the Municipal Civil Service Commission.

Examination Fee

Ten dollars to be paid at the offices of the Municipal Civil Service Commission, 96 Duane Street (street floor), Manhatatn, not less than 10 days prior to the date of the written test. Do not enclose the fee with your application.

Note: Candidates will be permitted to take only three practical tests on the basis of one passing written test. A candidate's exemption from retaking the written examination will terminate within three years after he has passed a written examination. In addition, the fee for such persons will be \$5, to be paid prior to the practical test.

## State Test

U.S. Tests

## Training Assistant

Division of Placement and Unemployment Insurance, Department of Labor, Usual salary range \$3,120-\$3,870. Fee \$3. File by November 8.

\$3,870. Fee \$3. File by November 8,

Dutles

Under general direction, confer with bureau heads, district superintendents, managers, and section supervisors to assist them in developing training plans and methods and in carrying out these plans; assist them in determining training needs and methods through study of the bureaus and their offices and checking evaluation records; examine present and proposed policies and procedures and prepare or revise appropriate training plans and materials therefrom; conduct training courses and discussions for employees in the higher levels; hold conferences and discussions with supervisory groups concerning special problems; evaluate training work being done and render constructive criticisms and suggestions; prepare original articles and manuals covering functions and

INFORMATION SPECIALIST

Senior, \$4,600, Information Specialist, \$3,800, associate, \$3,200, assistant, \$2,600. Optional subjects: tant, \$2,600. Optional subjects: Applications can be obtained at the U. S. Civil Service Commission, 641 Washington street. New York, and must be filed in Washington, D. C., by October 23.

Requirements

To qualify for the press and publications option, applicants are required to have responsible professional experience in writing or edit-

duties of the various positions within the DPUI; related work.

Requirements

Either (a) five years' experience in public administration, personnel administration, or educational administration, large business or industrial management involving organizational studies or formulation of methods, procedures, and policies, at least three years of which were spent conducting employee training, and college graduation, preferably with a major in public administration, personnel or education, or industrial management; or (b) seven years of such experience, with the three in specialized work, and high school graduation; or (c) an equivalent combination. Postgraduate work in public administration, personnel, education, or industrial management may be substituted, year for year, up to two years.

Basis of Rating

Basis of Rating
The test will be unwritten. An interview will be held, to aid in rating experience and general qualifications.

ing for a large newspaper, national magazine, news or information service, or governmental agency.

To qualify for the radio option, experience is required in educational or informational radio work, including the preparation of radio manuscripts and the broadcasting of radio programs.

For all of the positions, applicants may substitute study in a residence educational institution above highschool grade for part of the experience.

Basis of Ratings

Basis of Ratings No written test. Applicants will be rated on their experience and education, and their fitness as outlined by sworn statements made in their application,

## Where Do I Stand?

tifications from popular State lists in New York City and Albany. P denotes permanent; T means tem-

Junior Clerk

Junior Cieri		
P-Albany-\$900 T-New York-\$900	1,482 5,289 4,105 6,014	84,27 79,65 80,75 79,05
Junior Stenogra	apher	
P-New York-\$900	1,300 2,351	85.20 77.40
Junior Typi	st	
P-New York-\$900 P-Albany-\$900 T-New York-\$900 T-Albany-\$900	979 2,896 1,956 3,394	87.80 81.80 84.96 73.50
Assistant File	Clerk	
P-New York-\$1,200 P-Albany-\$1,200 P-Albany-\$900 T-New York-\$1,200 T-Albany-\$1,200 T-Albany-\$900	243 188 1,327 459 1,645 2,366	88.20 88.60 85.20 87.30 84.60 83.60
Assistant Cl	erk	
P-New York-\$1,200 P-Albany-\$1,200 T-New York-\$1,200 T-Albany-\$1,200	61 866 767 774	91.04 87.05 87.28 87.27
Assistant Stenog	rapher	-
P-New York-\$1,200 T-Albany-\$1,200 T-New York-\$1,200	186 545 710	88.90 86.79 85.99
Assistant Ty	pist	
P-Albany-\$1,200	189	87.40
T-New York-\$1,200 T-New York-\$960	792 383	83.99 86.16
T-New York-\$900 T-Albany-\$1,200	1,227 1,498	81.19 77.40

Latest permanent appointments from these lists follow: Junior Clerk

amin Cici			
New York-\$900 Albany-\$900	$\frac{1,127}{4,370}$	85.07 80.475	
Junior Stenogr	apher		
New York-\$900 Albany-\$900	$\frac{1,202}{2,347}$	85.50 77.80	
Junior Typ	ist		
New York—\$900 Albany—\$900 Assistant File	1,243 2,565 Clerk	87.04 83.00	
New York-\$900	105	89.60 85.00	
Assistant C	erk		
New York—\$1,200 Albany—\$1,200	63 786	91.04 87.25	
Assistant Steno	graphe		
New York—\$960 Albany—\$1,200	405 321	87.40 87.90	
Assistant Ty	pist		
New York-\$960 Albany-\$1.060		85.26 87.66	

There are less applicants than ever before-your chances of getting a civil service job are greater than ever before. Apply now!

Salary: \$1,446 a year. Vacancies in the title of Under Muttigraph Operator at \$1,260 a year may be filled from this register. Age limits, 18 to 53. File by Nov. 13. For Men Only.

To set and distribute type for, and to operate, a multigraph machine in the printing of circulars, letters and forms, to read proofs and make corrections.

At least six months, or the time equivalent of paid experience in the operation of a power-driven multigraph machine, at least three months of which must have been in the setting and distribution of type.

Busis of Ratings

No written test. Applicants will be rated on their experience as outlined by sworn statements made in their application.

## Junior Multigraph Operator

## OPTICIAN :: OPTOMETRIST



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## KEEN SIGHT OPTICAL SPECIALISTS

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## Mental Hygiene Notes By JOHN F. MONTGOMERY

#### Progress of the Lists Here's the latest on the progress

of the old and new hospital attendant lists in the various zones:

For zone 4 jobs within New York City, certificates have gone down to 14,763 for the men and 7,143 for the women, while latest appointments have reached to 13,712 and 5,836. For zone 4 institutions outside New York City, male certifications have gone to 14,830 and appointments to 14,816 while the latest female certification and appointment was 14,829. These figures are from the old

From the new list, for jobs outside New York City certifications have reached to 4,061 for men and 1,062 for women, while 4,061 and 604 are the latest appointments. Only the men have been certified inside the city, the latest certifi-cation being 4,004 and the latest appointment 1,744.

The total number of permanent appointments from the old list in zone 1 is 396, down to 14,434 for the women. Fifty-three have been appointed from the new list, down to 3,937 for the men and 337 for the women. The last female canvassed was 1,365. Since establishment of the new list, 36 provisionals have received jobs.

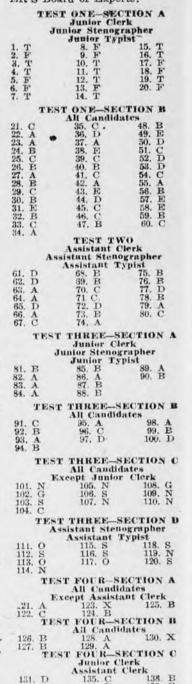
In zone 2, 378 permanent ap-pointments have been made from the old list, with 14,419 the last man and 11,213 the last woman. From the new list, 47 appoint-ments have been made, down to 3.947 for the men. Thirteen provisional employees are also at

Civil Service employees should follow The LEADER regularly. Every week The LEADER contains special articles dealing with forthcoming and current tests.

## Jr. Clerk **Answers**

(Continued from Page Seven) sum will buy exactly 1,995 reams. Answer should be "A."

Here are the unofficial key answers selected by The LEAD-ER'S Board of Experts:



## Civil Service Groups Support O'Dwyer

TEST FOUR-SECTION D
Assistant Clerk Only
B 143. D 144. B
C 145. B

Thirteen units of the Federation of Municipal Employees, under Henry Feinstein, president, have set up an organization for the election of William O'Dwyer to the Mayoralty. The remaining five groups of the federation are expected to take similar action before the month's end.

138. B 139. C 140. C

In setting up the organization to work for Mr. O'Dwyer's election, Mr. Feinstein stated that the Mayor had on numerous occasions evaded the provisions of the civil service law.

On another civil service front too, Mr. O'Dwyer received civil service support, as Dr. Mark Vloca an employee of the Health Department, assumed the vice presidency of a physicians com-mittee to elect O'Dwyer. Dr. Vlock was extremely active in the fight of the city's medical men and dentists to obtain per annum pay after it was lost to them through the Mayor's action last year.

The units which have subscribed to the resolution are: Municipal Laborers Union, James McGuire president; Sewage Treatmen Workers Union, Joseph McDon ough, president; Asphalt Workers Union, John L. Vesce, president Asphalt Foreman's Union, Ab Goldfisher, president; Machinist and Mechanics Union, John Pis Relli, president; Plant Laborer Union, Frank Brennan, president Painters Union, Jim Miller, pres dent; Maintenance Foremen Union, James Passant, president Steam Roller Engineers' Union John Shivers, delegate; Clerk Union, Thomas Harding, pres

## LEGAL NOTICE

CITATION.—The People of the State of New York, by the Grace of God, Free and Independent.—To: PETER LORENZ STABEL, Administrator of the Estate of ANNE ELIZABETH JENSEN, deceased, also known as Oller A. E. Jensen; ANNE JENSEN and ARNE JENSEN, also known as Oller A. E. Jensen; ANNE JENSEN and ARNE JENSEN, lifants over the age of fourteen years; OLE JENSEN and ELINOR JENSEN, infants under the age of fourteen years; ARNFELT JENSEN, also known as Jens Arnfelt Jensen; GUDVEIG OTELIE JENSEN; LARS USTVEDT, Administrator of the Estate of ANDRE JENSEN, deceased; BERGLJOT JENSEN, deceased; BERGLJOT JENSEN, ELSE JENSEN, an infant over the age of fourteen years; KNUT JENSEN; Adalie AANONSEN; ELSE JENSEN, infants under the age of fourteen years; RAGNA JENSEN; AMALIE AANONSEN; ELSE JENSEN, HEART USEN; LARA REIERSEN; TUBERCULAR HOSPITAL, Ble. Grimstad, Norway; PUBLIC TRUSTEESHIP for Poor of Ble, Grimstad, Norway; PUBLIC TRUSTEESHIP for Poor of Bic, Grimstad, Norway; PUBLIC TRUSTEESHIP for Poor of Bic, Grimstad, Norway; EDITH EAGLE FULLING, and CHURCH, District of Fjare, Grimstad, Norway; EDITH EAGLE FULLING, and ROGER W. FULLING, an infant over the age of fourteen years; JOHN C. FULLING, JR., NANCY FULLING and ROGER W. FULLING, an infant over the age of fourteen years; JOHN COMLY EAGLE; ESTHER EVANS WILSON, as Executrix of the Estate of DALLETT H. WILSON, deceased, co-executor and corrustee under the will and trust beneficary; GEORGE A. JOSEPH, sole distributee of Harry Joseph, deceased, administrator of Estate of, and sole distribute of, IRENE JOSEPH, deceased legatee; being the persons interested as creditors, distributees or otherwise, in the Estate of TECLA JENSEN EAGLE; deceased, who at the time of her death was a resident of New York County, admestic banking corporation, with its principal place of business at No. 100 Broadway, Borough of Manhattan, New York City, New York, and hereby cited to show cause before the Surrogates' Court of New York County, held at the Hall of Records, in the Borough of Manhattan, New York Ci

seem just and proper should not be granted.

IN TESTIMONY WHEREOF, we have caused the seal of the Surrogates' Court of the said County of New York to be hereunto affixed.

(Seal) WITNESS, Honorable James A. Foley, a Surrogate of our said County, at the County of New York, the 16th day of September, in the year of our Lord one thousand nine hundred and forty-one.

GEORGE LOESCH, Clerk of the Surrogates' Court,

## NOTICE OF OWNERSHIP

NOTICE OF OWNERSHIP

STATEMENT OF THE OWNERSHIP,
Management, Circulation, etc., required
by the Acts of Congress of August 24,
1912, and March 3, 1933 of CIVIL SERVICE LEADER, published weekly at
New York, N. Y., for Oct. 1, 1941.
State of New York, County of New York.
Before me, a notary public in and for
the State and County aforesaid, personally appeared Maxwell Lehman, who,
having been duly sworn according to
law, deposes and says that he is the
executive editor of the CIVIL SERVICE
LEADER, and that the following is, to
the best of his knowledge and belief, a
true statement of the ownership, management, etc., of the aforesaid publication for the date shown in the above
caption, required by the Act of August
24, 1912, as amended by the Act of March
3, 1933, embodied in section 537, Postal
Laws and Regulations, printed on the
reverse of his form, to wit:

1. That the names and addresses of the
publisher, editor, managing editor, and
business manager are:
Publisher, Jerry Finkelstein, 97 Duane
Street, New York City.
Business Manager, N. H. Mager, 97
Duane Street, New York City.
Business Manager, N. H. Mager, 97
Duane Street, New York City.

Business Manager, N. H. Mager, 97
Duane Street, New York City.

Business Manager, N. H. Mager, 97
Duane Street, New York City.

2. That the owner is: (If owned by a
corporation, its name and address must
be stated and also immediately thereunder the mames and address of stockholders owning or holding one per cent
or more of total amount of stock. If
not owned by a corporation, the names
and addresses of the individual owners
must be given. If owned by a firm, company, or other unincorporated concern,
its name and address, as well as those
of each individual member, must be
siven.) Civil Service Publications, Inc.

and, or other unincorporated concern, a name and address, as well as those teach individual member, must be diven.) Civil Service Publications, Inc., Duane Street, New York City.

Jerry Finkelstein, 97 Duane Street, New York City.

Gussie Galanty, 97 Duane Street, New York City.

Jerry Finkelstein, 97 Duane Street, New York City.

Gussie Galanty, 97 Duane Street, New York City.

N. H. Mager, 97 Duane Street, New York City.

3. That the known bondholders, mortgasees, and other security holders owning or holding 1 per cent or more of total amount of bonds, mortgages, or other securities are: None.

4. That the two paragraphs next above, giving the names of the owners, stockholders, and security holders, if any, contain not only the list of stockholders and security holders as they appear upon the books of the company but also, in cases where the stockholder or security holder appears upon the books of the company as trustee or in any other fiduciary relation, the name of the person or corporation for whom such trustee is acting, is given; also that the said two paragraphs contain statements embracing affiant's full knowledge and tellef as to the circumstances and conditions under which stockholders and security holders who do not appear upon the books of the company as trustees, hold stock and securities in a capacity other than that of a bona fide owner; and this affiant has no reason to believe that any other person, association, or corporation has any interest direct or indirect in the said stock, bonds, or other securities than as so stated by him.

Sworn to and subscribed before me this 2nd day of October, 1941.

MAXWELL LEHMAN,

Executive Editor.

SIDNEY FIELDS, Notary Public.

Reg. N. Y. Co. Clerk's Office, No. 741.

(My commission expires March 31, 1943)

## Park Topics

By B. R. MEEHAN

## What the Ass't Gardener Oral Test May Be Like

The following set of sample questions are presented as an aid for those candidates who contemplate competing in the forthcoming Assistant Gardner examination. Requirements for the position will be found elsewhere in this edition of The LEADER.

The following sample oral examination is the writer's conception of what the scheduled exam may be like. Since the candidate is required to possess an elementary knowledge of gardening practice it is quite probable that the qualifying portion of the exam will be conducted in that subject. The procedure employed is usually as follows:
Examiner: What is meant by

the term humus?

Candidate: Humus is animal or vegetable matter in soil in a par-tially decomposed state.

Examiner: What purpose does

humus serve in the soil?
Candidate: Humus (1) makes soils retentative of moisture, (2) increases soil friability, (3) facilitates drainage, (4) produces a congenial environment for growth and activity for beneficial soil bacteria, (5) aids in binding sandy soils, (6) opens clay soil.

Examiner: State some common sources of humus.

Candidate: Important sources of humus are (1) Spent mushroom soil, (2) peat moss, (3) lawn grass clippings, (4) leaves, (5) animal manure, (6) green manure, (7) compost, etc.

Examiner: Name five common garden garden tools.
Candidate: Dibber, digging fork,

Warren hoe, scuffle hoe, lawn-

## LEGAL NOTICE

BURR, GEORGE H.-CITATION.—The People of the State of New York. By the Grace of God, Free and Independent.—To Cecilie Burr, individually; Howard Courtney Burr; Joseph M. d'Assern, individually; Cecile Parker, an infant over fourteen years of age; King Lawrence Parker, Jr. (referred to in the Will of George H. Burr, II; Howard Courtney Burr, Jr.; Billings Polytechnic Institute, Yankton College; First Congregational Church of Los Angeles, California; Florence Congregational Church of Congression, California; Florence Congregation, California; Florence New York Maria California; Florence New York John Belck, individually; Gustave Engstron; James Preston, May Wilson Preston; Frances Hersford; Thomas A. West, Irvin S. Cobb; Ray Brown; Wilson Preston; Frances Hersford; Thomas A. West, Irvin S. Cobb; Ray Brown; Wilson Preston; Frances Hersford; Thomas A. West, Katharine King; Natalie Crandall); George Burr Crandall; John R. Hurley; George F. Falley; John Eberling; Ann Kranz Cypher, (referred to in the Will of George H. Burr as Trustee of the Trust for Cecilie Burr, Joseph M. d'Assern, John Belck as Trustees of the Trust for King Lawrence Pajker. Jr. under Article Fifth (b) of the Will of George H. Burr; The Consent Millon George H. Burr; The Chase National Bank of the City of New York as Trustee of the Trust for King Lawrence Pajker. Jr. under Article Fifth (b) of the Will of George H. Burr; The Chase National Bank of the City of New York and Robert LeRoy, residing at 16 East Kind (c) of the Will of George H. Burr; The Chase of the Calife Burr, Joseph M. d

mower, lawn roller, garden line, bamboo rake, wooden rake, steel rake, pruning shears, pruning saw, scythe, grass shears, sickle, short handle spade, long handle spade, wheelbarrow, watering can,

hose, trowel, etc. Examiner: What is peat moss? Candidate: Peat moss is partially decomposed plant life taken from the bottom of old swamps. is the residue of acquatic plants such as sphagnum moss, sedges, etc.

Examiner: Of what value is

peat moss to garden soils?
Candidate: Peat moss (1) is used for mulching; later being incorporated into the soil, (2) is an excellent rooting medium, (3) makes soils retentative of moisture, (4) binds sandy soils, (5) aerates clay soils, (6) source of humus when decomposed.

Examiner: Why is peat moss frequently used in preference to

some manures?
Candidate: Because: (1) it is odorless, (2) free of weed seed, (3) easy to handle, (4) of moisture absorbing ability.

Examiner: What is meant by

an (1) Annual plant, (2) Biennial plant, (3) Perennial plant?

Candidate: (1) An annual plant is one which completes its life cycle in one growing season-from seed - to bloom - to seed - then death.

(2) Biennial plants are those which grow from seed the first year, producing top and bottom growth (roots). Flowers the second year - produces seed - then

(3) Perennial plants are those which thrive for three or more

Examiner: Name some plants in each group.

Candidate: (1) Verbena, Wall-

flower, Ageratum, Zinnia, Straw-

(2) Canterbury bells, Fox glove, Hollyhock, Pansy, Sweet Williams.
(3) Yarrow, Forget-me-not, Painted Daisy, Lily-of-the-valley,

Examiner: Name some common contact insecticides used. For what type insect are they used? Candidate: Contact insecticides

are used to control sucking in-sects which pierce the stem and leaves of plants and suck the juices from within. Contact insecticides generally cause (1) suffocation, (2) poisoning through the breathing organs, or (3) a burning action on body of insect.

Common insecticides are: Nicotine dust, lime-sulphur, kerosene emulsion, miscible oils, pyrethrum powder, nicotine sulphate,

Examiner: How are chewing insects controlled? Name some common control measure.

Candidate: Chewing insects are controlled by applying stomach poisons to the plant leaves. Some common poisons used are:

Arsenate of lead, Paris Green, Hellebore, Calcium Arsenate, etc. Examiner: Name some common

chewing and sucking insects. Candidate: Chewing insects include: Grasshoppers, Caterpillars, leaf-eating beetles, etc.

Sucking insects include: Mealy bugs, aphids, thrips, scales, etc. Examiner: Give the names of

some spring blooming bulbs, Candidate: Daffodil, Crocus, Tulip, Glory - of - the - snow, Scilla, Grape hyacinth.

Examiner: Name some summer blooming bulbs. Candidate: Gladiolus, Cannas,

Dahlia, Tigerflower. Examiner: Give the litmus paper test for acid and alkaline

Candidate: Place the sample of moist soil in contact with litmus paper. If the red colored litmus paper turns blue it is an indication of alkaline soil; if the blue paper changes to a red color, it is an indication of an acid soil condition.

Examiner: Explain what is meant by the term "friability of

Candidate: By friability of soil means soil that crumbles readily -soil in a workable condition.

Examiner: Name some shrubs

that bloom in spring.
Candidate: Forsythia, Winter
Red-branched dogwood, Downy

shadblow, Mockorange, Weigelia.

Examiner: What is meant by a 10-5-10 fertilizer? Candidate: By a 10-5-10 fertil-

izer is meant one containing 10% nitrogen, 5% phosphorus, and 10%

Examiner: Explain the term heeling in.

Candidate: By heeling in is meant the placing of trees or shrubs temporarily in trenches, until conditions are favorable. The plants are usually placed into the trenches in a slanting position with soil placed over the root system in the trench. This method is commonly used with dormant nursery stock.

Sample literacy test questions will be published next week.

## Do You Want An Enjoyable Evening?

... then attend the first annual entertainment and dance of the St. George Association, of the Park Department, to be held Friday evening, October 17, 1941, at Hotel Riverside Plaza, 253 West

73rd street, New York City. Subscription is \$1.50. Proceeds are to go to the benefit of the

Welfare Fund.

It is hoped that this affair is as successful as other Park De-partment socials that have been held in the past.

## Park Employees

A regular meeting of the Manhattan Council, Greater New York Park Employees Association, will be held at Harlem Court House, 121st street between 3rd avenue and Sylvan place, on Monday, November 3. Nominations of offi-cers and delegates, and a committee report will be part of the program. All members are urged to attend.

#### FEDERAL WORKERS FORM CHESS CLUB

What is believed to be the first chess club for government work-ers in New York City held its organization meeting Friday night in the headquarters of the United Federal Workers, 31 East Twen-



## Stenos Wanted At Once

Several vacancies for stenographers exist in Queens College. The positions are permanent, and if you can qualify, please write immediately to the Registrar, Queens College. To qualify, you should be a grade 2 stenographer in the New York City service. When you write, indicate your title, grade, present department, salary, education, residence, and reason for desiring transfer. If you're a -college graduate, so much the better.

## Company Union Setup Out of Blueprint Stage They are particularly anxious to

Further checking this week substantiated the story which a LEADER reporter discovered: that a "company union," already out of the blueprint stage, is brewing for New York City em-

The plan, which has the blessing of officials high up in the city government, has as its purpose an employee organization unaffiliated with either of the large labor federations or the independent unions now in exist-

## Would Start Quietly

The project, as at present outwould start quietly in a single department-a small one, in order to avoid too much attention -and would then expand outward into the other city departments. Those who have had a hand in the preparation of the new setup refuse to talk for publication.

avoid controversy-or even discussion—at this stage. They fear the possibilities at this stage, with an election coming on—it was only by accident that The LEADER reporter stumbled upon the existence of the project, which had flowered for several months without the light of public attention upon it. The steps whereby the proposed

organization would be set up are these, as pieced together from the fragmentary information avail-

1. An official in one department would call in a trusted aide, reveal the project to him, and ask him to act as temporary head.

2. The aide would gather around him a nucleus of employees whose trust he felt he could depend upon and the framework of an organization would be presented, already worked out in advance.

3. The original group of em-

plovees-perhaps guaranteed special favors-would act as volunteer organizers, first trying to get employees now unaffiliated, then then going after men and women in the older unions. All moves would be reported to the department head.

## COMMISSION STENO

TO GET MARRIED

Mildred Trotman, junior stenographer in the New York City
offices of the State Civil Service
Commission at 80 Centre street, will be married to Dennis Guy next Saturday, October 18, at St. Ambrose Episcopal Church, 9 West 130th street. Miss Trotman has been in the local office of the Commission for the past two years after spending one year in its offices in Albany.

## Prospect Park Riding Academy 25 Ocean Parkway,

Brooklyn, N. Y. WIndsor 8-9295 Free Class Instruction Riding Habits Without Charge Special Courtesy To CIVIL SERVICE EMPLOYEES

### ASSOCIATED STENOTYPISTS OF AMERICA

Next regular meeting of the New York City Stenotypists of America will be held at 8:30 p. m., Thursday, October 23 in Studio A of the Crown Hotel, 136 West 44th Street. Members and other stenotypists are invited to attend. Further details concerning this meeting can be obtained from Sidney Shofron, Corresponding Secretary, 204 Sherman Avenue, New York City. Interested persons may phone him at LO. 7-6749 any evening after 7 p. m.

## BROTHERHOOD OF CIVIL SERVICE EMPLOYEES

A general meeting of the Brotherhood of Civil Service Employees is scheduled for Friday, October 17, at the City Court, 52 Chambers street, when a com-mittee appointed to negotiate with city officials regarding working conditions for laborers is scheduled to report its findings. The Brotherhood recently started a reorganization program whereby all types of city workers from all departments might unite for their collective welfare. Officials of the group invite employees of every city agency to join with them Oc-tober 17. The meeting will be called to order promptly at 8 p.m.

## At Riverside School 2061 Broadway

Mr. Albert Shaw, the principal reports that government personnel men make periodic visits to choose the graduates, even be-fore they have finished their courses. "The demands of private industry are far greater than the supply of well trained, personnel," he insists. "Large com-panies are continually requesting persons who have had personalized training which helps them meet the various problems that come up in the ordinary office."

## Notes

By FRED ASHLEY Real Estate Editor

You too can live in the Amalga-mated Cooperative Apartments. It is a non-profit cooperative enterprise, owned and controlled by its residents. Earnings are divided amongst the cooperators in proportion to their rentals and purchases, or are placed in reserve for the general welfare. There are 638 apartments, from 2-6 rooms, fronting on Van Cortlandt Park, Mosholu Parkway and Jerome Park reservoir. There are public schools, high schools, a library, and many rec-reational facilities in the immediate neighborhood, and is accessible to East Side, West Side, and Independent subways with riding time to Grand Central or Times Square only 30 minutes. The average cooperative rental is less than \$11 per room. The full rights of cooperative membership, based on investment, can be secured by a small down payment. However, some apartments can be had on a straight rental basis, without investment. There is a summer day camp for resident children at nominal cost and community activities the year round.
Associated cooperative enter-

prises, also owned and controlled by residents, include a grocery store, milk and laundry distribution, bus, electric generator, and Federal Credit Union. Address all inquiries to Amalgamated Housing Corporation, 80 Van Cortlandt Park So., Bronx, N. Y., or telephone MArble 7-9300.

Nassau County, adjacent to New York City, offers you the oppor-tunity of owning your home unconditions which give you health, enjoyment, happiness and a safe place to raise your children. Nassau County has transportation facilities which make it easy to get into the city. Merrick, 24 miles from New York City, has 64 trains daily and a running time of 40 minutes. There is fishing, bathing, hunting beautiful beaches, parks and ing, beautiful beaches, parks and good roads. Taxes and living costs are reasonable, with the same shopping conditions you enjoy in New York City. There are churches of all denominations, clubs, and fraternal organizations. Louis Benzer, at 315 East 85th St., New York, offers you homes in the Nassau County area at comparatively little cost. Your gension will be sufficient for you

live comfortably. Mr. Benzer's branch office is at 273 West Sun-rise Highway, Merrick, L. I. One of our readers, owner of a two-family brick house and an attached 12-car public garage, feels that the house is much too big for him. He is willing to accept a trade of a one-family house, or to sell for \$7,500. The place is located at Midwood St. and New York Ave., in the Flatbush section of Brooklyn. If you are interested, contact Mr. Thomas Petrosi at 418 Midwood St. Brook tucci at 418 Midwood St., Brook-

If there is any information you desire about lots, houses, furnished or unfurnished apartments, or any other real estate problem, on which you require assistance, just write to Fred Ashley, care of Civil Service LEADER, 97 Duane

St., New York City.

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## Real Estate Your Chances for Appointment

The highest numbers certified on New York City eligible lists for permanent, temporary, and indefinite positions at various salary ranges appear below. Do not add these figures. The first column contains the name of the eligible list; the second column, the department to which the list was certified; the third column, the salaries of the positions to be filled. The fourth column shows whether the certification was to a permanent, temporary or judefinite position. The fifth column shows the

filled. The fourth colu permanent, temporary or highest number reached list. Readers should reme appointment as more nan	and the last colur	The fifth conn, the expira	eation wo olumn sl ition dat	as to a nows the e of the
Title	Department	Salary P.T.	Latest I. No.	List Expires
Able-Bodied Seaman Able-Bodied Seaman Accountant, Grade 2	Docks	1,800	P 682 F 920 P 400	4:23:43 7:27:42
Accountant, Grade 2	Welfare Docks	1,500	T 1,115 P 545 P 120	
Announcer	. Mun. Br'dcasting Bd. of Water Sup	1,800 3,120	P 7 82 P 25	2:18:44 4:13:42
Assistant Chemist	Hospitals	1,500 5.50 day 1	r 79	1: 2:44 4:20:42 4:12:43
Assistant Engi <b>de</b> er, Gr. 4 Assistant Supervisor, Gr. 2 Assistant Supervisor, Gr. 2	Magistrate's Court,	1,680	P 710 P 817	3: 5:45 12:21:42
Attendant-Messenger Attendant-Messenger Automobile Engineman	. Parks	,200 & 1,500 P&	P 1,100 P 296	12:20:41 3: 1:45
Automobile Engineman Auto Engineman (app.) Automobile Machinist	Transportation	.64 hr. 1 9 day	P 30	1:10:44
Automobile Engineman. Auto Engineman (app.) Automobile Machinist Automobile Mechanic. Bridgeman and Riveter. Buildings Manager	Public Works	.66 hr. 1 13,20 day 1 3,000-4,800	P 72 P 39 P 13	1:10:44 1: 9:44 7:10:45
Captain, F.D	Transportation	4,500 1.75 hr. 1 12 day 1	P 17 P 29 P 41	7:15:45 6: 3:45 10:22:44
Cement Mason	Parks	10 Jan 1	12	11:29:45 5:14:45 6:11:45
Chief Life Guard	Hunter College Municipal Court N.Y.C. Tuppel Anth	1,200 9 1,200 1 1,080 9	1.076	2:15:4:
Clerk, Grade 2 (Male) Clerk, Grade 2	Tri Boro Auth Tri Bridge Auth	900 I 900 9 840 I	7,176 2 8,456	2:15:43 2:15:43
Clerk, Grade 2 Clerk, Grade 2 (Male). Clerk, Grade 2 (Male). Clerk, Grade 2. Clerk, Grade 2 (Female). Clerk, Grade 2 (Female). Clerk, Grade 2 (Female). Clerk, Grade 2 (Female). Clerk, Grade 2 (Temale). Clerk, Grade 3 (Temale).	Transportation	960 I 858 I 840&600w/m I	5,496 2 4,680	2:15:43 2:15:43
Clerk, Grade 2 (Female) Clerk, Grade 2 (Female)	Purchase8	540 40 & 600 w/m 1	8,050	
Climber and Pruner	Parks Transportation	1,620 I ,65-,75 per hr. I	237 2 1.014 2 89	5:14:14 4:26:48
Dental Hygienist  Diesel Tractor Operator  Dockbuilder.	. Health	6.50 day	D 600	9:15:45
Dental Hygienist. Diesel Tractor Operator. Dockbuilder. Electric Repairman. Electrical Inspector, Gr. 2 Elevator Mechanic. Elevator Mechanic's Helper. Fireman F.D.	Transportation	1,800 2,400	80	10:26:41 4: 2:45 11:18:44
Elevator Mechanic's Helper Fireman F.D	Education	1,200 I	3,624	2:18:43 12:14:41
Fireman F.D. Fireman F.D. Fireman F.D. Fireman F.D. Fireman F.D. Fireman F.D.	Transportation Public Works	,6578 hr. 1 1,500	3,682	
Hospital Helper (Men) Hospital Helper (Women)	Hospitals	.5065 hr. 1 60 & 480 w/m P 360 & 480 w/m 1	998	9: 9:45 9: 9:45
			9 48	4:20:42
Itoms Painter Itoms Painter Insp. Masonry & Carp'try Insp. of Steel, Grade 3, Janitor (Custodian) Gr. 2 Janitor Engineer Junior Administrator Ass't Junior Administrator Ass't Junior Architect Junior Architect Junior Assessor Jr. Civil Service Examiner Junior Engineer (civil) Junior Engineer (dectric) Junior Engineer (Mech.) Gr. 3 Junior Engineer (Mech.) Gr. 3	Health	3,400 I 1,700 I 2,160 I	91 38	8:20:44 7:31:44 6:11:44
Junior Administrator Ass't Junior Administrator Ass't Junior Architect	Welfare Housing Transportation	3,600 I 3,600 I 2,160 I	45	3:12:45 6:35:45 1:21:44
Junior Assessor	Civil Service Water Supply	1,920 7 day		4:30:14 8:9:48 3:11:45
Junior Engineer (electric) Junior Engineer (Mech.) Gr. 3	Civil Service Comm	2,400 1 2,160 1		11: 1:43 6:80:15 9:26:48
Laboratory Helper (Women).	Education	1,200 I 720 I	P 1,500 P 299	4:25:18
Laboratory Assistant. Laboratory Helper (Women). Laboratory Helper (Women). Laboratory Helper (Women). Laboratory Helper. Laundry Workers Lieutenant, F.D. (prom.).	Transportation	780&less P&	P 202 P 400	9: :9:45 4: 3:45
Lifeguard	Parks	62%75 hr. 5	P 472	9:11:44
Lineman. Locksmith. Machinist. Maintainer's Helper, Grp. A	. Education	8 day 1	P 10 P 21 P 76	9:24:14 1:30:44 1:10:44
Maintainer's Helper, Grp. A	Transportation	.63 hr I .62 hr, 7 .63 hr I	e 400 718	2:19:45
Maintainer's Helper, Grp. C Maintainer's Helper, Grp. C	Transportation	.70 hr. 1 .63 hr. 1 .63 hr. 1	2 186	
Maintainer's Helper, Grp. D., Maintainer's Helper, Gr. D., Maintainer's Helper, Grp. D., Management Assistant,	Transportation Hospitals	960 I 1,560 I		n:31:45
Management Assistant. Management Assistant. Management Assistant. Mechanical Main, Grp. B. Medical Insp. (Obstetrics)	Housing Transportation	1,800 H 1,250 S5 hr. F	140	2:18:45
Medical Insp. (Obsteiries) Medical Insp. (Pediatrics) Medical Insp. (T.B.)	Health	5 session 1 5 session 1 1,500	165	4:13:42 4:19:42
Motorman-Cond'tor (pront.) Office Appliance Opr., Gr. 2	Transportation Welfare	.80 hr 1	2,369	1: 9:45
Park Foreman	Hagnitale		92 890	8:18:42 10:14:43
Patrolman, P. D. Patrolman, P. D., List No. 1. Patrolman, P. D., List No. 3.	Transportation Water, Supply	1,500 1,500 1,800	1,300 1,265	
Patronnan, P.D., Last No. o	Markets	1,800 1	1,261 F 1,338 P 25	
Patrolman P.D., List No. 3 Paver Photographer	Transportation		P 30	5: 1:44 7:27:42
Physiotherapy Tech	Hospitals	4 any	P 25 F 266 F 583	1:16:44
Playground Director	Parks	6 day	P 207 P 27 P 114	2:14:43
Policowoman	Queens College	1,200 1 1,320 E 1,200 J	56	9:20:42
Porter Porter	Hospitals	960 780	P 1,161	9:20:42
Porter	Hospitals	540 w/m 1 720 w/m 1	P 1.271 P 2,356 P 4,402 P 506	a. a. 10
Public Health Nurse	Sanitation	55 Por 1		6: 8:42
Sanitation Man, Class A Sanitation Man, Class A Sanitation Man, Class A	B. P. Man	,66-,70 hr. 1	9 897 9 813	11: 4:11
Sanitation Man, Class A Sanitation Man, Class A Sanitation Man, Class A	Parks	960	7 1,235 F 2,051	
Sanitation Man, Class A Sanit'n Man, Class B (From).	Sanitation	1.980 2.340 & 1.800	P 3,506 P 36 P 10	9:10:45 6:25:45
Section Stockman (food) Signal Maint'ner, B (prom.). Social investigator Social investigator Special Patrolman.	Transportation	1,500 80 hr.	P 10 P 15 F 830	1:27:45
Social Investigator. Special Patrolman. Special Patrolman. Special Patrolman.	Correction	1,860 1,800	P 988 P 297 P 812	2: 6:44 10: 3:44
Stationary Engineer (elec.) Stationary Engineer (steam).	Public Works	9 das 1 9 day 1	P 483 P 47 P 47	1:15:45
Stenotypist, Grade 2 Stenotypist, Grade 2	Maspitals	900	P 63 P 1,518	6: 4:45
Steno, and Typewriter Steno, and Typewriter Structure Maini'r (plumbing)	Water Supply	1,200 960 1,500	P 1,487 P 1,518 P -50	0:13:45
Structure Maint'r (woodwork; Tax Counsel, Grade 4,	Transportation	,80 hr. 1.800	P 40	10:15.44
Tax Counsel, Grade 4 Telephone Operator Telephone Operator	. Transportation	960 960	T 54 P 107 T 130	8:13:41
Third Rail Maintainer Title Examiner Topographical Draftsman	Transportation Housing Water Supply	1,800 3,130	P 15 P 84 P 28	8:21:43 10: 8:44 6:23:42
TrackmanTunnel Sergeant	Transportation Transportation N Y.C. Tunnel Auth	80 & .72 per hr, .66 2,400	P 19 P 196 P 25	111 6:44 7:31:45
Typewriting Copylst Typewriting Copylst Typewriter Repairman	Various Depts	960 960	P 1,525 T 761 P 34	5: 7:45
Watchman-Attendant Watchman-Attendant	Housing Transportation	1,200	P 587 P 680 P 1,034	5:10:42
Watchman-Attendant	. Hospitals	4 day	T 2,612 P 1,222	
with Mainten	and to			

## Fire Facts

## Heffernan Clan

All hail to the Heffernan family for keeping up the tradition of having a Fireman in each generation. Eighteen-yearold Bill, Jr., passed the recent Fireman test. . . . He's the son of Deputy Chief William Heffernan and the grandson of former Deputy Chief James Heffernan, who retired last year. The two older Heffernans hold the distinction of having been the only father-son combination ever to hold the high rank simultane-

## No Gratuities

Fire Commissioner Walsh warns that anyone in the F. D. found accepting gratuities will "walk the plank." He abhors the practice of taking and giving gratuities so much that he even dislikes tip-ping porters when they carry his

## Lost Badges

Lieutenant Daniel J. Goff, Eng. 58, Fireman Henry N. Van Rossem, Eng. 324, and Fireman Patrick J. Rooney, Eng. 71, were fined \$5 each for the loss of department badges. Did anyone you know ever find one of the lost badges?

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179th St., 500 West New York City	3-4-4 <sup>1</sup> / <sub>2</sub> -5 \$38 Up	Newly renovated building, colored tile baths, modern kitchen, light airy rooms. Apply Supt. on premises of Wood Dolson Co., Inc., 4234 Broad- way. WA. 3-0000.	
Greenwich Gardens 72 Barrow Street (Corner Rudson St.)	2-3-4 Rooms Reasonable Rental	Beautiful Garden, full elevator service apt.; well planned suites, dinettes- Full kitchens, refrigeration; ample closed space. Limited garden privi- leges on roof top.	
	BRO	NX	
157th St., 392 East Cor. Melrose Avenue	4—\$24 Near School	All Improvements, Except, Steam, J. M. PREGANZER Real Estate and Insurance, 225 Alexander Avenue (138th St.	
1840 Anthony Ave. Near 177th St.	6 Roems	All latest improvements J. M. PREGANZER Peal Estate & Insurance 225 Alexander Avc. (138th St.)	
	BROOK	LYN	
145 Hicks St. Brooklyn Heights The Mansion House	2½-3-3½-4½ \$65-\$75 \$80-\$115	Modern elev. bldg., spacious apts Dining galleries, 5 minutes to Man hattan, Premises or Gordon S Braislin, Inc., 188 Montague St. Brooklyn, Tkiangle 5-8300.	
The Clark Lane	1-2 Rooms	5 minutes to New York. Maid, liner	

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## Bargain Buys For Leader Readers

By BILL BENNETT

If you have been searching for some information on Air Raid Precaution service and Warden duties, wondering what changes to expect should our country really become involved in a war, I recommend the purchase of a small Handbook For Civilian Defense, published by the Civilian Advisory Services, Incorporated, 41 Park Row, New York City. It isn't difficult reading, but offers an outline of what a national wartime emergency basis would

It is well to know about extinguishing incendiary bombs, because the damage resulting from fire bombs are not collectible from insurance policies, unless specifically stated.

These bombs weigh as little as two pounds each, and one plane can carry almost 3,000, and in three minutes distribute them over 50 blocks.

This Handbook For Civilian Defense is priced at \$1, and the proceeds, except operating expenses, go toward defraying research expenditures. Special prices are offered organizations who wish to use the book as a text for defense training. Your reporter firmly believes it is the duty of every citizen to acquaint himself with all the facts.

Samisch Textile Co., at 55 Leo-

nard St., New York City, have been successfully bidding to the City of New York for many years. They are now selling direct to the public at wholesale prices. If you want to save money on your bedsheets and pillow cases and other linens, we would suggest you visit the House of Linen Bargains,

L. J. Newman, dealing in Wines and Liquors at 83 West Broadway for years, welcomes all his old customers and new patrons to his new establishment at 308 Broadway. After visiting Mr. Newman, Jerry O'Neill of The LEADER staff came back with this "Right Thought For Today": "There are four good reasons we should drink-good friends, good wine, or being dry-or any other reason why." But your reporter feels that the best reason is the courtesy and service you'll receive at L. J. Newman's.

There is nothing to take the place of sound training. The Unit Needletrades School—10 East 23rd St.-conducted under a New York State license, can give you that training. The school director has had six years' experience as a needletrades instructor in a New York City public school. Her contacts with the industry may be

your opportunity for a job in Union shops.

It's that same old tip that gets better every week. It's only 49 cents to have your car washed at New York's largest Auto Laundry-Davis' Auto Laundry-720 Southern Blvd., Bronx.

The Carl Neckwear Co., at 1224 Broadway, New York City, is now offering their complete new fall line of beautiful, high-quality neckties, to Civil Service em-ployees, at wholesale prices. A visit to the Carl Neckwear Co. will pay dividends to the well dressed man.

28 . . . 29 . . . and there's the 30 mark for today. While we spend the next half-fortnite tripping about town, peeping through keyholes and igging up the most outstanding bargains for our LEAD-ER readers, remember, if its about this or that, just write to Bill Bennett, care of The LEAD-ER, 97 Duane St., New York City,

Civil Service Employees: Watch forth coming issues of The LEADER for special articles on your seniority rights, promotions, retirement, and other subjects of vital interest to you.

Insurance

#### LET BENCO-FORMAN YOU CAN'T AFFORD TO LOSE BALANCE YOUR BUDGET

Prices are rising but BENCO-FORMAN'S DISCOUNTS off retail list prices on STANDARD BRANDED MERCHAN-DISE will enable you to S-T-R-E-T-C-H your pocketbook. BENCO-FORMAN will save you MONEY, TIME and EFFORT on everything you need for your home, office or person.

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WOrth 2-0300

## Defense Book

"Handbook for Civilian Defense" H. Mayer-Daxlanden, D. Sc., \$1.00 nat Can YOU Do in an Emergency? Why not propare yourself, by attending a series of lectures on civilian defense duties.

CIVILIAN ADVISORY S E R V I C E, Inc. 41 Park Row, N. Y. C. Worth 2-7497

**Driving Instruction** 

## BILL'S AUTO SCHOOL LEARN TO DRIVE

\$1 PER LESSON
Thru Traffic - 1941 Cars
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Dual Safety Controls
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America's Finest Dancing Footwear

209 W. 48th St., N.Y.C. (Just West of Broadway)

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## Fur Coats FROM MANFACTURER TO YOU AT WHOLESALE PRICES Furs from all parts of the world made into the latest and smartest styles, Also full line of Fur trimmed Cloth Coats.

BROADWAY MFG. FURRIERS 172 West 48th St., Cor. 7th Ave. Phone: CHICKERING 4-6995-6-

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ATTENTION CIVIL SERVICE EMPLOYEES!

You've passed your physical exam for your appointment... NOW... see that you keep fit. Include in your daily diet the benefits of

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Health Foods—Fresh Vegetable Juices
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New York City REgent 7-0378

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Take One In Private Industry Until Your Appointment Comes Through

VAN TYN AGENCY 1 W. 34th St. WIsconsin 7-7193

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Gladly extended to CVIIL SERVICE EMPLOYEES on all purchases. Large glift assortment. Highest Prices Paid for old gold, diamonds, etc. Expert appraisals. Watch and clock repairing our sepcialty. Guaranteed workmanship.

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City Employees Accommodated at Wholesale Prices SAMISCH TEXTILE CO.
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Famous For PARTY, BIRTHDAY
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Orders Taken for All Occasions
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Your Money Refunded if Goods Not Delivered, TOTAL COST TO YOU 5 lb.....\$4.90 2 lb.....\$2,15

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7th Ave. Subwny to Wall St. station, walk a few blocks and to
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ATTENTION! Ladies Regutar \$7,50 In-dividual Oil Permaments only \$3. Ex-perts on difficult hair. Mr. Chacles, MU, 2-0041. Strand Beauty Shop, 12 East 42nd St.

BEAUTY REST Salon's \$5 Oil Waves only \$3. Attended by Experts. Beauty Rest Salon, 565 Fulton St., Bklyn, Main 4-9634. Opposite May's Dept. Store,

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FOR BETTER CONTROL, higher scores, less fatigue—use the new Manhattan Bowling Ball. Easy to hold, Only \$16.00, Loria & Sons, 176 Bowery at Delancey St.

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DELICIOUS SANDWICHES, finest in quality, sanitary. Delivered to your department immediately. Phone Savoy Service, Bo. 9-4758, 77 Washington St. Special Rates for all affairs.

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DORIS STEIN. 28 West 56th St., New York - Custom and ready made. In-dividually designed, Reasonably priced. Slips, Panties and Bathing Suits. Columbus 5-9338.

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FOR that youthful figure see Jane Stringer, Spencer Corsetlerre for style beauty, and comfort. Also surgical corsets, Jane Stringer, 500 5th Ave., Room 905, PEnnsylvania 6-5928.

## Dancing Instruction

The Anderson Studio of Dancing. All types of dancing taught. Toe, Tap, Acrobatic, & Baliroom. Bables—Children—Adults. 168-02 89th Ave., Jamaica. REpublic 9-6418.

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DANCING lessons to suit all ages. MIL-LER SISTERS' STUDIO of MUSIC and DANCING. Competent teaching staff, 90-32 51st Ave. Elmhurst, NEwtown 9-1441.

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FOR reasonably priced custom made fur coats see Mr. Speilberg. Also for expert remodeling and repairs. Located at 115 W. 30 St. LOngacre 5-3525, Mr. Speilberg.

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GET complete checkup today! Thorough examination, X-ray, Blood Test, Urin-clysis 82. Dr. Speed, 205 East 78th St. Daily, 9-12, 4-8:30, Sun., 10-2.

WOULD YOU like to save money on Vitamin products the doctor ordered? If so, send for details. No obligation. Mention product used. SYLCO, c/o Book Shop, 112 Trinity Place City.

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ZIPPER TROUBLE? Zippers repaired
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CAN you defend yourself? Jlu Jitsu Champion Paul Zippel will teach you how, quickly, at the N. Y. Academy of Jiu Jitsu, 164 E. 86th st. ATwater 9-3616.

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LOOK NEAT. Your laundry receives the individal attention it descrees. We call and deliver. Mrs. Horn's Hand Laundry, 235 East 69th St., RE. 4-0510.

#### Massage

STRENGTH & HEALTH CLUB. Reconditioning course, exercise, massage, ditioning course, exercise, massage, apor cabinets; individual attention, 420 exclusion Ave., opp. Grand Central. IU. 2-0548. Ten treatments, \$20.

CORRECTIVE MASSAGE INSTITUTE—BATHS — 24 West 28th St. Reducing, Body Corrections, Gymnasium. Special hours; 9 A.M. to 1 P.M., 5 for \$6. Phone MUrray Hill 6-9181.

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KAY CARROLL Swedish Massage, Pine and Bubble Baths, 68 East 55th St., bet. Park & Madison Aves. PLaza 3-1522.

FACE REJUVENATION, Bust Correction, Spot Reducing, High Colonics. Hallander Methods. J. Wolffe, 102 West 75th St. Endicott 2-7547.

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HELP YOURSELF TO POPULARITY — Violin, Plano, Gultar, Accordian, Voice, MILLER SISTERS' STUDIO of MUSIC and DANCING, 90-32 51st Ave., Elmhurst. NEWTOWN 9-1411.

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Ideal home for aged and convalescents;
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SINGER ELECTRICS, \$30. Others, \$5. Special price new White Rotary ma-chines. Terms. HOFFMAN, 868 6th Ave. (31st)

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FOR choice wines and liquors, all popular brands, conveniently located for Civil Service patronage, L. J. Newman, 308 Broadway, WOrth 2-2095.

TURTLE BAY WINE AND LIQUOR STORE, A. Giovagnoni, formerly the Wine Store at 893 2d Ave., now located at 251 E, 45th St. Call Vanderbilt 6-241.

## Your Spare Time

BEIDGE, Ballroom, Square Dancing, Rythmics, Glee Club, Languages, Lec-tures Suorts, Jances, Parties, New York League of Girl Clubs, 55 West 44th St. VA 8,395.

## Is Your Exam Here?

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

rating of the written test is still in progress.

Car Maintainer, Group A: The rating of the written test has been completed. The practical test will probably be held he latter part of this month or early in November.

Car Maintainer, Group F: All parts of the examination have been administered.

Chief Engineer of Water Supply: Applications for this examination closed on September 22.

Electrician: The rating of Part I of the written test has begun.

Foreman, Grade 2, (Borough Presidents): The oral test is being held this month.

Foreman of Bridge Painters (City-Wide): The rating of the written test has begun.

Foreman (Power Distribution):
The rating of the written test will probably be completed this month.
Foreman (Turnstiles): The practical oral test is being held on October 15.

Gardener (Parks): The final key answers have been presented for the approval of the Commission.

Housekeeping (Women) Hospitals: The rating of the written test will probably be completed this month.

Junior Accountant (City-Wide): The written test was held Oc-

Junior Administrative Assistant (City-Wide): The oral interview tests are being continued this month.

Mechanical Maintainer, Group A: The practical test was held on Oc-tober 8.

Mechanical Maintainer, Group C: The practical test was held on Oc-tober 10.

Motorman Instructor: The practical oral test was held on October 6 and 7.

Power Distribution Maintainer: The rating of the written test has been completed.

Principal Veterinarian (Health): The postponed oral interview will be held as soon as practicable.

Senior Accountant (City-Wide): This examination will be held on December 30.

Senior Dietitian: The rating of the written test will probably be completed this month.

Sergeant, P.D.: The rating of Part IT of the written test is still in progress.

progress.
Supervising Tabulating Machine Operator, Grade 3, (Health and Tax Departments): The rating of the written test has been completed.
Supervisor, Grade 3, (Social Service): The rating of the written test is still in progress.
Telephone Maintainer: The rating of the written test has been completed.

pleted.
Telephone Operator, Grade 2: The written test will probably be held on October 15.
Train Dispatcher: The practical oral test will probably be held the latter part of this month or early in November.
Trainmaster: The rating of the

Trainmaster: The rating of the written test has been completed.
Yardmaster: List has been published.

?Compare these predictions with your own, and then, after

what percentage of The Prof's

guesses are correct. Following

is a list of games to be played on Saturday, October 18.

Notre Dame to beat Carnegie

Georgia to beat Columbia. Fordham to beat West

Minnesota to beat Pitts-

Temple to beat Penn State. Alabama to beat Tennessee.

Texas A & M to beat Texas Christian U.

Tulane to beat North Caro-

Michigan to beat North-

Vacation-Travel

SILVER DART BUS LINES

BOSTON, \$3

New Cruiserette Coaches

Boston College to beat Man-

the games are played,

The Prof

Selects

The Prof

Who's go-

ing to win?

Each week

which foot-

ball teams

are likely to win the

games of the coming

Saturday.

Tech.

Virginia.

burgh.

western.

### OPEN COMPETITIVE TESTS

Actuarial Assistant: Applications for this examination closed on September 22.

Air Traffic Control Tower Operator: The written test, tentatively scheduled for September, will be held as soon as practicable.

Alienist (Phychiatrist), Grade 4: The rating of the written test has been completed. The oral interviews ended on October 9(n.

Asphalt Worker: All parts of the xamination have been adminis-

Assistant Director (N. Y. C. Information Center): The rating of the written test has been completed. The test for training, experience and personal qualifications will be held the latter part of this month.

Assistant Engineer (Specifications), Grade 3, College Equipment and Supplies: The rating of the written test has been completed.

Baker: The practical test will

Baker: The practical test will probably be held the latter part of this month.

this month.

Bridge Painter: The rating of the written test is in progress.

Car Maintainer, Group A: The rating of the written test has been completed. The practical test will probably be held he latter part of this month or early in November.

Car Maintainer, Group F: This examination is held in abeyance pending the results of the promotion test for this position.

Chief Air Traffic Control Operator: The rating of qualifying experience has been completed. City Medical Officer, Police Sur-geon and Medical Officer, Medical

Examiner: The rating of the writ-ten test has been completed. The oral interview test will be held as soon as practicable. Court Stenographer: The date for the elimination test will probably be set this month. Dentist (Part Time): The rating of the written test has been com-pleted. Dictitian: The rating of Part II

of the written test has been completed.

Dietitian: The rating of Part II of the written test has begun. The rating of Part I will begin shortly.

Director of the Division of Building Management and Procurement: The examination has been cancelled.

Director of Medical Social Service, Grade 6: All parts of the examination have been administered.

Director of the Bureau of Child Hygiene: The rating of the written test is in progress. The otal interview test will probably be held this month.

month.

Electrician: The rating of Part I of the written test is in progress.

Fireman: The rating of credit for educational and athletic training is in progress.

Gasoline Roller Engineer and Asphalt Roller Engineer: The postponed practical test will probably be held this month.

Health Inspector, Grade 2: Filing for this examination has been extended to October 14.

Housekeeper: The rating of the written test will probably be completed this month.

Inspector of Housing, Grade 2: Applications for this examination closed on September 22.

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

Interpreter: The rating of the

fying experience has been completed.

Interpreter: The rating of the written test is still in progress.

Junior Administrative Assistant (Real Estate Research): The rating of the written test is about 50% completed.

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

Medical Social Worker, Grades 1 and 2: The rating of the written tests for both these examinations is still in progress.

Office Appliance Operator, Grade 2 (I. B. M. Alphabetic Key Punch Machine) and (Remington Bookkeeping Machine): The rating of the practical tests for both these examinations will probably be completed this month.

Principal Chemist (Bio-Chemistry): Application period closes Oct. 27.

Psychiatric Social Worker, Grade 2: The rating of the written test.

Oct. 27.

Psychiatric Social Worker, Grade
2: The rating of the written test
is still in progress.

Power Distribution Maintainer:
The rating of the written test has
been completed.

Radio Operator: The rating of ualifying experience has been com-

pleted.

Resident Building Superintendent,
Grade 3: All parts of this examination have been administered.
Senior Buyer (New York City
Housing Authority): The written
test was held on September 20.
Spectroscopist-Microanalyst: The
written test will probably be held
this month.

this month Stenographer (Law), Grade 2: The rating of the practical test is in Superintendent of Camp LaGuar-in: The rating of the written test

Superintendent of Camp LaGuardia: The rating of the written test has begun.
Supervising Air Traffic Control Operator: The rating of qualifying experience has been completed.
Supervising Tabulating Machine Operator, Grade 4: The rating of the written test has been completed.
Telephone Maintainer: The rating of the written test has been completed.
Turnstile Maintainer: The practi-

Turnstile Maintainer: The practi-cal test is being held on October 21, 22, and 23.

## PROMOTION TESTS

Accountant (City-Wide): This examination will be held on December 30.
Assistant Foreman (Sanitation):
The rating of the written test has

The rating of the written test and begun.

Assistant Foreman (Track): The practical oral test is being held on October 15.

Assistant Superintendent of Telegraph (Police): The written test will be held on November 6.

Assistant Supervisor, Grade 2.
(Social Service), City-Wide: The MIDTOWN BUS MIDTOWN BUS TERMINAL RESORTS

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# Indescribably Beautiful! That's Plum Point's 70 acres on the Hudson . . . All sports . . . informal entertainment . . . Musical library. Attractive rates, booklet. Open all year. PLUM POINT

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Prime requisites for the unqualified success of any social or business function are proper setting and flawless service.

Here at the Henry Hudson Hotel a wide choice of many attractive banquet rooms and party suites assure a perfect background for any event of 10 to 1200 guests. A capable and competent banquet staff is ever eager to render expert advice for its planning and faultless execution.

Let the Henry Hudson Hotel be the scene of your next party and its success will be guaranteed. Our Banquet Manager will gladly submit estimates, sample menus and a complete description of our party facilities if you will phone him at COlumbus 5-6100.



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Discover for yourself the homey comforts of this most popular FINE ROOM with PRIVATE BATH

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NewYork City BR. 9-8400

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A BANQUET

A DANCE

A WEDDING or any other Social Function? Also Convention and Meeting Rooms

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300 Rooms-Sea Water in Every Bath Dining Room-Cocktail Lounge Special Weekly & Monthly Rates Complete Banquet Facilities

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Civil Service Employees ON BANQUETS AND MEETINGS GATHERING PLACE FOR CIVIL SERVICE EMPLOYEES FOR OVER TWENTY-FIVE YEARS.

GERMANIA HALL

16th ST. AND THIRD AVE., N. Y. C. ST. 9-9699

## Nite Life

Vincent Lopez, the piano playing maestro, currently featured in the Grill Room of HOTEL TAFT has composed special piano arrangements for Tirza, the blonde, who dances in a Fountain of Wine . . . A sleek and roomy eating place is ZIMMERMAN'S HUNGARIA on West 46th street the new Ice\_Show in the ICE
TERRACE of the Hotel New
Yorker features the skating of youthful Adele Inge, the Samba Rhythms of Bill and Betty Wade and the acrobatic skating of Ronny Roberts . . . Coney Island gets a colorful addition to its all year round places of amusement with the reopening of the CLUB AT-LANTIS, on the Boardwalk at Stillwell avenue . . . Visitors at JACK DEMPSEY'S Restaurant: Red Burman, Max Baer, Boris Karloff, Artie Shaw . . . Profes-sor Le Roy, "The Man with the X-ray Eye," is a new cocktail time attraction at LEON & ED-DIE'S, where he will make predictions regarding your future upon request . . . Host Gabriel Develle, Chateau Moderne's Major Domo, will be party'd Thursday night at that cafe in celebration of his first wedding anniversary. His wife is the former Marie Otterfer, Viennese motion picture actress . . . Commencing this Thursday night and every Thursday thereafter, Guy Lombardo will present an all request program at the Roosevelt Grill . . . Leonard Arthur and his orchestra open at the Roadside Rest, Ocean-side, L. I., tonight.

Amusements

## Dance Hobby Club LESSON-DANCE

"Where Good Dancers Meet'

• WEDNESDAYS
• FRIDAYS
• SATURDAYS
• SUNDAYS, Tea Dansant, 4—7
FEE, \$1.00
These assemblies personally conducted by Mr. & Mrs. Oakley

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Mr. Oakley's Group Lessons give you the confidence you need. Rumba, Waltz, Fox Trot, Tango.



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BE POPULAR . . . Learn Dancing at WEBER STUDIOS WEBER STUDIOS
Ballroom ⊕ Rhumba ⊕ Foxtrot
Waltz ⊕ Conga ⊕ Samba ⊕ Tango
Children's Classes in
BALLET − TAP − BALLROOM

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8th Ave. 'A' express (Wash. Av. Sta.)
at corner, 5 minutes from Boro Hall,

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Expert Instruction All Branches
Children's Classes Daily in Ballet,
Toe, Tap and Ballroom Dancing
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High School Boys and Girls
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Learn to Play Golf as the Experts Do
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DAY AND EVENING CLASSES

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Present This Ad At

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and receive 50% discount
on total time of play

RATES 50c PER HOUR OPEN DAY AND NIGHT Luncheonette Bridge Tables
Phone WOrth 2-7647

## CIVIL SERVICE ORGANIZATIONS and EMPLOYEES

WHEN you are planning theater parties, banque ts, luncheons, dances, teas, meetings, etc., do so through the amusement department of The Civil Service LEADER, Write to:

## JOSEPH BURSTIN

Amusement Dept.

151 West 40th St. N. Y. C.

# Amusem ent Parade

By Joseph Burstin

## Films of the Week

"THE MALTESE FALCON" at the Strand Theatre—This is the third time that Hollywood has made the famous detective mystery by Dashiell Hammett; the search for the jewel encrusted statue of the Falcon, causes more and better murders than can be found in any group of pictures

for the past several seasons. Humphrey Bogart is tops, and for a change is upholding law and order as a hard boiled lady lov-ing private detective. Mary Astor, as the double crossing adventuress and Pete Lorre, as a Hong Kong adventurer, are their usual skill-ful selves. Sydney Greenstreet, recently from the Lunt-Fontaine group, is very competent as the arch villain, and should make a demand for his future services.

The action throughout is intriguing, exciting and holds one's attention. Congratulations to John Huston (son of Walter) on his debut as a film director.

Well done. Don't miss it for an evening's real enjoyment.

Dorothy McGuire, who has a

feature role in John Golden's

production of "Claudia," which

is in it's 9th successful month

at the Booth Theatre.

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In Tex McCrary's program "Your Ringside Seat to World War 2," at all Embassy Newsreel Theatres, Bernard Baruch tells New York City Civil Service employees that price control is equivalent to a wage increase. It's playing until Tuesday at 6 p. m. - and recommended for all civil servants.

## Movie Shorts

Gene Raymond, seen recently in "Cross Country Romance" and "Mr. and Mrs. Smith," has been signed by RKO Radio to a new contract for three pictures to be made next year . . . "Angel made next year . . . "Angel Face," a magazine short story by Jean Becket, has been bought by Jean Becket, has been bought by RKO Radio as the next vehicle for nine-year-old Joan Carroll. The child star carved a Broadway name for herself in "Panama Hattie."... Anne Shirley has the feminine lead in William Dieerle's production "All That Money Can Buy,"... "The Story of the Vatican," first complete motion picture ever made inside the Papal State, is being held over for the third week of its New York the third week of its New York engagement at the Belmont Theatre . . . Warner Bros. film ver-sion of "One Foot in Heaven," Hartzell Spence's best selling story of the family of a midwestern minister at the beginning of the century, will open Oct. 30th at the Radio City Music Hall . . . Cary Grant and Raymond Massey RESTAURANT will play the leading roles in Warner Bros. forthcoming pro-duction of the Broadway comedy hit, "Arsenic and Old Lace," which Frank Capra is directing . . . Alexander Korda, of United Artists, announced the signing of Jack Benny to play the starring roll in his forthcoming produc-tion, "To Be Or Not To Be." Benny will be seen as Ian Tura in this film which will be pre-sented by Korda and produced and directed by Ernst Lubitsch Deanna Durbin's newest hit in her unbroken string of film triumphs, "It Started with Eve, will be continued for a second week at the Radio City Music Hall . . . "Hold Back the Dawn," the Charles Boyer, Paulette God-

was entertained by family and friends at Barney Gallants yesterday. He is on a short furlough from maneuvers in Louisiana.

dard, Olivia de Havilland starring



Bill McClune, whose o.che.tra is in the musical spotlight at the Village Barn.

## Legit Shows

The Maxwell Anderson play starring Helen Hayes will arrive here as scheduled on Wednesday, Oct. 22, at the Shubert Theatre . . . Walk Into My Parlor," the Alexander Greendale drama about an Italian family in Chicago will open at the Forrest Theatre on Tuesday night, Nov. 18 . . . Don-



ald Blackwell and Raymond Curtis will place "Little Dark Horse" into rehearsal this week under the direction of Melville Burke . Walter Slezak, Fred Keating and Lulu McConnell will be in the cast ... The play is an adaptation by Theresa Helburn of the French comedy-drama by Andre Birabeau . . . The Theatre Guild's revival of Eugene O'Neill's "Ah, Wilder-ness" will play Sunday evenings at the Guild Theatre, starting this week end. Monday evening performances will be omitted . . . Albert Lewis has signed Roy Sinatra as musical conductor for "Banjo Eyes." Bert Shefter will double from his Monday night WOR broadcasts to Maplewood, N. J., where he is being featured in the revival of "Porgy and Bess."

Theatres

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## Patrolman Test, N. Y. C.



The material that follows is the sixth part of a complete study course to prepare candidates for the forthcoming New York City patrolman examination. It has been prepared exclusively for The LEADER by Lieut. Bertrand P. Wray (Ret.), an authority on police education. The student is advised to pay as serious attention to this material as if he were going to school. Every portion of these lectures should be studied and clipped, week by week, in your own scrapbook. The plan is to cover every phase of information and method that will be necessary in the test. Answers to questions 13, 14 and 15, with complete explana-

tions, appear below. Questions 16, 17 and 18 will be answered in next Tuesday's LEADER. In the meantime, work out the answers for yourself.

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barn after the horse was stolen.

#### ANSWER TO QUESTION 13

E is correct. The New York City Charter provides that councilmen shall be elected every two

#### ANSWER TO QUESTION 14

D is correct. The word assiduous means "constant application." The breakdown of the word fol-The prefix "a" means near, at, in. The stem "sid" means to sit. The suffix "ous" means full of, possessing, or used to denote the presence or quality of any degree. Therefore, see

how the word literally means possessing the quality to sit at. The word "sedulous" is similar in meaning. Sedulous, however, is stronger than assiduous. Assiduous, diligent and sedulous each express the idea of application. Sedulous is a particular term, while diligent is a general term and assiduous holds the middle rank.

Example: A student who is assiduous is a bit stronger in applying himself to his studies than one who is diligent but not as strong in applying himself as one who is sedulous. The following words are synonomous with as-siduous and sedulous: Diligent, industrious, zealous, perservering, careful, untiring.

A is wrong; tangible means perceptible by touch as sense. B is wrong; sympathetic means "having a feeling of compassion for another, having a feeling of com-miseration for another." C is wrong; dangerous means "attended with danger." E is wrong; monstrous means, "huge, hideous, enormous, gigantic."

## ANSWER TO QUESTION 15

A is correct. The "Mace racket" is English slang for swindle. Specifically, it refers to a certain type of theft by means of forgery.

#### QUESTION 16

Rule 39 states that preference may be given by captains to senior members or members of the Force suffering from temporary disability in assignment to hospitals, raided premises, or other light duty. This means most nearly that (a) seniority prevails in all assignments; (b) a senior man in the precinct is exempt from parade duty; (c) a senior man or a disabled man shall not be assigned outside the command; (d) a commanding officer may assign a senior patrolman to the Raided premises squad; (e) all disabled patrolmen may be as-

signed to telephone switchboard duty when such assignment becomes necessary.

#### QUESTION 17

A police summons is returnable in (a) three days, (b) five days, (c) four days, (d one day, (e) two days?

#### QUESTION 18

In police parlance "King Kong" most nearly means (a) the name of a detective, (b) a bootleg liquor sold mostly in Harlem, (c) the name of a talking picture, (d) the name of a criminal, monstrosity?

(Answers to questions 16, 17 and 18 will be published next week. Meanwhile, try to work out the answers for yourself).

## Auto License Examiner

The LEADER is publishing the 1936 exam for Motor Vehicle License Examiner as an aid to candidates planning to take the coming test. Here are the answers to the true-false questions which appeared in the past two issues:

118. False 121. False 122. True 123. False 119. True 120. True

124. True Test II-5 Situations 40 Items

## (Weight 25)

Below are five situations or statements of facts, each one followed by numbered statements referring to it. Read over carefully the description of each situation and then examine each statement and decide whether it is true or false for the particular situation to which it refers.

#### Situation No. 4

License Examiner Wilson was assigned to the investigation of a motor vehicle accident which occurred on July 1, on a suburban road near Troy, N. Y. He first questioned Jones, operator of one of the cars involved, and was given the following information:

That the accident happened at 10:30 p.m.; that Jones was driv-

ing straight ahead on the right side of the road; that Smith, operator of the other car, was driving at least 60 miles per hour; that the left fender of Smith's car struck the left rear fender of Jones's car; that Jones did not have his lights on as it was not yet dark enough to require them; that Smith had stopped to discharge a passenger at a corner 100 feet from the place of col-Examiner Wilson next ques-

tioned Smith and was told that: He (Smith) was driving at 20 miles per hour in the same direc-

tion as Jones at the time of the accident; that Jones' car was without lights; that Jones made, or attempted to make, a U turn without signaling; that Smith's car was a 1936, one-month-old Packard and Jones' a 1923 Studebaker; that Smith had discharged a passenger a half block from the point of collision; that immediately after the accident Jones said that his lights were on but had been put out by the collision; that Smith was paying for his car on a time payment plan through a "finance company."

Wilson then questioned an eyewitness who was acquainted with neither of the operators. This eye-witness confirmed Smith's

statements as far as his knowledge went.

125. Wilson secured definite information to the effect that Smith was alone at the time of the ac-

126. The eye witness was apparently interested in helping Smith. 127. Wilson secured information indicating that Jones' lights were

not put out by the collision. 128. Considering all information given it is highly probable that Jones was struck while completing the last half of a U turn.

129. The weight of evidence indicates that Jones told the truth when he said that the accident occurred before it was entirely 130. The examiner made a rea-

sonable assumption when he stated in his report that Jones' car had four-wheel brakes. 131. Considering all information

obtained it may be said that Smith has a good case if he chooses to bring suit to recover damages. 132. There is no information in-

dicating that either car was covered by any kind of insurance. 133. It is likely that Jones' car was in better mechanical condition than Smith's.

134. It is probable that the damage to Smith's car was more costly to repair than the damage to

Answers and further questions next week.

## DPUI on Way Out?

## U. S. Action Threatens Department

Large numbers of jobs in the Division of Placement and Unemployment Insurance may be abolished as unnecessary should the national social insurance system being pushed by President Roosevelt actually go into effect. Latest reports have it that the President will soon call for a single system as recommended by the Social Security Board in a message to Congress.

According to plans already discussed in the public press, one of the most significant details will be administration by a small number of the present 51 State offices. While the matter is still in the won't be quoted, some predictions can be made about the fate of the 4,000-employee DPUI.

First and most important, it is likely that New York State will be less affected by the proposed change than small States. Since such a large proportion of the nation's employers and employees are located here, New York State would undoubtedly make up one of the federal regional offices. However in the west where the States are small, groups of States will be joined in a single regional office.

## Work to Continue

The bulk of the DPUI's workthat of the Placement Service and the Insurance Division-will probably continue, though it goes under federal supervision. The necessity of this work will continue through the years, and the num-ber of employees needed to carry on will not change whether administration be federal or State.

Incidentally, should the end of the defense boom bring on contracted employment, the unemployment insurance work will become more important and placement work decline. This will mean wholesale transfer of employees

within the division. The Bureau of Research and Statistics would probably be hurt under a federal system. The federal Social Security Board today employs a large research staff busy in processing reports from the State agencies. With unificathe State agencies. tion, such work will become unnecessary and the federal research staff would then be free to do the work now carried out by State research experts. Incidentally, the

New York City

present regional office of the Social Security Board has no research staff today.

## Administrative Officials

Hardest hit by the proposed federal plan would be administrative officials whose supervisory work will become relatively unnecessary. The bulk of the employees -the clerks, stenos, and the like-will still be needed. Whether the present State employees will be kept on, or whether federal em-ployees will be recruited to take their place, is a great big question

Further angles on this very important matter will be discussed in forthcoming is sues of The LEADER. We also invite com-

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