

30,000 FAIL SANITATION WRITTEN TEST

New York's
Handsomest Cops?
—page 10



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Civil Service LEADER

Vol. 1. No. 29

New York, April 2, 1940

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Wanted! **Student Nurses**

A comprehensive Sample Examination for Student Nurses appears on page 20. The details about the job itself will be found on page 15. This is a federal position—and an excellent one for young nurses.

New Quirks In Subway Investigation

Exclusive information on the manner in which the Civil Service investigation is being conducted. This article is of importance to every subway man. See page 2.

Keys to Recent City Exams

Answers to the exams for Oil-Burner, Stationary Engineer, Administrative Welfare Assistant, Master Plumber, and Car Foreman. See page 17.

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WHO'S THE NEXT FIRE COMMISSIONER?

—See Page 6

Subway Men Get the Works In Thorough Investigation

While the Transport Workers Union and the Board of Transportation were snarling at each other, the huge job of reclassifying all the employees of the IRT and BMT subway lines calmly got underway last week. The Municipal Civil Service Commission began hiring the first group of new employees to handle the work. The reclassification program—which determines what titles each of the jobs in the two subway systems should have — will take nearly a year to complete.

Before the reclassification is finished, every employee of the transit lines will have been interviewed, first on the job and later at the offices of the Civil Service Commission. He will be fingerprinted, questioned about the type of work he does, the salary he earns, asked to show citizenship papers, and answer general questions designed to indicate what type of personal and work record he has.

Procedure

The procedure for this reclassification program will be substantially as follows:

Most of the questionnaires which the Commission sent out recently to subway workers have been returned. The deadline for sending in these questionnaires has been set for April 15. As soon as they are all in, they will be separated—all those for the IRT will be kept together and similarly the ones for the BMT will be grouped together. Then they will be sorted by functions of various jobs so that all employees doing similar work will be gathered together. After that they are to be renumbered and indexed.

How Fingerprints Are Taken

The Commission will send out

Reclassification Jobs

With approval from the Comptroller of an appropriation of \$43,000 to begin work on a reclassification of jobs in the IRT and BMT subway lines, the Municipal Civil Service Commission began hiring a staff last week to handle this work. The Commission expects to appoint on a six months' basis, 19 Examining Assistants; 13 Clerks; 18 Typewriting Copyists; and four Fingerprint Technicians.

field parties to check the work that every employee does. At the same time, fingerprints will be taken. Each field party will be accompanied by a company supervisor or pay clerk, who will witness the fingerprints and swear that the subway worker is employed as stated.

Back in the Commission's offices these various records will be sorted and checked and then turned over to the Investigation Bureau for further study.

Disputes

When there is a dispute in the records of the function of an em-

ployee, it will be settled by a joint committee composed of a representative of the Board of Transportation, a representative of the Commission's Examining Division and a representative of the private transit line involved. More or less continual hearings will probably be held to iron out any conflicts between an employee's description of his duties and the records submitted.

Another group will check citizenship and character of employees. Fingerprints will be turned over to the Police Department which will make a thorough search of all employees' records.

In cases where citizenship or character is questionable, hearings will be held by the Commission. Payrolls will be checked by another force to determine whether employees have the required service of one year.

As these various steps are completed the names of employees will be placed on a reclassification schedule sheet which will be submitted to the members of the Civil Service Commission for approval.

Transferred Employees

Employees whose names are placed on these sheets will have been checked for title of their jobs, character, citizenship and term of employment. As soon as the Commission approves of these sheets, the Payroll department will mark them transferred from non-competitive to the competitive class. A separate file will be kept of transferred employees.

Under the terms of the Wicks Act which provides for transit unification, employees must have served at least one year to be eligible for transfer to a Civil Service status. However, six months, or more than 150 days of employment during the last calendar year preceding unification, will be considered a year's employment. Similarly nine months in the two preceding years, and twelve months in the three preceding years are considered equivalent to a year's service.

Anything you want to know about Civil Service? Come in and inquire of the Civil Service Leader's

FREE Information Bureau
It's at 97 Duane Street, just off Broadway, New York City.

Subway Jobs Open

Four popular competitive exams for jobs on the city subway lines, which will soon include the IRT and BMT systems, will be announced by the Municipal Civil Service Commission next month. The tests will be for Maintainer's Helper Group A; Maintainer's Helper Group B; Maintainer's Helper Group C; and Maintainer's Helper Group D. The starting salary for these jobs varies from 60 to 70 cents an hour.

Experience requirements are expected to be extremely liberal and no formal railroad training will be necessary.

The Commission is encouraging young people with an aptitude for this type of work to apply for the tests. Men with technical high school or trade school training probably will be eligible for the exams.

Men who apply for Maintainer's Helper Group A will be tested for general electrical aptitude. If they are successful in the exam, they'll be trained for positions in signal work, telephone work, maintenance of electrical railroad car equipment, etc.

The exam for Maintainer's Helper Group B will test for mechanical aptitude and successful applicants will be trained for jobs in the shops and subways involving mechanical work. Those who apply for the Maintainer's Helper Group C exam will be tested for sub-station work ability and later will be trained to work on modern electrical power equipment, automatic sub-stations, mercury arc rectifiers, and rotary converters.

The men who file for Maintainer's Helper Group D must show ability or aptitude for carpentry, masonry, plumbing, iron work, painting, etc. They'll be trained in work for the position of Structure Maintainer.

Full official requirements, filing dates, and other information about these exams will be published in The Leader early next month.

Last Welfare Provisionals

The last batch of provisional Social Investigators in the Department of Welfare will be published this week with the digibles of the new Social Investigator list. The only provisionals left in the department will be a group of some 150 employees who claim their jobs because of a veteran's status.

The Municipal Civil Service Commission recently summoned all the employees claiming a veteran status for interviews. Those discovered to be non-veterans by the Commission's bureau of investigation will be dropped; the others will remain pending the outcome of litigation attempting to oust them.

10,000 in Two Years

During the last two years more than 10,000 employees have been appointed from eligible lists to the Department of Welfare. This job was difficult since more than 90 percent of the provisionals who took the competitive tests failed to pass.

Only 165 positions, in addition to those held by veterans, are held by provisionals in the Welfare Department. Many of these are in the higher administrative brackets. The Civil Service Commission is now preparing to give competitive tests for most of these posts. (See also article on page 17.)

"With Regret"

"Deny with regret" — those are the words of solace for Edward Hutchinson and others on the Promotion to Motorman Instructor list who were the unwitting victims of Howard M. Gargan.

The Municipal Civil Service Commission last week heard the plea of Mr. Hutchinson, who asked that the Commission reconsider its action in cancelling the list. The cancellation resulted from the fraudulent sale of exam questions by Gargan, convicted Commission examiner.

Buy The LEADER every Tuesday.

State Employees Fight Reclassification

Five hundred State employees are contesting reclassification of their titles. Under the Feld-Hamilton law, they are permitted to go straight to the State Civil Service Commission.

The first 20 on the list — the have already filed suit in the courts — will be listened to Tuesday, April 2, at the State Office Building. Sitting in judgment will be Commissioner Howard Jones and Joseph Schechter, legal adviser to the Commission. Reclassification will start anew on July 1.

Radio List Ready

The Municipal Civil Service Commission has published the eligible list for Radio Publicity Assistant, which contains 29 names, and as soon as it completes an investigation of the top few persons on the list, they will be certified to fill a vacancy in the Municipal Broadcasting System. One existing vacancy will be filled from those certified at an annual salary of \$1,800.

New Quarterly Published

The Municipal Civil Service Commission has just published the second edition of its Public Personnel Quarterly. The Quarterly features an article on the weight used in subtests in determining ratings of promotion exams. The Quarterly also contains technical discussions of other phases of personnel administration and digests of recent books and articles of professional nature on the subject.

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SANITATION MAN

It is estimated that over 40,000 men will be called for the MEDICAL and PHYSICAL EXAMINATION. Comparatively few of these men are physically fit to attain a high percentage. Therefore we extend an invitation to anyone who has failed to call at our Main Office and procure a pass entitling them to take a PHYSICAL TRIAL EXAMINATION on SUNDAY, APRIL 7, in order to see what percentage they can make.

We feel that anyone who is unable to attain a percentage of 90 or better in the official examination, cannot hope to attain a place sufficiently high on the list to secure an appointment.

STATE COURT ATTENDANT OPENING CLASS: FRIDAY APRIL 5 AT 1:15 AND 8:30 P. M.

PROBATION OFFICER (QUEENS COUNTY) CLASSES MEET MONDAY, WEDNESDAY FRIDAY, AT 8:30 P. M.

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- Structure Maintainer
- Court Stenographer
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- Telephone Operator (Fed)
- Apprentice

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47,000 Pass Sanitation Written; Eligibles List of 7,500 Names

MEANWHILE, IT SEEMS THAT WORLD'S FAIR IS OUT FOR PHYSICAL TEST

47,000 men of those who took the written test for Sanitation Man, Class A, a few weeks ago will receive a passing mark.

This prediction is based on a sample study of several hundred examination papers which the Commission's examiners graded last week. The big job of grading a total of 72,804 papers has started, and it will probably take three months to finish them all. Tentative key answers to the written exams have not been

officially approved.

Medical Tests Begin May 1

As soon as the Commission has completed the grading of 10,000 exam papers, it will start giving medical examinations. According to present plans, the first of this series of medical tests will begin on May 1. They will continue for three months. The Commission plans to work on a 15½-hour, six-day a week basis during the time these medicals are being given. A description of the medical requirements for Sanitation Man was published in The Leader last week.

The competitive physical events for Sanitation candidates will get underway as soon as a sufficient number of men have passed the medical examinations. The first of the physical tests will begin in June. Scheduled for public presentation at the World's Fair, negotiations between Paul Kern, President of the Commission, and the World's Fair Corporation have bogged down. No one knows, at this time, just where the physical exam will be held.

The final rating for Sanitation candidates will be the grade received on the physical tests, since the written exam was qualifying and not competitive.

Eligible List 7,500

The Commission will limit the eligible list resulting from the series of written, medical, and physical exams to 7,500 men. This policy is one which the Commission has adopted to limit the size of eligible lists to the needs of the service.

Various estimates have put the number of jobs that will be filled from the Sanitation list at 2,000 during a four year period, or an average of 500 a year. However, the list will probably be used to fill similar positions in other city departments.

Economist Exam Considered Easy

Twenty-one hundred college graduates who had each spent a minimum of six hundred hours studying economics, plied through a six-hour examination last Saturday striving for two vacancies as Junior Economist in the Division of Placement and Unemployment Insurance.

The 2,100 applicants paid to the State of New York a total in fees sufficient to pay one year's salary for one of the successful candidates, and the group as a whole spent as much time taking the examination as both successful applicants will spend working for the government in the next four and one-half years.

Test Is Fair

Most of the candidates felt that the test was fair and "quite easy." "I wasted my time studying for it," was one comment. "All you had to know was a little about economics, office administration, statistics, and something about the unemployment insurance system." The examination was given in two parts, the first part including 215 short answer questions, and the second part a choice of five of six essay type questions covering the advantages and disadvantages of various phases of the unemployment insurance problem.



SANITATION CANDIDATES PREPARE

for the Medical Exam which precedes the physical tests. Two Medical Boards will do the work—the Civil Service Medical Examiners, and those representing the Sanitation Department.

Commission Denies Exam Skulduggery

Charges that a private institution reviewed the experience papers of candidates for Civil Service Examiner (Social Service) were denied last week by the Municipal Civil Service Commission.

The Commission called the charges "irresponsible" and "made by a Civil Service newspaper (The Chief) which is hostile to the merit system."

According to the Commission's explanation, "a group of expert examiners, all of high reputation and eminently qualified in the field, was hired to administer the examination. The integrity of these specialists is beyond reproach."

"No private institution was hired or permitted to see the applications of the filing candidates," the statement added.

State Postpones DPUI Tests

The courts of the State are busy studying cases involving "temporary" appointment. How long does it take before a "temporary" appointment becomes permanent?

Awaiting the final outcome are numbers of employees—notably in the DPUI—and the State Civil Service Commission.

Last week this watchful waiting had some direct results when the Commission decided to postpone DPUI promotion exams scheduled Saturday for Assistant Clerk, Assistant Account Clerk, and Assistant File Clerk.

It seems that eligibles on junior-grade lists have been serving temporarily in the Division. If they're to be allowed to take promotion exams to higher positions, those on the higher lists will sue. If not, incumbents will be suing. The Commission is in the middle either way.

Subscribers are requested to inform The Leader of any change of address at least one week in advance.

Room Wanted

The Municipal Civil Service Commission is looking for a room. Any room that will seat 600 people.

Reason? The Federal Civil Service Commission is going to be using its large examination room after April 30, and for that reason the Municipal Commission can't borrow it any more. At least not until the rush of Federal exams is over.

Status of Federal Tests

GENERAL INVESTIGATOR, CUSTOMS INSPECTOR, STENOGRAPHER-TYPIST

WASHINGTON.—The 100,000 New Yorkers who took the general investigator examination held last year will have to wait months—at least six months—before the results are announced by the U. S. Civil Service Commission.

More than 240,000 participated in the test, one of the largest in Civil Service history, and because there wasn't any particular rush to establish the register, the Commission has given other large examinations, such as the stenographer-typist, the right of way. Now, however, most of the large tests have been disposed of and the commission's staff is concentrating on the investigator test.

The Commission has a good start on grading papers of Customs Patrol Inspector (\$2,100); Immigration Patrol Inspector (\$2,000), and Inspector of Customs (\$2,100). The three above jobs are assigned to junior rank.

No start has been made on the examination papers of those who took the associate and assistant tests under law, accounting, pharmacy, and general optionals.

Economy Gets In the Way

Once the register is established, eligibles will be called for jobs immediately, unless the services get hit by the economy wave.

The House last week, for example, in passing the Labor Department 1941 appropriation bill, cut the budget of the Immigration and Naturalization Service by \$1,798,820. This would force the service to fire 37 immigration inspectors, 27 clerks, and eight other employees.

Rep. Dickstein (D., N.Y.) offered an amendment to restore the cut, but it was walloped by a one-sided vote. A good many of

the employees that would be fired—if the present bill is enacted into law—are in the New York area.

Chemists Appropriate For New Positions

New jobs for two eligible lists were found last week by the Civil Service Commission, which declared the Assistant Chemists list appropriate for positions as Inspector of Fuel, Grade 2 and Inspector of Cement Tests, Grade 2. The list for Junior Engineer (Mechanical) was declared appropriate for jobs as Inspector of Fuel. For this position both eligible groups will be certified at the same time.

Commission Loses in Child Welfare Case

The Municipal Civil Service Commission took another drumming in the courts last week, this time at the hands of the Appellate Division in the cases of Beggs vs. Kern and Seaman vs. Kern.

The court affirmed a decision of the Supreme Court which held that the Commission, in regrading the jobs of a number of employees in the Bureau of Child Welfare, did not have the right to deny an employee the grade to which his salary entitled him. The court also ruled that the employees need not take promotion tests in order to retain their positions.

Two years ago the Commission

Coming Soon!

A weekly column of important information, personal items, departmental regulations, employee activities—a column of good reading for everybody in the Welfare Department.

began the job of regrading social investigator positions in the Child Welfare Bureau. Before that the jobs were in the ungraded class with salaries ranging from \$1,200 to \$3,000. The Commission decided to place all the jobs under the title of Social Investigator with a maximum salary of \$1,800. This step was not however, aimed to cut the salaries of incumbents since they would have continued at their same salary, but not at the grade to which their salary would entitle them.

The Commission wanted the employee earning more than \$1,800 to take promotion tests for higher grade jobs. The classifications were: Social Investigator—to \$1,800; Assistant Supervisor—\$1,800 to \$2,400; Supervisor—\$2,400 to \$3,000; Senior Supervisor—\$3,000 to \$3,600.

A number of employees sued the Commission contending that, in addition to retaining their present salaries, they should receive the higher grades for their jobs.

The employees were upheld in the Supreme Court and last week in the Appellate Division.

Filing Opens—Six City Exams

Filing opens Tuesday, April 2 for a series of six new city exams. Included in the group is one competitive test for Assistant Mechanical Engineer, Grade 4; one license test for Motion Picture Operator; and four promotion exams: Assistant Mechanical Engineer, Grade 4; Captain (Department of Correction); Inspector of Iron and Steel Construction, Grade 4; Inspector of Water Consumption, Grade 3.

Full official requirements, filing and other information for all these jobs are published in The Leader on page 7.

Civil Service LEADER

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Advertising Rates on Application

Tuesday, April 2, 1940

Stagger the Exams!

MARY JOHNSON is a good stenographer, college-educated. So when Mary saw four exams for which she was eminently fitted, she filed to take them all. She was certain, she felt, that her name would appear on at least one of the four coming lists.

Now Mary Johnson discovers that all her exams are scheduled for the same day—April 27! On a single day, Mary must take exams for College Clerk, Court Stenographer, Law Stenographer Grade 2, and Stenographer-Typist Grade 2.

The Commission is willing to make arrangements so that Mary may take all these exams on the 27th—but what justice can she do any one of them? Just imagine Mary, fagged out, wobbling to the last of the four tests!

It seems to be not too difficult a matter to stagger exams which are so much alike in their requirements as to attract the same group of candidates.

Just a little foresight when the exam dates are being set, please!

Lessons in Economy

NO MATTER what else happened to the State employees through the Legislature this year, one victory was theirs. The Feld-Hamilton salary increments are safe. That is something definitely to cheer about.

The Leader is proud to recall the part it played in this successful battle. Each week we published an editorial telling the Legislators that the Civil Service Employees will not stand for their pockets being rifled each time economy blares down Capitol Hill.

This year's struggle should serve as an object lesson. Legislators will listen just so long as we tell them what we think. Other interests have learned this in past years. The Civil Service employee now knows that it works.

"Cut and slash, prune and slice . . . The cost of government personnel is exorbitant . . . Too many people . . . Too much money going out to them . . . Not at all like private business."

That's the line which economy mongers have been feeding the public. And the public, overwhelmed by the clamor, is almost taken in.

But not all the howling of all the economy mongers can do away with the hard facts.

And the facts are these:

1. Personnel consumes less than ten per cent of the cost of government.
 2. Personnel in government takes a smaller share of the cost than personnel in private industry.

The U. S. Commerce Department has made a careful study of government costs. It has found that the major items of expense are national defense, relief, public works, interest and debt retirement. Salaries make up a comparatively small chunk of the total expenditure.

In fact, many categories of government workers are grossly underpaid, as the economy boys could easily discover if they'd take a few minutes off from their howling to find out what's what.

The Residence Issue

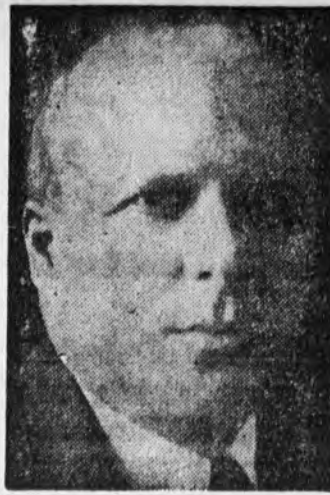
LOST: a chance at decent treatment for those who, because of residence, can't work where they want to work.

To overcome some of the effects of the Lyons Residence Law, which holds that you've got to live where you work, whether convenient or not, The Leader devised a bill introduced into the State Senate by Senator Philip M. Kleinfeld and the Assembly by Robert F. Wagner, Jr.

The Assembly passed it unanimously. In the Senate, the bill was caught in the meshes of a session nearing its end, with legislators driving furiously so that they could get home. The Leader bill never came out of committee when the gavel rang down on the session's end.

But the fight isn't over. What we tried to do in the Senate Legislature to curb an injustice against Civil employees, we shall accomplish in New York City.

A bill is now being drawn up for the City Council to do the job.



Merit Men

"... I would rather be in the Assembly ..."

Emerson David Fite

EMERSON David Fite greeted the adjournment of the State Legislature with mixed feelings. He's glad the weary weeks are at an end. But he's sorry he's no longer able, even for a few months, to acquire the practical insight into politics that is so great a help to teaching government at Vassar College.

The Legislature's only "brain truster," Assemblyman Fite has words of advice for his professorial colleagues: "I wish they could all see the actual government of New York State in operation. They would get a higher conception of the problems, and of the ability of those trying to solve them."

Of his colleagues in the Assembly, he says: "I have only the warmest admiration for them. I would rather be in the Assembly than in any other legislative body in the country."

As chairman of the Assembly's Civil Service Committee, Emerson Fite weighs scores of bills. This session saw an unusual quantity of Civil Service legislation proposed. His committee meets Wednesday mornings at 9 o'clock—while most of Albany is still half asleep!

During the session, Assemblyman Fite leads a double life, made possible by quick train service between Albany and Poughkeepsie—some 80 miles apart. Monday, Thursday, and Friday are spent in class; from Monday night to Wednesday night he remains in Albany.

Prof and Students

Occasionally he has to allow cuts to his students. During the closing weeks of the session, when Thursday and sometimes Friday meetings are called, the students miss his lectures. But they make up for it later on by hearing a fresh batch of stories on how their government actually works.

Shy, somewhat baldish—Emerson Fite looks more like the professor than the Assemblyman. Yet it's only in Albany that he's known as "professor." By command, his students call him "mister," while those with whom he is on more friendly terms address him as "Fitey."

Emerson Fite was born into the whirl of politics. He first saw the light of day in Marion, Ohio, on the same street from which Warren Harding started his trek to the White House.

"Everyone in Ohio is just naturally interested in politics," he explains. "Remember—it's the mother state of presidents."

letters

What About Hospital Salaries?

Sirs: I have been employed as a Coal Passer for the past several years in the Department of Hospitals. My line of work calls for both physical strength and skill around high pressure boilers. Yet I receive the lowest salary in the department.

As if this condition were not bad enough, the Civil Service Commission in its last reclassification denied our plea that we be accorded our proper title.

I hope this letter will interest the various Civil Service groups in our fight for simple justice. I.D.G.

4 in 1

The Civil Service Commission has tentatively scheduled the following exams for April 27—Clerk, Grade 2 (Board of Higher Education); Court Stenographer, Grade 3; Stenographer (Law); Grade 2 and 4; and Stenotypist, Grade 2.

I expect to take three of these tests. I am sure many others are in the same predicament. In spite of any special arrangements the Commission may make, isn't it decreasing a candidate's chances on every exam by holding them the same day?

READER

Ed. Note: When this situation was called to the attention of Paul J. Kern, President of the Civil Service Commission, he told The Leader that the Commission's Examining Division would make special arrangements so that candidates for these tests could take as many as they wanted to, and also that efforts would be made so that the candidates would not be handicapped. The first part of all these exams will be the same. See lead editorial in left hand column.

Letter to Commission

Sirs: We thank you for publishing our letter to the Municipal Civil Service Commission in regard to declaring our list appropriate for the position of Laborer in various city departments.

Here is another letter to the Commission which is self-explanatory: "We thank you for declaring our list

appropriate for Laborer at the expiration of the list for Auto Truck Driver. "However, since this list has a large number of men who are not on our list appropriate for the position of Laborer in other city departments."

JAMES R. GOHEE

President
 Laborer in other city departments.

This column is offered to readers who have legitimate complaints to make about their jobs, salaries, working conditions, etc. Only initials are used with letters.



complaint corner

I took the mental exam for Sanitation Man and according to my check-up of the answers published in The Leader I received 96 percent.

For the last two weeks I've been going to a gym and last night for the first time I tried to lift a barrel weighing 120 pounds to a height of 4 feet, six inches and laying it down gently.

Well, I am home today with a sprained back. All I can say is that the Commission better have doctors and ambulances ready when they give the physical exam.

It's not fair for a fellow who weighs 150 pounds to have to lift a barrel of 120 pounds to a platform 4 feet, six inches. The same test is given to a man six feet tall who weighs anywhere from

185 to 200 pounds. You wouldn't care to see a bout between Joe Louis (200 pounds) and Lou Ambers (135 pounds) would you? Well, the Civil Service Commission expects us small fellows to compete against the Samsons!

B.B.

The Civil Service Commission has tried to emphasize that the Sanitation test was devised to select men who would not be subject to accidents of the job, and who would be able to accomplish the work most efficiently. We're sorry you've given yourself a sprained back, B.B. The City wants the strongest, most able, and toughest men it can find for the job. Don't give up, you still have several weeks to practice up.

Fire Bells

The Fire Department is agog with all kinds of rumors, speculations, guesses and surmises as to who will be the next Fire Commissioner, deputy commissioners, assistant chiefs and Chief of the Fire Department. Never has the "grapevine telegraph" been so busy. Nearly everyone has his own idea as to the new commissioner; many whisper confidentially that they have straight, initially dope direct from the Mayor's side dope direct from the Mayor who, in the meantime, is keeping his own counsel and probably does not know himself who the man will be.

We might as well add our own "dope" on the subject. Judging by what has happened, we do not believe that there is any great love between the present Fire Commissioner and the Mayor. Those who know the Mayor do not believe that he is of the type who ever forgives a subordinate who tries to put something over on him. This is exactly what Commissioner McElligott tried to do when, knowing that the Mayor was to be absent from the city, he retired himself at half pay.

The feeling was not reduced when Acting Commissioner Mustard was fatally stricken and as the Mayor put it "while in the line of duty." Who can tell whether Mustard would not be alive today if he did not have to assume practically without notice the responsibilities attached to the commissionership when the department was rocking on its foundations, with all kinds of rumors about all experienced chief officers being ready to quit. Yet that was the exact condition at the time. It could be likened to the sudden quitting of the general staff of an army in battle, leaving the forces disorganized and ready to quit.

The Corporation Counsel has ruled that McElligott was guilty of a serious breach of trust when he retired himself at full pay. Many astute lawyers agreed with him. If McElligott did not agree with that interpretation, why did he consent to return? Why didn't he stand on his rights as did Chief Heffernan? Did he come back in the hope that by so doing he could mollify the Mayor and when the new Commissioner was appointed he could be retired at, say, three-quarters pay instead of one-half pay? Was his return due to a sense of loyalty to the Mayor, or was it for the purpose of "working" the Mayor for a large pension in payment for his "loyalty?"

The present situation also brings up the point that was seriously discussed by members of the Fire Department when the two jobs of Commissioner and Chief of the Department were merged. That was whether the same man could hold the two jobs and do justice to both. Many old, experienced firemen predicted that it could not be done any more than the Police Commissioner could also hold the job of Chief Inspector. Merging the two jobs as a measure of economy is all right, but it does not seem to work out in actual practice, just as it was predicted. The jobs are too big for one man.

When one adds to this the fact that the Commissioner is responsible only to the Mayor, but is not responsible to him as Chief of Department, we have a situation that has Gilbert and Sullivan possibilities for a comic opera.

If a fire through inept handling developed into a conflagration and was in charge of the Chief of the Department who was the same man as the Fire Commissioner, would the Fire Commissioner put the Chief of the Department on charges and demote him or dismiss him? Or would the Commissioner argue that the Fire Chief fought the fire with good judgment and hence should receive a medal therefor? There is much to be said in favor of "career men"

receiving appointment as heads of departments; but in the case of the Fire Department it just does not work and probably never will.

Next, Please!

Who will be the next Fire Commissioner? Will our astute Mayor follow his policy of "career man" and appoint a member of the Fire Department as Commissioner, or will he go outside of the Department? If he appoints a member of the Fire Department, will he again merge the two jobs? Or will he appoint two different men, either from the Department or outside of the Department, or will it be a combination of both?

There is no Chief of the Department today, legally. The Chief of the Department exists only on paper, apparently. McElligott is the Fire Commissioner, and McElligott the Chief of the Department seems to be

absent on leave, without pay, ready to return when his leave of absence is terminated.

Should the Mayor appoint another Commissioner, the men are asking whether McElligott will return and take charge as Chief of the Department. So far, the Civil Service Commission has not made a move to hold an examination for Chief of the Department due, probably, to this contingency. In the mean time, it is whispered in the Department that many Deputy Chiefs are burning the midnight oil in preparation for the examination.

Who's The Man?

A number of Deputy Chiefs—there are 39 in all—have been prominently mentioned as the Mayor's next choice for Fire Commissioner. They are: Deputy Chiefs David Kidney, Harold Burke, Jo'in J. McCarthy, Walter O'Leary, John J. T. Waldron. Of course there are many other able men in the Deputy Chief ranks and the Mayor might select one of them, but these few are the leading candidates.

Police Calls

By BURNETT MURPHEY

Most of the members of the P.D. are selecting the 6 percent, 20-year-retirement option. Final tabulation of the results won't be finished until the middle of the week; but cops are voting about eight to one for the shorter, more costly plan.

Cops will have to carry night-sticks, just in case, at Primary Elections on Tuesday, April 2. These were the orders of acting Police Commissioner John J. Seery a few days ago to 100 Police Commanders.

Patrick Harnedy, vice-president of the PBA, was transferred last week from the 15th Precinct to the Pension and Relief Bureau. He serves in the Bureau for 19 days.

The State Civil Service Commission has announced a competitive exam for Patrolman to fill positions in the towns and villages of Rockland County. Only legal residents are eligible to compete in the test.

The promotion list for Captain in the Police Department has been exhausted and the next exam for the post is being eagerly awaited. However, the Municipal Civil Service Commission has given no indication of when it will order a new test. The chances are that the exam will not be announced until after next July when the new budget is adopted.

The final key for Police Lieutenant probably will be published next month.

The Legislature passed the Dunning-Steingut bill last week which provides that cops in New York State can only be removed after written charges have been preferred and after they have had the right of representation by counsel. They also are given the right to court review if questions of law are involved.

However, this bill will not affect the dismissal procedures of New York City, since these rights are already granted.



"IT'S MINE!"

Social Investigator eligibles aim to oust by court action 109 veterans serving provisionally in the Welfare Department. Latest development was eleventh-hour passage of the Crews-Coughlin bill by the Legislature, which would keep the veterans at work for another year.

Send items to Box 100, Civil Service Leader, 97 Duane St., N.Y.C.



ED WEBB, who runs the Civil Service courses at N. Y. U., placed first on two ABC Board lists . . . yet never got an appointment . . . Burland printers

are still doing work for State departments . . . Their contracts run till the Summer, and investigators are seeing to it that they're fulfilled . . . The printers, who bid below cost, are losing money on virtually every item . . . Most enjoyable way to study for a Civil Service exam: tune in "Information Please" Tuesday nights at 8:30 . . . Joe Burkard smokes a 12-inch stogie while shaving . . . H. Elliot Kaplan is singled out for some merited back-slapping in the annual report of the State Commission . . .

Sanitation Commissioner Carey is about to sail for South America . . . where he has extensive holdings . . . They say that Fire Chief McElligott is affected by the phases of the moon . . . and that a full moon always brings out the rashness within him . . . Peekskill has only one registered nurse . . . who doesn't seem to be able to pass Civil Service exams . . . But there's no one else around to take the local nursing job . . . Irving Gold, of the City Commission's staff, welcomed a male hair last week . . . while Bessie Cohen, blonde-light in the same office, plans to wed Johnny Walcer, from the P.D. list . . .

The two outstanding women lobbyists from the trade unions will run for legislative posts next year . . . Watch for a statement from Tom Dewey on the right of government workers to organize . . . Abe Goldfinger, vice president of the Federation of Municipal Employees, who looks under 30, is poppa of an 18-year-old eyeful . . . Paul Kern was up in Albany Wednesday . . . watching the progress of Civil Service legislation in the session's dying days . . .

Nominations End Friday, April 12

for new york's Most Popular Fireman!

Who's the best-liked fireman in New York? Who's the man you think of with a smile? Who's the fire-fighter who enjoys the most confidence? In short, who's the most popular of them all?

The Civil Service Leader is hunting for New York's most popular fireman. We're not going to select him—you are. The most popular fireman will be chosen by the simple democratic method—the man who receives the most votes wins!

The winning fireman will receive a silver cup from The Leader, plus a free uniform made to order by Merson Clothes, Inc. The contest will be repeated annually. The Most Popular Fireman nominations end on midnight of Friday, April 12. Send in your nominations rapidly. Let's see the votes pile up for the popular lads. Everybody in the Fire Department is eligible. All residents of New York City may vote.

Nominated so far: Henry Huncharoff, Hook and Ladder 28; Sanford Goldberg, Engine 282; Joseph J. Jones, Hook and Ladder 40; Anthony Flahert, Headquarters Staff; John O'Connor, Headquarters Staff; Hugh Halligan, Department Chief; Joseph Stamm, Hook and Ladder 143; James Fitzsimmons, Engine 233; Daniel Curtin, Engine 315; Frank Hanifin, Hook and Ladder 80; Arthur Hines, Hook and Ladder 104; Anthony Jireck, 32nd Batt. Chief; Joseph Kierney, Engine 27; Joseph Christiano, Engine 228; Dennis Curtin, Engine 315; Harold P. Delle, Rescue 4; Lomas Dore; William Euler, Engine 20; Martin D. Farrell, Truck 12; Michael Finn; August H. Fritz, Engine 39; James J. Hughes, Engine 39; Charles H. Johnson, 31st Batt. Chief; Chester G. Kendall, Engine 239; Edgar Slovak, Engine 6; Alexander Stewart, Hook and Ladder 31; William Willis.

You must use the coupon below to record your nomination.

Most Popular Fireman Editor
Civil Service Leader
97 Duane Street, New York City

My choice for Most Popular Fireman is

of Company

Index TO EXAMS

CITY

Open Competitive: Assistant Mechanical Engineer, Grade 4... April 22 7
Promotion: Assistant Mechanical Engineer, Grade 4, Citywide... April 22 7
Trade License: Motion Picture Operator... April 22 7

COUNTY

Open Competitive: Chautauqua County: Case Worker... April 12 13
Promotion: Chautauqua County: Assistant Clothing Deputy... April 12 7
Trade License: Chautauqua County: Photostat Operator... April 12 7

STATE

Open Competitive: Assistant Director of Cancer Control... April 12 7
Promotion: Assistant Supt. of Tuberculosis Nursing... April 12 7
Trade License: Associate Diagnostic Pathologist... May 3 8

FEDERAL

Open Competitive: Anglesmith, Heavy Fires... Open 15
Promotion: Anglesmith, Other Fires... Open 15
Trade License: Animal Geneticist... April 22 14

How to Apply for Tests

U. S. citizens may apply to take exams during the period when applications are being received. For application blanks and further information, write or apply in person to the following offices:

Examination Requirements

CITY TESTS

Assistant Mechanical Engineer, Grade 4 (Competitive)

Salary: \$3,120. Fee, \$3. File by April 22. The eligible list may be used for appointments to lower grades in this position.

Duties

Under general supervision, to perform important mechanical engineering work requiring the exercise of independent judgment and skill in the investigation, development, design, construction, inspection, testing, operation, maintenance and repair of mechanical engineering works...

Requirements

An engineering degree and five years of recent satisfactory practical mechanical engineering experience of a character to qualify for the duties of the position...

Weights

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

Assistant Mechanical Engineer, Grade 4 (City-Wide) (Promotion)

Salary: \$3,120. Fee, \$3. File by April 22. The written exam will be held May 17.

Duties

Under supervision, to perform important mechanical engineering work requiring the exercise of independent judgment and skill in the investigation, development, design, construction, inspection, testing, operation, maintenance and repair of mechanical engineering works...

Requirements

Open to city employees in the following titles and grades who have served the indicated period of time: Junior Engineer (Mechanical), one year; Mechanical Draftsman, Grades 3 and 4 (all subtitles), one year; Junior Mechanical Draftsman (all subtitles), one year; Inspector, Grade 4, of Boilers, Elevators, Fuel, Heating and Ventilation; and Plumbing—one year.

Requirements also include an engineering degree and five-years of recent experience in practical mechanical engineering of a character to qualify for the position.

Weights

Written, 25; record and seniority, 50; training, experience and general qualifications, 25.

Captain (Department of Correction) (Promotion)

Salary: \$2,400 to \$3,000. File by April 22. Fee, \$2.

Duties

To supervise male Correction Officers and to be responsible for routine administration under the general direction of the Warden or Deputy Warden of the institution. Such supervision may include the following:

To act as Deputy Warden or as commanding officer of a small institution such as a hospital prison ward or a district prison; to have charge of prison processes, such as classification, industries, social services; to have charge of the prison ar-

mory and the repair and maintenance of equipment therein; to have charge of discipline, roll calls, lateness and absences, and court matters; to supervise the custodial force and officers in charge of inmate labor gangs.

Requirements

Open to all Correction Officers (male) who have served at least three years in the title on or before the date of the written test and who are otherwise eligible.

Weights

Record and seniority, 50; written, 50.

Inspector of Iron and Steel Construction, Grade 4 (Promotion)

Salary: \$3,000. Fee, \$2. File by April 22. Date of written test: May 24.

Duties

Under general supervision, to inspect in the field the erection and repair of steel for bridges or other public work.

Requirements

Open to Inspectors of Iron and Steel Construction, Grade 3, who have served one year in the title.

Weights

Record and seniority, 50; written, 50.

Inspector of Water Consumption, Grade 3 (Promotion)

Open only to employees of the

Department of Water Supply. Salary: \$2,400 to \$3,000. Date of written test: May 13. File by April 22.

Duties

To supervise the work of Inspectors of Meters and Water Consumption, Grade 2; read water meters; estimate unmetered water consumption; approve setting of meters; report unmetered fixtures and equipment; inspect piping and fixtures for cross-connections between the city water supply system and sewer or other unsanitary water systems; and for dangerous interconnections; prepare necessary reports.

Requirements

Open to employees in the following titles with the indicated periods of service: Inspector of Meters and Water Consumption, Grade 2—one year; and Estimator, one year.

Weights

Record and Seniority, 50; written, 50.

License for Motion Picture Operator (Trade License)

Fee, \$5. File by April 22.

Requirements

Candidates must be at least 21 and citizens of the U. S.

Examination

Those candidates who pass the written examination will be given an oral practical test. All candidates must pass both parts. No exemption from either part will be allowed.

STATE TESTS

EXAMS WILL BE HELD MAY 4

If eligible, candidates may compete in any two of the following tests, but a separate application and fee must be filed for each.

Assistant Director of Cancer Control

Division of Cancer Control, Department of Health. (\$5,200-\$6,450), Fee, \$5. File by April 12.

Duties

Direct surveys and epidemiological and statistical surveys relating to cancer, and collect and analyze reports of cases; confer with physicians and direct address meetings on cancer control; assist the Director of Cancer Control, and act for him when absent; related work.

Requirements

Graduation from medical school and a license to practice in New York State. Candidates must have served one year's internship and completed a one year post-graduate course in public health. They must have practised medicine for five years, two years of which were in the public health control of

Weights

cancer and one year in clinical study and cure of cancer cases, or its equivalent.

Written, 4; training, experience, and general qualifications, 6.

Assistant Superintendent of Tuberculosis Nursing

Division of Tuberculosis, De- (Continued on Pag 8)

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State Labor Dept. Exam. Expected Soon. TUESDAY, APRIL 2, 6:30 P.M. First Session:

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WEDNESDAY, 6:30 P.M.

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Civil Service MAGAZINE

CIVIL SERVICE LEADER FEATURE SECTION
FOR TUESDAY, APRIL 2, 1940

Page Nine

Published Weekly

So You Want to Enter the Postal Service

Uncle Sam needs you in his post office. He has 225,000 fellows working for him already, and vacancies are always coming up. What jobs does he have? What do they pay? What are the qualifications? What are the chances for promotion? Most important of all, how do you go about getting a job in the post office?

By DONALD MacDOUGAL

OUR UNCLE Sam is the nation's greatest employer. From agronomists down to zoologists—thousands of men and women are on his payroll. But it remains the genial, friendly Postman who comes to mind whenever we think of the federal Civil Service.

Familiar as the Policeman on the beat or the Teacher in the class-room, the Postman has caught our fancy. He takes care of our mail, guards our savings, catches us laugh or cry, according to the news he brings. The Postman is Uncle Sam's personal messenger, ever efficient and courteous. He is our friend. More than that, each member of this army of 225,000 workers running a great nation-wide enterprise, with very few exceptions, enjoys all the benefits of Civil Service. He (and she too!) is well-paid, secure, assured of a pension.

Your Town's Included

Want to join this great army, normally Uncle Sam's largest? There's a huge turnover each year, and vacancies are constantly coming up. There's a post office in your town, along with 45,000 others throughout the country. The postal service provides an excellent career. Get over the field. Prepare for the next exam.

The field—and the number of jobs in each category—looks something like this:

Mail Carriers	55,000
Postal Clerks	73,000
Village Carriers	1,000
Rural Carriers	33,000
Railway Postal Clerks.....	19,000
Postmasters	45,000

Which of these will you be eligible to do? That depends first on the town or city in which you live. Postal service depends in turn on the population. Naturally the work in New York's post office is not duplicated in the smallest town up in St. Lawrence County.

In the cities, the post office hires most Mail Carriers and Postal Clerks, while Village Carriers take care of postal business in rural areas. Railway Postal Clerks service mail shipments from city to city. Postmasters are found in every town, large or small.

The One-Man Post Office'

Let's look at the duties of each job. The Mail Carrier—the familiar man in grey—collects, sorts, and delivers the mail on his own route. In addition, he takes care of such routine duties as noting changes of address. What he amounts to is the post office's agent for a particular number of houses and stores. Village Carriers do the same in third-class post offices. The neighbors know the Carrier and depend on him.

When we come to the post office itself, we first see the Postal Clerks. They're gentlemen who serve us at the many windows—for stamps, postal savings, money orders. Incoming and outgoing



POSTAL WORK OFFERS AN EXCELLENT CAREER

mail reaches their fingers. To them belongs all the clerical work involved in a business of such size.

If anyone deserves the title "one-man post office," it's the Rural Carrier. In most sections of the country he makes a daily call; in some, three times a week is tops. The Carrier collects and delivers mail, as does his city cousin. In addition, though, he gets packages for parcel post, takes care of money orders and COD mail, and in general does on a small scale what thousands of employees do in the big cities.

Stop, Look, Listen

The nation's train routes are filled with Railway Postal Clerks. They sort and deliver all the mail that comes to the railroads for shipment to other cities.

The work of the Postmasters varies, of course, with the amount of business going through each office. In the large cities, the position of the Postmaster is quite comparable to our most responsible business executive. The post office is big business. In our hamlets, the postmastership shrinks to a part-time clerical job, usually filled in addition to running a general store.

Four classes of postmasterships exist. The amount of receipts determines the class. It is only since 1938 that postmasters of the first three classes are Civil Service; the fourth is still outside.

Where Do You Live?

Residence restrictions are chief among the requirements for postal jobs. The U. S. Civil Service Commission periodically holds nation-wide exams for Mail Carrier and Postal Clerk. A candidate must live within the delivery of the post office in which he wants to work and is eligible for appointment at that post office only.

Specific exams are given when Rural Carrier jobs are open. Candidates must live within the delivery limits of the post office. Postmasters must have lived within the delivery limits for at least a year.

Railway Postal Clerks will be appointed only in the State in which they live. They have an additional living problem once they get a job. Since the route on which

they work is normally about a day's train run, they are expected to keep living quarters at both ends.

Candidates must also be between certain ages and meet physical requirements. Both Mail Carrier and Postal Clerk applicants must be between 18 and 45, weigh at least 125 pounds, measure at least five feet four inches in height. Rural Carriers must be from 18 to 50, and in excellent physical condition. No color blindness is allowed. Since the physical demands on Railway Mail Clerks are greater than for other postal employees, candidates must be from 18 to 35, weigh 130 pounds, stand five feet six.

The maximum age for a Postmaster candidate is 63. The minimum varies according to the class of post office: third class—21; second class—23; first class paying between \$3,200-\$4,000—25; first class paying \$4,200 and above—30.

The Distaff Side

Ever see a woman "postman"? Not very frequently, because there just aren't many women in the postal system. Not that they aren't eligible. Women may be appointed as Postal Clerks, provided they're at least five feet tall, but are rarely considered for Mail Carrier jobs. Several hundred women serve throughout the country as Rural Carriers, while they fill many postmasterships, particularly in third-class offices. The job of a Railway Mail Clerk is thought too arduous for women.

Salaries for postal employees are considerably above average. Mail Carriers and Postal Clerks in the cities start at \$1,700, enjoy yearly increases up to \$2,100. Before appointment, they serve as substitutes at the rate of 65 cents an hour. They are paid only when they work, and don't get a job until a vacancy occurs.

Railway Postal Clerks join the service at \$1,850, are raised \$100 a year up to \$2,450. Rural Carriers earn \$1,300 a year, plus \$20 for each mile over 30. Five cents a mile travelling expenses is also given. In return, the Carrier supplies his own car and pays all expenses. Village Carriers earn between \$1,150 and \$1,350, on a full-time basis, and from \$575 to \$675 when it's part-time. Substitutes are paid 50 cents an hour.

New York's Albert Goldman is highest paid among the nation's postmasters; he receives \$12,000. From this figure, salaries shoot all the way down to a couple of dollars a year. The stipend depends on the amount of business done in the office.

Goldman Is Tops

Promotion opportunities, always good in the postal service, have become even better since the postmasters came under Civil Service two years ago. Positions as Foreman, Supervisor, and Assistant Postmaster have always been filled from the ranks.

Postmasters in office in 1938 had to take qualifying exams only to stay in the job. Vacancies go to winners in competitive exams. Applicants are expected to show experience—business or otherwise—which qualify them for the job. No written exams are given for first-class postmasterships, but are included in the tests for second and third-class offices.

Fourth-class postmasters receiving \$500 or more take exams. In addition, they must show that they have suitable space for a post office, and that the citizenry approves of them. In towns paying less than \$500, a postal inspector makes a visit when a vacancy occurs, and the Postmaster General makes the appointment on the basis of the resulting report.

Examinations in the postal service vary with the job. Mail Carriers, Postal Clerks, and Railway Postal Clerks take: 1) a general test of judgment, ability to follow directions, understanding of postal words and expressions, and simple arithmetic; 2) special tests (Sorting and Following Instructions) based on actual duties they will have to perform. Rural Carriers take a general test, along with an exam in arithmetic to determine ability to figure postal charges.

Notifications of all coming exams appear on the bulletin board in your local post office or at the Second District Office of the Commission, 641 Washington St., New York City. It's wise to leave your name with the local representative of the Commission. He'll let you know as soon as something is up.

(Sample Test on Page 10)

No. 2: Work of the Fite Commission

CIVIL SERVICE WITHOUT EXAMS

By EMERSON D. FITE
Chairman, Fite Commission

Chairman, Assembly Civil Service Committee

200,000 jobs in local government units throughout the State are to be brought under Civil Service. Will all vacancies have to be filled by competitive exams? Professor Fite, chairman of the Merit Extension Commission, answers another important query. This is the second of an exclusive series on the work of the Commission, written by the members.

LET'S ASSUME it's some time in 1941. The recommendations of the Fite Commission on Extension of Civil Service have been accepted; Civil Service has been extended to 200,000 jobs in 44 counties where today it is unknown. As we learned last week, the Commission members feel that employees now working should not have to take exams to hold their jobs. The Legislature, we'll assume, has agreed with this. These 200,000 men and women are working in their old jobs, but under a new status.

Our magic carpet now takes us ahead another 12 months. Retirements, removals, deaths have come, at the same rate that they come to other workers. The normal annual Civil Service turnover is about 5 per cent. This means that in these 200,000 jobs now under Civil Service, about 10,000 vacancies exist.

What's to be done about these 10,000 vacancies? Will they have to be filled by competitive examinations? Or what? This question is being heard throughout the State right now, although in reality it won't be answered for more than a



year. As a matter of fact, it comes close on the heels of last week's question: What will happen to the 200,000 now in these jobs?

In the Wrong Pew

Actually the question of how these vacancies will be filled does not belong on the desk of the Merit Extension Commission. Our job is to recommend ways and means of bringing the jobs under Civil Service, not to classify them. In February we plan to make our recommendations. After that, the Legislature will give this job to whatever administrative agency it chooses.

But this is a good chance to answer the question anyway. A mere glance at the way Civil Service is already working in parts of New York State gives us a clue. We can safely say that competitive exams will NOT be given for all these jobs. This will be clear from a brief explanation of the various types of jobs in public employment.

Many positions are wholly outside Civil Service under existing laws. Section 9 of the Civil Service Law calls them "unclassified." These include all positions filled by election, from the Governor down; all teaching positions, all elections officials, all legislative officers and employees, along with miscellaneous other positions.

Four Classes

Four classes—making up the classified service—come under the jurisdiction of the Civil Service Commission:

- 1) The exempt class. In this class are certain jobs specifically exempted from examinations by Section 13 of the Civil Service Law. Among them are deputies to heads of departments, secretaries of departments, and certain clerks of the courts. Also included are positions for which examinations are not deemed practicable.
- 2) The non-competitive class. In this class are jobs for which examinations are practicable, but competition isn't. Examples are opinion clerks of the courts, and employees serving in a fiduciary capacity. In such cases, the Commission is required to determine qualifications by qualifying tests. Many positions in the institutional service are deemed such, as the nature of the work does not lend itself to competition.
- 3) The labor class. In this class are

mainly unskilled labor jobs. In the State service, these positions are filled without any examinations. The cities, however, fill the jobs in order of application: physical and medical examinations are frequently required before appointment.

4) The competitive class. In this class are jobs for which competitive examinations are found to be practicable. A position falls into the competitive class unless a) it is specifically included by statute in the exempt, non-competitive, or labor class; or b) the Civil Service Commission exempts it or places it in the non-competitive or labor class.

In passing, we should mention that another Commission, appointed by Governor Lehman and headed by Grace A. Reavy, head of the State Civil Service Commission, is studying ways of bringing more non-competitive State jobs into the competitive service.

One-Third Non-Competitive

When Governor Lehman appointed the 12-man body last October, he urged that competition cover as many of the non-



competitive employees as may prove "practicable." Non-competitive employees in the State number close to 25,000, or about one-third the entire service.

So the trend, at least as far as the State is concerned, is from the non-competitive to the competitive. However, I believe we will find that in the smaller units of government—those to be affected by our work—proportionately fewer positions are subject to competitive exams. Under existing standards, many positions will not fall into the competitive class. Many people feel that part-time positions, for example, should be excluded from Civil Service on the ground that competitive exams are not practicable. On analysis, though, many of these fall into a classification where examination is not required.

Who'll Be in Charge?

Who will administer Civil Service to these 200,000 employees? Will it be by the State Civil Service Commission? Will local commissions do the job? Or will some combination formula be found?

Before we go into this matter, I would like to quote some passages from an address delivered by Supreme Court Justice Stanley Reed. He spoke at the Governmental Research Conference at Trenton, N. J., on September 8, 1939. Mr. Justice Reed is chairman of a commission in-



vestigating possibilities of improving the federal Civil Service. He has some very interesting things to say, particularly pertinent to our own problems:

Justice Reed Says It

"Our political life centers around local units, townships, cities, counties. Only a few of the larger and more progressive cities have established Civil Service for themselves. There is a deep-seated predilection for local men for local governmental positions. Consequently there are not national Civil Service registers covering the entire United States. There is no transition machinery whereby one may pass easily from county to county, state to state, or into the federal service.

"While such arrangements might make government service more attractive to some, the disadvantages of centralization counterbalance any such plan, even in theory, while in practice it is of course impossible.

"There is one improvement, however, practicable for immediate achievement. This is state-wide Civil Service registers open to all counties and municipalities. We have seen state handling of roads supersede county handling

and state direction of schools install systems of examination for all teachers. Similarly, state registers might be set up to make available to the smaller governmental units the benefit of expert examination and appraisal



of the capacity of applicants for positions in the police, fire, street, utility, health, and other services.

"The efficiency of local services ought to be furthered by this means. Many local units of government are too small to have any personnel board. Many of their functions, too, such as water, health, streets, need the services of experts for part time only. Such a system enables them to utilize their skill as needed. Even more important, such a plan opens the way for transfer between the governmental agencies of the state.

"It is quite obvious that the quality of the civil employee will not rise higher than the level of the group from which he is drawn. Our problem, then, is to see that the cream of available material moves toward government service.

"We do not have an office-holding

class in this country. The requirement of apportionment does much to minimize this danger in the Federal Government.

"For local governments, general interest will keep us free from such an ingrown bureaucracy. Though some sneer at those who make a profession of the public service, I believe one finds in city, State, and nation, as many fine examples of useful lives, proportionately, as in any other phase of human activity. To this opportunity for service, however, there must be added the chance for advancement to the highest honors, a dignity of



position and a fair measure of security. In this way, our governments will develop a true career service."

When we go further into our discussion of the alternatives for administering Civil Service in these 44 counties, Mr. Justice Reed's words will take on added weight.

Other problems to be considered are the matters of residence qualifications, transfer and promotions, repeal or revision of existing laws, retirement, etc.



By Charles Sullivan

Wanted: Cream of the Crop

UNCLE SAM, through the U. S. Civil Service Commission, competes with private industry for the cream of college graduates by giving the junior professional assistant competitive examination annually.

Employees recruited from junior professional registers have been highly successful in government work; so much so, in fact, that the commission plans to continue the tests indefinitely on an annual basis, even though relatively few may be taken each year from eligible registers.

There has been some criticism leveled at the commission for announcing a new junior professional assistant test when there were thousands of eligibles on the registers set up only last year. Generally speaking, the attacks have been unwarranted and would not have been made had the critics understood the situation.

It is true, of course, that 37,059 were examined last year and 9,609 were certified as eligibles. Not more than a third of the eligibles have been called to work.

But the angle the critics fail to consider is that the tests are given for a number of professions and that separate registers are set up for each of these groups. Last year the junior professional assistant carried the following 22 optional branches:

From A to V

Administrative technician, agronomist, bacteriologist, biologist, botanist (taxonomic), dairy husbandman, economist, engineer, entomologist, examination assistant, forester, geologist, home economist, pharmacist, plant pathologist, plant physiologist, pomologist, range examiner, soil scientist, statistician, textile technologist, and veterinarian.

This year the examination was repeated only for those professions whose registers were active during the year. The following 11 registers were used freely, and the prospects are good that all the eligibles will be called: administrative technician, agronomist, biologist, economist, entomologist, forester,

range examiner, soil scientist, statistician, textile technologist, and veterinarian.

Eleven optional subjects given last year are not being repeated because the commission feels last year's registers will be ample to meet the needs for the coming year. Registers to stand are bacteriologist, botanist (taxonomic), dairy husbandman, engineer, examination assistant, geologist, home economist, pharmacist, plant pathologist, plant physiologist, and pomologist.

And the commission added 16 new optionals to serve demands of the various departments and agencies under Civil Service. They were agricultural economist, animal breeder, archaeologist, archivist, chemist, geographer, information assistant, legal assistant, librarian, metallurgist, olericulturist, plant breeder, poultry husbandman, public welfare assistant, rural sociologist, and social anthropologist.

Salary Below Listing

The subprofessional jobs are listed at \$2,000, but Uncle Sam rarely starts a new employee at that salary. It is more commonly \$1,620 or \$1,800, which, after all, compares to starting salaries in private business.

This year's tests have not been given yet, though the closing date for the filing of applications was the last part of February. The commission plans to push this test and establish registers by July 1.

More than twice the number are expected to take the test this year than a year ago. Applying for the junior legal assistant above were 7153 young men and women whose average age was 27 years.

Former students from three New York law schools lead the list of applicants. St. John's University tops the list with 338 former students, Brooklyn Law School is second with 292 and New York University is third with 215. In fifth place is Fordham with 105 graduates and Columbia is right behind with 103, followed by the University of Newark with 78.

Question, Please?

by H. ELIOT KAPLAN

CONTRIBUTING EDITOR

This department of information is conducted as a free LEADER service for Civil Service employees, for eligibles, for all who desire to enter the Service. Address your questions to Question, Please? The Civil Service Leader, 97 Duane St., New York City. If space does not allow printing your answer, you will receive a reply by mail. Therefore, state your name and address. Questions for this column receive thorough analysis from a noted Civil Service authority.

P. D. Appointments

P. D. Eligible.—The eligibles from the Patrolman, P. D. list who accepted jobs in the Police Department as provisional Telephone Operators do not lose their rights to appointment as Patrolman.

Who's Who

E. G. H.—The Director of Examinations of the Municipal Civil Service Commission is May B. Upshaw. The secretary of the Commission is Dr. Frank Schaeffer.

Per Diem Employee

G. P.—A per diem employee is eligible for transfer to a similar job which pays the same salary. The same rules apply to this sort of transfer as to any other.

Leaves of Absence

S. A.—You may get a leave of absence from your present job as Clerk, Grade 1, to take a probationary appointment as Social Investigator. This privilege, however, is one which only the department can grant. It is not a matter of right for an employee. The Civil Service Commission generally discourages leaves of this sort.

If you are appointed a Social Investigator in some department other than the

one you're in at present, you will lose your standing on the promotion list for Clerk, Grade 2.

Bad Teeth

F. E. C.—If your teeth are in very bad condition you will be rejected on the medical test for Sanitation Man. However, if the condition is such that it can be corrected, you will be disqualified temporarily until you have your teeth fixed. In any event, you should go to a dentist before taking the medical exam. See also page 20.

No Raises for Laborers

J. L.—Labor Class and per diem employees do not come under the provisions of the McCarthy annual salary increment law.

City Exams

A. F.—Enlisted men in the U. S. Army and Navy who are New York City residents are eligible to take city exams no matter where they are stationed. They may also compete in federal and State tests. The Lyons residence law doesn't apply to men serving in the military or naval services.

What's "Equivalent?"

B. S.—It is difficult to define what the Civil Service Commissions mean when

the term "equivalent" is used regarding a high school education. If your general knowledge, judged by your work record and other accomplishments, seem "equivalent" to a high school education, you will be admitted to most exams. There are many combinations of education and experience which are accepted by the Commissions in lieu of formal high school training. However, there is no fixed formula by which to decide this.

Quitting Jobs

M. S.—An employee may resign during his probationary period and be restored to the original list. This is permissible as long as there is nothing against the record of the employee.

Clerk, 2 List

J. D.—It is hardly likely that the Clerk, Grade 2 list will be exhausted by 1942 or before the list expires after four years. The chances of appointment for those below 6,500 are slim.

Reemployment Lists

W. E. B.—An employee dismissed from the federal service whose efficiency rating is "unsatisfactory" cannot go on a reemployment list. An employee whose efficiency rating is satisfactory can be placed on a reemployment list after he applies to the Civil Service Commission.

Unlike the State and city services there are no preferred lists, based on seniority, in the federal service.

Dismissals

J. R.—An employee can be fired during his probationary period or at the end of it without any explanation by the department head. If an employee is dropped as unsatisfactory, but without "prejudice", he can be restored to the eligible list for recertification to another department. The decision to restore him to an eligible list is one which the Civil Service Commission must make.

No Education

A. J. C.—The fact that your son has had no formal education will not affect his transfer to Civil Service when the city takes over the BMT and IRT subway lines. This lack of formal education will not affect his salary, promotion opportunities, or other rights. The classification of his position will depend on the duties he performs, not on his education or other individual qualifications.

Pari Mutuel Jobs

B. C. *The passage of the pari-mutuel bills in Albany will probably not result in Civil Service jobs. Private organizations will operate the system. A bi-partisan commission will regulate the activities of the private organizations.*

STATE CIVIL SERVICE NEWS BRIEFS

Welfare Officials Learn the Ropes

CIVIL Service is something strange to the welfare departments in 44 counties. Under orders from the U. S. Social Security Board, the State Commission has been forced to extend its rules to cover 1,058 welfare workers throughout these counties. Exams are to be given in October, incumbents will be allowed to compete without meeting any requirements—and that's all that seems to be known.

Last week, elementary classes in Civil Service practice and procedure were held in four cities of the State. Welfare commissioners, fiscal officers, appointing officers, and all others directly concerned with this Civil Service business were the pupils. State Commission officials, headed by executive officer Frank H. Densler, were the teachers. And the teachers were kept stepping by a constant barrage of questions.

Each of the welfare officials took away with him three blanks for each employee: 1) a nomination for a non-competitive position, which will cover the employee's



status until the lists appear at the end of the year; 2) an application blank, which will permit the employee to compete in October's tests; 3) a card on which the State Commission can notify the employee when and where his test will be given. The officials were urged to have No. 1 returned before April 15 so that the payrolls may be certified shortly afterwards.

The caravan kept to the following itinerary: Albany—Tuesday; Rochester—Wednesday; Syracuse—Thursday; Binghamton—Friday. Surrounding counties were invited to attend.

Fees Bring \$18,065 In Six-Month Period

The State Civil Service Commission started to charge fees last Summer. Last week the Commission made its

first report of exactly how much money comes in from candidates. The annual report for 1939, submitted to the Legislature, reveals that 18,294 candidates paid in \$26,969 for the privilege of getting into the race for State positions. Of this sum, the Commission returned one-third, or \$8,904. Thus \$18,065 came to the Commission in this first attempt to put Civil Service on something of a paying basis.

Other interesting things are reported by the Commission—made up of President Grace A. Reavy, Howard G. E. Smith,



and Howard P. Jones—in the 57th annual report since Civil Service first came to New York State.

For example, 459 examinations were held in 1939, and nearly 40,000 candidates filed. A little more than half that number were finally admitted to the written exams. Half of the exams were open competitive, the others promotion. Four of the exams admitted non-residents, while 11 were for jobs of a strenuous nature and thus had age limits appended.

Appointments numbered 4,459, of which 547 were promotions. This brings the number of positions under the jurisdiction of the Commission to 64,302, an all-time high. This figure is startling in light of the 913 less jobs in State departments during 1939 than existed in 1938. The reduced budget, you remember, brought this about. However, the greater number of new county positions accounts for the high State-wide figure.

Featured in the report is discussion of steps now under way which will greatly increase the work of the Commission. The Fite Merit Extension Commission (see page 11 for announcement) is studying ways and means of applying Civil Service to 200,000 employees in 44 counties. At the same time, a commission headed by Miss Reavy in weighing the practicability of bringing about 20,000 non-competitive jobs into the competitive class.

Next year's report will undoubtedly be concerned even more with the activities of these two commissions.

New Deal for P. J.

Port Jervis will have a new Civil Service code within the next fortnight, according to the latest word. Chairman A. H. Naylor reports that the Civil Service Board has been busy for the last few weeks bringing the laws up to date. When it's all done, the State Commission must give it the once-over before anything goes into effect.

Rags to Riches: Civil Service Style

Fond parents used to envisage the Presidency of the United States for their children. Yonkers paraphrases this for its Civil Service employees. According to the statement of policy of the Committee of 100:

"We would like every city employee to feel that if he does his work properly and masters the problems of city business, he will have the opportunity of steady progress and the ultimate goal of being our Mayor."

The Committee is a non-partisan group aiming to get good government for its home town. The members are all in favor of the merit system, believe that all employees with the exception of department heads and their secretaries should be under Civil Service. Cooperating is the Civil Service Employees Association, headed by Raymond C. Kelly; members of the association were among 75 persons at a local-affairs conference last week.

Beau Geste In the Fire House

Filing closed last week with the Syracuse Civil Service Commission for a promotion exam for Second Deputy Chief, Fire Department. Eight District Chiefs were eligible, but only one applied. He was Milton G. Harger, senior of his rank. The seven others signed a letter waiving their rights to compete: "In doing this, we do so in favor of and as a token of our friendship to our buddy and fellow district chief, Milton G. Harger."

Wanted: New Lists

The State law states that titles of open competitive lists requested by de-

partments or institutions must be publicly announced for 15 days before the State Commission takes action. The following lists are now being advertised (the date denotes when the 15 days are up):

April 2—Onondaga County Public Works Commission—Assistant Operator.

April 2—Broome County—Superintendent of Highways.

April 7—Mount Morris Tuberculosis Hospital—Senior Hospital Tuberculosis Physician (Medicine).

April 7—Albany County Highway Department—Engineering Aid.

April 7—Oneida County Public Health Nurse Committee—County Dentist.

April 7—Conservation—Game Protector, Lewis County.

April 7—Onondaga County Public Works Commission—Analyst.

April 7—Westchester County—Dietitian.

April 9—Social Welfare—Assistant Steam and Electrical Operating Engineer.

Any Day Now

Nine months ago, hundreds of Rochester's young men started competition for membership on the local police force. Medical exams, counting 40 per cent,



were held in July; physical tests, worth 30 per cent, were given in November; in January a mental weighted at 30 per cent topped it all off.

The list, with 290 names, appeared last week, and 13 appointments are expected most any time. Henry W. Smith led all the rest with 96.49. After him came:

Clarence W. Deprez, Armond G. Rahn, Willard C. Boehm, James D. Doyle, Francis E. Abbey, Ken A. Watson, John J. Hamill, H. T. O'Connell, Edward M. Hayes, Herbert T. Heffer, Edward Rice, John R. Pellegrino, Harry E. Griswold, James E. Hughes, John S. Flor, Frederick D. Lamb, Jr., Raymond J. Hubbard, Roy F. Percy, Jr., James J. Cavoti, Arthur G. Wittman, James P. Neary.

Only the super-cynical smiled when it turned out that Lamb was the son of the Civil Service Commissioner.

—MORTON YARMON

COUNTY TESTS

EXAMS WILL BE HELD MAY 4

(Open Only to Residents of the Counties specified)

Chautauqua County
CASE WORKER, Division of Child Welfare, Department of Public Welfare. (\$1,500-\$1,800). Fee, \$1. File by April 12.

Requirements
 Graduation from a senior high school, or its equivalent. In addition, either a) four years full-time paid experience within the last 10 years in social case work with a public or private social agency, one year of which was with a child welfare agency; or b) graduation from college; or c) a satisfactory equivalent.

Erie County
ASSISTANT CLOTHING DEPUTY, Purchasing Department. (Salary varies; appointment expected at \$1,500). Fee \$1. File by April 12.

Requirements
 Either a) five years full-time business experience, two years of which were in the purchase and handling of clothing, dry goods, footwear, etc.; or b) three years business experience, two years of which were in the purchase and handling of clothing, dry goods, footwear, etc., and graduation from senior high school; or c) a satisfactory equivalent. It is desirable that candidates be familiar with the purchase in wholesale lots, under contract specifications, of clothing, dry goods, footwear, etc., and with the inspection of them for compliance with written specifications.

Kings County
PHOTOSTAT OPERATOR, County Register's Office. (One appointment at \$2,101, another at \$2,280). Fee \$2. File by April 12.

Duties
 Operate a photostat recorder in the copying of recorded instruments; related work.

Requirements
 Either a) one year's experience operating photostat machines; or b) six months' experience, and graduation from senior high school; or c) a satisfactory equivalent. Candidates must have a good knowledge of the care and maintenance of photostat machines, and be able to show ability to operate No. 2 Photostat Continuous Recorder.

Weights
 Written and performance test, 7; training, experience, and general qualifications, 3.

Monroe County
TELEPHONE OPERATOR, Department of Public Welfare. (One appointment at \$960, another at \$1,080). Fee, 50 cents. File by April 12.

Requirements
 Either a) one year's experience as phone operator; or b) six months' experience and graduation from senior high school; or c) a satisfactory equivalent. Candidates must be able to operate a Stromberg-Carlson P.B.X. Switchboard.

Niagara County
MEDICAL CLERK, Department of Public Health. (\$80 a month). Fee, 50 cents. File by April 12.

Requirements
 Either a) five years' office experience, one year of which was devoted to financial, medical, or case record keeping; or b) one year devoted to financial, medical, or case record keeping, and graduation from senior high school; or c) a satisfactory equivalent. Candidates must be familiar with medical terms and various categories of relief and methods of payment. They must be able to handle correspondence with regard to diagnosis prognosis, etc.

Onondaga County
ASSISTANT CHIEF ACCOUNTANT, (\$2,100). Fee \$2. Write for special circular, direct to State Civil Service Commission, Albany, N. Y. File by April 12.

Queens County
PROBATION OFFICER, (\$2,000). age limits; 21-55. Fee, \$1. File by April 19. Exam after May 4.

Requirements
 Graduation from a senior high school, or equivalent education. In addition, either a) three years full-time paid experience in probation work or social case work with a social agency; or b) one year experience in probation work or social work with a social agency, and a college degree; or c) a satisfactory equivalent. Full-time training with supervised field work in school of social work may be substituted, year for year, for required experience. Candidates must show experience or knowledge to qualify them for probation work. A physical exam may be required.

Rockland County
PROBATION OFFICER, (\$1,200) age limits; 21-55. Fee, \$1. File by April 12.

Requirements
 Graduation from a senior high school, or equivalent education. In addition, either a) one year full-time paid experience in probation work or social case work with a social agency; or b) six months' such experience, and two years' college work; or c) a college degree; or d) a satisfactory equivalent. Candidates must show experience or knowledge which would qualify them for probation work. A physical exam may be required.

PATROLMAN, Police Departments, all towns and villages. Age limits: 21-35. File by April 19. Fee, 50 cents. Exam probably will be held May 11. Open to legal residents of Rockland County only. Preference in certification will be given to residents of the towns and villages in which the vacancies occur.

Requirements
 Height of 5 feet, 8 inches; 140 pounds minimum weight; good physique; good address; good moral character and habits mental alertness; freedom from all physical defects; no conviction of felony. Candidates who pass the written exam will be given a medical exam.

Weights
 Written, 6; training, experience, and general qualifications, 4.

Suffolk County
DIRECTOR, Board of Child Welfare (\$2,400-\$3,000). Fee, \$2. File by April 12.

Requirements
 Graduation from a senior high school, or educational equivalent. In addition, either a) nine years' full-time paid experience, within the last 10 years, in social work with a public or private social agency, two years of which were with a child welfare agency, and one year as a case supervisor or in an administrative or executive capacity; or b) five years experience in social work with a public or private social agency, two years of which were with a child welfare agency, and one year as a case supervisor or in an administrative or executive capacity, and a college degree; or c) a satisfactory equivalent.

STORES CLERK, Department of Public Welfare, (\$900-\$1,040). Fee, 50 cents. File by April 12.

Requirements
 Either a) six years' experience, one year of which was in receipt, storing, and distribution of perishable food stuffs, etc.; or b) two years' business experience, one year of which was in receipt, storing, and distribution of perishable food

stuff, etc., and graduation from a senior high school; or c) a satisfactory equivalent.

Ulster County
POSTING CLERK, Department of Public Welfare, (\$720-\$900). Fee, 50 cents. Open to legal residents of Ulster County exclusive of Kingston. File by April 12.

Requirements
 Either a) two years' office experience; or b) graduation from senior high school; or c) a satisfactory equivalent.

SUPERVISORY CLERK, Department of Public Welfare, (\$900-\$1,200). Fee, 50 cents. Open to legal residents of Ulster County exclusive of Kingston.

Requirements
 Either a) four years' office experience, one year of which

was in posting accounts or records; or b) one year's office experience in posting accounts or records, and graduation from a senior high school; or c) a satisfactory equivalent.

City and Town of Newburgh
BOOKKEEPING MACHINE OPERATOR, Department of Public Welfare, (\$900-\$1,300). Fee, 50 cents. File by April 12.

CLOTHING SUPERVISOR, Department of Public Welfare, (\$1,040-\$1,440). Fee, 50 cents.

MEDICAL CLERK, Department of Public Welfare (\$900-\$1,300). Fee, 50 cents. File by April 12.

TELEPHONE OPERATOR, (\$900-\$1,200). Fee, 50 cents. File by April 12.



Requirements

Education.—Candidates must have successfully completed a full 4-year course leading to a bachelor's degree with major study in entomology.

Experience.—Except for the substitution provided for below, they must have had, subsequent to the completion of the required 4-year college course, the following experience:

Associate Entomologist (Taxonomy): At least three years of responsible research experience in classifying and determining the relationship of insects belonging to the order Coleoptera.

Assistant Entomologist (Taxonomy): At least two years of research experience in the taxonomy of Coleoptera or in the taxonomy of Lepidoptera.

Additional credit.—Additional credit will be given to qualified applicants for the following:

Associate Entomologist (Taxonomy): Museum experience.

Assistant Entomologist (Taxonomy of Coleoptera): Research with Coleoptera larvae.

Substitution of additional education for experience.— Applicants may substitute, year for year, in lieu of the experience prescribed above, postgraduate study successfully completed in a college or university of recognized standing as follows:

Associate Entomologist (Taxonomy): Taxonomy of Coleoptera.

Assistant Entomologist (Taxonomy): Taxonomy of Coleoptera of Lepidoptera.

Recency of experience.— At least one year of the prescribed postgraduate education or experience must have been obtained within the five years immediately preceding the closing date for receipt of applications specified in (b) at the head of this announcement.

Weights

Applicants will be rated on their education and experience on a scale of 100.

Chief Tool and Gauge Designer (\$2,600)

Principal Tool and Gauge Designer (\$2,300)

Senior Tool and Gauge Designer (\$2,000)

Tool and Gauge Designer (\$1,800)

Place of employment: Watervliet, New York. Open to any resident of New York State. No closing date has been set for filing. Age limit: 18 to 55.

Duties

Chief Tool and Gauge Designer: To carry out details involved in prescribed or standard methods, to perform the most difficult and responsible subprofessional work in the design of tools, jigs, fixtures, gauges, or other related equipment required in the manufacture, assembling, or inspection of machinery, machine parts or other equipment of similar nature, involving the application of a thorough knowledge of shop manufacturing methods and processes, tool or gauge practice and design, and mechanical drafting room practice; to supervise a small number of senior tool or gauge designers and others of lower grade.

Principal Tool and Gauge Designer: Under professional guidance to carry out the details involved in prescribed or standard methods, to perform very difficult and responsible subprofessional work in the design of tools, jigs, fixtures, gauges, or special equipment required in the manufacture or inspection of machine parts or mechanisms, involving the application of a considerable knowledge of shop manufacturing methods, tool or gauge practice and design, and mechanical drafting-room practice; to supervise the work of a few as-

(Continued on Page 14)

U. S. TESTS

Senior Inspector, Engineering Materials (Mechanical) \$2,600

Senior Inspector, Engineering Materials (Hulls), \$2,600

Inspector, Engineering Materials, (Mechanical), \$2,000

Inspector, Engineering Materials (Hulls) \$2,000

These exams are for jobs in the Navy Department for duty in the field wherever assigned. File by April 8. Age limit: 53.

Duties

To inspect and test, for determining compliance with specifications, a wide variety of engineering materials indicated by the title of each class; to read drawings and interpret specifications, and make necessary computations to determine compliance therewith; to make inspection reports and conduct correspondence. The duties of Senior Inspector may include organizing and supervising of staff of inspectors of lower grade.

Requirements

Experience: except for substitution listed below, applicants must show experience as follows:

Senior Inspector, Engineering Materials (Mechanical), six years, and Inspector, Engineering Materials (Mechanical), four years, of experience in the inspection and testing of mechanical engineering materials of the kinds specified under 1, 2, or 3, or any combination of them: 1) steam-power machinery and auxiliaries to such machinery, or heavy-duty internal-combustion power machinery and accessories (gasoline automotive engines alone not acceptable); 2) major naval ordnance assemblies; 3) miscellaneous mechanical engineering materials, including castings, forgings, valves, and piping (or tubing.)

Senior Inspector, Engineering Material (Hulls), six years, and Inspector, Engineering Materials (Hulls) four years, of experience in the inspection and testing of steel shapes, plates, and metal sheets.

For both classes of inspector positions, it must be shown in any case that the inspectional experience has included the reading and interpretation of drawings and technical specifications, the inspection of varied materials as specified to determine acceptability thereunder, the use of testing instruments, and making of such calculations as may be required to determine compliance with drawings and specifications.

Substitution: Senior Inspector, and Inspector, Engineering Materials (Mechanical) — 1) each completed year of a course in mechanical engineering or metallurgy in a college or uni-

versity for six months of the required inspectional experience; 2) each year of experience as journeyman mechanic in the manufacture of marine machinery or marine engineering materials, for six months of the required inspectional experience; 3) each year of experience as journeyman mechanic in the machining, construction, and assembly of naval ordnance units, for one year of the required inspectional experience. (Those who substitute this experience in full may be considered only for positions which require specialized knowledge of and experience with heavy ordnance assemblies); 4) each year of experience, up to a maximum of two years, in the inspection of a variety of miscellaneous materials which has included three or more of the following, for one year of the required inspectional experience: metal shapes, plates, insulating and packing materials, refrigeration machinery, machine tools, textiles, rubber products, pumps, compressors, general machinery.

Senior Inspector, and Inspector, Engineering Materials (Hulls): 1) each completed year of a course in mechanical engineering or metallurgy in a college or university for six months of the required inspectional experience; 2) each year of experience, up to a maximum of two years, in the inspection of a variety of miscellaneous materials which has included three or more of the following, for one year of the required inspectional experience: machine tools, textiles, insulating and packing materials, refrigeration machinery, compressors, rubber products, casting or forgings, paints or oils, general machinery.

Weights

Candidates will be rated on the basis of their education, experience and general fitness for the job on a scale of 100. No written test will be given

Associate Entomologist (Taxonomy), \$3,200

(For filling the position of Assistant Curator National Museum, Smithsonian Institution)

Assistant Entomologist (Taxonomy), \$2,600

(Bureau of Entomology and Plant Quarantine, Department of Agriculture.)

File by April 8. Age limit: 53. Applicants must be in sound physical condition.

Duties

Associate Entomologist (Taxonomy).— Under general supervision, individually or with trained assistants, to perform responsible professional and scientific work in the field of taxonomic entomology including the classification, description, and care of specimens, the installation of exhibits, and preparation of texts and labels; to identify specimens and prepare technical reports on Coleoptera and conduct original research and investigations on the collection of Coleoptera leading to the preparation and publication of scientific papers, to serve as acting head of the Division of Insects; and to perform related work as assigned.

Assistant Entomologist (Taxonomy).— Under general supervision to carry on taxonomic studies and the immature stages of forms included in either group, the preparation of re-

State Promotion

Filing for one promotion exam ends this week.

Friday, April 12

DIRECTOR OF RECREATION AND ATHLETICS

No. 1099. New York State Vocational Institution, Department of Correction. (Usual salary range, \$1,800-\$2,300 without maintenance; appointment may be made at less than minimum.) Fee, \$1.

BULLETIN BOARD

APRIL 2, 1940

All organizations which have Civil Service interests are invited to make The Leader's Bulletin Board their own official bulletin board for the announcement of meetings, entertainments, campaigns, elections, etc. Send your information by Saturday of each week direct to The Bulletin Board, in care of The Leader.

PUBLISHED WEEKLY

Civil Service Unit Elects Officers

An election of officers of the Civil Service Unit, which has been in progress for the last three weeks, has just been completed. John J. Hughes was re-elected president of the Unit. Other officers are: John V. Walsh, first-president; Mrs. Anna R. Donovan, second vice-president; Rose Kahn, third vice-president; Phillip Deutsch, executive secretary; Anton Shire, treasurer; John J. Gregory, financial secretary; Angelo Cifelli, recording secretary, and Thomas E. Hagan, chairman of the Unit Committeemen and delegates.

The new officers of the Unit will be installed at a special meeting at Webster Hall, East 11th St., between 3rd and 4th Avenues, on Thursday, April 4 at 8 p.m.

War Vets Ball

The 42nd annual military ball and entertainment of the United Spanish War Veterans, which included many Civil Service employees, will be held on May 4 at the 71st Regiment Armory, Park Ave. and 34th St., Manhattan.

Social Investigator Eligibles Meet

The New York City Social Investigators Association will meet at the Hotel Monterey, 94th Street and Broadway on Thursday, April 4, at 8 p.m.

Military Concert

Members of the Porter Post Military Band will give a concert and dance on April 12 at the Porter Memorial Hall, 52nd St. and 4th Ave., Brooklyn. The post is affiliated with the Robert I. Porter Post, Veterans of Foreign Wars.

Breakfast and Mass

Catholic employees of the New York City Civil Service Commission, the Board of Estimate, Budget Director's Office and Department of Investigation will attend their second annual Communion and Breakfast on May 5 at 9 a.m. Mass will be celebrated at St. Andrews Church, Cardinal Place and Duane St. It is expected that more than 200 employees will attend the services. Among the speakers will be the Hon. Michael Walsh, Secretary of New York State; Rev. Cosmas Shaughnessy, Rector at Passionist Monastery, Jamaica, L. I. Dr. Frank Schae-

fer, secretary of the Civil Service Commission will act as toastmaster at the Breakfast.

Blumberg Honored By Postal Workers

In celebration of its fifteenth anniversary and in honor of its president, Louis Blumberg, the Jewish Postal Workers Welfare League will hold a dinner May 4 at the Manhattan Center, 311 West 34th St. Postmaster Albert Goldman has been invited to attend.

Holy Name Society

The annual mass and breakfast of the New York Post Office Holy Name Society, Branch 273, will be held Sunday morning, April 7 at St. Patrick's Cathedral and the Hotel Astor.

Foremen Eligibles

A meeting of the Assistant Foreman Eligibles (Dept. of Sanitation) will be held at 8 p.m. Wednesday, April 10, in the Sanitation Building's Conference Room, 125 Worth St., Manhattan.

Masons, Carpenters Select Leaders

Election of officers will be the principal item of business when the Masonry and Carpentry, Grade 3, Eligibles Association meets Thursday night, in Room 715 of the Pulitzer Building, 63 Park Row.

Machinists Meet

The Brotherhood of Certified Civil Service Machinists and Helpers of the City of New York will hold their next general meeting at Germania Hall, 160 3rd Ave., on Friday, April 5, at 8 p.m.

Post Office Eligibles

A mass meeting of the Post Office Eligibles Association of Greater New York will be held Tuesday night, April 2, to discuss possibilities of appointment. The eligibles will meet in the auditorium of P.S. 42, Third Avenue and 42nd St., Manhattan.

Sanitation Society To Hold Ball

The Hebrew Spiritual Society, Inc. of the Department of Sanitation will hold its eighth annual entertainment and ball on Saturday night, April 20, at the Royal Windsor, 66th St. at Columbus Ave., Manhattan. Special meetings to make final arrangements for the affair will be held on April 7th and 14th at the Society's headquarters, 31 Second Ave.

Librarians Discuss Constitution

The Metropolitan Library Council will discuss the adoption of a constitution at a meeting at 8 p.m. Wednesday, April 3, at the Cornish Arms Hotel, 23rd St. and Eighth Ave.

Camera Club

A meeting of the Department of Public Works Camera Club will be held Tuesday, April 2 at 6 p.m. at the City Court House, 52 Chambers St., Manhattan. President Fred Saron invited all city employees to attend the session which will feature a discussion by Martin Vos of the Gevaert Co. on "Three Dimensional Portrait Lighting."

Telephone Operator

The State Telephone Operators Association has scheduled a meeting for Friday, April 5 at 7:30 p.m. at Conway's, 251 West 51st St., Manhattan.

Kings Employees Meet

The next meeting of the Kings County Civil Service Employees Association will be held in the Surrogate's Courtroom in the Hall of Records on Friday, April 5 at 4:15 p.m. A discussion of the city pension system by Joseph A. McGann, Senior Accountant of the Bureau of Retirement and Pensions of the Board of Estimate, will highlight the session.

Policewomen

Meeting

The Policewomen Eligibles' Association will hold a meeting on Monday, April 8 at the Hotel Pennsylvania, 33rd St. and 7th Ave. at 7 p.m.

Holy Name Dance

The first annual dance and entertainment of the BMT Holy Name Society will be held on Saturday, April 6, at the Columbus Council, Knights of Columbus, 1 Prospect Park West, Brooklyn. The year-old society now has a membership of more than 3,000, according to president James S. Cooney. Rev. James F. Kelly, Assistant Pastor of Our Lady of Refuge Church, is chaplain of the Society.

SCMWA Local Elects

Justice Justine Wise Polier of the Domestic Relations Court was the guest speaker at the installation of officers of Local 237, SCMWA, at union headquarters

last Wednesday. Justice Polier said she believed the union was "important not only to the workers concerned but to the welfare of the public whom it serves."

New officers of the group are: Albert Gold, president; Vera Veiser, vice-president; Muriel Nelson, secretary; Lucille Kaye, treasurer; Florence Springer, organizational chairman; Sylvia Levine, legislative chairman; Frieda Lewis, personnel chairman; Morris Shapovnick, publicity chairman, and Pearl Rosenthal, educational chairman.

Sanitation Men

Listen to Report

Sanitation Men, classes A, B and C, heard a legislative report at their regular business meeting Monday night, April 1, at the Manhattan headquarters, 7 East Broadway.

Office Appliance Association

Many members of the newly-published Office Appliance Operator's list have written The Leader signifying their desire to form an eligible association. As soon as a sufficient number of these letters have been received The Leader will arrange for an organizational meeting. In the meantime, other eligibles who have not yet written should send their names to The Leader if they are interested in joining an association.

SCMWA Spring Ball

Post-budget needs of the State, County and Municipal Workers of America will be met by funds realized Friday night, April 13. On that night the union holds its annual Spring ball at the Manhattan Center.

Bacteriologists Meet

The first meeting of the Bacteriological Laboratory Assistant Eligibles Association will be held Tuesday, April 2 at 8 p.m. in Room 622, 3 Beekman St., Manhattan.

Gardener Eligibles

A dance and entertainment will be given on May 25 by the Assistant Gardener Eligibles Association. The affair is scheduled for 8:30 p.m. at the Park Palace, 110th St. and Fifth Ave., Manhattan.

Postal Employees Meet

The Joint Conference of Affiliated Postal Employees will meet in the Morgan Annex Post Office on Ninth Ave. on Wednesday evening, April 13. Plans will be made for a mass meeting of postal employees on April 14.

State Employees Communion

The Third Annual Corporate Holy Communion Breakfast of the Catholic employees of the State Insurance Fund will be held on Sunday, April 14. Mass will be held at the Church of Holy Innocents, 37th St. and Broadway at 9 a.m. Breakfast is scheduled for the Hotel McAlpin, 35th St. and Broadway. Speakers will be the Rev. Dr. John P. Boland, Cecilia McElroy, Prof. Edward I. Fenlon, and Mgr. Aloysius Dineen.

Wedding Bells

Twenty-one friends of Jeanne Silverman, Principal Compensation Clerk in the Department of Labor, who is to be married Sunday, April 7 to Morris Kantor, tendered her a surprise dinner at the Trocadero Restaurant, 40 West 8th St., last Wednesday. Miss Silverman's co-workers presented her with a 53-piece Silver Service.

Want Commissioner From Service

At its last regular meeting the New York City Employees Union, Local 61 (AFL) adopted a resolution urging Mayor LaGuardia to appoint a competitive Civil Service employee with not less than 15 years experience as a member of the Municipal Civil Service Commission.

P D. Eligibles To Meet

The Patrolman's Eligible Association will hold a meeting on Tuesday, April 2 at 8:30 p.m. at the Washington Irving High School, 16th St. and Irving Place.

Attendants Dance

The Watchman-Attendant (Grade 1) Eligible Association held a benefit entertainment and dance at Germania Hall, 16th St. and 3rd Ave. on Saturday, March 30.

Asphalt Workers

The Municipal Asphalt Workers (Federation of Municipal Employees affiliate) will meet at 8 p.m. Friday, April 5, at the County Court House, Manhattan.

Auto Enginemen

A meeting of the Municipal Auto Enginemen, affiliated with the Federation of Municipal Employees, will be held at 5:30 p.m. Wednesday, April 3, at 63 Park Row. The Federation offices will be used for the meeting.

CO-OPERATIVE RENTING

WANTED young men (Civil Service preferred) interested in cooperative renting of bungalow for summer. Men with cars working in downtown Manhattan preferred, but others acceptable. Write immediately Box 407, Civil Service Leader, 97 Duane Street.

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Amusement Parade

By James Clancy Munroe

Broadway Melody of 1940 (MGM)

Somehow we like the good old days—when the team was Astaire and Rogers—better. Of course Ginger had a tough time keeping up with the incredibly nimble Fred, while Eleanor Powell darn near out-paces him. Still and all we'll take the snappy Ginger in preference to the wooden-faced Eleanor every time. Frank Morgan's real talents are conscientiously thrown away on the usual woggle-brained role Hollywood gives him these days. Astaire's charm and grace save this one

from the trash heap, but it is still about his worst to date. The Capitol.

The Human Monster (Monogram-British)

Macabre, diabolical, satanic, Mephistophelian, ghoulish, gruesome. Dip in and pick out your favorite adjective, for Bela Lugosi is back with us, again peddling his usual horrid hokum. The Globe Theatre is the place to pass up for the next few days, or are you a regular subscriber to Sadistic Stories?

Rebecca (United Artists)

This is the first American film by England's Alfred Hitchcock, who gave us "The Thirty-nine Steps" and "The Lady Vanishes." And he hasn't let us down, for this is really a first-rate movie version of the famous story by Daphne du Maurier. The fine cast is headed by Lawrence Olivier and Joan Fontaine.

On Thursday, March 28, the Radio City Music Hall began a hunt for the lady patron of the theatre most resembling the title character. The lucky winner will receive a screen test from Selznick International Pictures.

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Sanitation Men: Answers To Medical Questions

By OSCAR A. SPIER

Flat Feet

B. S. Flat feet will not disqualify you from taking the Sanitation Man test as long as you can walk properly and the degree of the flat feet is not too great. Use the Munson exercise by balancing on the ball and toes of the feet.

Missing Fingers

A. C. If you have two fingers missing from your left hand and are not handicapped by same, you will not be disqualified, if you are able to perform the requirements of the test.

Hammer Toe

F.F. You will be rejected for having a hammer toe and a bunion unless these defects are corrected by surgery before the test. This operation is comparatively simple, and you would not require more than two or three weeks to get back in shape.

Psoriasis

C. R. Psoriasis, a nerve rash that breaks out at bone joints, will not disqualify you. An increase in Vitamin B will relieve your condition. A reputable druggist will provide you with a standard vitamin preparation.

Hernia

J. J. Mc. If you have an operation now for your hernia, you may be physically fit in time to take the medical and physical examination. Since you are an athlete, you should recover more rapidly than the average man.

Hemorrhoids

R. G. Since you are unemployed, I would advise that you visit the clinic of any city institution to have electric treatments for Hemorrhoids. They can be cured by surgery or injections.

Bunions

J. H. Bunion will not eliminate you if the degree of deformity is not too great. You should either submit to an operation or use of scholl-spool method, which involves placing rubber spools be-

tween the large toe and the next toe.

Color Blindness

J. C. and G. B. If you are completely color-blind, you will fail. There is no known cure. To be red-green blind is to be completely color blind.

Vacancies Exist for Janitor Engineers

The Municipal Civil Service Commission had good news last week for 35 city employees, out of a field of 94, who took the recent promotion exam for Janitor Engineer (Custodian Engineer). The Commission announced that 35 of the candidates passed the test and that job prospects seem extremely bright for them. Many vacancies exist in the position at salaries ranging from \$3,432 to \$7,836 and it is expected that the list will soon be exhausted.

Janitor Engineers are paid a lump sum salary, out of which they must pay any help they require in caring for buildings.

Certification from the new list is expected to start within a few days.

April 5 for Maintenance Test

The written test for Maintainers, Helpers, a promotion exam, will be held on Friday, April 5 at the Municipal Civil Service Commission's offices. About ten vacancies will be filled in the Board of Transportation after the new eligible list is prepared.

Anything you want to know about Civil Service? Come in and inquire of the Civil Service Leader's FREE Information Bureau It's at 97 Duane Street, just off Broadway, New York City.

Sample Test for Student Nurse

The United States Civil Service Commission has just announced a competitive exam for Student Nurse. Full requirements and other information for this exam are published on page 15. As a service to those who will take the test, The Leader publishes a sample examination prepared by the Civil Service Commission.

Write the NUMBER of the BEST answer:

- FEASIBLE means most nearly (1) capable (2) practicable (3) justifiable (4) beneficial (5) reliable. "Practicable," numbered 2, means most nearly the same as "FEASIBLE," so "2" is written on the line at the right.
- LUCRATIVE means most nearly (1) atrocious (2) fraudulent (3) wise (4) profitable (5) abundant.
- Objects are visible because (1) light falls on them and is reflected to the eye (2) they are partially in shadow (3) they absorb light from the sun (4) they are opaque (5) light rays penetrate their surfaces. All five statements may be true, but the only one which explains why objects are visible is the statement numbered 1, so "1" is written on the line at the right.
- In starting a load, a horse has to pull harder than he does to keep it moving, because (1) the load weighs less when it is moving (2) there is no friction after the load is moving (3) the horse becomes accustomed to pulling the load (4) the wheels stick to the axles (5) the horse has to overcome the tendency of the wagon to remain at rest.
- The saying, "A man is his own best servant," means most nearly (1) service does not always come at the calling (2) Necessity is the mother of invention. (3) If you want a thing done, do it yourself. (4) A little help does a great deal. (5) Where there's a will, there's a way. The statement numbered 3 means most nearly the same as "A man is his own best servant," so "3" is written on the line at the right.
- The saying, "Think of the going out before you enter," means most nearly (1) The end is more important than the beginning. (2) A good beginning makes a good ending. (3) Decide upon a plan and stick to it. (4) Don't begin a task without considering the outcome. (5) Forethought is half of wisdom. In each of the two following questions the first two words in capital letters go together in some way. Find how they are related. Then write a NUMBER to show which of the last five words goes with the third word in capital letters in the same way that the second word in capital letters goes with the first.
- FOOD is to HUNGER as SLEEP is to (1) night (2) dream (3) weariness (4) health (5) rest. Food relieves hunger and sleep relieves weariness. Therefore "3," the number before "weariness," should be written on the line at the right.
- SEW is to SEAM as PLOW is to (1) ground (2) crop (3) horse (4) farm (5) furrow. Read each paragraph and then write the answer. From the five suggestions for an answer, select the one statement which best answers the question and write the NUMBER of this statement on the line at the right.
- (Reading) More patents have been issued for inventions relating to transportation than for those in any other line of human activity. These inventions have resulted in a great financial saving to the people and have made possible a civilization that could not have existed without them. The paragraph indicates that transportation (1) would be impossible without inventions (2) is still to be much improved (3) is more important than any other activity (4) is carried on through the Patent Office (5) is an important factor in civilization. The paragraph does not state that transportation would be impossible without inventions, is still to be much improved, is more important than any other activity, or is carried on through the Patent Office. It does state that it is an important factor in civilization. Therefore "5" should be written on the line at the right.
- (Reading) One of the primary steps in the development of management in any enterprise is proper organization. After the business has been conceived and the broad policies which are to be pursued have been established, and before any operating methods may be devised, at least a skeleton organization must be developed. What does the quotation say is impossible in industry, without a systematic plan of working? (1) Conceiving of business (2) establishment of policies (3) investment of capital (4) establishment of routine of work (5) selection of manager. Below are the answers to these sample questions. Compare your answers with these to be sure that you understand how to answer the questions. (The answers are in italics.)

1.....	2.....	4.....	5.....	8.....	3.....	10.....	4.....
2.....	4.....	5.....	3.....	7.....	5.....		
3.....	1.....	6.....	4.....	9.....	5.....		

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