

NEW YORK
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Civil Service **LEADER**

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SAMPLE TEST
U.S. Stenos
and
Typists

U. S. Needs

G-MEN, LAWYERS, DOCTORS, NURSES

Details on Pages 5 and 18

Filing Opens

PRISON GUARD TEST

Full Requirements on Page 13

9 NEW CITY EXAMS

—Begin on Page 12

Official Answers

Exams A, B, C and D

MAINTAINER'S HELPER

Description of

Medical and Physical Exam

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New Method of Appointment Open for Public Discussion

MANY SAFEGUARDS PROVIDED

A public hearing will be called in "two or three weeks" to consider the Municipal Civil Service Commission's new proposed method of appointment—selective certification.

Commissioner Ferdinand Q. Morton, who last week drew up the resolution providing for the appointment of certain qualified persons on eligible lists, said that he expected opposition to the plan at the hearing.

Opponents probably will be those who fear that the system may be abused, Morton said. Five safeguards have been erected to prevent such abuse, and it is the Commissioner's belief that all objections can be answered.

Explains

The resolution explains that an eligible list may be certified to a position for which the list is not necessarily appropriate but for which the basic qualifications tested by the original examination are the same.

For instance, a general list might be used to fill a specific type

of medical job for which the eligibles were not originally examined. The persons on the medical list would be canvassed, or a public hearing held, to find which persons have experience in (or licenses for) the particular type of work needed. Then these persons who have this experience would be given a qualifying exam by the Civil Service Commission, and the top man on the original list would be appointed.

The resolution specifically excepts those eligible lists which already have approved specialties.

Safeguards

The safeguards included in the resolution are the following:

1. The Commission considers "special qualifications" only those which are evidenced by experience or a license.

2. The test will be administered by the Commission and not by the department requesting the certification, and the test shall be non-competitive.

3. In the future, all exam advertisements will carry the provision that selective certifications shall be made from the resulting eligible list. This condition does not apply to existing lists or lists now in the course of preparation. Selective certification, however, will apply to these lists.

4. If a request for selective certification is made at the request of a department, the head of the department shall submit to the Commission a statement in writing giving in detail the reason why such a certification is desirable. If a selective certification is made on the initiative of the Commission, reasons for the certification will be incorporated in the Commission minutes.

5. Selective certification shall be made only a) if a public hearing is held, or b) after due notice is given the eligibles on the list.

Morton said that he was considering incorporating into the list of special qualifications, described under No. 1 above, the provision that persons possessing certain equipment or paraphernalia would be eligible for selective certification. For example, a department wishes to hire a photographer who possesses certain enlarging equipment which the department is unable to purchase. The Photographer list would be

(Continued on Page 9)

Sanitation Man In Hot Water

Alex Siegal, of 1656 St. John's Place, Brooklyn, is a sorry young man today, and in hot water. They say he cheated on the Sanitation exam, and couldn't get away with it. It happened last Monday. Alex had gotten through his written test, his medical exam, had finished the can lift, came through the dumbbells, and went over and around the various gadgets in the agility run.

On the agility run, young Siegal made a grade of 60. This meant he would never be a Sanitation man. He looked dolefully upon his card bearing the grade, which had been jotted down by the examiner in crayon. Siegal's whole future seemed to go glimmering away in that moment. So according to the Civil Service



PAUL BRENNAN

who heads the Medical-Physical Bureau of the Civil Service Commission. He's in charge of the Sanitation exam

Commission, he went off quietly into a corner, erased the 0 after the 6, and wrote in a 9 before the 6. Thus, presto! the grade of 60 became a grade of 96. It was a clumsy attempt, and examiner Walter McLoughlin saw the forgery immediately. He phoned to Paul Brennan, head of the Civil Service Commission's Medical-Physical Bureau. Paul Brennan phoned Paul Kern, President of the Commission.

Kern, who hates cheating on exams like the plague, ordered: "Arrest the man." So Alex was arrested. He was arraigned that same night, and bail was set at \$500. Last Friday, Alex Siegal came before the magistrate and his bail was upped to \$1,000 while he awaits trial before General Sessions.

This is the first time that a Civil Service contestant has been arrested for cheating. There have been other arrests for impersonation. In the past, one caught cheating would be banished from participation in Civil Service. Today, things are getting tougher. The Commission is determined to do away with cheating.

Instruction In Coordination Test For Sanitation Men
Apparatus similar to that used in the official test.
 Speed, which can only be acquired through practice, is an essential phase of this test, as men have received as high as 98 in other parts of the examination and as low as 60 on the coordination. Full information as to days and hours applicants may practice this test can be obtained by calling in person or phoning.
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CITY ELECTRICIAN: Class forms Mon. Aug. 12, at 8:30 P.M.
FIREMAN-PATROLMAN
 The present list for Fireman expires Dec. 15, 1941, and all of the eligibles on the present Patrolman list should be appointed before Jan. 1941. Consequently the Fireman examination should be held in the Spring 1941 and that for Patrolman shortly thereafter.
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STATE COURT ATTENDANT: Wednesday at 1:15, 6:15 and 8:30 p.m.
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Ellis to Probe Kern Quietly; Quiz Costs Lawyer \$150 Monthly

With Emil K. Ellis away on a three-week vacation, the investigation of Paul Kern and the Municipal Civil Service Commission reaches a quietus. But under the surface placidity, the investigation is still maneuvering its course. Paul Kern, who hadn't anticipated that he would be called very soon after his short, rapier-like exchange with Ellis the Wednesday before last, received a subpoena from the probe lawyer that he answer privately a number of questions concerning the operating of the Commission. The questioning is to be done by one of Ellis' assistants, in Kern's office, this week. Kern will be under oath.

Meanwhile, Ellis has reorganized his crew of lawyers into a number of committees to facilitate the enormous quantity of work. The committees (Ellis smiles as he uses Civil Service terms more fluently than he did a month ago) sound as though they were gotten together by Kern, Sayre, and Morton, the Commissioners. There is a committee on provisionals; a committee on political interference and nepotism; a committee on examinations; a committee on general administration; on certifications; on exempt jobs; on litigation; on the State Civil Service Commission; on finances. The committee on the State Civil Service Commission will study the relationship between the State and the city Civil Service bodies, and will probably help Ellis gather ammunition in case Kern insists on defying the City Council's power to probe him. The Commission's president has already stated bluntly that such power belongs to the State Commission.

The Ellis Staff
 There have been a number of resignations from Ellis' staff of 30 lawyers. At a staff meeting held last Friday, 21 were present. Ellis claims there has been no disaffection in the ranks; all the lawyers working with him remain loyal. The resignations came, he says, because of the pressure of their own work on some of his assistants, and because others have gotten jobs that require their full time. Three are on vacation.

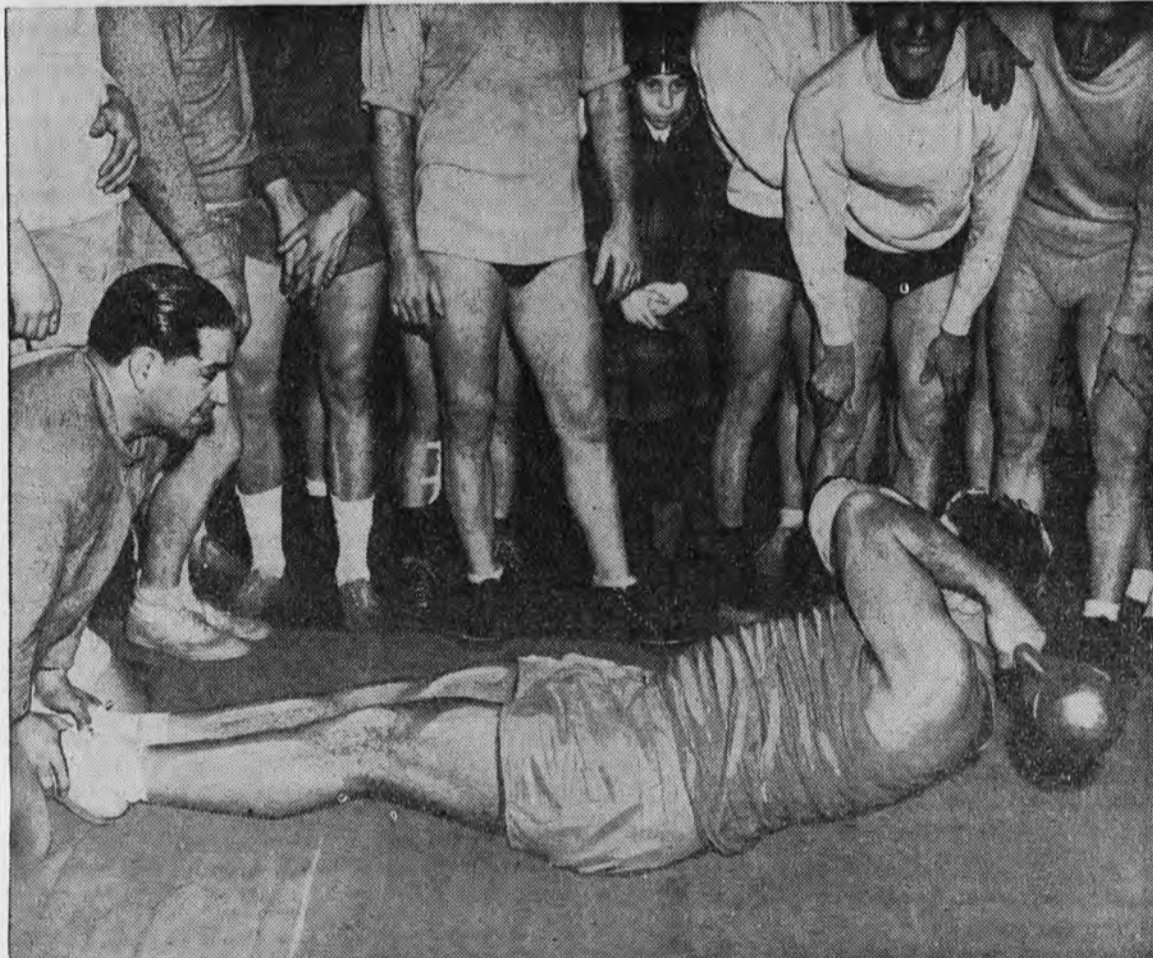
The investigation is still completely in Ellis' hands. There has been no interference whatsoever from any of the councilmen on the investigating committee. No member of the committee knew in advance which cases Ellis would bring up. Not a single one has participated in the staff meetings. Not one has had a private conference with Ellis except Robert K. Straus. The costs of gathering material so far has come to about \$150 a month, which the committee's lawyer is paying out of his pocket.

Over 100 complaints have been received so far, and of these about 50 per cent, according to Ellis, bear further investigation. The others deal with individual beefs.

Kern Unconcerned
 Paul Kern sits back and tells all and sundry that the investigation is going to be a failure, that it can't overcome the fact of the greatest development of the merit system in New York's history.

Residence Law Changed For Airport Workers
 At the suggestion of Mayor La Guardia the City Council last week voted an amendment to the Lyons Residence Law to permit waivers of the three-year residence requirement in the cases of four Traffic Control Operators at La Guardia Airport.

Maintainer's Helpers Must Pass Physical and Medical Test; Commission Describes Helper Duties To Justify Coming Competition



MAINTAINER'S HELPER CANDIDATES WILL BE DOING THIS

Sanitation contestants have been performing the abdominal lift all summer. Soon the men who passed the recent Maintainer's Helper exams will be trying the same stunt. The Civil Service Commission says that Helpers must have strength and agility as well as intelligence

Medical and physical standards were set this week for the four Maintainer's Helper examinations. Written tests for Groups A, B, C and D have been given to 15,494 candidates. Of this group, some 5,200 eventually will receive passing marks on the written test, and all but one or two percent will survive the qualifying medical and competitive physical exams, according to officials of the Municipal Civil Service Commission.

In an official statement early this week, the Commission described the physical events which will be given to men who pass the written examination. In explaining the need for such a test, the Commission said: "Maintainer's Helpers, when employed by the city, will be required to assist maintainers in the maintenance and heavy repair of ventilation and drainage equipment, to clean electric power and line equipment, enclosures and buildings under live and hazardous conditions, to assist structure maintainers in the maintenance, repair and alteration of all parts of the subway structure, including stations and enclosures, and many other duties depending upon their assignment. Candidates must show that they are capable of carrying out these duties by attaining a general average of 70 percent in the following physical examination:

Physical Test

- "Test 1. Weight Lift. Two hands. Full arms' length above head. (Four chances allowed).
100 pounds 100 percent
87½ pounds 88 percent
75 pounds 75 percent
60 pounds 60 percent
- "Test 2. Pectoral squeeze. Conducted on a machine that records percentage in open view. (Two chances).
- "Test 3. Abdominal Muscle Lift. From a recumbent position a can-

didate must assume a sitting position, carrying up behind his neck a weight. His feet are held to the floor by another candidate. (Three chances).
30 pounds 100 percent
25 pounds 85 percent
15 pounds 70 percent
"Test 4. Ladder Climb. A candidate must climb an ordinary and slightly inclined ladder rung by rung to and from an altitude of 15 feet. The climb is by foot and only where the candidate consumes more time than normal or where he lacks freedom and agility will he be penalized in percentage. (Two chances)."

Medical Standards

The medical standards for Maintainer's Helper, all groups, are as follows:
Vision: 20-40; each eye separately; eyeglasses allowed. Normal hearing, each ear separately. Normal heart, lungs, veins. No hernia or potential hernia; no truss allowed. No other disease, injury, or abnormality that tends to impair usefulness.

The written test has a weight of 80 and the physical test a weight of 20 in the final rating; that is, the mark received on the written part is multiplied by 80 and the mark received on the physical is multiplied by 20. The two sums are then added together and divided by 100, and this gives the final grade.

How Many Will Pass?

A survey by THE LEADER last week revealed the number of candidates who applied for the various Maintainer's Helper exams, the number who took the written part, and the number who will pass it. On each competitive test

the Commission has set a certain limit to the number of men who will pass.

	No. Applying	Writ-ten	No. Who Pass
Group A Competitive	4,012	3,575	1,200
Promotion	17	16	
Group B Competitive	5,311	4,578	1,600
Promotion	118	116	
Group C Competitive	1,318	1,069	400
Promotion	14	7	
Group D Competitive	7,262	6,056	2,000
Promotion	83	77	

Loudly Wail the Group D Maintainer's Helpers

Loud was the wail of the 7,000 men who took the Group D Maintainer's Helper exam last Tuesday, and loudest of all was the wail of the painters.

Of the four examinations given by the Municipal Civil Service Commission for Maintainer's Helper during the past four weeks, the last one, Group D, was the least popular.

"You've got to be a jack-of-all-trades to pass that test," someone moaned, and he spoke for the majority.

The test covered many fields of structure maintenance, including plumbing, masonry, bricklaying, sheet metal working, etc. But it omitted one field — painting. (Painting was mentioned in the exam announcement.) And were the painters sore!

Here's how Sam Eisenberg, 4040 Pauling Avenue, Bronx, felt about it: "I'm a painter, and I lost half a day's pay to take this exam. And there's not a single question about painting on it."

All Together

Or take the case of these three:

57 Coming City Tests Include Variety of Jobs

A series of 57 new examinations has been ordered by the Municipal Civil Service Commission. The series includes 35 popular competitive tests, 15 promotion, two labor class, and five licensing examinations. Filing dates for these have not yet been set by the Commission. As soon as official announcements are issued, full requirements will appear in The Leader.

The full list of tests ordered by the Commission follows:

Competitive

- Asphalt Worker.
- Assistant Director (Bureau of Laboratories).
- Assistant Director, N. Y. C. Information Center.
- Assistant Director of Public Assistance (Care of Homeless and Transients).
- Assistant Director of Public Assistance (Dependent Children).
- Assistant Librarian (Music).
- Assistant Train Dispatcher (I. C. O. S.)
- Blueprinter.
- Bridge Painter.
- Cancer Research Assistant.
- Civil Service Examiner (Civil Engineering).
- Conductor, I.C.O.S.
- Continuity Writer.
- Director of Business Administration.
- Director of Public Assistance.
- Gasoline Roller Engineer.
- General Mechanic (Various Specialties).
- Inspector of Blasting, Grade 2.
- Inspector of Equipment (Electrical R.R. Car Equipment), Grade 3.
- Inspector of Equipment (R.R. Cars and Trucks), Grade 3.
- Junior Administrative Assistant (Office Planner).
- Junior Administrative Assistant (Real Estate Research).
- Junior Assessor (Engineering).
- Junior Civil Service Examiner (Civil Engineering).
- Junior Engineer (Mechanical), Grade 3.
- Marine Engineer.
- Matron.
- Medical Inspector, Grade 1 (Ophthalmology).
- Pathologist (Orange County and City of New York).
- Physio - Therapy Technician (Women).
- Prison Locking Device Maintainer.
- Senior Maintainer (Office Appliance Typewriters).
- Senior Statistician.
- Superintendent of Camp La Guardia.
- Superintendent of Plant Operation and Maintenance.

Promotion

- Bricklayer (City-Wide).
- Bridge Captain (Triborough Bridge Authority).
- Chief (F.D.)
- Chief Towerman (I.C.O.S.)
- Court Clerk, Grade 3 (City Magistrate's Court).
- Gardener (Department of Parks).
- Inspector of Pipe Laying, Grade 3 (D.W.S., G. & E.)
- Marine Engineer (City-Wide).
- Matron (Hospitals).
- Program Director (Public Works).
- Senior Investigator (Investigation).
- Senior Statistician (Health).
- Senior Storekeeper (Knowledge of Automotive Repair Parts) Purchase.
- Senior Supervisor, Grade 4 (Social Service), City-Wide.
- Supervising Tabulating Machine Operator, Grade 3 (Health).

Labor Class

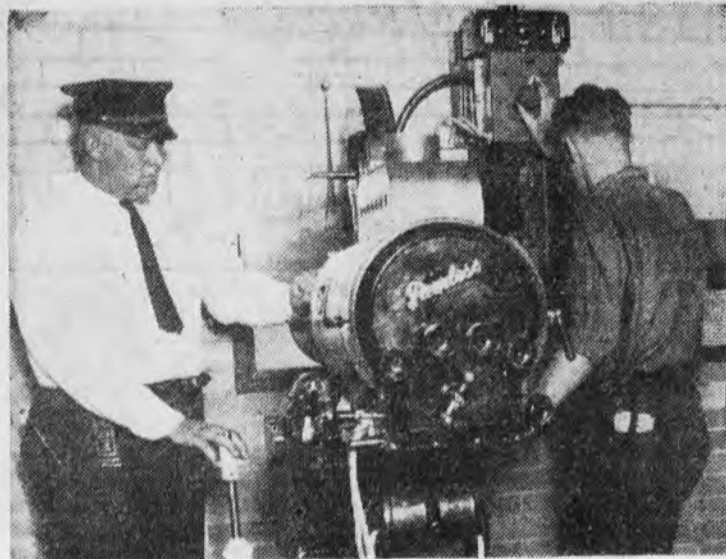
- Change of Title to Plumber's Helper (Park Department).
- Electrician's Helper.

Licensing

- License for Master Electrician.
- License for Master Plumber.
- License for Oil Burner Installer.
- License for Special Electrician.
- License for Structural Welder.



DASHING UP
a ladder, rung by rung— another test awaiting Maintainer's Helpers



ONE OF THE PRISON GUARD'S JOBS

The Guard isn't always watching the prisoner with an eagle eye and a rifle on his shoulder. He has lighter duties, too, such as supervising prisoners who run a moving picture projector

Still No Word on Two Big State Tests

Mum's the word from the State Civil Service Commission on two tests that bleacher umpires have long been scheduling for the fall. These are for Court Attendant, Supreme and County Courts of the First and Second Judicial Districts (New York, Westchester, Long Island) and for Compensation Referee. In neither case has the Commission received a request for the test.

The Court Attendant list expired last month, and Commission officials have been conferring for several months with the justices on the matter of changing the physical requirements. But nothing has happened beyond that to indicate a test in the near future.

A test for Compensation Referee was included in a spring series. At that time, the Court of Appeals was still considering the matter of additional requirements for lawyers, since settled in the Cowen v. Reavy decision. So the test was postponed, and the Labor Department has not yet asked that it be held.

Other State exams that are possibilities for a fall series are Toll

Collector on the Catskill Bridge, and Bridge Superintendent. The Superintendent test, scheduled for July 27, was postponed when insufficient competition filed.

One open Saturday—October 26—is still available in the early fall for a State series. The hectic State calendar of fall Saturday mornings now reads: September 28—welfare exams; October 5—Prison Guard, welfare exams; October 12—Columbus Day; October 19—State-wide registration; October 26—open; November 2—Election Day week-end; November 9—Armistice Day week-end; November 16—Unemployment Insurance Referee test; November 23 and 30—Thanksgiving "week-ends."

Status of Unemployment Insurance Exam

Each of the 1,023 candidates who took the Unemployment Insurance Referee test on March 25, 1939, will receive his original application, a copy of the new announcement—when it's available—and a blank for the new exam. A mimeographed slip of paper will ask the candidate either to bring his old application up to date, or to fill out the new blank. In addition, he will be told that it will cost him \$2 to file for the new test; the previous test was given before the State Commission started to charge fees.

While preparations are being made for the new test, now definitely set for Saturday morning, November 16, a force of girls in the Civil Service unit of the DPUI, at 112 State Street, Albany, is placing these 1,023 applications in envelopes. They will be sent out as soon as the announcements and blanks are ready, probably late in September.

Requirements for the new test have not yet been definitely established. However, the Court of Appeals ruled in the Cowen v. Reavy case that lawyers with five years experience are to be admitted without further ado. In ruling this, the court threw out the 1939 test, and the papers are soon to be destroyed.

Others Eligible

In addition to lawyers, the exam will probably be open to candidates with experience in placement work, personnel management, workmen's compensation, insurance claims settlement, or in a public or private agency dealing with compliance with labor laws or agreements. The test will be rated 50 on the written, 50 on training and experience.

The list resulting from the com-

ing test will displace the 31 provisionals now holding down the Referee jobs, listed by the Temporary Salary Standardization Board at \$3,500-\$4,375.

State Trooper List Almost Used Up

No. 236 is the last number already appointed from the State Trooper list established in April. 59 more names appear on the 295-name list. Should 100 more Troopers be appointed in the fall, to add to the force combating subversive activities in the State, the list will soon be completely exhausted. Otherwise, the usual run of vacancies will end the list by the spring.

In any case, a new exam can be expected by the spring.

High school graduates between 21 and 40 are eligible for the State Trooper exam. In addition, candidates must be 5 foot 10, have never been convicted of a crime in any state, and produce a New York State driver's license.

Filing Opens for Prison Guard Test

By MORTON YARMON

Filing for the long-expected Prison Guard test is now open. The State Civil Service Commission announces that the deadline for applications is September 13, giving the large turnout of candidates expected a filing period longer than normal for State tests. The written examination itself is set for Saturday, October 5, at 1 p.m.

Applications are available at 80 Centre Street, New York City; at the State Office Building, Albany, and at the State Office Building, McKinley Square, Buffalo. Blanks will be forwarded by mail if a post card is addressed to the Examinations Division, State Department of Civil Service, Albany.

During the life of the new list, which will be established in the late fall or early winter, 500-600 appointments will be made at \$1,800-\$2,280. The filing fee is \$1.

As exclusively revealed in The Leader several months ago, the requirements for the new test are substantially the same as those of the prior test, held May 23, 1936. Correction Department officials feel that the present list, due to expire October 19 after about three-fourths of the eligibles have been appointed, produced an excellent personnel.

The requirements are: 21-31; stand at least 5 foot 9; weigh at least 155 pounds; be physically strong and free from any physical defects. In addition, candidates must meet one of the following requirements:

a) Not less than one year of satisfactory, full-time experience in the actual supervision of a group of men. This supervisory experience desired is similar to that required as a foreman of laborers, as prison guard, police officer, or officer in the military service, requiring the actual supervision of a group of men; or b) Not less than six months of experience of the kind mentioned under a), and education equivalent to that represented by graduation from a standard senior high school; or c) A satisfactory equivalent combination of the foregoing experience and education.

1,556 of the 2,445 who took the 1936 test made the list. 2,221 of the 4,666 who originally filed were rejected for failure to meet some portion of the requirements.

(Study material for Prison Guard candidates will appear regularly in The Leader, up to the date of the examination. Full requirements appear on page 13).

Buy The LEADER every Tuesday.

DPUI Aids In Recruiting For Defense Program

While the New York State Employment Service perfects its cooperation with the national defense program, DPUI officials are analyzing the personnel situation to determine if any additional employees are to be taken on.

So far the development of new services has been at the expense of existing units, which have allowed the transfer of employees. Officials are uncertain as to how long recruitment of defense workers will be needed and are unwilling to hire permanent employees.

An announcement this week by Director Milton O. Loysen stated that the 90 local offices are cooperating wholeheartedly with the Federal Bureau of Economic Security. In addition, there are 44 other contact points in the State, where registration and placement of workers take place. The purpose of this cooperation, said Loysen, is to develop a labor supply for the army, navy, and air defense industries, and to locate clerical workers when needed. The cooperation of the Employment Service takes on a four-point aspect:

1. The local offices are aiding the United States Civil Service Commission in finding applicants. The Employment Service did this in connection with the recent exam for Hospital Attendant, conducted by the State Commission.

2. A Metal Trades unit has been established at 87 Madison Avenue, New York City. Loysen calls this

What to Do With Dismissed Hospital Attendants?

One major Hospital Attendant problem facing the 12-man commission switching non-competitive jobs in the State service to the competitive class is what to do with dismissed employees. At present the Department of Mental Hygiene has periodically sent to the superintendents of the various institutions a list of dismissed employees, which acted in the nature of a "black list."

With the 10,000 Hospital Attendant jobs scheduled to enter the competitive class on January 1, 1941, there is much doubt as to whether this policy can continue. Merit determined by a competitive test is supposed to be the lone consideration guiding appointments after that date.

Twice a year, the department sends to all institutions a list of employees dismissed for cause, where they worked, their titles, and the dates of discharge. An additional sentence tells the superintendent that an inquiry will bring the reason for the discharge. In practice, a discharged employee will not be hired by the superintendent of another institution unless the head of the first institution approves.

During the period from February to July, 1940, 29 employees were dismissed, 24 of them Attendants.

Employees may be fired only in accordance with the regular dismissal provisions of the Civil Service law (See "The Lowdown on Dismissals," Civil Service Leader, July 30). They must be granted the privilege of replying in writing to charges.

The papers of the 16,250 candidates who took the Hospital Attendant test on June 29 still lay untouched in the offices of the State Civil Service Commission. Pressure of other work has prevented employees from starting the two-month task of rating the papers.

(Further information on the Hospital Attendant test will appear regularly in THE LEADER. Address all inquiries to 97 Duane Street, New York City).

DPUI Jobs Will Go To Eligibles

By late fall, the 100 remaining provisionals in the Division of Placement and Unemployment Insurance should be supplanted by eligibles on lists soon to be established by the State Civil Service Commission. The story on these lists is:

The 1,814 papers written for the open Junior Economist exam are still being rated. An oral test may follow, depending on the number passing the written. Only two jobs exist in the title, and Commission officials feel that Orals for a large number may be too expensive. October 1 is tentatively set as the date for the list if no oral is held; if an oral is given, establishment of the list will be postponed.

Rating Starts

Rating of papers for Senior, Associate, and Assistant Claims Examiners has only just started. A protest by attorneys that the requirements discriminated against their profession has been settled out of court. 151 were admitted to the Senior open test, and 61 to the promotion. 63 took the open test for Associate, and 30 took the promotion test. 306 took the Assistant test, which was only a promotion. Orals will be held for the Senior and Associate titles, and possibly for the Assistant.

476 candidates were accepted for the Senior Unemployment Insurance Claims Clerk test. An oral may also be held for this list. Orals have already been given to the candidates for promotions to Senior and Assistant Examiners of Methods and Procedure. The lists will not be out, though, until service record ratings are definitely set. These must wait until all appeals have been heard; that won't be until September.

Open lists must wait until the promotion lists in the same title are established; according to Civil Service law, an open list cannot be used until the promotion list is completely exhausted.

All these DPUI tests but Junior Economist were held February 17. The Economist test was postponed until March 30 when employees claimed that a field for promotion existed, and that a promotion test should be held simultaneously. This contention was disapproved by the State Civil Service Commission.

No Appointments Yet For Telephone Operators

At least a month or two will elapse before an appointment will be made from the new Form and Supply Clerk, Relief Telephone Operator, Bronx County District Attorney's Office, list. Chief Clerk Charles F. Brodie told THE LEADER that it will be that long before protests on ratings of the 268-name list are settled. Only one appointment, now filled by a provisional, exists in the title.

Job Xchange

(See Editorial—Page 6)

ON THE U.S. CIVIL SERVICE FRONT

By CHARLES SULLIVAN

U. S. Needs Lawyers, G-Men, Radio, Fingerprint Workers

WASHINGTON.—Thousands of persons each day are pounding the hot pavements in Washington, D. C., all looking for the same thing—jobs with the Federal government.

But in these Government buildings are officials who are searching just as frantically for people to fill vacant jobs. Their job is to separate the wheat from the chaff and to select the person best qualified to fill a particular job.

For example: Social Security

Board here needs and badly needs more than 100 persons with legal training to perform claims adjudication work in its Bureau of Old Age Survivors Insurance.

Here are the requirements needed to qualify: Civil Service status and at least two years' of legal education, though a law school degree is desired. Experience in claims adjudication work also is preferred, but not required. Starting salaries are from \$1,620 to \$1,800 but promotions are promised to \$2,600 for those persons who complete a successful probation period.

Persons interested should write to Robert Barnett, personal director of the Federal Security Agency, Washington, D. C.

FBI Needs Men

Then there's the Federal Bureau of Investigation that is having such a hard time recruiting competent young men as special agents (G-Men) that law school deans the country over have been asked to recommend former students.

FBI has funds to hire more than 500 additional G-Men—has had it since July 1—but so far all the places haven't been filled and apparently won't be for some time to come.

Of course requirements for G-Man jobs are tough, just as they should be, but still FBI shouldn't have too hard a time recruiting proper men.

G-men are not selected through the Federal Civil Service Commission,

but they must pass a rigid test before they are taken on by J. Edgar Hoover's FBI. The men selected must be graduates of law schools or accountants with practical experience. They must pass a written examination designed to bring out their qualifications for the job. Physically, the G-man must be in excellent condition. The FBI has no minimum height and weight requirements, but it asks that its staff be strong, sturdy, supple specimens. In addition to written and physical exams, the prospective FBI agent undergoes an oral test and an investigation into his character and past record. The oral exam searches him for such qualities as resourcefulness, tact, judgment. Entrance salary for FBI agents is \$3,200. FBI prefers men between the ages of 22 and 25.

FBI also has some jobs open for competent stenographers. Only fingerprint classifier jobs are under Civil Service at the FBI, and incidentally, several hundred fingerprint classifiers will be hired when fingerprints of the foreign-born start rolling in.

Radio Operators

Two weeks ago The Leader carried a story that Federal Communications Commission needed about 160 radio operators and today they still need them. FCC officials say the response has been very poor and to date only a baker's dozen have been hired.

Operators selected will be given a 90-day temporary appointment subject to a Civil Service test. All persons will be hired temporarily and all assignments will be in the field. The jobs pay from \$1,620 to \$1,800. Amateurs must be between the ages of 21 and 55; must have held a permit for 5 years; and must be able to receive English in the International Morse Code at the rate of 20 words a minute.

How Border Patrol Jobs Are Filled

The U.S. Civil Service Commission describes its method of filling jobs in the national defense program as one of "lightning speed." On June 22, Congress authorized the addition of 712 men to the United States Immigration Border Patrol. The purpose of this action was stated to be the combatting of illegal entry into the United States. Officials of the Immigration and Naturalization Service, anticipating that eligibles would be needed for this work, had notified the Commission in May of the problem it faced.

Although no list of eligibles was available at the time, the U.S. Commission immediately stepped up its examining processes. It selected 5,000 applicants who had passed the General Investigator exam, and sent them letters asking whether they would accept the position. 35 oral and physical examining boards then proceeded to examine the applicants throughout the country. On July 1, one week after authorization had been given by Congress, the Commission certified to the Immigration Border Patrol the names of 300 qualified eligibles. The same week, the first contingent of 100 new officers reported for training at the Border Patrol Training School at El Paso, Texas.

Meanwhile, men are being regularly called to the New York offices of the U. S. Civil Service Commission, at 641 Washington Street, New York City. There they are informed of the duties, rewards, and difficulties of the Border Patrol Job, and those who are willing to accept then undergo stringent physical and oral tests, designed to select the best men. Most New Yorkers who are chosen will go to the Mexican border.

Information for those who took the General Investigator exam has appeared regularly in THE LEADER during the past month. Candidates will be kept fully informed of all further developments.

U.S. To Take Skilled Workers From State Employment Services

The U. S. Civil Service Commission announces that it will work more closely with the State employment services in order to speed up hiring for national defense purposes. The Commission advised skilled workers to register either at first and second class post offices, or with a State employment service office. The State employment offices would certify workers' qualifications directly to the Commission. In most cases, no written exam will be given.

The new procedure applies to skilled tradesmen such as machinists, boat builders, metalsmiths, tool makers, instrument repairmen, sheet metal workers, ship fitters, etc. It does not apply to professional jobs.



UNCLE SAM'S MEDICAL SERVICE

One of the best in the world. Every phase of medicine from research to therapy is practiced by Uncle Sam's accomplished physicians. Many new jobs are now available to medical men who wish to go into the government service. You'll find the complete description on page 18.

Card Punchers Get Jobs Before Taking Test

(Exclusive)

WASHINGTON.—Here's the latest dope for all you folks who are planning to take U. S. Civil Service test for Punch Card Operator:

1. A minimum of 60 hours of intensive training is needed to qualify for the test.

2. Most of the jobs will be temporary, in the Census Bureau to tabulate the 1940 census.

Some of the people in Washington who plan to take the test are furious because of an arrangement the Civil Service Commission made with International Business Machine Corporation. But it just had to be done.

Census furnished the space and International Business Machines supplied the instructors to give more than 1,300 persons in Washington a free intensive training course on the IBM punch machines. These people—the 1,300—are now being hired for the punch jobs subject to passing the Civil Service test. All others will have to pass the test first before they are called to work.

However, the Commission was on the spot and it had to cut a few corners. Census needed the punchers immediately and few people made applications for the test, so few, in fact, that even if they all passed there wouldn't have been enough to supply Census. The free IBM courses extended over three weeks, 20 hours a week, totaling 60 hours.

However, several hundred more punchers will be needed over the 1,300, probably 2,000 more, making a total of 3,300 in all. Census now has around 7,000 temporary employees in Washington and probably 2,000 more will be hired at

the employment peak, which is expected to be reached in October and November.

The closing date on the punch card test is Aug. 7.

Doctors Wanted!

Need for doctors—even those barely out of medical school—was revealed this week by the U. S. Civil Service Commission, which opened filing for medical positions in a number of federal agencies. No filing deadline has been set. The titles are Senior Medical Officer (\$4,600); Medical Officer \$3,800; Associate Medical Officer (\$3,200).

The need is particularly acute among novices, with at least 200 appointments about to be made by the Veterans Administration as Associate Medical Officer. These positions are open to graduates from medical school since May 1, 1932, who have completed their internship. Higher-salaried positions in the Veterans Administration are filled by promotion, thus making the Associate jobs even more attractive.

Complete requirements, including the many special branches of medicine in which applicants are sought, appear on page 18.

Age Limit Is 62 For Machinists

The U. S. Civil Service Commission last week amended its original notice of an examination for Machinist by raising the age limit to 62 and opening the application period indefinitely. The positions to be filled from the exam are at Picatinny Arsenal, Dover, N. J.; Raritan Arsenal, Metuchen, N. J.; and the Brooklyn Navy Yard. The jobs pay from \$6.96 to \$8.83 a day.

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Tuesday, August 6, 1940

Plan for a Job Transfer Agency

IN its last issue, The LEADER pointed out the necessity of a smooth, simple system of job transfers. We gave typical cases to show what hardships are imposed upon many city workers because of the lack of an efficient scheme of effecting job transfers.

How should such a system operate?

First, the Civil Service Commission sets up a Central Job Transfer Agency.

Any person who wants to transfer to another department, to another location, to a position with different hours and working conditions writes to the Agency. The Agency then decides whether the person's request is legitimate. This may necessitate a personal interview. When the request is okayed, it is placed on a regular form and filed. When a job corresponding to the request becomes vacant, the person desiring the transfer is notified. The transfer can then be effected immediately.

For example: Sam Jones works as a Clerk, Grade 1 in the Department of Hospitals out in Queens. He wants a job in Manhattan. He sends his request to the Transfer Agency. The request is filed under "Clerk, Grade 1, Manhattan to Queens." Sometime later the Department of Welfare sends a request to the Civil Service Commission for a certification of the Clerk list to fill a Clerk, Grade 1 job in one of its Manhattan offices. The Agency head checks his files and sees that Sam Jones wants this job. He calls Sam Jones immediately and sends him to the Welfare Department's appointing officer for an interview. Within one day, this transfer is effected. Meanwhile, the agency head sees if anyone in his files wants to transfer to Sam Jones' old job. If not, the Department of Hospitals is notified that the Clerk list will be certified to fill the job which Sam Jones has left. And everybody is happy.

All this is merely a matter of bookkeeping. It involves very little extra labor on the part of the Commission or of the departments.

Exchanging Jobs

While the principal method of transfer is that described above, there is no reason why exchanges of jobs could not be arranged also, just as The LEADER has been advocating in its Job Xchange column. The head of the Transfer Agency could check his files and whenever such an exchange is feasible he would notify both persons.

What this Agency must have, above all, is the cooperation of all the departments. Without that, the plan can't succeed. The Mayor's approval of the idea would go far in assuring this cooperation.

It will be argued that abuses might arise in the activities of such an Agency, and these should be guarded against. In the first place, all requests for transfers should be carefully checked. Only legitimate reasons for transfer can be accepted. If two persons want the same job, seniority should govern the decision.

The Leader will be interested in hearing from readers concerning its plan for a Central Job Transfer Agency. LL L

Bravo Carey!

SANITATION Commissioner Carey's feat in topping the new list for Superintendent of Landfills deserves a number of cheers. In the first place, coming out on top of any Civil Service list these days is a job for any man. But here is the head of a department, attacked for his ideas on this very work, courageous enough to take the chance so that he could confound his critics. He was definitely on the spot—but has now once and for all lifted himself off. It's a lesson that other department heads would do well to follow. Which commissioner is next?

Merit Men

Ernest Selah Holcombe

"... I saw a future ..."



THERE'S a fellow in the power division of the IRT who is about three hops ahead of the Civil Service Commission. He is Ernest Selah Holcombe of the Connecticut Holcombes (vintage 1630), and runs an in-service school for men who want to become Maintainer's Helpers.

Of course, running a school is just one of his jobs, but in some respects it is his most important. Since the city took over the IRT lines, the paramount question has arisen: What's to be done with the school? Will it become a part of the Civil Service Commission's in-service training program, or will it be lost in the program of "economy"?

Way Back When

If you went hunting for a man who is ideally suited to run a school you would have to look no further than this fellow Holcombe. In the first place he used to be a teacher—that was 30 years ago when he instituted at Columbia the first extension courses in electrical engineering. More important, he's been around.

When they were electrifying the Pennsylvania, New York Central, the Long Island railroads, during the first 10 years of the century, Holcombe was a young fellow just out of Cornell. He worked with all three railroads. And in between times, he was with such outfits as General Electric and New York Edison.

Finally he settled down with the IRT in 1913, and has been there every since.

Twenty-seven years with the IRT doesn't seem to have weathered Mr. Holcombe. Yes, he's gray. But he's young in spirit, and he takes the summer heat in stride. Last week, during one of those 95-degree heat waves, he was smoking his usual cigar and looking cooler than a November thermometer.

He talked with pride about the boys he has trained in the Power Division of the IRT. Every year the graduates are placed on IRT eligible lists—just like Civil Service—and are appointed in the order of their standing.

What About Civil Service?

And that brings up the natural question: Just what does Mr. Holcombe think about Civil Service?

Picking up one of the Maintainer's Helper tests, given recently by the Municipal Civil Service Commission, Holcombe said: "Judging from this exam, the city will start in with high caliber men." The secret, he believes, is advertising. If you advertise for help, you're going to get good men among the thousands who answer.

Once he's off the subject of railroads and Civil Service, Ernest Holcombe will do some philosophizing. He admits he even philosophized himself into playing bridge. Like all Englishmen, he usually knows what he wants to do; but, like all Englishmen, he has to provide a reason for doing it.

Coming Soon!

What Happens to Civil Service Employees Under Conscription?

Don't Miss This Important Article in a Forthcoming Issue of The Leader

letters

Why Post Office Wants Men

Sirs: I must write to you in regard to the letter written by the eligible on the female list for Post Office Clerk. In the first place, the mark reached for regular appointment is 94 percent, and not 88 percent as she writes. The eligible forgets or perhaps does not know that women employees are appointed regulars starting at \$1,700. They do not have to go through a period of substitution and get piece work at the rate of 65 cents an hour. The department realizes this and therefore prefers men. The peak period of the mail requires extra help and this is where the substitute employee is a necessity. The labors are arduous and taxing and not for the woman employee.

The substitute is available 24 hours a day, seven days a week and it is this system that enables the P.O. Department to save thousands of dollars in its operating expenses, by employing help when and where needed. The Department therefore prefers the man substitute. That difference of two percent between men and women lists

should not prove so great to Miss R.L., as she states that 96 percent has been reached on the women's eligible list.

Also, I might add that women employees of the Post Office Department are given special tours and special details with privileges. There are not many vacancies in this field and no great demand for such work.

THREE YEAR SUBSTITUTE
Are there any other views on the subject—EDITOR.

Who Gets the Jobs?

Sirs: Occasionally monetary matters interfere with and tend to upset an honest and straightforward handling of a given situation in Civil Service. Where this occurs it is the duty of those interested in Civil Service matters to speak up and protest such acts.

The preceding paragraph refers to the certification of Clerk Grade II to social worker positions in the Department of Welfare (Placement Interviewers). The Budget Director refused to appropriate more than \$1,200

Don't Repeat This!



A CERTAIN gentleman, who was accused by some fellow employees on the IRT of Nazi inclinations, disappeared the day before the Civil Service Commission's fingerprint squad arrived . . . In successive issues, The Chief listed September 16, then November 16 as the day of the Unemployment Insurance Referee test, Faulty eavesdropping is said to have been responsible for the first date . . . Paul Kern has a dossier on each of the Councilmen, to be used if and when they gang up on him . . . ASCSE members are being offered the biggest Civil Service newspaper bargain of the year. See your local bulletin board . . . To Anonymous and R. S. L.: Thanks for that swell dirt on McElligott. . . .

COMING

Senator Desmond will again introduce his little Hatch Act in the 1941 legislature. The LEADER helped kill it at the last session . . . There was a time when sought-after criminals got jobs at the Mental Hygiene institutions, where they could hide out in safety . . . This column carried first word that Meritman John De Graff, ASCSE member, would join the Board of Law Examiners. The Court of Appeals has just raised John to the \$8,000 post . . . It took Mayor LaGuardia two years to turn down a resolution amending the Skilled Craftsmen and Operative Service, the Ferry Service, and the Labor Class.

STUDY

The League of Women Voters will use its new pamphlet, "The Awkward Age in Civil Service," to study recommendations of the Fite Commission . . . Washington, which showed such a remarkable population rise since 1930, will grow at an even greater rate during the next few years . . . Announcements of the July 20 DPUI tests were much delayed because of a recalcitrant printer . . . The Sanitation Man physical, above all Civil Service tests, is showing the need for preliminary preparation . . . Albany cops are again annoying motoring tourists for the request that they buy tickets for the annual police ball . . . Put one word after another—and whatever became of Jim Kieran? . . .

for these positions and somewhere along the line had the Clerk Grade II list declared appropriate for the jobs.

We urge that the eligibles on the Social Investigators Register be canvassed and offered the appointments as placement interviewers at \$1,200. (If no response is to be had, then by all means use Clerk Grade II list)—but we doubt that there will be any need for such act.

SOCIAL INVESTIGATOR ELIGIBLE

Gardeners Unite

Sirs: This letter is to bring to the attention of Assistant Gardeners and Gardeners (permanent only) of a new organization now forming. We would appreciate it if Assistant Gardeners and Gardeners would send their names and addresses to the Civil Service Leader, 97 Duane St., in care of the Assistant Gardeners Association. Legislative plans in Albany and New York City are to be discussed as soon as an executive committee is formed.
AN ASSISTANT GARDENER

POLICE CALLS

New Appointments Expected

By BURNETT MURPHEY

Activities around the Police Academy have been stepped up in the last few days and the rumors are that a batch of new appointments are expected. Thus, the hurry to get the Academy ready to accommodate them. The entire class has begun practice on certain maneuvers that look suspiciously like graduation stuff. We can't vouch for the rumors, but they seem reasonable, in view of the fact that there are 425 vacancies as Patrolman in the Department and actual funds on hand for 300 or more appointments.

Rookies Expect Top Honors

The police rookies expect to cop top honors in the forthcoming swimming tournament for city employees. They're laying bets on Gus Harms, 6' 4" swimming star.

Can't Buy Junk From Young

Paul Moss, commissioner of licenses, last week issued through the Police Department a warning that it is unlawful for junk dealers to buy anything from a person under 16 years of age. In a further note by Police Commissioner Lewis J. Valentine, he declared that any violation of this regulation will be reported in accordance "with the provisions of Paragraph 31a of Article 2, Manual of Procedure."

Police Band Excused

Members of the Police Band will be excused from duty for rehearsals from 12:01 a.m. to 12 midnight on the following days: August 7, 10, 13, 17, 20, 24, 27 and 31.

Final Arrangements for Police-Sanitation Game

Final arrangements are being made for the annual baseball game between the Sanitation and Police Departments. The event is scheduled for Sunday, September 15, or, in the event of rain, for Sunday, September 29. The entire proceeds will be turned over to the Welfare Honor Relief Fund of the Department of Sanitation. Tickets, which will cost \$1, are

being distributed through each precinct.

Glee Club Excused

Members of the Police Glee Club will be excused from duty for rehearsal between 12:01 a.m. to 12 midnight on August 7, 14, 17, 21, 26, and 28. They will report at 10 a.m. on those dates to the Commanding Officer, Recruits' Training School, at the 71st Regiment Armory, 33rd St. and Park Ave., Manhattan.



Rookies Protest Pay

All but two of the current 300 rookies in the Police Department have been signing their paychecks under protest and plan to bring action to compel the city to make up the difference between their salaries of \$1,200 and the \$2,000 they feel entitled to, as soon as they complete their six-months' probationary period.

Joseph Burkard, president of the Patrolman's Benevolent Association is aiding the rookies in their fight. In a statement to this column last week, Burkard said: "We'll give them every sort of support, both moral and financial, if they have legal grounds when the time for action comes." He added that the city itself would benefit by paying its recruits a living wage. At present, the \$25

a week received by the men is reduced by approximately \$6 as pension contributions. In addition, rookies must pay a substantial portion of their salaries for their equipment. This includes a summer uniform (\$27); revolver (\$14); handcuffs (\$1); night stick (\$1); billy (\$1); two pairs of shoes (\$16); winter blouse and trousers (\$65); and winter overcoat (\$27).

Under the provisions of the law, a seventh grade Patrolman is entitled to a minimum salary of \$2,000. However, he doesn't achieve this rank until he's completed his probationary period. The rookies will contend that the law's intention was to provide for this minimum during the first six months as well.

In previous administrations, the rookies did receive \$2,000.

Valentine's Request Denied

Police Commissioner Lewis J. Valentine's request that age, height and weight requirements for the forthcoming exam for Police Surgeon be established was rejected last week by the Municipal Civil Service Commission. Officials of the Commission explained that under the provisions of the Wadsworth act they could not set such requirements unless the position involved "extraordinary physical ability." Commissioner Valentine wanted an age limit of 40 set for the test, contending the Police Surgeons are actually members of the uniformed force. The Civil Service Commission said that height and weight would be considered as part of appearance when the oral tests for the job are given.

63 Bill Will Be Reported Out

The bill recently introduced in the City Council which would make it mandatory for all members of the Police force to retire when they reach the age of 63 is still in committee. From reliable sources this column learns that the bill will be reported out and submitted for action in September.

tain's exam are published in this issue of *The Leader* on page 12.

Thirty-one candidates for Fire Telegraph Dispatcher and Radio Operator will be given practical tests by the Municipal Civil Service Commission on August 6, 7, and 8. The tests will be held at Kent St. and East River, Brooklyn.

Deputy Chief James Tubridy died early last week in St. Vincent's Hospital. Deputy Chief Tubridy was seriously injured on May 1 when he fell 25 feet into a subcellar while directing the rescue of a trapped man at 12 W. Third St. A number of members of the Fire Department submitted to blood transfusions in a vain effort to save Tubridy's life. He joined the department in 1913 and was made a Deputy Chief in 1934.

WELFARE DEPARTMENT NEWS

With the Legal Division

By HENRY TRAVERS

DID YOU KNOW THAT

Vincent Marcellino will represent you at the personnel board hearings if you get in a jam (It's Friendship)—but if he gets in a jam he can easily get out of it by playing his violin, singing, or giving impressions of his wife reading a newspaper.

Mort Rosen has his own sailing craft but unlike Daniel Webster he doesn't go fishing. The balmy breezes of the South Shore satisfy his every want.

Hilda Greenberg will leave her mother in September and after the ceremony will open the marital apartment in midtown Manhattan.

Hy Feuerstein was married in May before the compulsory service act was even seriously discussed, and he is now in training for his degree of Master of Domesticity.

Catherine Close has a smile with which you can "see your way in the dark." She's fond of swimming and is also an enthusiast for bicycle riding.

Vincent Cerra is a top ranking bowler and will take on all comers at handball. His wife also is known as one of the best bowlers in the metropolitan area.

Frances Greene, Secretary to the Director, cuts red tape and gets you in to see her boss without delay. But visitors, especially of the male sex, seem to lose their keenness to see her boss and linger in her outer office. Frances loves flowers and cultivates them in her new home.



Marcella Corde, the girl with the beautiful smile, regularly turns down offers to advertise the products of tooth paste manufacturers.

Joe Higgins is a Reserve Army Officer and his co-workers intuitively salute him. Several of them have asked to serve under him in the event of hostilities.

Max Goldman isn't really stern. It is hard to match his varied store-house of jokes and stories.

George Beham, two days after his return from vacation, decided that the affair was merely a passing infatuation after all.

The Director of the Division used the freight elevator when

the division was located on the 5th floor. He dislikes arts and devices to create personal effects, and is called "Mattie" by the male members of the Division.

The Legal Division ascribes Bill Mulrooney's up-to-date knowledge of all phases of the law to the fact that he arrives first in the office each morning and digests thoroughly the *New York Law Journal* and the *Advance Sheets*. Bill's still answering the same old question—whether he's related to the former police commissioner—and the answer is still "no."

Note on H. J. R.

HENRY J. ROSNER, Assistant to the Commissioner and Director of the Bureau of Finance and Statistics of the Department of Welfare is one of the youngest executives in the City Administration. At 31 he has had ten years of unique experience in public affairs. He graduated from the College of the City of New York in 1929 and became Research Secretary for the City Affairs Committee. During his four years with the City Affairs Committee he participated in many investigations. When his boss, Paul Blanshard, was appointed Commissioner of Accounts, Mr. Blanshard took him along as one of his principal assistants. During 1934 and 1935 he participated in many of the sensational investigations of that office and was responsible for some of its most important disclosures. While on the staff of the Commissioner of Accounts he was assigned to the Mayor's Committee Investigating Relief in 1935. As a result of the experience gained in that investigation he was drafted to help in the reorganization of the Emergency Relief Bureau. He has been engaged in welfare activities ever since. Today he lectures on the faculty of the College of the City of New York. While engaged in these activities for the City of New York, he has found time to study law and is today a member of the New York Bar, having been admitted to the practice of law in 1937. He has two hobbies: reading and discussing public affairs. In these days of world-wide turmoil and swift change this is an activity which occupies most of his leisure time. However, he occasionally finds time to play handball—which is his favorite sport. But he isn't as swift as he used to be when he was an all metropolitan football end. He deludes himself into thinking that what he lost in speed is made up in mental agility in court. He also tries to find time to play with his five-year-old daughter, Barbara Ann. His wife, Sophie, an attractive and clever young woman, has had a successful career as a teacher of English in the New York City school system.

FIRE BELLS

Promotion Exam For Fire Captain

By JAMES DENNIS

A new promotion examination for Captain has just been announced officially by the Municipal Civil Service Commission. Applications are being issued at the Commission's office, 96 Duane St.

According to the Commission's official announcement, men appointed from the next eligible list for Captain are placed in command and control of a company and are also responsible for the discipline, efficiency and operation of their command. They are responsible for the maintenance and protection of all department property assigned to their unit.

At the present time the allowed

quota of Captains in the Department is 365; there are 357 now on the force. The salary range for Captain is from \$4,500 to \$5,000.

All Lieutenants who have served at least six months in the rank will be eligible to compete for Captain. The written test for the post will be held on Saturday, October 26.

Full official requirements and other information about the Cap-

Mental Hygiene Notes

By JOHN F. MONTGOMERY

New Lists Established

Two new lists have just been established for posts in the Department of Mental Hygiene. The promotion list for Principal, School of Nursing, is topped by Mrs. Lena M. R. Crooker, now Assistant Principal of the Training school at Craig Colony for Epileptics.

Eleanor K. Dailey, Attendant Social Worker at Pilgrim State, heads 52 eligibles on the open Assistant Social Worker list. Certifications have already gone down to No. 21, for six jobs: two at Creedmoor, and one each at Brooklyn State, Pilgrim State, Manhattan State, and Hudson River State.

Card Party

With funds to provide for an

outing for children of the Sunday School of Our Lady of the Rosary Church, a card party was held last Monday night in the amusement hall at Hudson River State. On the committee, made up of wives of the medical and non-medical members of the staff, were Mrs. James P. Kelleher, Mrs. William J. Thompson, Mrs. Frederick J. DeMatale, and Mrs. Andrew J. Delaney. Performers included Miss Betty Flinn, daughter of the late steward John H. Flinn; Mrs. Dorothy Hanlon, and How-

ard LeRoy. Howard performed on five different musical instruments.

Planks

Planks to be presented to the State Legislature beginning January 1 will be decided upon tomorrow morning, when the officers and executive committee of the Association of Employees of the Department of Mental Hygiene meet in the Hotel Wellington, Albany.

At Wassaic

New arrivals at Wassaic State School: Miss Grace Sparks, of Poughkeepsie; Mrs. Mary Himivitts, of Albany; Mrs. Helen Lorentzen, of Dover Plains. . . Resigned: George Burger, Miss Jean Hebbe. . . Transferred: Mrs. Myrtle Erickson, to Letchworth Village, at Thiells.

Field Day

Events for patients as well as employees featured the 23rd annual field day of Middletown State Homeopathic Hospital last Wednesday. Judges were

Dr. William F. Kelly, Dr. Allen B. Townsend, Dr. Murray Bergman, Dr. Solomon Kleiner, John Fay, Dr. Benjamin A. Schantz, Dr. Max Unger, Dr. Fred Koehler, and Homer Slater. Tom Stevens managed the event, assisted by Ray Bennett.

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Question, Please?

by H. ELIOT KAPLAN
CONTRIBUTING EDITOR

This department of information is conducted as a free LEADER service for Civil Service employees, for eligibles, for all who desire to enter the Service. Address your questions to Question, Please?, The Civil Service Leader, 97 Duane 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 by a well-known Civil Service authority.

COURT PROCEEDINGS AFTER DISMISSAL

B.M.—If you were dismissed from the Civil Service as long ago as last November, you may not bring any court proceedings for reinstatement at this late date. Such proceedings must be brought within four months after dismissal. The so-called McNaboe court review removal bill which was passed by the last Legislature did not become a law, since it was not approved by the Governor.

BOARD OF TRANSPORTATION FIXES SUBWAY SALARIES

J.J.J.—The Board of Transportation has the right to fix all salaries of employees in the transit system, whether they are in the Independent System, the BMT or the IRT. Similarly, the Board may readjust the salaries of its employees at any time. The Board of Estimate and the City Council have no direct control over the salary schedules of transit employees.

LEAVES OF ABSENCE AND PENSIONS

M.B.—Ordinarily leaves of absence for short periods due to illness or other reasons does not affect the period of service for pension purposes. However, leaves of absence without pay for the purpose of entering private business, or similar reasons, may be deducted from the period of service required for retirement.

RESIDENCE NOT LOST BY TEMPORARY JOB

M.L.—There is no reason why you cannot accept temporarily a job out of the State until you are appointed from a New York City Civil Service list. However, you must not give up your residence here. Temporary absence to accept brief outside employment does not disqualify under the Lyons Residence law, unless it is clearly your intention, as indicated by your acts, that you actually changed your place of residence.

OBTAINING A TRANSFER

T.S.—It is possible for a permanent classified federal Civil Service Employee, such as a Post Of-

fice Clerk, to be promoted or transferred to another agency after a qualifying exam. However, such promotions or transfers aren't made very often. With your education and background it may be possible to receive a promotion or transfer with the approval of the Civil Service Commission and the department head.

VACATIONS

S.S.—Whether vacation time may be accumulated and used all at once, is a matter for the department head to decide in each individual case. Most departments permit this in only a limited degree. Some don't allow it at all. In most departments legal holidays and Sundays are not included in the vacation period; only working days are counted. This is not true, however, with the Police and Fire Departments or the operating force of the transit system.

ASSUMED NAME

A.S.—The use of an assumed name in private or even in public employment to avoid religious or racial discrimination will not result in disqualification for Civil Service employment. As long as the use of an assumed name was not made for motives of a questionable nature or for outright deception, no disqualification will result. My own suggestion is that assumed names be avoided. The discrimination is generally more fancied than real.

GIVING A JOB TO ONE LOWER ON THE LIST

B.F.—A head of a department may select a person lower than you on an eligible list if the person chosen is among the top three. This often happens when the lower eligible has had previous experience in the department or is especially qualified for the work. In any event, the department head has the right to select anyone of the top three eligibles without stating any reason.

ONE-YEAR PROBATION

J.A.F.—Normally the federal Civil Service Commission requires a person to serve the full one-year probationary before he is promoted. There is nothing in the Civil

Service law or rules that forces such a policy, but it is generally followed.

ELIGIBLES vs. SEASONALS

W.E.—Eligibles on preferred lists have priority of employment over seasonal employees. A seasonal worker may be eligible for temporary jobs if there are no preferred or other lists for permanent appointment.

THOUSANDS OF POSITIONS IN COMPETITIVE CLASS

J.S.—1) Many positions in the Civil Service—federal, State and municipal—are now filled by competitive examinations. In the federal service there are over 200,000 such positions. In the State service there are over 15,000 and in the New York City service there are about 10,000, practically all in the labor class.

Postal Lists to Be Used In Registering Aliens

Veteran Post Office employees will be used to register and fingerprint the estimated 3,600,000 aliens in the U.S. in the check-up which will start the last week in August.

Post Office officials frankly don't know how many new persons will have to be hired to take the place of old-line employees who will be assigned to do the important project. The department will have \$1,750,000 which is sufficient to hire more than 2,000 additional employees through December. The registration will cease on Dec. 26.

However, in some sections of the country few aliens will register and there will be no need to hire additional personnel. Nevertheless, what new personnel is needed will be taken from Civil Service rolls.

It is also reported that \$1,750,000 isn't nearly enough money for Post Office to do the job and the President is expected to ask Congress for a larger sum. So at the moment Post Office personnel plans haven't been fixed.

PROVISIONALS CAN'T BECOME PERMANENT WORKERS

Anxious.—A person appointed to a temporary position under Rule V, LX, 7 of the New York City rules is a provisional appointee. He remains a provisional employee no matter how long he serves, whether one, two or five years. The Civil Service Law prohibits provisional appointments for more than four months. The fact that the Commission permits appointees to serve for longer periods doesn't alter the case. A temporary appointment, which did not result from a competitive examination, can never become a permanent Civil Service appointment.

For a list of positions that are now filled by competitive examinations you will have to consult the rules of the commissions, in which are listed most of the titles of positions in the non-competitive, exempt and labor classes. Positions in the labor class in the New York City service are filled from registers of laborers. In the State

service they are exempt from Civil Service. In the federal service unskilled laborers are in the unclassified service. Application for positions not in the competitive class (other than laborers in the New York City service) must be made directly to the departments filling the positions. 2) Temporary positions are filled from eligible registers in the same manner as permanent appointments. Those who are available and willing to accept temporary appointment are certified in the order in which their names appear on the eligible list for permanent appointment.

WORKING FOR THE SOCIAL SECURITY BOARD

D. W.—Your employment with the Social Security Board was undoubtedly, judging from the facts you relate, for temporary service only. Even if you had worked for nine months a few years ago and the four more months last year, this will not give you permanent status. If others lower than you on the list from which you had been appointed have been retained in the service on a permanent basis, I would suggest that you bring the matter to the attention of the U. S. Civil Service Commission for further consideration.

MATERNITY LEAVE

S. H.—1) Under Section 9 of the Federal Civil Service Act not more than two members of a family may be employed by the federal government in its classified service at the same time. 2) Maternity leave may be granted to federal employees by a department head upon application to him. Maternity leave is granted under the terms of leave of absence without pay.

BULLETIN BOARD

Send news items about your organization to Bulletin Board, in care of The Leader.

Catholic Trade Unionists On Boat Ride

The Association of Catholic Trade Unionists is now planning its first annual boat ride. The event will take place on August 10. A Hudson River Dayline boat will take members from the 42nd Street pier, and will leave at 8 p.m. Tickets for the boat ride are available at 226 Lafayette St. The Association has invited all Catholic working men and women and Catholic unionists to participate in the event.

Attendant Messengers Canvass List

The Attendant Messenger's Eligible Association held a meeting on Friday, July 26th, at 3 Beekman St. Representatives of the Coney Island, World's Fair, Staten Island and Orchard Beach units pledged cooperation in the organization's drive to canvass the eligible list for men willing to accept Porter work (railroad) at \$4 a day on a permanent basis. Ben Siegal, acting secretary, intends to send a questionnaire to all members of the list this week. Results of this canvass are expected to be presented at the next meeting, on August 16, at 3 Beekman St.

Stenotypists to Meet

The New York City Chapter of the Associated Stenotypists of America will hold its regular meeting Thursday, August 8 at 8:30 p.m. at 292 Madison Ave., Manhattan. Inquiries concerning the meeting should be addressed to P.O.

Box 65, Times Plaza Station, Brooklyn, N. Y.

Porter Eligibles Meet

The next meeting of the Porter Eligible Association is scheduled for Wednesday, August 7 at 7:30 p.m. in Room 510, 53 Park Row. Philip Smorodensky, secretary of the group, has urged all members to attend since important matters will be discussed.

Welfare Eligibles to Discuss Victory Dinner

The next general meeting of the Social Investigator Eligibles Association at 8 p.m. Tuesday, August 6 at 3 Beekman Street, Manhattan, will discuss appointment possibilities, the result of litigation, and a victory dinner.

Office Appliance Eligibles

The Office Appliance Operator Eligibles Association at its meeting Tuesday, July 30, passed a resolution expressing dissatisfaction with the Civil Service Commission's announcement that no more practical examinations will be held until September. The Association asked that the practicals be resumed at once.

The next meeting of the group is set for September 10. In the meantime, committees have been set up to protest the manner in which the practical tests have been conducted. Eligibles on the list who are anxious to learn how to operate a machine have been advised to write to the Association at 3 Beekman St., Manhattan.

Auto Truck Drivers

A meeting of the Auto Truck Drivers Eligible Association (appropriate for laborer) is scheduled for Friday at 33 East Broadway at 8 o'clock. President Alexander D'Agostino urges all eligibles to be on hand.

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

COORDINATION TEST UNFAIR?

Sirs: I wish to make a legitimate complaint. Going back to the written examination for Sanitation man, we were told that this exam was for mental alertness and ability to follow instructions.

Along comes the coordination, which I had to take together with the physical, which calls for mental alertness and is classified as part of the physical and is given equal weight.

I took the physical exam last week and received 94.50 in the physical, and 75 in the coordination, bringing my mark down to 89.62.

I cannot conceive of the coordination exam being anything but a mental test which was already given in the first part of the Sanitation exam, and therefore I feel that the Commission should take this into consideration and nullify the coordination part.

L. P.

The coordination test is not designed to test ability to follow directions, but rather the speed with which a person reacts to a signal. How fast can you get into a motion after you get a signal? That's the purpose of the test. The coordination test was felt to be necessary because of the high percentage of accidents among Sanitation men. The Civil Ser-

vice Commission is trying to obtain men for the job who will be quick to respond in case of sudden emergency. Your grade of 75 shouldn't disturb you particularly, since at the last check-up, the average grade was no more than 77. And it seems that your grade of 89.62 will give you a place on the eligible list.

—EDITOR

100% ON PHYSICAL 50% ON COORDINATION

Sirs: I would like to ask the Civil Service Commission for justice. I do not think it fair that one group takes the coordination test at the same time they take the physical, while another group takes the physical only and thereafter will have plenty of time to practice for the coordination. It seems to me that one group is given an advantage over the other. Why not treat everybody alike? This could be arranged by discontinuing the coordination test and giving the physical only, then calling all the candidates who passed the physical continuing the coordination. That would give everybody an equal chance.

I am one of those who made 100% on the physical, then I just squeezed through with 60% on the coordination. I was scared stiff.

W.W.D.

Sample Test For Stenos and Typists



(Competitors must furnish typewriting machines and tables for use in the examinations)

Copying from plain copy:

The sample below is similar to the actual exercise in everything except size of type. It is printed here in order to give you an opportunity to practice typing it repeatedly, line for line, for exactly 10 minutes.

The directions for the Plain Test are as follows:

"Typewrite the following exercise on the accompanying Sheet 1 (continued). Space, paragraph, spell, punctuate, capitalize and begin and end each line precisely as in the exercise. You will have 10 minutes in which to make repeated

copies of this exercise, keeping in mind that your rating will depend upon accuracy as well as speed. Use both sides of Sheet 1 (continued). Each time you complete the exercise, simply double space once and begin again. Keep on typing until told to stop.

"Make no erasures, insertions, or other corrections in this Plain Copy Test. Errors are penalized whether or not they are erased or otherwise 'corrected'."

Unless he types the exercise at least 1 3/5 times, a nonpreference competitor's paper will not receive further consideration. Similarly,

he should make fewer than nine errors in each complete copy of the exercise.

Typing the exercise 3 1/5 times in 10 minutes gives the maximum speed score.

The following is a sample of Copying from Plain Copy, which must be typed line for line:

The two largest forest belts still remaining in this country are in the South and in the Pacific Northwest. In a comparatively short time, however, the South must cease exportation if it is to continue to supply adequately its own needs. Provided that it is not visited by any destructive fires, the northwestern timber supply will probably last longer. Estimates as to the exact time differ, but just as the forests in most other sections of the country have been ruthlessly cut down, these great forests will likewise disappear under the treatment to which they are subjected.

There is no other country from which we might import a sufficient quantity of lumber when our present supply is gone. It has long been recognized that the problem with which we are confronted is one of conservation and scientific forestry, if we are not to destroy entirely our diminishing supply of timber. Replacement of our forests could eventually be accomplished, if careful consideration were given to their requirements. Primarily, however, it must

be recognized that since reforestation is a slow process it will not be long before our timber supply will be entirely exhausted, unless we change our wasteful and extravagant methods of lumbering.

Stenography (dictation and transcription):

A practice dictation and two exercises of 240 words will be dictated for junior stenographers and similar practice dictation and exercises will be directed for senior stenographers. Only one for each grade will be transcribed. Competitors will be allowed 10 minutes to study their notes on the two exercises and 20 minutes to transcribe the one chosen.

The junior dictation is given at the rate of 96 words per minute. The senior dictation is at the rate of 120 words per minute.

The following is a sample passage as prepared for the use of an examiner in dictating at the rate of 96 words per minute. Practice taking notes on this exercise, the dictation of each two lines to take 10 seconds.

The practice of paying workers by checks instead of in cash reduces the danger of losses (period) 10 sec.

Another advantage which is important to large firms employing many people is that by this method their bank balances are kept at a higher figure (period) This is due to the fact that checks often pass through many hands and are frequently delayed in

arrival at the bank (period) In these days 40 "

when business methods are tested by careful accounting, the system of paying by check instead of in cash has demonstrated its value (period) Most large companies which have adopted the system have found 1 min.

that using checks reduces the time and labor required to pay the workers (period) The use of checks also reduces the number of mistakes which are made in paying workers, and offers a method of discovering the few errors that do occur (period) As a rule, local banks have been found willing to assist employers in making this system operate smoothly (period) To meet the objections to cashing checks made out to persons not known by the bankers, many companies provide special cards for workmen to present at the bank (period) The use of checks instead of currency is not always liked by workmen, but after a trial of the new system their opposition disappears (period) The system has proved of value to both the banks and the workmen since it brings the workmen into contact with the banks and shows them the practical advantages of having a bank account (period) Any system or method of making notes, including the use of shorthand-writing machines, is acceptable, provided that the notes are given to the examiner after being transcribed. The use of typewriters for making notes is not permitted, however, owing to the fact that the noise of the machines would interfere with the dictation. The use of an eraser is permitted in this test.

Welfare Eligibles Get Positions

Fifty-five Social Investigator eligibles were appointed to positions held by non-veteran provisionals in the Department of Welfare last week, in accordance with a court order issued in the Sherman and Moats cases.

The department, in carrying out the order, keeps veteran provisionals in their jobs until August 15 or August 31 by dismissing the non-veterans first.

As a result of this action, the non-veterans attempted to secure a stay from Supreme Court Justice Kenneth O'Brien on the grounds of discrimination. Justice O'Brien refused the stay. The non-veterans are expected this week to ask the Supreme Court for reinstatement.

In appointing 55 eligibles to permanent jobs, the Welfare Department employed 10 less Social Investigators than it dismissed. That last eligible appointed was No. 551 on the list.

A large number of eligibles permanently appointed were already holding temporary posts. The department said it did not expect to fill these vacated temporary posts before August 15.

Fifty veterans will be dismissed August 15 and the remainder August 31.

State Exam for Technicians

Oral examinations for Principal, Associate, and Senior Personnel Technician, State Civil Service Commission, will be held Tuesday, Wednesday, and Thursday of this week at the State Office Building, 80 Centre Street. The tests are open to non-residents of the State as well; candidates coming from the West will be examined next Tuesday, Wednesday, and Thursday in Chicago.

Under a law passed at the past session of the State Legislature, the State Commission is permitted to charge local commissions for assistance it offers in the way of giving exams, classifying jobs, etc. Candidates most successful on these tests will carry out this work. Meanwhile, State Commission officials are working out a schedule of fees to charge.

Mayor Vetoes Reclassification

Mayor LaGuardia last week sent back unsigned the Municipal Civil Service Commission's amendment reclassifying the Probation and Parole Services.

While the Mayor did not indicate why he disapproved of the amendment to combine the two services, it was believed that the Budget Director's office favors keeping the salaries of certain incumbents at their present levels, rather than permit raises to the top of their grades.

Transit Workers To Lose Jobs

With 15 of the original 70 doomed employees of the Transit Commission transferred to other agencies in recent weeks, it now appears that 55 will be dropped by August 15. The additional funds that came to the Commission on July 1 will run out on that date. Meanwhile, 14 of these 55 are up for consideration by other departments.

Unification of the city's transit lines in June brought control of the Transit Commission from the State to the city, and eliminated a number of its duties. Because of this, the Commission's budget was cut approximately in two, and no funds were allotted for many of its employees.

"Selective" Certifications

(Continued from Page 2) canvassed for the highest person who has such equipment, and he would get the job. This policy might also be used in the case of persons who have cars, etc.

Before such a provision is included, however, it will be given thorough study to prevent abuse.

It was emphasized by Morton that the policy of selective certification actually will increase, rather than decrease, the chances of persons now on eligible lists to get jobs. It will mean that where formerly an examination would have to be ordered for certain positions, the new policy would permit appointments for such positions from lists which otherwise would not be appropriate. This naturally will decrease the

work load of the Commission's examining division, thereby saving time and money.

In answer to a query of clerk eligibles, Morton said that selective certification probably would not be applied to higher grade lists. For the most part it will be used for professional lists, such as law, medicine and engineering.

It may also be applied to Administrative Assistant lists.

Commission chairman William G. Fullen addressed a letter several weeks ago to the heads of all city and State departments, urging them to try to find room for these doomed workers. Many of them have worked for as long as 20 years, he explained, and all have been faithful, loyal employees.

Those not given jobs elsewhere through this appeal will go on preferred lists and get first call on positions in the title.

50 Subway Men Not Reclassified

For failure to meet the requirements of one year's employment on the BMT lines, 50 former subway employees will not be reclassified into Civil Service, the Municipal Civil Service Commission revealed on Monday. The men affected are those whose services were terminated before June 1, date of unification.

50 Subway Men Not Reclassified

The ruling, which is based on provisions in the Wicks Act, was made after records of the men and records of the BMT had been checked.

The men, with their former titles, follow:

- Abrams, William B.; porter.
- Allicino, Tony Pat; laborer.
- Bell, George; general repairman.
- Bonfante, Giuseppe; laborer.
- Boswell, Ralph A.; porter.
- Bronzino, Paul; trackman.
- Callow, John M.; laborer.
- Capobianco, Fred C.; laborer.
- Christiansen, Carl S.; carpenter.
- Composto, Joseph; carpenter.
- Conroy, John; trainman.
- Cotillo, Henry J.; trackman.
- Crisel, Nicholas; trackman.
- Gulliney, M.; trackman.
- DiFiglia, Charles J.; trackman.
- Dinkelacker, William; third railman.
- Dugan, William P.; carpenter.
- Ellerbe, Jack J.; porter.
- Falco, Anthony, M.; painter.
- Gangi, Peter; trackman.
- Carofano, Vincent Jr.; laborer.
- Giordano, J. E.; trackman.
- Guinta, Angelo; trackman.
- Herman, Herbert; general repairman.
- Jags, Charles W.; motorman.
- Jewitt, William A.; trackman.
- La France, I. E.; motorman.
- Liebert, Herbert; electrical tester.
- Mac Garrachie, Andrew; general repairman.
- Malloy, Patrick J.; general repairman.
- Matlin, Samuel; towerman.
- Milazzo, John; general repairman.

Mills, Melvin W.; carpenter. Palcza, John; carpenter. Rios, Gervacio; general repairman. Rizzo, Michael A.; trackman. Rotola, Joseph; trackman. Salvia, Annunzio O.; general repairman. Scazzero, P.; trackman. Scheraldi, John J.; trackman. Schettino, Anthony T.; general repairman. Scott, John W.; machinist. Selles, Joseph; general repairman. Sheridan, Joseph M.; rigger. Silis, Moultrie; porter. Southworth, Howard; motorman. Springer, James F.; porter. Stensland, Thor; general repairman. Surico, Pasquale; trackman. Valitski, Cassimir W.; motorman.

Gardeners Get Welcome News

Several hundred seasonal Assistant Gardeners in the Department of Parks heard welcome news from the Municipal Civil Service Commission last week when it ruled they were eligible to take the Promotion to Gardener exam, scheduled this fall.

The ruling covers all Assistant Gardeners who have worked at least six months.

Because their work was seasonal and therefore not long enough to make them eligible, under regular Civil Service rules, for the Gardener exam, they appealed to the Commission for a special ruling.

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You and I

by May Andres Healy

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

IN last week's column I gave several reasons why new school buildings are necessary in New York City. These must be included in the Capital Outlay Budget.

Let us now look at our immediate needs—as outlined by the Board of Education in the tentative budget just presented to the City Planning Commission.

Vocational Schools

Five Vocational High Schools, and fourteen Junior High and Elementary schools are on the priority or "must" list in the tentative budget. In addition to the five Vocational High Schools mentioned above, the Board of Education will probably ask for three more when it receives the report of its committee investigating Vocational High school needs.

Jamaica Vocational High School head the entire list. This school is now housed in the old Jamaica High School building which was erected in 1896 as an academic high school building—and was vacated in 1927 when the new Jamaica High School building was completed. The old building was turned over to the Jamaica Vocational High School after shop equipment, that could be accommodated in the building, was installed. In addition it uses as annexes a wooden building erected in 1905, and rented quarters as well. The site for the new building is already owned by the city—being a portion of the old Parental School site, part of which is now used by Queens College.

In the whole borough of Queens, with a population of a million and a quarter, there are only two vocational high schools, the one just mentioned and Queens Vocational High School, which was built in 1920. Demands by citizens of the Rockaways that a vocational high school be built in their area are insistent, but as yet this has not been agreed to by the authorities.

South Flatbush Vocational High School is the second of the schools of this type on the Board of Education list, being separated from Jamaica Vocational High School in order of priority by six elementary and junior high schools. It will be a completely new organization, not the rehousing of an old school, as in the case of Jamaica Vocational. South Flatbush, an area of increasing population, needs such a school badly.

West Bronx Vocational High School, also a school to house a new organization, comes next on the list. The Bronx, with a population of a million and a half, has but four vocational high schools. The West Bronx is an area of large apartment houses, and the need for this school is sorely felt there.

The list also contains an appropriation for a new building for Bronx Vocational High School—now housed in a building originally erected in 1866, and renovated and added to in 1881 and 1905. Obviously this building was never designed for use as a vocational high school, which needs special construction to hold heavy machinery and ample floor space for modern shops.

Manhattan is represented on the vocational high school list with a demand for a new building for Murray Hill Vocational High School—now housed in three adjoining buildings built in 1855, 1865 and 1881. Think of it! A vocational high school preparing students for modern industrial life in buildings erected in the days of Henry Clay, Abraham Lincoln, and James Garfield. NO ONE CAN DENY that Murray Hill Vocational High School needs a new building.

New Buildings

Buildings for two new vocational high schools, and the rehousing of three existing organizations, the latter now using buildings from forty-four to eighty-five years old, seem a modest enough request. Especially so, when we consider the great demand for vocational education by the youth of today. While fifty-seven thousand pupils are now attending our twenty-four vocational high schools, probably half again this number would be and should be admitted if we had the room. It is significant to note that the proposed capital outlay budget contains no mention of new buildings for academic high schools. The era of large scale building in this field is rapidly drawing to a close.

Of the elementary and junior high schools on the list, the first is P.S. 25, Brooklyn, to rehouse a school now in a building fifty years old; the second is to form a new organization, 120, Manhattan, in a neighborhood of old and overcrowded schools; the third is 249, Brooklyn, to establish a junior high school in a neighborhood lacking one; the fourth and fifth are new schools to be known as 108 and 117, Manhattan—cases similar to that of 120, Manhattan; and the sixth is that of Junior High School 40, Queens, to replace a building erected in 1912, and in a neighborhood where a new public housing project, South Jamaica Houses, has just been completed.

Of the other elementary and junior high schools, Brooklyn gets three, the Bronx and Queens two each. Of the Brooklyn schools, two will be new buildings for schools now housed in old buildings,

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THE CIVIL SERVICE LEADER'S

Background Of The Week's News

IRT School

In the Power Division of the IRT there's a school that may not open this fall. It turns out some 50 well-trained young men every spring.

A brand of in-service training school for the subways, it has been conducted under its present scheme for the past three years. Now that unification has taken place, the question is whether or not the Municipal Civil Service Commission will keep it going.

Run with all the efficiency and care of a regular city school, it requires its students to complete a two-year course before becoming eligible for promotion to jobs which are comparable to Maintainer's Helpers.

In the two years, the students, all of whom are employed on the IRT, are put through a theoretical and practical course, thereby giving them an all-round training for their jobs, Ernest Holcombe, special assistant in the Power Division and head of the school, explained this week.

Co-operating with the Board of Education, the IRT sends its men to Textile High School the first year. There they learn electrical and mechanical theory. The men

attend one or two nights a week—all on their own time.

A certificate signifying graduation is required before they are admitted to the IRT's second year course. Here they get real training to equip them for later higher paying jobs.

They can specialize in either the electrical or mechanical side of the work. Courses are given for both. To accommodate the men who are on night shifts, classes are conducted both at night and in the daytime.

"Just like any school," Mr. Holcombe said, "they have homework. If they're studying a switchboard one week, they have to turn in a story about what they saw. Then the lesson is reviewed in the classroom. In this way the teacher correlates theory with practice."

At the close of the second school year, the men are given a stiff written test. If they pass they get a diploma.

Next comes the important part—the operator's exam. This is something like a Civil Service test and determines the order in which the men will be appointed to higher jobs. Operators are comparable to Maintainer's Helpers and are graded A, B, C and D. The lowest grade is D. Six months service in this division is required before another operator test will be given a candidate who wants to enter the C grade. And so on. Of course, under unification,

and one will be a new school organization in one of Brooklyn's faster growing sections.

The two Bronx school buildings are P.S. 21, and P.S. 22, the former to rehouse a school conducted in a building erected at the turn of the century, the latter to be a new school for one of the overcrowded Bronx districts. In Queens P. S. 147 and P. S. 156 will be placements of outmoded buildings.

Sums Requested

The sum requested is \$60,095,392 of which \$24,476,652 is for the vocational high schools, and \$35,618,740 is for junior high and elementary schools. When we consider that the value of New York City's school buildings is about half a billion dollars, this represents twelve percent of that value. At first glance it might appear high. We must remember, however, that last year \$25,400,000 was appropriated, although several times that sum was asked; the year before less than \$2,000,000 out of \$50,000,000 requested was granted; and the year before that the Board of Education asked for \$40,000,000 and received but \$8,000,000. This parsimony on the part of the City Planning Commission and the Board of Estimate has prevented the replacement of buildings that should have been replaced years ago. It has prevented the erection of urgently needed new junior high schools and vocational high schools in neighborhoods lacking these facilities entirely, not to mention elementary schools that are needed to relieve the shameful overcrowding due to population shifts. There is a shortage of 18,079 seats in secondary schools, of which 17,249 are in vocational high schools, and 830 in academic high schools.

The present request should be granted without any reduction whatsoever!

To see that it is granted is one of the major tasks for teacher organizations when school reopens in September. Before August 15th, the Board of Education's capital outlay budget request must go to the City Planning Commission. Within the following month, that is, before September 15th, the Comptroller and the Mayor must inform the City Planning Commission how much, in their opinion, the City can afford to spend for capital improvements, that is, new buildings. The City Planning Commission then asks the heads of the City departments to explain the need for the requests made by them, after which a public hearing is held by the Commission. The Joint Committee of Teachers' Organizations, and frequently other teacher organizations, send speakers to address the Commission at these hearings.

By November 1st the Capital Outlay Budget, as drawn up by the City Planning Commission, is submitted to the Mayor, Comptroller, Board of Estimate and the City Council. Between November 15th and 25th the Board of Estimate holds a public hearing on this budget, which it modifies as it sees fit and adopts it by December 4th. It then goes to the Council which usually holds another public hearing. By December 27th the City Council must adopt the Capital Outlay Budget, otherwise it is deemed adopted as submitted by the Board of Estimate. The Council may reduce but may not add to the Capital Budget. By December 31st, the Mayor must take the final action, formal certification.

In the past few years the Joint Committee of Teachers' Organizations has pleaded for the Board of Education's budget request before both the Board of Estimate and the City Council's hearings. I am informed that they will make a vigorous fight this year to get the City Planning Commission and the Board of Estimate to grant in full the budget presented by the Board of Education.

this examination and grading system will be abolished. Civil Service procedure uniform with the other subway systems will be adopted.

However, according to Mr. Holcombe, this does not mean that the school itself should be abolished.

"The cost for running the school is little," he explained. "The two teachers don't even put in half time, and then there is no cost for equipment."

An alternative plan, he suggested, might be adopted, whereby the Board of Education, in cooperation with the Board of Transportation, could conduct one large school for men on all the subway systems in the city.

Meanwhile, the boys who want to go to school this fall are still wondering what will happen. What's the Civil Service Commission going to do?

Keezer

Up before the Board of Higher Education last week came the name of Dexter Merriam Keezer, A. B. Amherst, L.L.D., Amherst, student at the University of Paris, A.M., Cornell, and Ph.D., Brookings.

Not well known in New York, the name of Dr. Keezer yet brought forth a little tempest. For he was being recommended by the administrative committee of the Board of Higher Education to one of New York's highly controversial, highly uncomfortable educational posts—the presidency of City College.

Responsible for the suggestion that New York select its next college head from Oregon—Dr. Keezer now runs Reed College—is tall, conservative Charles Tuttle. Dr. Keezer's qualifications include alternate jobs as a newspaperman and as college professor. Reporter, special writer, and editor, he's been on the Denver Times, the Baltimore Sun. As professor of economics, he's taught in colleges all over the country.

He was one of the original brain-trusters, active on the old Consumers Advisory Board, the NRA, the national youth projects. He's written a variety of books and articles, and composed the sections Business and Press in the Encyclopaedia of Social Sciences. Furthermore, for a college president, Dr. Keezer has that excellent qualification—he's a money raiser.

But despite Dr. Keezer's record as a member of the early brain-trust, he got vigorous opposition last week from the New York College Teacher's Union. When Dr. Keezer's name first came up for consideration, the CTU asked that appointment be withheld until it could look up his record. Later in the week, spokesmen for the CTU claimed that the proposed president has a labor record which "doesn't look good," that he is not given to democratic practices in Reed College, that he tends to be arbitrary, that he eased out several liberal professors.

This week, with anti-Keezer sentiment gaining momentum, it looked as if Charles Tuttle's candidate will face a hard fight before the City College job is tucked away in his pocket.

"Sustained Effort"

Physical training teachers may be stronger than most Americans, but they don't last as long. The reason: sustained work, according to Dr. Jay B. Nash of New York University. Dr. Nash objects to the 35-period program. "It is essential for a physical education teacher to be on his feet during the entire period. This of it-

is fatiguing to men and is likely to be even more fatiguing to women. The classroom teacher has a chance to sit down some time to time and to move leisurely about the room and to be not under the organic pressure of the individual who is directing activities. From a long period of observation and a study of the human organism I am convinced that even the strongest of men and women cannot keep pace for many years. From the standpoint of health we feel sure that these people need periods of rest; rest, as a matter of fact, where they would have an opportunity to lie down with as complete relaxation as possible for periods. About us we see people literally going to pieces in their forties because of this sustained effort. We see it in business; we are witnessing it in connection with teaching. The real cause of this breakdown is not the effort expended, but the sustained effort, which precludes rest periods."

Equal Jobs

Ever since its inception, the

dual job law—prohibiting teachers to hold more than one job in the city's school system—has roused tempers, caused embittered controversy. Last week, those who claimed that dual jobholding was a good thing won a decisive point: the education system simply can't get along without them. There aren't enough trained teachers to do the job of building New York's vocational training program. So the Board of Superintendents exempted 380 teachers and four high school principals, allowing to hold down their regular jobs, and at the same time hold down additional positions in the training program.

The list of licensed shop-teachers is now exhausted. A small number took a test last Saturday which may aid the city out of its shortage. But no great shakes is to be expected until some other system of hiring trade teachers is devised. At present, private industry, the U. S. government, and the educational system are all

competing for the services of mechanics and technicians.

Concert

Intelligent use of leisure time is admittedly one of the major problems of our scientific age. Working hours are constantly shortened; what, then, shall we do when we're not at work? The United Parents Associations has been wrestling with the matter for quite a while. As a matter of fact, a special committee has been established to do nothing else but. Now this committee is ready to make a report to the World's Fair, in the form of a concert. The function is scheduled for the Assembly Room (formerly the Netherlands Building) Wednesday, August 7, at 7:30 p.m. Under the aegis of this Committee on Creative Opportunities, a group of soloists will offer their talents, the Earle Brown Singing Club will render a number of popular selections, and an orchestra is to round things out. The concert will be the only general meeting of the UPA this summer.

Doctors, Dentists Plan New Fight to Regain Lost Status

DEVISE ANOTHER LEGAL TWIST

Resourceful Herman E. Cooper, who has been battling for part-time doctors and dentists in the city service ever since they learned that the 1940-41 budget changes their status from a per annum to a per session basis, won't be downed.

In recent weeks his doctors and dentists have lost both in the courts, where Supreme Court Justice Louis A. Valente upheld the city's action, and at City Hall, where Mayor LaGuardia vetoed a Council measure which would have restored the per annum status.

Yet last week, lawyer Cooper was back with some new tricks. And he's as hopeful as ever that the medicos and tooth-yankers will soon be working under their former status.

Lawyer Cooper's latest angle has to do with veterans. Granting just for the sake of argument, he says, that the city is justified, that still doesn't hold for veterans. Section 22 of the State Civil Service Law, he maintains, doesn't permit such a change in status to those who were once honorably discharged from the armed forces of this country. It's the first time the point has come into the courts; precedent will be set, and the implications are broad.

Papers were served on Wednesday and Thursday of last week, in the matters of Menn v. Kern

and Lessem v. Kern respectively. Menn is a dentist, Lessem a physician. Appearing with them as plaintiffs are 47 other physicians and 15 other dentists, representing about one-fifth of the total number of 276 physicians and 75 dentists affected by the status change.

These part-time doctors and dentists work in schools and health clinics. Previously employed at salaries ranging from \$1,200 to \$3,000 a year, they are now being paid \$5 and \$5.50 a session. Most of them are employed only 200 days. They used to be paid throughout the year even though the schools are closed during two months.

In his first arguments before Justice Valente, Cooper charged that the change in effect abolished jobs, and that it was done "in bad faith." Valente didn't agree.

Not that Cooper is letting it end there. This week he announced that he will be ready to argue the matter in the Appellate Division as soon as the higher court reconvenes in the fall.

New State Eligible Lists

EXAMINER OF STATE EXPENDITURES

Department of Audit and Control
Open competitive No. 195.
\$300-\$2,300 Exam held Dec. 9, 1939; list established July 25, 1940.

- Edwin C. Hoffman, (DV) 76.52 (Schenectady)
- Robert J. Keefe, 93.34 (NY)
- William S. Reynolds, (prov) 92.18 (NY)
- William E. Park, (prov) 91.76 (Albany)
- Robert S. Glasscheib, 91.42 (NY)
- Paul K. Goldberg, (prov) 90.92 (Kings)
- Gerald D. O'Grady, 89.18 (Queens)
- Harry E. Crawford, 89.10 (Bronx)
- Carl P. Prince, 88.76 (Albany)
- Dennis W. Bennett, 88.44 (Rensselaer)
- Jacob Claring, 88.20 (NY)
- John E. Hogan, 87.32 (Broome)
- David R. Sherman, 86.58 (Kings)
- Martin S. Nack, 85.80 (Kings)
- Margaret D. Frazier, 85.72 (Albany)
- Irving Cohen, 85.42 (Kings)
- Loren A. Fertig, 84.74 (Monroe)
- Sam Leventhal, 84.68 (Kings)
- John A. Kercic, 84.62 (Kings)
- Frederick Wm. Sands, Jr., 84.38 (Kings)
- Rita Lookstein, 83.88 (Kings)
- Sidney E. Mark, 83.82 (NY)
- William M. Avery, (prov) 83.52 (Albany)
- John Curtis, 83.40 (Kings)
- Edward Perina, 83.12 (Albany)
- Helen J. Jordan, 83.06 (Kings)
- Edmund V. Parks, 82.96 (Kings)
- John H. M. Rich, 82.94 (NY)
- James A. McCallen, 82.84 (Albany)
- Ralph Brach, 82.78 (Ulster)
- Adolph Cohen, 82.78 (Bronx)
- Elmer C. Frick, Jr., 82.80 (Schenectady)
- Charles B. Dunham Jr., 82.58 (Albany)
- George Bryman, 82.50 (Kings)
- Morris Premstein, 82.48 (Bronx)
- George J. Kienle, 82.40 (Queens)
- John P. Mullane, 82.30 (Bronx)
- James Lynch, 82.28 (Bronx)
- Alexander Hechtman, 82.22 (NY)
- Edward L. Quinn, 82.22 (Monroe)
- William H. Steinman, 81.82 (Kings)
- William Levinson, 81.72 (Kings)
- Harold A. Conroy, 81.66 (Albany)
- Willard L. Malsan, 81.64 (Albany)
- Florence C. O'Neil, 81.58 (Rensselaer)
- Sydney L. Kravetz, 81.58 (Bronx)
- George W. Lawless, 81.52 (Columbia)
- John E. Hannan, 81.26 (Schenectady)
- James Kannan, 81.16 (Monroe)
- Jacob Cooper, 81.04 (Kings)
- Frank Brennan, 81.06 (Queens)
- Matilda E. Clark, 81.00 (Columbia)
- Michael Uchal, 80.92 (Onondaga)
- Anthony Kowalski, 80.92 (Queens)
- Jack Poretzky, 80.76 (Suffolk)
- Nicholas M. J. Tennant, 80.68 (Richmond)
- Rayney Solomon, 80.66 (Kings)
- William D. Gasser, 80.60 (Monroe)
- Philip Miller, 80.50 (Bronx)
- Francis A. Doyle, 80.46 (Albany)
- Thomas Rauch, 80.26 (Kings)
- Thomas I. Graham, 80.24 (Saratoga)
- William F. Barten, 80.24 (Rensselaer)
- Charles J. Byrne, 80.10 (Albany)
- Edward J. Sommer, 79.94 (Queens)
- Felix L. Flanigan, 79.86 (Rensselaer)
- Abraham Palatnick, 79.80 (Kings)
- Herman Silverman, 79.70 (Bronx)
- John W. C. Bassett, 79.70 (Schenectady)
- Wills Proctor, 79.60 (Albany)
- John W. Mottram, 79.60 (Westchester)
- Leonard J. Mattimore, 79.44 (Albany)
- Samuel Schiffman, 79.40 (Kings)
- Julian L. Glass, 79.40 (N. Y.)
- Richard Newton, (prov) 79.24 (Kings)
- Charles J. Johnston, 79.22 (Essex)
- John J. Kennedy, 79.20 (Rensselaer)
- Peter H. Scott, 79.20 (Essex)
- James J. Daley Jr., 79.16 (Rensselaer)
- Stephen L. Fisher, 79.14 (Albany)
- David Kugler, 79.10 (Kings)
- Morris Mintzies, 79.08 (Kings)
- Carroll A. Fisher, 79.02 (Albany)
- Robert W. Clarke, 78.96 (Albany)
- John R. McCarthy, 78.96 (Albany)

No. 1135. (\$2,000 plus maintenance) Exam held June 1, 1940; list established July 24, 1940.

- 1. Lena M. R. Crooker, 88.41 (Livingston)
- 2. Loretta H. Clough, 84.18 (Oneida)
- 3. Nanette Berkowitz, 82.72 (Rockland)
- 4. Edna J. Gilmore, (prov) 82.71 (Dutchess)
- 5. Ruth B. Warren, 81.52 (Essex)
- 6. Lois H. Lyon, 80.00 (Queens)
- 7. Gladys M. Launderville, 79.77 (St. Lawrence)

Passed—7; Failed—3; Absent—2; Rejected—28; Total—40; Prov—1.

ASSISTANT STATISTICS CLERK Actuarial Department, State Insurance Fund, New York Office. Promotion No. 1056. (\$1,200-\$1,700) Exam held March 8, 1940; list established July 17, 1940.

- 1. Sadie E. Aushman, 89.36
- 2. Arnold Eitelberg, 89.15
- 3. Rose Aspler, 87.98
- 4. Lillian S. Weiss, 87.77
- 5. David J. Cohen, 87.52
- 6. Cleo Woodridge, 87.22
- 7. Benjamin Eisenrod, 87.07
- 8. Nathan Gazman, 86.95
- 9. Louise S. Bartels, 86.88
- 10. George W. Slater, 86.86
- 11. Estelle Briskman, 86.80
- 12. Herbert Horwin, 86.70
- 13. A. Louis Goldfarb, 86.59
- 14. Carrie Auerbach, 86.58
- 15. Zeldia E. Finkelstein, 86.51
- 16. Abraham Yelman, 86.50
- 17. Stanley B. Fischer, 86.48
- 18. Martha Barnett, 86.47
- 19. Milton J. Streifer, 86.32
- 20. Blanche Aberbach, 86.26
- 21. Carl E. Waldinger, 86.15
- 22. Isidore M. Cohen, 86.04
- 23. Abraham Singer, (prov) 85.96
- 24. Samuel Lockman, 85.29
- 25. Muriel Aust, 85.15
- 26. Roslyn G. Pollachek, 85.15
- 27. Samuel Schwartz, 85.07
- 28. Morton F. Wasserman, 84.99
- 29. John J. Karpeles, 84.99
- 30. Peter Prentky, 84.86
- 31. William Scheff, 84.83
- 32. Julia E. McDonnell, 84.40
- 33. Moses W. Gittelman, 84.36
- 34. Sidney Greenspan, 84.11
- 35. Sylvia Hookman, 83.38
- 36. Yetta Silverstein, 83.10
- 37. Julius Silverman, 83.10
- 38. Abraham Miller, 83.05
- 39. Marian R. Sackler, 82.74
- 40. Joseph Kalish, 82.63
- 41. Dora Krassmer, 82.28
- 42. Charles Kaplan, 82.05
- 43. Sylvia Roth, 81.99
- 44. Sylvia Marker, 81.85
- 45. Reuben Kundin, 81.60
- 46. Ruth Rifkin, 81.54
- 47. George J. Smidt, 81.38
- 48. Milton A. Scherer, 81.03
- 49. Otto H. Hochwitz, 80.87
- 50. Hilda C. Epstein, 80.42
- 51. Marie Shampalk, 78.69
- 52. Robert B. Roberts, 78.46

Passed—119; Failed—323; Absent—9; Rejected—249; Total—700; Prov—97.

CASHIER County Clerk's Office, Richmond County, Open competitive No. 101. (\$2,641-\$3,240). Exam held July 15, 1939; list established July 24, 1940.

- 1. Arthur J. Meurer, 91.55
- 2. Albert T. A. Gerhard, 90.35
- 3. Harry J. Bohlen, 90.07
- 4. Norbert A. Riendeau, 89.77
- 5. Charles A. Schumacher, 89.60
- 6. Edward E. Voorhis, 89.40
- 7. Florence S. Carlin, 88.74
- 8. Pasquale Rubilotta, 88.58
- 9. Edward J. Walker, 88.44
- 10. Raymond Ryan, 88.31
- 11. Charles A. Burke, 87.93
- 12. Albert M. Eustis, 87.51
- 13. Francis C. Crowley, 87.18
- 14. Joseph P. Scherger, 87.08
- 15. William E. C. Heym, 86.83
- 16. Edmund J. Haggerty, (prov) 86.49
- 17. Edward Faber, 85.32
- 18. Joseph A. Shiro Jr., 84.71
- 19. Victor M. Saderholm, 84.62
- 20. Edward Gargiulo, 84.41
- 21. Alfred J. Johnson, 84.02
- 22. Anthony Capozzi, 83.79
- 23. Anthony DeSantis, 83.64
- 24. Arthur Ingebreten, 83.52
- 25. Frederick F. Daly, 83.25
- 26. Lester J. Lynch, 83.07
- 27. Lucien J. Kempf, 83.06
- 28. Eugene B. Sanborn, 82.95
- 29. Joseph C. Cassel, 82.79
- 30. Joseph A. Zaborowski, 82.72
- 31. John G. Fleming, 82.11
- 32. Herman J. Nullmeyer, 81.50
- 33. Christopher J. Biel, 81.47
- 34. Nicholas W. J. Tennant, 81.44
- 35. James A. Kudless, 81.03
- 36. Bernard E. Sachs, 81.00
- 37. Joseph P. Smith, 80.55
- 38. Nunzio J. Sciacca, 79.50
- 39. Joseph A. Daly, 77.50
- 40. Hugh C. O'Byrne, 76.76

Passed—40; Failed—72; Absent—9; Rejected—74; Total—195; Prov—1.

ASSISTANT SOCIAL WORKER Department of Mental Hygiene, Open competitive No. 139. (\$1,200 plus maintenance) Exam held October 7, 1939; list established July 17, 1940.

- 1. Eleanor K. Dailey, 84.00 (Suffolk)
- 2. Laura C. Gotthberg, 83.60 (Suffolk)
- 3. Esther Boyd, 82.20 (N. Y.)
- 4. Jean Tait, 81.80 (Rockland)
- 5. Pearl Chenoweth, 81.80 (Suffolk)
- 6. Donna Peng, (N. Y.)
- 7. Mary M. Freer, 81.00 (Dutchess)
- 8. Virginia Schaeffer, 80.40 (Bronx)
- 9. Charles Rothuse, 80.20 (Kings)
- 10. Jean Blauvelt, 79.80 (Rockland)
- 11. Genevieve W. R. Jordan, 79.60 (Lewis)
- 12. Dr. Nathan Israeli, 79.60 (Kings)

PRINCIPAL School of Nursing, Department of Mental Hygiene, Promotion

No. 1135. (\$2,000 plus maintenance) Exam held June 1, 1940; list established July 24, 1940.

- 1. Ethel L. Rourke, 79.20 (Westchester)
- 14. Jane F. Keigher, 79.00 (Schenectady)
- 15. Aurelia Cannavo, 78.80 (N. Y.)
- 16. Victoria F. Malecki, 78.80 (Oneida)
- 17. Ann V. Bennett, 78.80 (Dutchess)
- 18. Allena M. Ralston, 78.60 (Dutchess)
- 19. Phoebe G. Clapp, 78.60 (Wayne)
- 20. Elizabeth H. Asness, 78.40 (Kings)
- 21. Jean Tierney, 78.40 (N. Y.)
- 22. Ida Galinsky, 78.40 (Kings)
- 23. Alice C. Sowell, 78.20 (Suffolk)
- 24. Nancy Muste, 78.20 (Bronx)
- 25. Max Cooper, 78.20 (Kings)
- 26. Jean P. Leeson, 78.00 (Orange)
- 27. Muriel V. Goldberg, 78.00 (Westchester)
- 28. Samuel Hodess, 78.00 (Bronx)
- 29. Florence V. Smith, 78.00 (Onondaga)
- 30. Flora B. Greenberg, 78.00 (Bronx)
- 31. Dora Cohen, 77.80 (Bronx)
- 32. Marorie Holm, 77.80 (N. Y.)
- 33. Sandra Moss, 77.80 (N. Y.)
- 34. Harriet S. Lybber, 77.60 (St. Lawrence)
- 35. Cecelia Shapiro, 77.60 (Albany)

Passed—52; Failed—77; Absent—10; Rejected—181; Total—320; Prov—1.

36. Myron J. Rockmore, 77.40 (N. Y.)

- 37. Doris M. Wagner, 77.40 (Suffolk)
- 38. Leah Resnick, 77.40 (N. Y.)
- 39. Helen L. Walter, 77.20 (Suffolk)
- 40. Gertrude Rosenberg, 77.20 (N. Y.)
- 41. Jane C. Pigg, (prov) 76.80 (Queens)
- 42. Gussie Rabinowitz, 76.80 (Kings)
- 43. Lois R. Tompkins, 76.80 (Westchester)
- 44. Doris R. Shaver, 76.80 (Oneida)
- 45. Dora Rosenkrantz, 76.80 (N. Y.)
- 46. Edith Wearing, 76.60 (Queens)
- 47. Eleanor Goldsmith, 76.40 (N. Y.)
- 48. Donna L. Murton Spaulding, 76.20 (Tompkins)
- 49. Mary Ann Harris, 76.00 (Suffolk)
- 50. Rose Elnhorn Michelson, 75.60 (Albany)
- 51. Clara J. Swan, 75.60 (Steuben)
- 52. Anne L. Maistelman, 75.40 (Albany)

Passed—52; Failed—77; Absent—10; Rejected—181; Total—320; Prov—1.

LEADER BOOK SHOP

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Janitor Custodian 1.00
Customs & Immigration Inspector 1.00

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Penal Law & Code of Criminal Procedure—(with 1939 amendments) 2.50
Police Chapters from Administrative Code—An Eagle Library compilation to Oct. 1939 1.50
Traffic Code & Sanitary Code50

FIREMAN PROMOTION PREPARATION

Fire Department Manual of Instruction—An officer's manual for professional fire-fighters by Lowell M. Limpus 3.50
Fire prevention 1.50

GENERAL PREPARATION

Mental Multiplication—A pamphlet by Charles Lipkin that trains for rapid mental calculation25
Let's Play Vocabulary—A series of games that build vocabulary without too much strain on the gray matter25
General Federal Test Guide—Procedure, preparation, sample test, analogies spelling, reasoning, vocabulary 1.50
Civil Service Handbook—Procedure, sample questions 1.50
Civil Service Handbook—1,000 Civil Service questions79
Outline Chart of Municipal Government25
Guide to Municipal Government 1.25

MISCELLANEOUS

Building Code 1.50
Legal, Political and Business Guide—A practical handbook on politics, licenses, welfare agencies, tales and labor laws 1.70

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Examination Requirements

City Tests

Captain (Fire Department)
(Promotion)
Salary: \$4,500. Written test: October 26. File by August 26. Fee, \$4.

Duties
To be in command and control of a company; to be responsible for the discipline, efficiency and operation of the company, and for the maintenance and protection of all Department property in, or assigned to the Unit; to perform all other duties prescribed in the Official Action Guide and the Rules and Regulations of the Department.

Requirements
Open to all Lieutenants who will have served in that rank for not less than six months on the first day of the written test.

Weights
Record and Seniority, weight 50, 80% required; Written, weight 50, 70% required. Record and Seniority: Colorless record: Beginning with the date of promotion to Lieutenant, 80%. For each three months of service in that rank during the five years next preceding the first day of the written examination add 1/2%, or 2% a year, making at the end of five years a maximum of 90%. For each additional three months in the rank of Lieutenant, add 1/4%, or 1% a year, making at the end of ten years service a maximum of 95%.

Added Points
(Credit given in one successful examination only) A. Official awards of the Fire Department: Roll of Merit, Class 1 with medal, 3%; Roll of Merit, Class 2 with medal, 2.5%; Roll of Merit, Class 3, 1%; Service Record A, 5%; Service Record B, .25%. B. War Service: For every month of honorable service in the United States Army, Navy, Marine or Nurses' Corps during a war, .1% up to a maximum of 1%. For participation in battle, 1.5%; Medal of Honor (Army or Navy), 1.5%; Distinguished Service Cross (Army) or Naval Cross (Navy), 1%; Distinguished Service Medal (Army or Navy), .5%; Citation Star (Army), .25%.

Note: Honorable service in the United States Army, Navy, or Marine or Nurses' Corps will be credited under the following terms and conditions:

- Service of less than 30 days will not be considered.
- Service will be credited for the following periods only: Spanish War, between April 23 and August 12, 1898; World

War, between April 6, 1917, and November 11, 1918; Philippine Insurrection, between April 11, 1899, and July 4, 1902; Boxer Uprising, between June 20, 1900, and May 12, 1901.

In the case of the Philippine Insurrection and the Boxer Uprising, such service will not be considered unless the candidate was an actual participant as evidenced by the reception of a campaign badge.

Deducted Points: For each day's fine, .25%; for each reprimand, 12 1/2%. Fines or reprimands previous to January 1, 1937, will not be considered.

Senior Psychologist
(City-Wide Promotion)
Salary: \$2,600-\$3,000. Written test, September 28. File by August 26. Fee, \$2.

Duties
Administration of standard mental and personality tests to children and adults in courts, prisons, hospitals or institutions for the insane; interpretation of test results and translation of quantitative measures into authoritative qualitative judgments; planning programs of psychological reports embodying test data and appraisal of contributing factors elicited in psychological interviews. Administration of a psychological clinic in a large institution. Examination of prisoners and signing of commitment papers where necessary, in larger institutions, as qualified examiner in mental deficiency.

Requirements
Open to all permanent employees in the title of Psychologist who have served therein continuously for a period of not less than six months prior to the date of the written examination and who are otherwise eligible. Certification as qualified Psychologist by the State of New York is required at the time of certification.

Weights
Record and seniority, 50; written, 30; training, experience and personal qualifications, 20.

Assistant Engineer (Designer)
Grade 4
(Competitive)
Board of Water Supply. Salary: \$3,120 and upward. Vacancies: 102. Fee, \$3. File by September 23.

Duties
To make such investigations, sketches, hydraulic, stress and other computations, designs and estimates as are applicable to the general planning and detailed design of large water supply works, including, specifically, aqueducts, pipe lines, conduits, shafts and tunnels for the conveyance of water, gate houses and surface and underground structures for controlling the flow of water; perform related work. Incumbents may be assigned to the supervision of a squad of Draftsmen.

Requirements
A degree in civil, sanitary, or mining engineering and five years practical experience in the design and construction of hydraulic and sanitary works in plain and reinforced concrete or steel, such as flood control works, spillways, aqueducts, waterpower and hydro - electric works, shafts, tunnels and conduits for the conveyance of water, canal structures, water purification works, stand pipes, reservoirs, dams, submarine tunnels and sewage purification works; or the equivalent. At least two years of this experience must have been on responsible design. Candidates, who, instead, hold other recognized engineering degrees will be required to have six years experience instead of five as above outlined. Before cer-

How to Apply for a Test

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

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

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

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

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

Fees are charged for city and State exams, not for federal. Applicants for most city jobs must have been residents of New York City for three years immediately preceding appointment. Applicants for State jobs must have been New York State residents for one year.

The "weights" listed for various titles on these pages refer to the relative value of each part of the exams. Therefore, if the weight of the written part of an exam is 30, this means that the written part counts for 30 per cent of the final mark.

tification, candidates must have a valid New York State Professional Engineer's License as required by the Educational Law. Equivalents of the above requirements, except license, will be accepted.

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

Assistant Engineer, Grade 4
(Drill Operations)
(Competitive)
Salary: \$3,120. Fee, \$3. File by August 26.

Duties
Under supervision, to plan and organize the set-up of equipment used for exploratory borings (on land and subaqueous), including wet sampling, dry sampling, and core drilling; take charge of one or more jobs and be responsible for smooth and efficient operations, submit estimates of indicated cost of operations; interpret samples as to rock and soil conditions and make reports on foundations; perform related work.

Requirements
A degree in engineering and not less than five years of satisfactory engineering experience, two years of which must have been along the lines outlined under duties; or graduation from a four year day high school course and not less than nine years of satisfactory engineering experience, 4 years of which must have been along the lines outlined under duties. A thorough familiarity with the equipment used in drill operations and knowledge of types of soil and rock encountered in this district is required. Candidates must have a valid New York State Professional Engineer's license at the time of certification.

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

Buildings Manager
(Housing Authority)
Salary: \$3,600 and up. File by August 26. Fee, \$3.

Duties
Under direction, to be responsible for the general management of a housing project; direct supervision of operation and maintenance of the physical plant; management of store premises; assignment of apartments; collection of rents; handle tenant relationships and activities; secure public and private agency cooperation; supervision of project personnel; supervision of project accounts; keep records, submit reports, perform related work as required.

Requirements
Senior high school gradua-

tion or equivalent education, and not less than five years of progressively responsible work along the lines outlined under duties in the field of housing management; or a satisfactory equivalent. College training in relevant fields will be weighed as equivalent to the required experience on a year for year basis up to four years.

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

Director of Medical and Nursing Service
Salary: \$6,000. File by August 26. Fee, \$5.

Duties
To be responsible to the director of public assistance for the administrative direction of the medical and nursing division, including eye clinics, dental clinics and first aid rooms.

Requirements
An M.D. and a license to practice medicine in N. Y., plus one year's internship and five years experience in private practice.

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

Director of the Division of Building Management and Procurement
Salary: \$3,500. File by August 26. Fee, \$3.

Duties
Under the direction of the Commissioner or his assistant, to administer the Division of Building Management and Procurement of the Department of Welfare, including the administrative supervision of its 500 employees, to acquire, maintain and manage the physical plant exceeding 1,000,000 square feet and involving over 45 different buildings required by the department.

Requirements
Graduation from a recognized senior high school and, in addition, candidates must have had within the past 10 years, in a large governmental or private organization, 6 years full time paid experience of a character to qualify candidates for the duties of the position. Not more than 2 years of full time college technical training in building management, engineering, or architecture, may be substituted year for year for the above experience. At least three years experience must have been in administrative capacity involving responsibility for: the procurement and management of buildings; or the layout of office space; or the requisitioning, control, budgeting and distribution

Three State Lists Coming

Three large State lists are in the immediate offing. State Civil Service Commission employees are now busy entering in their file books the lists for Investigator, Alcoholic Beverage Control Board, and for Assistant Mechanical Stores Clerk, scheduled to be established this week. The Italian Interpreter, Kings County list is expected some time next week.

The ABC Board list, with some 1,800 names, will be topped by 12 disabled veterans. Only 2,100 took the test.

Junior Examiner List

The entire Junior Examiner of State Expenditures list, containing 119 names, was certified this week to the Department of Audit and Control, 97 provisionals are now working in the department.

The list is published today on page 11, 700 filed for the test, and 249 were rejected. Of the remainder, nine were absent and 323 failed.

It will be several weeks yet before candidates who took the Assistant and Senior tests know how they made out. Experience on the Assistant papers are yet to be rated, while interviews are now being conducted for the Senior grade.

Mechanical Engineer Exam On Way

The Municipal Civil Service Commission will receive applications in October for a competitive test for Junior Engineer (Mechanical), Grade 3. According to the Commission the written test for the position will be held during the Christmas vacation period so college students attending out-of-town schools will be able to compete.

Buy The LEADER every Tuesday.

Office supplies and equipment, satisfactory equivalent.

Assistant Director of Public Assistance, Grade 5

(Promotion)
Salary: \$4,200. Open only to Department of Welfare and Department of Child Welfare employees. Fee, \$4. File by August 26. Written test: October 8.

Duties
Under the direction of the Director of Public Assistance, to operate the operation of the social service policies of the bureau to assist in the revision of existing policies and in the formation of new policies; to exercise administrative supervision and control of the operation of district offices and certain categorical relief divisions to be responsible for the social services, to exercise administrative supervision and to provide in-service training for the 4,000 members of the social service staff.

Requirements
Open to Senior Supervisors, Grade 4, who, on or before the date of the written exam, have served in this title for six months and who are otherwise eligible according to the rules of the Commission.

Weights
Record and seniority, 50; written tests, 25; training, experience and other qualifications, 25.

Assistant Engineer (Designer), Grade 4

(City-Wide Promotion)
Department of Water Supply. Salary \$3,120 and upward. Vacancies: 102. Written test: November 30. File by September 30. Fee, \$3.

Duties
To make such investigations, sketches, hydraulic stress computations, designs and estimates as are distinctly necessary to the general plan-

ning and detailed design of large water supply work, including specifically, aqueducts, pipe lines, conduits, shafts and tunnels for the conveyance of water, gate houses and surface and underground structures for controlling the flow of water, and related work. The duties may include supervision of a squad of draftsmen.

Requirements
Open to all grade 4 employees in the engineering and inspection services who have been performing work of a character to qualify them for the duties of the position, who have served 6 months in the department and 1 year in the title immediately preceding the written examination, who have the following experience and who are otherwise eligible for examination.

Requirements also include a degree in civil, sanitary or mining engineering recognized by the University of the State of New York and five years practical experience in the design and construction of hydraulic and sanitary works in plain and reinforced concrete or steel, such as flood control works, spillways, aqueducts, water-power and hydro-electric works, shafts, tunnels and conduits for the conveyance of water, canal structures, water purification works, standpipes, reservoirs, dams, submarine tunnels and sewage purification works; or the equivalent. At least two years of this experience must have been on responsible design. Candidates who, instead, hold other recognized engineering degrees will be required to have six years experience instead of five as above outlined. Before certification, candidates must have a valid New York State Professional Engineer's License, as required by the Education Law.

Weights
Record and seniority, 50; technical written, 40; experience, 10.



WITHOUT FINGERPRINTING
no one enters the Civil Service. Above is Cornelia Anderson, of Albany, who finished a recent State test in record time. She is being fingerprinted by Proctor Thomas Walsh. The importance of fingerprinting was indicated in the New York City Sanitation exams, when an impostor was caught trying to impersonate a candidate

rials, drawing up plans for projects, assisting in the preparation of specifications for engineering material or apparatus, assisting in the conduct of experimental research, compiling reports, handling technical correspondence, and making estimates of weight and strength.

Requirements
Optional Branch 1, Aeronautical.—Applicants must show either (a), (b), or (c):

(a) A bachelor's degree with major study in aeronautical engineering.

(b) A bachelor's engineering degree, including or supplemented by 10 semester hours' credit in strictly aeronautical engineering subjects of either undergraduate or graduate level.

(c) A bachelor's engineering degree plus 1 year of professional experience in aeronautical engineering.

Optional Branch 2, Naval Architecture and Marine Engineering.—Applicants must show either (a), (b), or (c):

(a) A bachelor's degree with major study in naval architecture and marine engineering.

(b) A bachelor's engineering degree, including or supplemented by 10 semester hours' credit in strictly naval architecture or marine engineering subjects of either undergraduate or graduate level.

(c) A bachelor's engineering degree plus 1 year of professional experience in naval architecture or marine engineering.

Weights
Competitors will not be required to report for examination at any place, but will be rated on their education, experience and fitness, on a scale of 100.

Alphabetic Card-Punch Operator, \$1,260

Under Card-Punch Operator, \$1,260

Age limits: 18 to 53. File by August 7.

Duties
Alphabetic Card-Punch Operator: To operate an alphabetic card-punch machine. This is a machine used to record alphabetic and numerical information by punching holes in cards in such a manner that complete words and names, together with numerical data, can subsequently be printed by the alphabetic tabulating or accounting machine. The alphabetic keyboard is arranged to correspond with that of a typewriter.

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

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

Applicants must state which examination they desire to take. Those whose sole experience has been with numerical keyboard machines should bear in mind that the alphabetic keyboard test requires a knowledge of the operation of an alphabetic or typewriter keyboard.

Applicants are cautioned to state in detail all the experience they have had in the operation of card-punch machines, giving the names of machines operated, the number of columns in the cards used, and the rate of speed attained; they should also state any experience they may have had in supervising the work of card-punch operators, in demonstrating the operation of card-punch equipment, and in operating alphabetic and numerical tabulators and accounting machines, sorting machines, etc.

Only experience or training acquired prior to the closing date for receipt of applications can be considered.

Weights
Alphabetic Card-Punch Operator: clerical tests, 50; al-

(Continued on Page 14)

State Tests

Prison Guard
Department of Correction. Salary range, \$1,800-\$2,400. Appointment expected at minimum, but may be made at higher grade. Age limits: 21st-31st birth. File by September 13. Fee, \$1. Written will be held October 1 p.m.

Requirements
Candidates must be of good character and habits, physically sound and alert and must meet the following general requirements: Minimum height 5 feet 9 inches in bare feet; minimum weight 155 pounds; must be physically strong, active, and free from any defect or deformity that would have a tendency to incapacitate; and must be physically proportioned within the range of accepted standards; satisfactory hearing and satisfactory eyesight without corrective lenses (not poorer than 20/40 in either eye); cleanliness and neatness of person and dress; bearing, personality, and temperament calculated to command respect and obedience of prisoners in their custody; with no conviction of felony; and ability to read and write the English language understand-

In addition to the above general requirements, candidates must meet the requirements of one of the following groups: (a) one year of satisfactory full-time experience in the supervision of a group of prisoners; or (b) six months of experience of the kind mentioned in (a), and education equivalent to the foregoing experience. The supervisory experience desired must be similar to that acquired as a foreman of laborers, as prison guard, police officer, or officer in the military service, requiring actual supervision of a group of men.

Candidates who pass the examination will be required to meet the physical standard adopted for the position. Candidates will re-

ceive notice of the exact time and place to appear for the medical examination.

Weights
Written, 4; training and experience, 6.

State Promotion Tests

The State Civil Service Commission opened the following promotion, county, and village exams this week:

Promotion to Assistant Chief Factory Inspector, Division of Inspection, Department of Labor. (Usual salary range \$3,600-\$4,500.) Fee, \$3. File by August 21.

Promotion to Milk Accounts Examiner, Department of Agriculture and Markets. (Usual salary range \$2,400-\$3,000.) Fee, \$2. File by August 21.

Chief of Police, Village of Mamaroneck, Westchester County. (Usual salary \$3,600.) Fee, \$3. Age limits: 21-50. Open only to residents of Westchester County; preference in certification will be given to residents of Mamaroneck. File by August 24.

Patrolman, Village of Great Neck Estates, Nassau County. (Usual salary range \$1,800-\$2,400.) Fee, \$1. Age limits: 21-35. Open only to residents of Great Neck Estates. File by August 24.

Future State Tests

The State law says that titles of open competitive lists requested by departments and 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):

August 7—Labor—Associate Industrial Hygiene Physician, 7-5 (\$5,200-\$6,450).

August 13—Albany County Highway Department—Junior Assistant Engineer, Grade 1.

August 14—City and Town of Newburgh Public Welfare—Clerk, Surplus Commodities Division.

U. S. Tests

Machinist
Ordnance Service, War Department, Watervliet Arsenal, Watervliet, N. Y. (\$6.48-\$8.08 a day). Filing open. Age limits: 18-50. File with Secretary, Board of U.S. Civil Service Examiners, Watervliet Arsenal.

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

Toolmaker
Ordnance Service, War Department, Watervliet Arsenal, Watervliet, N. Y. (\$7.52-\$8.88 a day). Filing open. Age limit: 18-50. File with Secretary, Board of U.S. Civil Service Examiners, Watervliet Arsenal.

Shipwright
Salary: \$7,488; \$7,968; and \$8,448 per day. Place of employment: Norfolk Navy Yard, Portsmouth, Virginia. Age limit: 20 to 55. Applications will be received until further notice.

NAVY YARD JOBS

Open
Twenty-eight jobs are open for filing at the Brooklyn Navy Yard. Applications may be secured from the Navy Yard, from the Federal Building or from any first class Post Office. No examination will be given, but experience is required. The jobs are:

Anglesmith, Heavy Fires; Anglesmith, Other Fires; Blacksmith, Heavy Fires; Blacksmith, Other Fires; Boatbuilder; Boller-maker; Chipper and Caulker; Iron; Coppersmith; Die Sinker; Driller, Pneumatic; Flange Turner; Frame Bender; Gas Cutter or Burner; Holder-On; Loftsmen; Molder; Pipecoverer and Insulator; Punisher and Shearer; Riveter; Rivet Heater; Sailmaker; Saw Filer; Sheet Metal Worker; Shipfitter; Shipwright; Toolmaker; Welder, Electric (Specially Skilled); and Welder, Gas.

Sr. Inspector, Ordnance Material (\$2,600)

Inspector, Ordnance Material (\$2,300)

Asso. Inspector, Ordnance Material (\$2,000)

Asst. Inspector, Ordnance Material (\$1,800)

Junior Inspector, Ordnance Material (\$1,620)

Junior and assistant grades, 20-48 years; other grades, 21-55 years. Filing open. Ordnance Dept., War Dept.

Precision Lens, Prism and Test Plate Maker

Salary: \$7,872; \$8,352; \$8,832 per day. Place of employment: U. S. Navy Yard, Washington, D. C. Age limits: 20 to 48. Filing open until further notice.

Duties
To manufacture prisms, mirrors, and lenses of the type used in military optical instruments; to grind and polish lenses to the Newton ring test; to correct and polish prisms, including roof edge prisms; to correct and polish optical plane parallel mirrors; and to perform related work.

Requirements
Completion of a four-year apprenticeship as precision lens, prism and test plate maker.

Weights
Applicants will be rated on the basis of their experience and fitness on a scale of 100. No written test will be given.

Junior Engineer (\$2,000)

Optional Branches: 1. Aeronautical; 2. Naval Architecture and Marine Engineering.

Filing is open until sufficient eligibles are obtained. Applications will be rated as received and certification made for appointment as needs of service require. Age limit: 40.

Duties
To perform such professional work as the testing and inspecting of engineering mate-

Anything You Want to Know about Civil Service and Civil Service exams visit the LEADER BOOKSTORE 97 Duane Street, New York City

U. S. Tests Open Way to Many Jobs Card Punch Filing Ends This Week

(Continued from Page 13)
phabetic keyboard test, 50.
Under Card-Punch Operator:
clerical tests, 100.

**Mechanical Engineer
(Industrial Production)**
\$3,800

**Associate Mechanical Engineer
(Industrial Production)**
\$3,200

**Assistant Mechanical Engineer
(Industrial Production)**, \$2,600

War or Navy Departments.
File by June 30, 1941. Age limit:
60.

Duties

To perform, or supervise the performance of professional mechanical engineering work in connection with production studies, surveys of industrial plants, and the preparation of plans for the conversion of such plants to the manufacture of munitions and other material and equipment as may be required. The difficulty of the work and the responsibility varies with the grade.

Requirements

Applicants must be graduates of an engineering school, and in addition, except for certain substitutions, have had professional engineering experience ranging from two to five years, according to the grade of position.

Weights

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

**Instructor, Air Corps
Technical School, \$3,800**

**Associate Instructor, Air Corps
Technical School,**
\$3,200

**Assistant Instructor, Air Corps
Technical School,**
\$2,600

**Junior Instructor, Air Corps
Technical School,**
\$2,000

Optional branches: 1) Aircraft carburation systems; 2) aircraft engines; 3) aircraft hydraulic systems; 4) aircraft instruments; 5) aircraft mechanics; 6) aircraft propellers; 7) aircraft fabric work; 8) aircraft sheet metal work; 9) aircraft welding; 10) heat treating; 11) parachutes; 12) air corps fundamentals. Positions will be filled in the U. S. Army Air Corps, War Department, Chanute Field, Rantoul, Ill.; Scott Field, Belleville, Ill.; and Lowry Field, Denver, Col.

File by August 15. Age limit: 21 to 53.

Duties

With varying degrees of supervision and responsibility, to instruct, or supervise the instruction of, officers and enlisted men of the Army Air Corps, National Guard, or Reserves, in subjects in the several optional branches.

Requirements

Applicants must be high-school graduates, and except for certain substitutions, have had four years of experience as instructor in shop subjects or as shop supervisor, which must have included six months experience in the optional branch.

Weights

Applicants will be rated on the basis of their education, experience and general fitness on a scale of 100.

Associate Aeronautical Inspector, \$3,500

Assistant Aeronautical Inspector, \$3,200

Civil Aeronautics Authority, Department of Commerce. Ap-

plications will be received until further notice. Age limits: 24 to 40 (for Associate); 24 to 35 (for Assistant).

Duties and requirements for this exam appeared in the June 25 issue of The Leader.

Aeronautical Engineer,
\$3,800

Associate Aeronautical Engineer, \$3,200

Assistant Aeronautical Engineer, \$2,600

Optional branches: 1) aerodynamics and performance; 2) design; 3) electrical installations; 4) engines; 5) equipment; 6) general; 7) power plant installations; 8) propellers; 9) specifications and weight control; 10) structures; 11) vibration and flutter; 12) any other specialized branch of aeronautical engineering.

Applications will be received until June 30, 1941. Age limit: 53.

Duties and requirements for this exam appeared in the June 25 issue of The Leader.

**Senior Engineering Aide
(Topographic)**

Salary: \$2,000. U. S. Geological Survey, Dept. of Interior. Age limit: 53. File by December 31, 1940.

Duties

Under professional guidance, to act as chief of a sub-party on plane table work performing topographic mapping, executing topographic surveys, adjusting instruments, inking field sheets, making computations, and assisting in the preparation of maps for publication.

Requirements

High school graduation, plus four years of civil engineering experience, two years of it on topographic field surveys. Certain substitutions for these educational and experience requirements will be allowed.

Weights

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

**Chief Engineering Draftsman
(Ordnance), \$2,600**

**Principal Engineering Draftsman
(Ordnance), \$2,300**

**Senior Engineering Draftsman
(Ordnance), \$2,000**

**Engineering Draftsman
(Ordnance), \$1,800**

**Assistant Engineering Draftsman
(Ordnance), \$1,620**

Navy and War Departments. Filing open until June 30, 1941. Age limit: 53.

Duties

Under professional guidance, to perform ordnance drafting of varying degrees of responsibility according to the grade of position.

Requirements

Applicants must be high school graduates, and must have had from two to six years, according to the grade of position, in drafting experience, one year of which must have been in elementary drafting training or experience, and the rest in ordnance drafting.

Weights

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

**Associate Aircraft Inspector
(Factory)**

Associate Air Carrier Maintenance Inspector

Salary for both positions: \$2,900. No filing deadline has

been set. Age limit: 24 to 53. Civil Aeronautics Authority.

Duties

Under the supervision of an inspector of higher grade, to make inspections of civil aircraft for original airworthiness certificates and for the renewal of such certificates; to make inspections on aircraft, engines, propellers, components and accessories for export; to make inspections of aircraft after overhaul and repair; and to perform related duties.

Requirements

An aircraft mechanic's certificate of competency. In addition: either 1) two years of broad experience in a supervisory capacity in the mechanical field of modern civil aircraft manufacture or repair; or 2) three years of broad experience in the mechanical field of modern civil aircraft manufacture or repair, which must have included components, sub-assemblies, instruments, and accessories, or must have been in final assembly inspection.

Weights

General test, 40; experience and fitness, 60.

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

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

Junior Inspector, Engineering Materials (Aeronautical), \$1,800

Navy Department. File until further notice. Age limit: 53.

Duties

To inspect and test, for determination of compliance with specifications, a wide variety of aeronautical engineering materials; to interpret specifications and make computations necessary to insure compliance; to make inspection reports and conduct correspondence.

Requirements

Applicants must have had from two to six years experience, according to the grade of the position, in the inspection and testing of aeronautical engineering materials, including

parts, subassemblies, assemblies, instruments, etc., to determine compliance with specifications or standards of manufacture; or in the inspection and testing of aircraft engines and their accessories. From part of this experience requirement, certain substitutions are allowed.

Weights

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

**Attendant,
Neuro-Psychiatric Hospital**

Salary: \$1,020. File until further notice. Place of employment: Veterans' Administration Facilities, Canadagua and Northport, New York. Age limits: 21 to 48.

Duties

To perform duties in immediate contact with patients such as to feed, escort, convey or administer prescribed treatments; to assist in their recreation and exercise; to change clothing, bed linens, sputum cups, and assist in making beds; to perform related duties.

Requirements

Applicants must have had either: 1) completion of six months of a resident training course in nursing in a hospital giving thorough practical and theoretical training; or 2) at least six months of active service in the hospital corps of one of the enlisted services of the United States, performing actual duty in the care of the sick or wounded; or 3) at least three months of experience as Attendant performing ward duty in the care of patients in a hospital or institution for the treatment of mental or nervous diseases, or for the treatment or confinement of drug addicts; or 4) any satisfactory equivalent combination of training and experience.

Weights

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

Machinist

Appointments will be made at salaries ranging from \$6.92 to \$8.82 a day. Positions will be

filled in Dover, Metuchen, N. J., and Brooklyn, N. Y. Age limit: 18 to 55.

Duties

To operate machines and tools of all types in a large first class machine shop fitted for handling all sizes of work; to do all classes and kinds of bench, machine, hand tool, and vise work, floor and erecting work; to fit up in connection with building and repairing machine tools, main engines (both reciprocating and turbines), automobiles, pump blowers, locomotives, etc.

Requirements

Completion of a four-year apprenticeship, or four years practical experience in the trade.

Weights

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

**Chief Engineering Draftsman
(Aeronautical), \$2,600**

**Principal Engineering Draftsman
(Aeronautical), \$2,300**

**Senior Engineering Draftsman
(Aeronautical), \$2,000**

**Engineering Draftsman
(Aeronautical), \$1,800**

**Assistant Engineering Draftsman
(Aeronautical), \$1,620**

File by June 30, 1941. Age limit: 53.

Duties

Under professional guidance to perform subprofessional work in aeronautical drafting, varying in degree of difficulty and responsibility according to the grade of the position.

Requirements

Applicants must have had from two to six years of drafting experience, the amount varying according to the grade of position. In each case, one year must have been in elementary drafting training or experience.

(Continued on Page 15)

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Maintainer's Helpers Exams

Groups A, B, C, and D

Official Answers

The Leader previously carried unofficial answers to the first three groups. Below are the official answers of the Civil Service Commission. Candidates who object to any of these answers have until August 19 to file their objections with the Commission.

GROUP A

1. C	11. C	21. C	31. L	41. T	51. C	61. D	71. A	81. A	91. A
2. C	12. B	22. C	32. M	42. U	52. A	62. D	72. B	82. B	92. C
3. D	13. D	23. A	33. D	43. R	53. B	63. B	73. B	83. C	93. A
4. B	14. A	24. D	34. A	44. G	54. A	64. C	74. A	84. C	94. D
5. D	15. A	25. C	35. B	45. B	55. C	65. B	75. B	85. C	95. B
6. A	16. B	26. E	36. E	46. E	56. A	66. C	76. A	86. B	96. *
7. C	17. B	27. J	37. N	47. L	57. E	67. B	77. B	87. A	97. A
8. A	18. B	28. F	38. O	48. R	58. E	68. C	78. D	88. A	98. C
9. C	19. B	29. C	39. L	49. S	59. C	69. A	79. B	89. D	99. D
10. B	20. B	30. K	40. W	50. D	60. A	70. C	80. D	90. C	100. A

Stricken out.

GROUP B

1. B	11. C	21. D	31. E	41. Q	51. C	61. A	71. D	81. A	91. C
2. B	12. C	22. B	32. M	42. N	52. D	62. C	72. C	82. C	92. A
3. A	13. D	23. C	33. V	43. Y	53. B	63. B	73. D	83. B	93. D
4. A	14. C	24. B	34. U	44. B	54. C	64. D	74. A	84. D	94. B
5. A	15. B	25. Q	35. U	45. W	55. B	65. A	75. A	85. A	95. D
6. D	16. C	26. D	36. H	46. W	56. B	66. C	76. A	86. C	96. B
7. C	17. A	27. L	37. P	47. X	57. B	67. C	77. C	87. D	97. D
8. D	18. D	28. A	38. G	48. Q	58. A	68. C	78. C	88. A	98. B
9. B	19. A	29. V	39. K	49. G	59. B	69. C	79. B	89. C	99. C
10. B	20. A	30. Z	40. S	50. F	60. C	70. B	80. D	90. A	100. C

GROUP C

1. B	11. A	21. A	31. C	41. A	51. A	61. C	71. B	81. D	91. C
2. C	12. B	22. B	32. D	42. D	52. D	62. C	72. C	82. D	92. B
3. A	13. A	23. C	33. C	43. B	53. C	63. C	73. C	83. A	93. D
4. A	14. D	24. D	34. B	44. B	54. C	64. D	74. A	84. C	94. B
5. D	15. B	25. D	35. A	45. C	55. D	65. C	75. C	85. A	95. C
6. D	16. A	26. D	36. A	46. A	56. A	66. A	76. D	86. B	96. A
7. B	17. C	27. D	37. C	47. D	57. B	67. A	77. B	87. D	97. B
8. C	18. C	28. A	38. C	48. B	58. D	68. B	78. B	88. C	98. C
9. C	19. C	29. B	39. A	49. C	59. A	69. B	79. C	89. C	99. B
10. D	20. A	30. C	40. B	50. B	60. B	70. A	80. B	90. D	100. A

GROUP D

1. D	11. C	21. C	31. V	41. Y	51. D	61. C	71. A	81. A	91. C
2. B	12. B	22. C	32. A	42. P	52. T	62. C	72. D	82. C	92. B
3. C	13. D	23. A	33. E	43. D	53. M	63. A	73. D	83. B	93. D
4. D	14. C	24. C	34. E	44. G	54. R	64. J	74. B	84. B	94. B
5. B	15. A	25. A	35. S	45. R	55. U	65. D	75. C	85. C	95. C
6. D	16. B	26. H	36. K	46. X	56. F	66. C	76. B	86. C	96. D
7. A	17. C	27. L	37. N	47. T	57. F	67. C	77. B	87. D	97. B
8. A	18. C	28. F	38. J	48. O	58. E	68. B	78. C	88. A	98. A
9. A	19. B	29. Q	39. U	49. Z	59. G	69. B	79. B	89. C	99. A
10. A	20. B	30. X	40. B	50. Z	60. K	70. B	80. D	90. C	100. A

(Continued from Page 14)
The rest in aeronautical draftings. Certain substitutions for college education are allowed for part of this experience requirement.

Weights

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

Helper Blacksmith, Other Fires
(\$4.89 to \$5.85 per day)

Helper Boilermaker
(\$4.89 to \$5.85 per day)

Helper Coppersmith
(\$4.89 to \$5.85 per day)

Helper Flangeturner
(\$5.18 to \$6.14 per day)

Helper Forger, Heavy
(\$5.18 to \$6.14 per day)

Helper Molder
(\$5.08 to \$6.04 per day)

Helper Rigger
(\$4.89 to \$5.85 per day)

Helper Sheet Metal Worker
(\$4.89 to \$5.85 per day)

Helper Shipfitter
(\$4.89 to \$5.85 per day)

File until further notice. Place of employment: Brooklyn Navy Yard. Age limits: 20 to 48.

Duties

Helper Blacksmith, Other Fires: To assist the blacksmiths in the lighter class of work, and care for the oil, gas, and coke fires; to operate steam hammers, presses, etc., and do the miscellaneous odd jobs not requiring special skill and experience of a mechanic.

Helper Boilermaker: To assist boilermakers in miscellaneous operations required in new construction and repair work in the shop and on board ship; to hold rivets, scale boilers, prepare rivets and paint for preservation, heat rivets, handle materials, load and unload trucks,

and to do various odd jobs in the trade not requiring special skill or experience.

Helper Coppersmith: To assist coppersmiths in miscellaneous operations required in new construction and repair work in the shop and on board ship; to mix and prepare borax and solder and other materials and do various odd jobs.

Helper Flangeturner: To include the duties listed for Helper Boilermaker and in addition, accuracy and experience in swinging heavy sledges or mallets; to handle the heating of material and care of fires necessary to assist flangeturners during the heating up of work.

Helper Forger, Heavy: To assist on the heaviest class of forgings; prepare and care for oil furnaces; handle heavy materials and manipulate the larger fittings for the heavy forgers; operate heavy presses, steam presses, and hammers.

Helper Molder: To be generally useful in assisting molders in the miscellaneous operations pertaining to that trade in preparing sand and materials used in filling flasks; to carry metal and help the molder pour his metal; and to do miscellaneous work.

Helper Rigger: To assist riggers in the handling of weights and all other riggers' work; to tie knots, attach hooks, assist in all kinds of splicing; to do various odd jobs.

Helper Sheet Metal Worker: To assist sheet metal workers in all work pertaining to the trade; operate simple machine tools; handle small machine and hand tools; prepare shear and punch material; and to do other miscellaneous odd jobs.

Helper Shipfitter: To assist shipfitters in the miscellaneous operations required in new construction and repair work in the shop and on board ship; to handle materials, assist in making templates; to collect, assemble and erect parts; to bolt up finished work for the riveters; to work with laborers in handling materials in the shop, etc.

Requirements

Shipfitter: One of the following: 1) six months exper-

ence as Helper Shipfitter, or in one of the allied trades; 2) completion of a one-year mechanical course in the trade applied for, or an allied trade; 3) completion of a course in one of the trades in a resident trade school.

For the Other Positions: One of the following: 1) six months experience in the trade applied for, which has required the use of tools, machines, or processes common to such trade or occupation; or, a like amount of experience (which may include a training period of specialist mechanical school) in the Army, Navy, Marine Corps, or Coast Guard, in a position comparable to the trade applied for; or 2) completion of one scholastic year of a mechanical course in the trade applied for, in a vocational school of at least secondary grade which is part of a public, state, county or municipal school system; or 3) completion of a course in the trade or occupation applied for, of at least one year's duration in day class attendance, or of 18 months duration in evening class attendance, in a resident trade school, as distinguished from a correspondence school.

Weights

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

Crane Operator (Electrical Traveling Bridge)
(\$6.24 to \$7.20 per day)

Crane Operator (Steam Locomotive)
(\$7.87 to \$8.83 per day)

Applications will be received until further notice. Place of employment: Brooklyn Navy Yard. Age limit: 20 to 48.

Duties

Crane Operator (Electric Traveling Bridge) for Crane-man, Electric: To operate traveling bridge cranes and auxiliary hoists and to perform related work.

Crane Operator (Steam Locomotive) for Engineman, Hoisting and Portable: To operate steam locomotive crane and to make minor repairs and adjustments to the mechanism.

Requirements

Crane Operator (Electric Traveling Bridge) for Crane-man, Electric: Six months experience in the operation of electric traveling bridge cranes.

Crane Operator (Steam Locomotive) for Engineman, Hoisting and Portable: Six months experience in the operation of a steam locomotive crane, steam shovel, or other portable steam hoist machinery.

Weights

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

Caulker, Wood
(\$7.58 to \$8.54 per day)

Diver
(\$17.28 to \$18.24 per day)

Forger, Drop
(\$7.77 to \$8.73 per day)

Forger, Heavy
(\$12.09 to \$13.95 per day)

Forger, Light
(\$9.50 to \$10.46 per day)

Instrument Maker
(\$8.16 to \$9.12 per day)

Rigger
(\$7.87 to \$8.83 per day)

File until further notice. Place of employment: Brooklyn Navy Yard. Age limits: 20 to 55.

Duties

Caulker, Wood: To caulk and pave the seams of wood decks, planking, sheathing, etc.

Diver: To work from floats under air pressure and do all kinds of diver's work around entrances to dry docks, under ships, and around wharves, in connection with launching ways.

Forger, Drop: To make drop forgings of steel, bronze and other materials by use of dies for all kinds of fittings; to operate steam and drop board hammers, trimming presses, and oil and gas furnaces; the skillful use of dies, their fit, draft requirements, adjustments, etc.

Forger, Heavy: To work 10"

billets and larger; control the operation of hydraulic presses of 3,500 tons and lighter, steam presses, steam hammers, etc.; to make crank shafts, connecting rods, shaft couplings, davits, etc.

Forger, Light: To produce forgings of various carbon and alloy steels and forgeable non-ferrous metals from bars or billets 6" square or round or above, weighing 100 to 500 pounds, utilizing steam hammers, forging presses or other power forging equipment to best advantage; to lay off and cut templates, devise and make simple tools and fixtures, such as forming blocks, special cutters, sewages, etc.; to operate oil or gas fired forges and small furnaces for heating; to determine by weight or volume material necessary for a given forging and proper allowance for finish; and to direct the activities of hammer-runners, cranemen and helpers-assisting in the work.

Instrument Maker: To manufacture, repair and install all types of electrical, radio, optical and navigational instruments, including watches, clocks, etc., and to build electrical and mechanical appliances of unusually intricate and delicate types.

Rigger: To install various kinds of tackle and do the fitting of wire and manila cable used on board ship; to manufacture and install all kinds of standing or running rigging, the various fittings, such as mats, fenders, ladders, etc., which are made in a rigging loft for use in the construction or repair of vessels.

Requirements

Forger, Light; Forger, Heavy; and Rigger: Completion of a four-year apprenticeship in the trade, or four years of practical experience.

Caulker (Wood): One year of experience in the use of caulking materials in making underwater surface and seams of vessels watertight.

Diver: Six months of experience.

Forger, Drop: Two years experience.

Instrument Maker: Completion of a four years apprenticeship as instrument maker in a first class instrument shop or high-grade physical laboratory shop, or four years experience.

Weights

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

Teacher in Indian Community and Board Schools

Optional branches and entrance salaries: 1) Agriculture, \$1,800 and \$2,000; 2) Elementary grades (1 to 6), \$1,620 and \$1,800; 3) Home Economics, \$1,620 and \$1,800; 4) Remedial Reading, \$1,800; 5) Rural Merchandising, \$1,800; 6) Science, \$1,800; 7) Special or Opportunity Classes, \$1,620.

Indian Field Service (Including Alaska), Department of Interior. File by August 12. Age limit: 48.

Duties

Under general supervision to serve as teacher in an Indian community or boarding school. Most of these schools are located in isolated rural areas with meager resources where the land has been seriously depleted by overgrazing, recurring droughts, and improper farm practices. They are often at some distance from the nearest white community, and in some sections

where the Indians themselves do not live in villages the schools are somewhat remote from human habitation. In the northern reservations and in Alaska, some schools are cut off for months at a time from travel communication. Ability, therefore, to adjust to association with a limited number of people in such isolated situations is essential to success in one of these positions.

Requirements

Education.—Option 1, agriculture.—Applicants must have completed a 4-year course leading to a bachelor's degree in an agricultural college, which must have included 9 semester credits in the teaching of agriculture and 4 semester credits in farm mechanics.

Option 2, elementary grades 1-6.—Applicants must either have completed a 4-year course leading to a bachelor's degree or have been graduated with a diploma from a recognized 3-year teacher-training institution. In either course applicants must have completed 20 semester credits in education, including one course in elementary education.

Option 3, home economics.—Applicants must have completed a full 4-year course leading to a bachelor's degree, including 20 semester credits in home economics.

Option 4, remedial reading.—Applicants must have completed a 4-year course leading to a bachelor's degree, which included 8 semester credits in method and techniques of remedial reading.

Option 5, rural merchandising.—Applicants must have completed a 4-year course leading to a bachelor's degree.

Option 6, science.—Applicants must have completed a 4-year course leading to a bachelor's degree, which included 20 semester credits in science.

Option 7, special or opportunity classes.—Applicants must either have completed a full 4-year course leading to a bachelor's degree or have been graduated with a diploma from a recognized 3-year teacher-training institution. In either course applicants must have completed 20 semester credits in education.

Experience.—Applicants must have had within the last 7 years a minimum of 2 years of paid teaching experience in schools below college level in which they developed an educational program based upon needs, activities, or customs prevailing in the local area, as outlined under each of the options.

Option 1, agriculture.—Applicants must have taught practical agriculture, livestock farming, and farm mechanics. In addition, applicants for this option must have had at least 2 years of practical farming experience.

Option 2, elementary grades 1-6.—Applicants must have taught in schools which have served as centers of community life and must show active participation in a program which integrated school and community life. This experience must have been secured in one or more of the first six grades.

Option 3, home economics.—Applicants must have taught home economics in a community where resources are meager and must have related their teaching to the problem of improving living standards within the limitations of these resources.

Option 4, remedial reading.—
(Continued on Page 16)

REAL ESTATE NEWS



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(Continued from Page 15)

Applicants must have given special instruction in remedial reading in special classes for students with reading handicaps, or in a specially organized program of individual instruction in remedial reading.

Option 5, rural merchandising.—Applicants must have taught commercial subjects and, in addition, must have had an aggregate of at least 1 year of experience in rural merchandising secured subsequent to high-school graduation. During the period of the required experience, they must have had experience in some phase of community leadership.

Option 6, science.—Applicants must have taught science in its application to matters of everyday concern such as winds, droughts, pollution of water supply, disappearance of grass, geology of local environment, genetics, practical biology, sanitary practices, etc.

Option 7, special or opportunity classes.—Applicants must have taught special or opportunity classes of children in an educational program based upon the interests, capacities, and everyday experiences of the children.

Weights

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

Senior Laboratory Mechanic (Glassblower)

Salary: \$2,000. File by August 12. Age limits: 18 to 50.

Duties

To perform duties connected with the development, repair, maintenance and construction of experimental apparatus in a laboratory, involving glass-blowing, machining of metals, and wiring of electrical circuits from wiring diagrams.

Requirements

Five years of paid experience in a scientific or experimental laboratory or laboratory shop involving the development, construction, maintenance, and repair of instruments and apparatus used in laboratory experiments, and including electrical work and the operation of machine shop tools. In addition they must have had at least two years of experience as a glassblower in the manufacture of laboratory glassware.

Weights

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

Senior Cotton Technologist \$4,600

Cotton Technologist, \$3,800

Associate Cotton Technologist \$3,200

Assistant Cotton Technologist \$2,600

Optional branches: 1) yarn and fabric manufacturing; 2) textile chemistry, dyeing and finishing; 3) fiber technology.

Bureau of Agricultural Chemistry and Engineering and Bureau of Home Economics, Department of Agriculture. File by August 12.

Duties

To plan, direct, conduct, or assist in the planning, direction, or conducting of experimental and scientific research in the field of the optional subject chosen, and when necessary, to act as consultant in that field. The difficulty and importance of the work involved, will vary with the grade of the position.

Requirements

Applicants must have had from two to six years of experience in cotton technology, the amount varying with the grade of the position. Such experience must have included experience in the optional branch selected.

Weights

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

Radio Monitoring Officer (\$3,200)

Assistant Radio Monitoring Officer (\$2,600)

Age limit: 21-55. Applications will be rated as received until June 30, 1941.

Duties

Radio Monitoring Officer: to be in charge of a secondary monitoring and direction-finding station, with responsibility for the proper performance of all the activities of the Assistant Radio Monitoring Officers and of the Radio Operators assigned to the station; to be responsible for the calibration and maintenance of equipment, the assignment and supervision of personnel and the coordination of activities with the activities of other government departments; to prepare reports.

Assistant Radio Monitoring Officer: at one of the secondary monitoring and direction-finding stations, or at one of the mobile units attached thereto, to stand a watch on all communication channels for the purpose of making frequency measurements, determination of the characteristics of the emissions of radio transmitters, copying, either in writing or on typewriter, of telegraphic communications, and recording of transmissions.

Requirements

Radio Monitoring Officer: Seven years of progressive experience in a technical capacity in connection with the installation and testing, inspection and testing, or operation with maintenance responsibility, of radio transmitters of at least 100 watts power output. At least two years of this experience must have been in a responsible supervisory capacity over other personnel.

Assistant Radio Monitoring Officer: five years of experience in a technical capacity in connection with the installation and testing, inspection and testing, or operation with maintenance responsibility, of radio transmitters of at least 100 watts power output.

Applicants for both positions must hold a valid first-class radio telegraph operator's license, or must demonstrate during the first six months following appointment their ability to transmit and receive plain text in International Morse Code at the rate of at least 25 words per minute.

Certain substitutions for the experience requirement will be allowed for college study in electrical or communications engineering.

Weights

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

Bookbinder (\$1.20 an hour) (40-hour week)

Government Printing Office

Bookbinder (\$10.08 a day) (Five day week)

Bureau of Engraving and Printing

For appointment in Washington, D. C. only. File by August 12. Age limit: 50.

Duties

To perform hand operations as required in forwarding and finishing library, edition, blank book, flexible, and loose-leaf bindings; and to perform related duties.

Requirements

Completion of a four year apprenticeship, or four years of practical experience, in the hand operations necessary for the complete binding and finishing of books; in addition, at least one year of experience as journeyman bookbinder.

Weights

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

Principal Explosives Engineer (\$5,600)

Senior Explosives Engineer (\$4,600)

Explosives Engineer (\$3,800)

Associate Explosives Engineer (\$3,200)

Assistant Explosives Engineer (\$2,600)

Age limits: Not over 60 for Principal grade; other grades, not over 53. File by August 19.

Duties

To direct and supervise the manufacture, storage, transportation, and distribution of explosives; to investigate or supervise the investigation of the manufacture, storage, transportation, distribution, possession, or use of explosives and blasting supplies, the ingredients thereof, and the accessories thereto; to investigate explosions resulting in the loss of life, injury, or property damage.

Requirements

Applicants must have completed a four-year college course in engineering, and must have had professional engineering experience, part of which involved the development, production, testing, or utilization of explosives. Substitution of additional engineering experience may be made for part of the education; and graduate study in engineering may be substituted for part of the general engineering experience.

Weights

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

Deck Engineer

Salary: \$1,590. File by August 30. Place of Employment: Army transport service, War Department, Brooklyn; for duty on transports plying between Brooklyn, New York, Panama, Puerto Rico, San Francisco and Hawaii. Age limit: 50.

Duties

To operate and maintain in repair, machinery, such as portable engines, deck winches, steering engines, and related equipment on board.

Requirements

Four years of experience in the operation, maintenance, or repair of machinery such as winches, windlasses, hoists, capstans, or similar equipment. Six months of this experience must have been on shipboard. Experience as all round mechanic will be accepted as qualified for not more than two years of the required experience.

Applicants must prove they hold: 1) a certificate of service issued by a board of local inspectors; and 2) either a continuous discharge book, or a certificate of identification issued by a shipping commissioner, collector or deputy collector of customs, or United States local inspectors of steam vessels before they may be certified for appointment.

Weights

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

Refrigerating Engineer

Salary: \$1,530, less \$330 for quarters and subsistence. File by Aug. 12. Place of Employment: Army Transport Service, War Department, Brooklyn; for duty on transports plying between Brooklyn, Panama, Puerto Rico, San Francisco and Hawaii.

Duties

To have watch charge of the operation, maintenance, and repair of ice making and refrigerating machinery.

Requirements

Three years of experience in the operation, maintenance and repair of ice making machinery.

Experience as a watch engineer in a steam or electric power plant may be substituted year for year for two years of the required experience. Special credit will be given for sea experience.

Applicants will be required to submit documentary evidence that they hold: 1) a certificate of service issued by a board of local inspectors; and 2) either a continuous discharge book, or a certificate of identification issued by a shipping commissioner, collector or deputy collector of customs, or United States local inspectors of steam vessels before they may be certified for appointment in the Army Transport Service.

Weights

Applicants will be rated on the basis of their experience and fitness on a scale of 100.

Assistant Specialist In Navajo Language

Indian Service, Dept. of Interior. Salary: \$2,000. File by August 22. Age limit: 53.

Duties

To prepare textbook materials in the Navajo language for use in the Navajo schools; to translate into the written Navajo language reading and textbook materials for use with children; to translate into the written Navajo language legends for posters and other material for use with adults; to train native assistants at the various schools of the Navajo's jurisdiction in teaching the reading of the Navajo language.

Requirements

One year of experience which has demonstrated ability to speak and understand the Navajo language and which has involved the reduction of the spoken Navajo language to written form and the translation of simple English into the written Navajo language. Candidates must also be college graduates.

Weights

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

Toolmaker

For positions in Fort Monmouth, N. J.—\$2,000 to \$2,200; Picatinny Arsenal, Dover, N. J.—\$7.20 to \$9.28 a day; Raritan Arsenal, Metuchen, N. J.—\$7.20 to \$8.40 a day; Brooklyn Navy Yard—\$8.35 to \$9.31 per day.

Applications will be received until further notice. Age limits: 18 to 62.

Duties

To perform work of average difficulty involved in bench, machine, and hand work in the manufacture of tools, jigs, fixtures, gauges, punches, and dies in a machine or instrument shop; to cut, grind, lap, polish, temper, anneal, and harden tools and gauges; to work from blueprints, sketches, or verbal directions.

Requirements

Applicants must have completed a four-year apprenticeship, or have had four years of practical experience, the substantial equivalent of such apprenticeship.

Weights

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

Principal Metallurgical Engineer \$5,600

Principal Metallurgist, \$5,600

Senior Metallurgical Engineer, \$4,600

Senior Metallurgist, \$4,600

Metallurgical Engineer, \$3,800

Metallurgist, \$3,800

Associate Metallurgical Engineer, \$3,200

Associate Metallurgist, \$3,200

Assistant Metallurgical Engineer, \$2,600

Assistant Metallurgist, \$2,600

Junior Metallurgical Engineer, \$2,000

Junior Metallurgist, \$2,000

File by August 22. Age limits: 54 for Junior Grades, 60 for others.

Duties

To plan, direct, supervise, conduct, investigative development or research work in a branch of metallurgy or metallurgical engineering in which appointment is made; to be responsible for the design, construction, installation, and operation of pilot plants and large-scale equipment; and perform related duties, the degree of responsibility varying with the grade.

Requirements

Completion of college course with major study in chemistry, physics, engineering or metallurgy. In addition, from two to seven years experience, depending on the grade of position, metallurgy or metallurgical engineering. Certain substitutions of advanced education are allowed for part of this experience requirement.

Weights

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

Supervisor, Medical Social Service

Crippled Children Commission. Exam held by the Civil Service Commission. Open to female citizens of the United States. File by August 24. Salary: \$2,280. Preference in appointment will be given to residents.

Duties

To plan and carry out throughout the State, a program for organizing and coordinating the medical and social phases of State and local program for the medical care of crippled children.

Requirements

College graduation, or equivalent, plus two years graduate social work study; 3 years of experience in the practice of medical social work; 2 years of it in a supervisory capacity; or other combination of education and experience which are equivalent.

Weights

Education, experience, fitness, 4; oral interview, special subject, 3.

Senior Illustrator (Air-Brush) \$2,300

Senior Illustrator (Air-Brush) \$2,000

Assistant Illustrator (Air-Brush), \$1,800

Junior Illustrator (Air-Brush), \$1,620

File by August 26. Age limit 55.

Duties

To perform responsible illustrative work embracing the following: Difficult air-brush touching of photographs; equipment, requiring skilled application to obtain a high degree of perspective (depth) and clarity (distinctness of outline etc.) of complex and intricate equipment in order to produce faithful and clear half-tone reproductions (photolithography) for pamphlets; preparing detailed lay-outs and wash drawings of mechanical and isotropic schematics, color graphic charts, diagrams and similar illustrative devices; placing leaders, suitable titles, legends etc., on illustrations for reproduction. Resourcefulness and

istic ability in adapting illustrative and drafting methods to the specialized field of technical mechanical representations and illustrations are required. The difficulty of the work performed, the degree of supervision to which the employee is subject which he exercises, and the responsibility assumed, will vary with the grade of the position.

Requirements

Applicants must have completed a four-year high-school course; however, six months paid experience may be substituted for each year of this experience.

In addition, they must have had the following: Senior Illustrator: one year of elementary illustrating training or experience, four years of illustrating experience (Air-Brush). Junior Illustrator: one year elementary training or experience, and three years of illustrating experience (Air-Brush).

Assistant Illustrator: one year of elementary training or experience and two years of illustrating experience (Air-Brush). Junior Illustrator: one year of elementary experience or training and one of illustrating experience (Air-Brush).

Applicants can substitute, year for year, up to a maximum of three years, courses in illustrative design or commercial art in a college or residence art school.

Water Tender

Salary: \$1,380. File by August 21. Place of employment: New York Engineer District, War Department, Headquarters, New York City. Age limits: 18 to 50.

Duties

To operate water pumps and valves, maintain proper water levels in hot wells and boilers on floating plant, assist the engineer in making repairs, and relieve the fireman when necessary.

Requirements

Six months of experience in

the occupation of water tender. Applicants must file, either with their applications or during the life of the eligible register, documentary evidence (an official letter from a local inspector of the Bureau of Marine Inspection and Navigation, or a certified or photostat copy of certificate of service) that they possess a sea-going certificate of service issued by the Bureau of Marine Inspection and Navigation.

Weights

Applicants will be dated on their experience and fitness on a scale of 100.

Fireman, Marine (Oil Burner)

Salary: \$1,200 to \$1,320, less \$420 for quarters and subsistence. File by August 21. Place of employment: New York Engineer District, War Department, Headquarters, New York City.

Duties

To fire steam boilers heated by oil burners, operate feed pumps and injectors, and perform related duties.

Requirements

Applicants must have had six months paid experience in firing steam boilers, at least three months of which must have been in marine service. At least three months of experience in burning fuel oil must be shown.

Applicants must file, either with their applications or during the life of the eligible register, documentary evidence (an official letter from a local inspector of the Bureau of Marine Inspection and Navigation, or a certified or photostat copy of certificate of service) that they possess a sea-going certificate of service issued by the Bureau of Marine Inspection and Navigation.

Weights

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

examination and, in addition, must attain in the entire Typist examination, as rated for Senior, average percentages of at least 70, including military preference, if any.

Junior and Senior Stenographer: a) the subject of Junior Stenographer will not be rated unless the competitor qualifies as Junior Typist. Competitors will not be rated eligible as Senior Stenographer unless they qualify as Senior Typist; b) in the subject of stenography, at the required rate of speed, non-preference competitors must attain ratings of at least 70; competitors granted military preference, ratings of at least 65, excluding preference credit; and competitors granted disability preference, ratings of at least 60, excluding preference credit.

Senior Stenographer, \$1,620

Junior Stenographer, \$1,440

Senior Typist, \$1,440

Junior Typist, \$1,260

For appointment in Washington, D. C. only. File by August 15. Age limit: 53.

Eligible Registers

Successful applicants' names may be placed on one, two, three, or all of the four registers, Senior Stenographer, Junior Stenographer, Senior Typist, and Junior Typist, as a result of these examinations, provided their ratings are high enough. If they indicate unwillingness to accept one of the lower positions and salaries, their names will not be placed on the register for that grade of position. From the Senior Stenographer register some appointments at \$1,620 and higher salaries may be made to secretarial and other positions where stenography is a prerequisite.

Appointment to any position as a result of eligibility acquired under this announcement will remove the name of the eligible from all registers established under this announcement.

Basis of ratings. — Competitors will be rated on the subjects listed below which will have the relative weights indicated. (The subjects of the examination are described and sample tests are shown elsewhere.)

	Weights	Typ. Sten.
1. Copying from plain copy (typewriting)	50	25
2. General test	50	25
3. Stenography (required of stenographic competitors only)	—	50
Total	100	100

For Senior Stenographer the dictation will be at the rate of 120 words a minute; for Junior Stenographer, at the rate of 96 words a minute.

Any system of making notes, including the use of shorthand-writing machines, is acceptable, provided that the notes are given to the examiner after being transcribed. The use of typewriters for making notes is not permitted, however, owing to the fact that the noise of the machines would interfere with the dictation.

With the exception of stenographic dictation, the examinations are the same, the difference being in the method of rating.

Applicants are responsible for providing themselves with satisfactory typewriters in good working order and typewriter tables for use during the examination. Any style of typewriter, except electric, may be used. Reexamination will not be granted because of faulty typewriters.

Time required. — Typist, about 2½ hours; Stenographer (junior and senior) about 2 additional hours.

Ratings Required

In the entire Stenographer examination and in the entire Typist examination all competitors must attain average percentages of at least 70, including military preference credit, if any, to become eligible.

Junior Typist. — In each subject, non-preference competitors must attain a rating of at least 70; competitors granted military preference, a rating of at least 65, excluding preference credit; and competitors granted 10-point preference, a rating of at

least 60, excluding preference credit.

Senior Typist. — Competitors must meet the minimum standards required of Junior Typist in the separate subjects of the examination and, in addition, must attain in the entire Typist examination, as rated for Senior, an average percentage of at least 70, including military preference credit, if any.

Junior and senior stenographer. — (a) The subject of junior stenography will not be rated unless the competitor qualifies as Junior Typist. Competitors will not be rated eligible as Senior Stenographer unless they qualify as Senior Typist. (b) In the subject of stenography, at the required rate of speed, non-preference competitors must attain ratings of at least 70; competitors granted military preference, ratings of at least 65, excluding preference credit; and competitors granted 10-point preference, ratings of at least 60, excluding preference credit.

Requirements

1. They must be citizens of the United States on the closing date for receipt of applications specified in (b) at the head of this announcement. Foreign-born applicants who meet the citizenship requirement must furnish proof of United States citizenship before they will be eligible for appointment under Civil Service rules.

2. For positions in the apportioned service at Washington, D. C., they must show legal or voting residence in the State or Territory claimed for at least 1 year next preceding the closing date for receipt of applications specified in (b) at the head of this announcement.

Physical Ability

Applicants must be in sound physical health. Remedial defects or curable diseases will not exclude a person from examination, but proof that such defects have been remedied, or the disease, if any, cured, must be received during the life of the eligible register before persons otherwise qualified may be considered for appointment considered under Civil Service rules.

Vision must be at least 20-30 (Snellen) in one eye, glasses permitted. The applications of persons who have uncorrected vision of less than 20-200 (Snellen) in that eye, corrected to meet the above requirement, will be suspended and they will not be eligible for appointment until satisfactory evidence has been presented to the Commission showing that there is no disease or defect of the eye other than an error of refraction.

A rigid physical examination will be made by a Federal medical officer before appointment. Persons who are offered appointment must pay their own expenses in reporting for duty. If, upon reporting at the place of assignment, they are found ineligible because of physical defects, they cannot be appointed and no part of their expenses for returning home can be borne by the Government.

Laundry Operative

File by August 7. Salaries: Quartermaster service: \$1,020 to \$1,380; Veterans administration: \$1,080 to \$1,380; Naval Hospital: \$68 a month; Public Health Service: \$1,080 and \$1,200 less \$450 for maintenance. Age limits: 18 to 50.

Duties

To perform one or more of the operations common to a modernly equipped power laundry which may include the operation of washing, extracting, wringing, ironing, or pressing machinery and the hand ironing of articles requiring hand finish, or the preparation of washing or starching solutions.

Requirements

Three months experience in one or more of the operations listed under duties in a modernly equipped power laundry. Applicants must show the specific laundry operations in which they are experienced, and the amount of experience in each operation. Household or family laundry experience will not be accepted as qualifying.

Weights

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

Senior Civil Engineer, \$4,600

Civil Engineer, \$3,800

Associate Civil Engineer, \$3,200

Assistant Civil Engineer, \$2,600

Optional branches: 1) cadastral; 2) construction; 3) soil mechanics; 4) safety; 5) sanitary; 6) general. File by August 29. Age limit: 53.

For these examinations, only the following types of experience in the specialized optional branches will be accepted as qualifying and persons with such experience are urged to apply:

Cadastral.—Field and office experience on topographic surveys, land surveys, aerial surveys, property surveys, and photogrammetry.

Construction. — Actual field experience on the construction of bridges, buildings, dams, tunnels, subways, docks, canals, levees, airports, etc., in the capacity of a contractor's superintendent or assistant superintendent, or as construction engineer, or as inspector of construction responsible for the acceptance or rejection of materials and workmanship.

Soil Mechanics. — Laboratory experience in analyzing or testing the physical and chemical character, or the engineering and structural properties of soils; experience on subsurface investigations and field control on the construction of earth structures; experience in the determination of earth pressures, consolidation, and permeability of soils used in connection with the design of foundations, retaining walls, etc.; or research dealing with the determination of the engineering characteristics of soils.

Safety. — Experience as a safety engineer in the investigation and development of safe construction methods and procedures; experience in making studies relative to safety and in promoting safety on construction projects.

Sanitary. — Specialized experience on the engineering design and layout of water and sewage systems including purification and disposal plants; experience on field surveys and studies dealing with stream pollution and with mosquito, insect, vermin, and epidemic control; and experience in the collection and disposal of refuse and garbage.

General. — Experience in general civil-engineering administration and promotion; in municipal planning; or in the general practice of civil engineering exclusive of the nonqualifying experience listed below.

Duties

To perform, or supervise the performance of professional engineering work in design, construction, survey, testing, research, or investigation in one of the optional branches of civil engineering listed above. The difficulty of the work performed, the degree of supervision to which the employee is subject, and the responsibility assumed, will be commensurate with the grade of the position.

Requirements

Education. — Except for the substitution provided for below, they must have successfully completed a full 4-year course leading to a bachelor's degree in engineering in a college or university of recognized standing.

Substitution of experience for education. — Applicants who have not completed a full four-year college course in engineering will be regarded as having met the educational requirement if they have completed college study of such nature and amount as to be acceptable by a college or university of recognized standing as fulfilling the requirements of at least two years toward a full four-year college course in engineering, and who have in addition professional engineering experience to substitute, year for year, for the education lacking. Such substituted experience must have been in addition to that prescribed under "Experience" below, and must have been in strictly technical work of professional grade and of such scope as to provide in connection with any college education

(Continued on Page 18)

Two U. S. Exams For Stenos and Typists

Senior Stenographer \$1,620

Junior Stenographer, \$1,440

Senior Typist, \$1,440

Junior Typist, \$1,260

Open to men only. File by August 14. Place of employment: in various federal agencies in New York. The written examinations will be held in the following places: Albany, Binghamton, Buffalo, Chautauqua, Elmira, Glens Falls, Ithaca, Jamestown, Malone, Newburgh, New York, Ogdensburg, Olean, Plattsburgh, Poughkeepsie, Rochester, Schenectady, Syracuse, Troy, Utica, Watertown. Age limits: 18 to 53.

Eligible Registers

Successful applicants' names may be placed on one, two, three, or all of the four registers. If they indicate unwillingness to accept one of the lower positions and salaries, their names will not be placed on that register. From the Senior Stenographer register appointments may be made to positions involving secretarial duties.

Basis of Ratings

Subjects	Weights	Typ. Sten.
1) copying from plain copy (typewriting)	30	15
2) copying from rough draft (typewriter)	30	15
3) general test	40	20
4) stenography (required of stenographic competitors only)	—	50
Total	100	100

For Senior Stenographer the dictation will be at the rate of 120 words a minute; for Junior Stenographer, at the rate of 96. Any system of making notes, including the use of shorthand-writing machines, is acceptable, provided that the notes are given to the examiner after being transcribed. The use of typewriters for making notes is not permitted, however, owing to the fact that the noise

of the machines would interfere with the dictation.

With the exception of the stenographic dictation the examinations are the same, the difference being in the method of rating. For Senior Typist the standard of rating in the different subjects is higher than for Junior Typist.

Time required: typist, about 3 hours; stenographer (junior and senior), about 5 hours.

Ratings Required

In the entire stenographer exam and in the entire typist exam, all competitors must attain average percentages of at least 70, including military preference credit, if any.

Junior Typist: a) in the general test, non-preference competitors must attain ratings of at least 70; competitors granted military preference, ratings of at least 65, excluding preference credit; and competitors granted disability preference, ratings of at least 60 in speed and 60 in accuracy, and a weighted average of 70 in speed and accuracy; competitors granted military preference, ratings of at least 55 in speed and 55 in accuracy, and a weighted average of 65 in speed and accuracy, excluding preference credit; and competitors granted disability preference, ratings of at least 50 in speed and 50 in accuracy, and a weighted average of 60 in speed and accuracy, excluding preference credit; c) in the subject of copying from rough draft, non-preference competitors must attain ratings of at least 70; competitors granted military preference, ratings of at least 65, excluding preference credit; and competitors granted disability preference, ratings of at least 60, excluding preference credit.

Senior Typist: Competitors must meet the minimum standards required of Junior Typist in the separate subjects of the

City Commission's Calendar

Service Credit

A proposal by the Office of the Borough President of Manhattan permitting qualified city employees to do volunteer social work for service credit was placed before the Municipal Service Commission last week. The work, which would be done in the spare time of the employees, is directly concerned with the city.

Commissioner Wallace S. Sayre said that the proposal appears to be a good one but that it will have to be investigated thoroughly before the Commission will take action.

Other items on the Commission's calendar follow:

Labor Class Lists

3603. The Commission ruled that the expiration date of labor class lists is four years from the date of promulgation of the lists rather than the last date of application. This applies only when the date of promulgation is within six months of the last date of application.

Police Surgeon

3613. Because age requirements can be applied only to positions which require extraordinary physical ability, the Commission denied a request of the Police Department to establish certain age, height and weight requirements for Police Surgeons.

Assistant Engineer (Paints)

3614. A request by the Department of Public Works for an exam for Paint Superintendent (Chemist) was denied. The list for Assistant Engineer (Paint, Varnishes and Chemicals) is highly appropriate for the position, the Commission said.

College for Engineers

3620. The Commission will retain the phrase "or the equivalent" in announcements of Engineering exams requiring college education. It was explained that the Regents of the State of New York do not recognize many excellent engineering schools, and for that reason "equivalent" education must be provided for in the announcements.

Auto Truck Driver

3630. The Auto Truck Driver list was declared appropriate for Storeroom and Garage Attendant in the Tunnel Authority. The jobs will be in the new Queens midtown tunnel.

Handyman (Electrical)

3631. The Commission was undecided on whether to certify the Handyman (Electrical) list for both Electrical Mechanic and Electrical-Mechanical Helper in the Tunnel Authority. The list probably will be approved for the Helper jobs.

Inspector of Masonry, Carpentry

3632. The Inspector of Masonry and Carpentry, Grade 3 list was declared appropriate for Repairs and Supplies, Grade 3.

Out-of-Title Workers

3635. Without establishing a policy in the matter, the Commission decided to permit five employees in Borough of Manhattan office working part time out-of-title to continue in their jobs. The men, who formerly did heavy labor, must now do less strenuous work because of physical injuries. A committee of clerk eligibles requested that clerks be appointed to the jobs.

Filipinos in City Service

3638. The Commission confirmed its policy of permitting Filipinos who are not U. S. citizens to hold Civil Service jobs. Filipinos are not aliens, and they have all the rights and privileges of citizens. They must comply with the Lyons residence law. The particular case on which the Commission ruled involved a group of Filipino nurses in the Department of Hospitals.

College Clerk

3639. One provisional appointment from Clerk, Grade 2 list will be made to fill the post of Clerk, Grade 2, Board of Higher Education (College Clerk) at Hunter College. The job will last until the College Clerk list is promulgated.

Maintainer Helper

3640. Because he was issued the wrong application blank, Michael Hogan filed for the wrong Maintainer Helper exam. He was allowed to take the Group C exam July 25, even though he had not filed for it before the closing date.

Parole, Probation Service

3649. Mayor LaGuardia disapproved the Commission's reclassification of Parole and Probation services into single service. He did not state his reasons. The Commission did not indicate what action it would take in the matter. A conference with the Mayor and Budget Director probably will be called.

Lists Published, Promulgated

3660. The Commission approved publication of two lists and the promulgation of two more. Published: Counsel, Grade 4, and Personal Property Appraiser (See Leader, July 30). Promulgated: Senior Accountant (Auditor of Housing Construction) and Janitor (Custodian), Grade 3.

Recreational, Nursing Service

3678. Consideration of the proposed amendment of the Recreational Public Health Nursing Services was postponed over until next week.

Selective Certification

3679. The draft of a resolution selective certification was presented to the Commission. It was referred to legal division before final adoption. The resolution provides that, where the interests of the Service make it necessary, appointments will not be made in numerical order from eligible lists. Page 2, this issue.

List With Less Than Three Names

3684. The Department of Hospitals exercised its right of refusing to appoint from an eligible list of less than three names. As a result the Commission ordered an examination for the title of list in question, Deputy Medical Superintendent, Grade 4.

Furloughed Employees on BMT

3693. The Commission considered report on furloughed employees of BMT who do not appear to be qualified under the Wicks Act for transfer to Civil Service. Their status will be studied by the Commission.

FEDERAL TESTS

(Continued from Page 17)

completed, the substantial equivalent of a completed four-year college course in engineering.

Experience. — Except for the substitution provided for below, applicants must show, as a minimum, experience as follows:

Senior Civil Engineer. — Six years of broad and progressive civil engineering experience, including at least two years of very difficult, important and responsible engineering experience in one of the optional branches, which has demonstrated a thorough knowledge of engineering principles and their application, marked professional attainment, the ability to organize, direct, and coordinate engineering activities of importance, and administrative leadership.

Civil Engineer. — Five years of progressive, professional civil engineering experience, including at least two years of difficult, important, and responsible work in one of the optional branches listed above, which has demonstrated the applicant's resourcefulness and initiative, a considerable knowledge of engineering, the ability to per-

form work of greater than ordinary difficulty, and professional attainments of a high order.

Associate Civil Engineer. — Three years of progressive, professional civil engineering experience, including at least two years of moderately difficult and important work in one of the optional branches listed above, which has demonstrated the applicant's initiative and resourcefulness, and ability to perform difficult engineering work under only general supervision.

Assistant Civil Engineer: Two years of professional civil engineering experience in one of the optional branches.

Substitute of graduate study for experience: graduate study in civil engineering successfully completed in a college will be accepted on the same basis, and under the same restrictions as experience, up to a maximum of three years.

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

Senior Medical Officer \$4,600

Medical Officer, \$3,800

Associate Medical Officer \$3,200

Public Health Service and Food and Drug Administration, Federal Security Agency; Veterans' Administration; Civil Aeronautics Authority, Department of Commerce; Indian Service, Department of the Interior, 200 appointments as Associate Medical Officer will be made by the Veterans Administration. Age limits: 53 for Senior Medical Officer and Medical Officer, 40 for Associate Medical Officer. Filing open.

Options Senior Medical Officer: 1) aviation medicine; 2) cardiology; 3) cancer research. Medical Officer and Associate Medical Officer: 1) aviation medicine; 2) cardiology; 3) dermatology; 4) eye, ear, nose, and throat (singly or combined); 5) general practice; 6) industrial medicine; a) analysis or toxic dust; (b) general; 7) internal medicine and diagnosis;

8) medical pharmacology; 9) neuropsychiatry; 10) pathology, bacteriology, and roentgenology (singly or combined); 11) public health: (a) general; (b) venereal; 12) surgery: (a) general; (b) orthopedic; (c) chest; 13) tuberculosis; 14) urology.

Salary

Appointments in the Indian Service will be made for Associate Medical Officer at \$3,200 for service in the States, and at \$4,600 for service in Alaska. Deductions are made as follows: Public Health Service—\$600 for quarters, \$330 for full subsistence, \$60 for laundry when furnished; Veterans Administration—approximately \$480 for quarters, subsistence, and laundry when furnished; Indian Service—approximately \$300 for quarters, fuel, and light in the States, and \$240 in Alaska. If board is furnished, \$180 additional is deducted in the States, and \$420 in Alaska.

Duties

To perform professional duties as a doctor of medicine in active practice in hospitals, in dispensaries, or in the field; or in certain bureaus of the Government.

Civil Aeronautics Authority.—The duties of the position in aviation medicine are largely administrative.

Public Health Service (Venereal Disease Control).—Trace the source of venereal infections and direct medical social service follow-up work.

Public Health Service (Industrial Hygiene).—Confer with State and county health officers and with heads of industrial plants and of labor organizations regarding programs in industrial medicine.

Medical Officer (Food and Drug Administration, Federal Security Agency).—Review critically labelings of medicines in the light of their composition. This work requires practical experience in and expert knowledge of the practice of medicine, including pharmacological, pathological, therapeutic, serological, protozoological, and bacteriological knowledge and practical experience; prepare correspondence and hold conferences relative to therapeutic questions arising in connection with the enforcement of the Federal Food and Drugs Act; make preparation for prosecution of court actions based on violation of the Food and Drugs Act; attend court trials of cases based on

violations of the Food and Drugs Act, interviewing prospective medical expert witnesses, assisting United States attorneys by explaining the nature of the medical issues and giving expert testimony when necessary.

Associate Medical Officer (Food and Drug Administration, Federal Security Agency).—Consider reports of the composition and labeling of medical preparations to determine whether or not they are in compliance with the provisions of the Food and Drugs Act; make recommendations for action where the facts warrant, and interview medical experts for the purpose of obtaining the consensus of medical opinion regarding the therapeutic efficacy of drugs under consideration. Indian Service in the States.

—Conduct a general medical practice on the reservations and in hospitals, if assigned to such duty; perform such surgical operations as are necessary; organize and execute preventive medical and public health programs on the reservations, most places with the assistance of one or more field or public health nurses. Transportation by automobile or by horse will be furnished.

Indian Service in Alaska.—Perform general medical and surgical service, generally in connection with small hospital posts of duty in Alaska will be furnished at Government expense. Transportation from Seattle to Juneau, Alaska, will be by boat and from there to post of duty will be by airplane, boat, or team. As many posts of duty (Continued on Page 20)

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PRIDE AND PREJUDICE
With Greer Garson and Laurence Olivier heading a distinguished cast, M-G-M's picturization of Jane Austen's celebrated romantic novel "Pride and Prejudice" will arrive on the screen at the Radio City Music Hall Thursday, August 8th.



Clark Gable is still wowing the ladies in "Gone With the Wind" at the Astor

When the two were reigning favorites of the London stage. Olivier will be seen as the proud Darcy while Miss Garson will be appearing as the lovely but prejudiced Elizabeth Bennet.

The amusing story in which Miss Austen poked gentle fun at the haughty society of the early nineteenth century by telling the tale of the five unwedded Bennet sisters and their fluttery mother's frantic efforts to get them properly married off, will be recreated on the screen with a cast which includes Edmund Gwenn and Mary Boland as Mr. and Mrs.

Bennet; Maureen O'Sullivan, Ann Rutherford, Marsha Hunt, and Heather Angel as Miss Garson's four sisters; Edna May Oliver as the crotchety old dowager.

MICKEY ROONEY MEETS DEBUTANTE (MGM) At the Capitol. The Hardy family swings into its fourth year with Mickey cutting a birthday cake in person on the Capitol stage. In this one the Hardys discover the big city and deal a severe blow to the notion, sacred in folklore, that city people are slickers. They are, it seems, just nice, folksy folk like the folk out home.

That seven year prologue to the "Grapes of Wrath" closes this month ending the longest run in the history of the American stage. Seven years is a long time to laugh at the antics of degeneracy; perhaps audiences did more than laugh; perhaps "Tobacco Road" showed them what a travesty is the American Dream for millions of us... You can shoot baby skeet with .22 shot on Broadway near 50th Street...



Vivien Leigh now starring with Laurence Olivier in "21 Days Together" at Loew's Theatres

Your Chances for Appointment

Eligible Lists Certified to City Agencies During the Week Ended July 30, 1940:

Title	Last Number Certified
Accountant, Grade 2 (for indefinite appointment)....	125*
Architectural Draftman, Grade 4.....	17*
Assistant Chemist.....	20
Assistant Electrical Engineer, Grade 4, Board of Transportation (Promotion)	15
Assistant Engineer (Specifications) Grade 4 (Papers and Textiles)	2
Assistant Gardener (for permanent appointment)....	335*
Assistant Supervisor, Grade 2	617*
Attendant-Messenger, Grade 1 (for permanent appointment at \$4)	700
Attendant-Messenger, Grade 1 (for temporary appointment)	6,020
Automobile Engineman, Citywide (promotion).....	147
Blacksmith (for appropriate appointment).....	7
Bookkeeper, Grade 1.....	479
Buyer (Textile and Clothing) (for appropriate appointment)	4
Buyer (Lumber and Construction Equipment) (for appropriate appointment)	4
Cement Mason	3*
Chemist, Department of Purchase (Promotion).....	2
Clerk, Grade 2, Office of the Comptroller-Administration (Promotion)	244
Clerk, Grade 2, Board of Standards and Appeals (Promotion)	270
Clerk, Grade 2 (for appointment at \$840)	3,738
Court Attendant	88*
Deputy Medical Superintendent, Grade 4.....	15
Elevator Operator (for appointment at \$1,200).....	164*
Fireman, Fire Department	3,289*
Inspector of Foods, Grade 2.....	72*
Inspector of Masonry and Carpentry, Grade 3.....	31*
Inspector of Plumbing, Grade 3.....	21
Inspector of Repairs and Supplies, Grade 3, Office of Comptroller (Promotion)	7
Instructor (Barbering) (for appointment at \$960)....	9
Junior Accountant, Grade 1, Citywide (Promotion)...	64
Junior Accountant, Grade 1, Department of Welfare (Promotion)	10
Junior Engineer (Electrical), Grade 3.....	103*
Junior Engineer (Mechanical), Grade 3.....	57
Junior Statistician, Citywide (Promotion).....	2a
Laboratory Assistant (for appointment at \$1,400)....	18
Laboratory Assistant (for appointment at \$720).....	129
Laboratory Helper (Women) (for temporary appointment)	120
Laundry Bath Attendant, Department of Hospitals (Promotion)	3
Law Clerk, Grade 2, Law Examiner, Grade 2.....	33*
Marine Oiler	41
Medical Inspector, Grade 1 (Obstetrics)	5
Pathologist	11
Pharmacist	27*
Physio-Therapy Technician	25
Plumber (for appropriate appointment)	26
Policewoman (for permanent appointment).....	120
Porter	730
Public Health Nurse, Grade 1.....	210
Radio Publicity Assistant	16
Resident Physician, Grade 1	32
Road Car Inspector (for temporary appointment)....	44
Special Investigator	724
Special Patrolman (for appropriate appointment)....	394
Station Agent	655
Stenographer and Typewriter, Grade 2.....	961
Stock Assistant, Citywide (Promotion).....	27
Supervisor, Grade 3	74*
Supervisor of Markets, Weights and Measures	42*
Temporary Title Examiner, Grade 2.....	57*
Typewriting Copyist, Grade 2 (for temporary appointment)	2,500
Watchman-Attendant, Grade 1	540

* Last eligible permanently appointed.

Latest Certifications

Following is a tabulation of certifications made by the Municipal Civil Service Commission during the past week. All lists which were certified to city departments appear alphabetically.

Readers should remember that certification does not necessarily mean appointment. Usually more names are certified than there are vacancies. Also it is not necessary for the department making the appointment to notify all the persons certified to it by the Commission.

Anyone who has a question concerning the certification of his list should call or write the Information Bureau, Municipal Civil Service Commission, 299 Broadway, New York City.

- Accountant, Grade 2 (Promotion, Bureau of Audit-Pay Division)—Office of Comptroller, \$2,400, probably permanent, last number certified, 1.
- Accountant, Grade 2 (Promotion, Citywide)—Bd. of Transportation, \$2,400, probably permanent, last number certified, 30.
- Assistant Chemist—Dept. of Purchase, \$2,100, probably permanent, last number certified, 20.
- Assistant Electrical Engineer, Grade 4 (Promotion, Construction Division)—Bd. of Transportation, \$3,120, probably permanent, last number certified, 15.
- Assistant Engineer (Paper and Specifications), Grade 4—Dept. of Purchase, \$2,120, probably permanent, last number certified, 2.
- Assistant Supervisor, Grade 3—(1) Dept. of Welfare, \$1,800, probably permanent, last number certified, 533; (2) Dept. of Welfare, \$1,800, temporary, last number certified, 695.
- Attendant-Messenger, Grade 1—(1) Dept. of Parks, \$4 per day, probably permanent, last number certified, 700; (2) Dept. of Hospitals, \$960, probably permanent, last number certified, 657; (3) President Borough of Manhattan, \$1,200, probably permanent, last number certified, 600.
- Automobile Engineman (Promotion, Citywide)—(1) President Borough of Manhattan, \$1,500, probably permanent, one number certified, 147; (2) Dept. of Water Supply-Gas-Elec., \$1,500, probably permanent, one number certified, 147.
- Blacksmith—Dept. of Parks, for House- smith at \$11.20 per day, probably permanent, last number certified, 7.
- Bookkeeper, Grade 1 (Male)—NYC Housing Authority, \$1,200, temporary, last number certified, 908.
- Chemist (Promotion)—Dept. of Purchase, \$2,700, probably permanent, last number certified, 2.
- Clerk, Grade 2—(1) Dept. of Public Works, for Grade 1 at \$840, last number certified, 2970; (2) Dept. of Hospitals, \$840, probably permanent, last number certified, 3612; (3) Dept. of Hospitals, \$600 with maintenance, probably permanent, last number certified, 3447; (4) Dept. of Health, \$340, probably permanent, last number certified, 2860; (5) Dept. of Hospitals, \$840; probably permanent, last number certified, 3733.
- Clerk, Grade 2 (Promotion)—Bd. of Transportation, \$1,200, probably permanent, last number certified, 304a.
- Deputy Medical Superintendent, Grade 4 (1) Dept. of Hospitals, \$3,000, probably permanent, last number certified, 15; (2) Dept. of Hospitals, for Grade 3 at \$2,400, probably permanent, last number certified, 15; (3) Dept. of Hospitals, \$4,000, probably permanent, last number certified, 15.
- Fireman, F. D.—Bd. of Transportation, for Conductor and Station Agent, 65 and 75 cents per hour for Conductor and 50 cents per hour for Station Agent, temporary, last number certified, 4451.
- Inspector of Plumbing, Grade 3—Dept. of Hospitals, \$2,400, probably permanent, last number certified, 21.
- Inspector of Repairs and Supplies, Grade 4 (Promotion)—Office of Comptroller, \$2,400, probably permanent, last number certified, 4.
- Junior Mechanical Draftsman (Heating & Ventilation), Grade 3—Bd. of Education, \$2,160, probably permanent, last number certified, 57.
- Laboratory Helper (Women)—Dept. of Parks, for Cleaner at \$4 per day, temporary, last number certified, 120.
- Office Appliance Operator, Grade 2 (Key Punch Machine)—Dept. of Health, \$1,200, probably permanent, last number certified, 1765.
- Office Appliance Operator, Grade 2 (Tabulating Machine)—Dept. of Health, \$1,200, probably permanent, last number certified, 472.
- Oiler (Marine)—Dept. of Public Works, \$116 per month, probably permanent, last number certified, 41.
- Physio-Therapy Technician—Dept. of Hospitals, \$960, probably permanent, last number certified, 25.
- Plumber—Dept. of Parks, for Plumber's Helper at \$6 per day, seasonal, last number certified, 25.
- Policewoman—(1) President, Borough of Manhattan, for Attendant (female), Grade 1 at \$1,200, probably permanent, last number certified, 120; (2) Dept. of Parks, for Attendant (female) at \$4 per day, probably permanent, last number certified, 145.
- Porter—Dept. of Hospitals, for Laundry Worker (male) at \$780, probably permanent, last number certified, 979.
- Radio Publicity Assistant—Municipal Broadcasting System, \$1,500, probably permanent, last number certified, 16.
- Stenographer & Typewriter, Grade 2 (male)—(1) Office of Chief Medical Examiner, \$1,200, probably permanent, last number certified, 1422; (2) Bd. of Transportation, \$1,200, temporary, last number certified, 1268; (3) Civil Service Commission, for Type-Copyist, Grade 1 at \$960, temporary, last number certified, 1435; (4) Triborough Bridge Authority, \$1,200, temporary, last number certified, 1268.
- Stock Assistant (Promotion, Citywide)—Dept. of Hospitals, \$744 with maintenance, probably permanent, last number certified, 27.
- Typewriting Copyist, Grade 2—Civil Service Commission, \$960, temporary, last number certified, 2500.
- Watchman-Attendant, Grade 1—(1) NYC Housing Authority, \$1,200, probably permanent, last number certified, 540.

Is Your Exam Here?

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

- COMPETITIVE**
- Accompanist: Report on final key is being prepared.
 - Architectural Assistant, Grade 2: Rating of the written test has been completed.
 - Administrative Assistant (Welfare): Rating of Part 1A has been completed.
 - Automobile Engineman: The final key has been approved. 85% of the rating of the written test completed.
 - Assistant Engineer, Grade 4: Rating of the written test completed.
 - Baker: The written test was held July 16th for 282 candidates.
 - Carpenter: The competitive physical will probably be given this month.
 - Clerk, Grade 2 (Board of Higher Education): Objections to tentative key answers are being considered.
 - Cook: The written test was held July 6th for 202 candidates.
 - Court Stenographer: Objections to tentative key answers are being considered.
 - Engineering Assistant (Electrical), Grade 2: Rating of Part 2 of the written test has been completed. The key for the final experience is now being prepared.
 - Elevator Mechanic: Rating of the written examination completed. The practical tests have been completed. The physical tests will probably begin this month.
 - House Painter: The practical tests have been completed.
 - Junior Administrative Assistant (Welfare): (Same as above).
 - Junior Architect, Grade 3: All parts of this test have been completed.
 - Junior Engineer (Civil) (Housing Construction), Grade 3: Rating of the written test has been completed.
 - Maintainer's Helper, Groups A, B, C and D: Tentative key answers are published in this issue of The Leader.
 - Management Assistant (Housing), Grade 3: Rating of the written test is nearing completion.
 - Management Assistant (Housing), Grade 4: Rating of Part 2 has begun.

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- Marine Stoker (Fire Department): Rating of written test is nearing completion.
- Office Appliance Operator: The qualifying practical tests will be resumed in September.
- Playground Director (Male): Qualifying practical tests being given as needs of service require.
- Playground Director (Female): About 50% of the written test rated.
- Research Assistant (City Planning): The rating of the written test has begun.
- Sanitation Man, Class A: Rating of the written examination completed. Medical and physical tests continue.
- Stenographer (Law), Grade 2: Objections to tentative key answers are being considered.
- Structure Maintainer: Objections to tentative key for various specialties are being received.
- Title Examiner, Grade 2: Rating of the written test completed. The rating of the final experience will begin shortly.
- Trackman: All parts of this examination have been completed.
- Typewriting Copyist, Grade 1: More than 50% of the written examination has been rated.

- Assistant Supervisor, Grade 2 (Social Service) (City Wide): This examination is being held in abeyance pending the outcome of litigation.
 - Clerk, Grade 3: Rating of the written test now in progress.
 - Clerk, Grade 4: Same as above.
 - Lieutenant (Fire Department): Part 1 being rated. Part 2 is about 50% rated.
 - Lieutenant (Police Department): Rating of Parts A and B is nearing completion.
 - Stenographer-Typewriter, Grade 2 (City Wide): Rating of the dictation test now in progress.
 - Supervisor, Grade 3 (Social Service) (City Wide): This examination is being held in abeyance pending the outcome of litigation.
- LABOR CLASS**
- Climber and Pruner: The practical test continues as the needs of the service require.
- LICENSING TESTS**
- Master or Special Electrician: All parts of this test completed.
 - Motion Picture Operator: Report on final key has been submitted to Commission.
 - Oil Burner Installer: Rating of the written test completed. The technical orals will continue until August 20th. Final results will be available at the end of August.

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\$10,000 Sanitation Commissioner Passes Exam for \$4,000 Job

CAREY HAS HAD OFFERS FROM WASHINGTON

William H. Carey, big, gruff \$10,000 Commissioner of Sanitation, who took a Civil Service exam for a \$4,000 job, was just another guy to the Civil Service examiners. He went through the same rigmarole of filing and being tested as any of the men who are now candidates for jobs in his own department. In fact, when Carey went for his oral exam, he got into the wrong room by mistake and stood in line with the Sanitation candidates waiting to take the medical exam. It was some time before he was discovered standing there.

The exam which Commissioner Carey took was for Superintendent of Landfills, and he came in number 1 on the list. He's recognized as one of the most brilliant landfill engineers in the country. He's said he did it all to confound critics who once told him he doesn't know anything about landfills.

Overtures have been made to

Commissioner Carey to join with Knudsen in the nation defense program. His brilliant organizing capacities are recognized in Washington.

No one is yet sure whether Carey will take the job when it is offered to him, although there's much talk. When the Sanitation Department notifies the Civil Service Commission it wants a Superintendent of Landfills, the Commission will certify the top three names on the list. Carey will then have to accept or decline. If he decides to retain his Commission job, then he can't be a Landfills Superintendent—the law won't allow him to take two paychecks at one time. That means he'll have to turn down the offer of appointment on grounds of "temporary inability."

President Kern explained that if such is the case Carey will remain on the list for appointment during the next four years. He was confident the Commission would not terminate the list before that time.

The exam Carey took was open for filing last December, and in the intervening months he had to take written, oral and medical tests to pass.

He scored 90.20, which was 3.22 higher than his nearest competitor, Albert J. Lizee, 30 Season Good Road, Forest Hills, who scored 86.98. Others who made the list are: 3, Thomas O. Dowd, 2086 Washington Avenue, Bronx, 77.50; 4, Charles M. Cavanagh, 42-18 195th Street, Flushing, 75.42; and 5, John W. Nagle, 7 Tampa Court, Brooklyn, 73.40.

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

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Kern's Exam Methods Win in Court Case

The Civil Service Commission's right to give an oral exam covering subjects previously used in a written test, was upheld last week by Supreme Court Justice Valente in the case of Scharf vs. Kern. Harold D. Scharf took an examination for Associate Assistant Corporation Counsel (appropriate Junior Counsel and Assistant Counsel, Department of Welfare) and passed the first two parts with good grades. However, on the oral he scored poorly in the test for "technical competence and judgment."

The latter part of the test, he contended, was unfair, since it lacked objectivity and was an attempt to evaluate personality.

In rejecting this contention and upholding the Commission, Justice Valente declared:

"This proceeding under article 78 of the Civil Practice Act brings before the court the question of the legality and propriety of an oral test which was given to candidates as part of an examination for the position of associate assistant corporation counsel.

"Petitioner satisfactorily passed the written test as well as that relating to education and experience, but, unfortunately, failed in the oral test which was in the nature of a moot court argument where the candidate was required to orally discuss a subject he had briefed.

"The circumstances under which this particular test was administered were, in my opinion, eminently fair, and the factors on which the rating was ultimately

made were certainly appropriate. "This test is not to be confused with the so-called 'personal test,' which rarely, if ever, tests the ability of candidates but involves merely the discretion of the examiner.

"The commission designed the part of the examination to ascertain the capability of the applicant to make an oral presentation of a legal problem to a court, or other body or tribunal. This, the court contends, is part of the related service required of those who are called upon to fill these positions. I cannot subscribe to the contentions of the petitioner, and the application is therefore denied."

DPUI Jobs

Although no one will lose a job, a shuffling about of 13 Assistant Employment Interviewers in the DPUI will take place August 16. Some go on a permanent basis, others on \$6-a-day status.

U. S. Medical Tests

(Continued from Page 18)

are isolated, it is necessary for the physician to assume full responsibility for cases. Travel in districts to be served is usually difficult because of poor roads, particularly in winter and rainy seasons. Good health and a strong constitution are prime requisites in prospective appointees.

Requirements

Graduation from medical school (since May 1, 1920, for Medical Officer; since May 1, 1932, for Associate Medical Officer.) Applicants for positions in aviation medicine must be graduates of the U. S. Army School of Aviation Medicine, or of the Course in Aviation Medicine prescribed by the U. S. Navy. Plus the following experience subsequent to this education:

Senior Medical Officer: five years experience in one of the optional branches, three within the past five years, and demonstrated ability to supervise the work of others. Applicants for the Cardiology and Cancer Research options must have demonstrated ability in research.

Medical Officer: one year internship, general rotating or in a special branch, and three years experience in one of the optional branches, privately or in a recognized hospital. One year of the practice of medicine or of the specialty must have been within the past five years.

Associate Medical Officer: One year internship, general

rotating or in a special branch. For all grades, a residency in a hospital in a special branch or option, or special training under the supervision of authorities, may be substituted, year for year, for experience.

Weights

Written (given at approximately three-month intervals), 100

Weights

Applicants will be initially rated on their experience and fitness, on a scale of 100. An oral exam may follow, and may cause adjustments in the rating.

Junior Graduate Nurse

(\$1,620); not over 35 years old; filing open. U. S. Public Health Service, Federal Security Agency and Veterans' Administration.

Duties

Under immediate nursing supervision, perform general nursing duty in the wards of hospitals, infirmaries, or sanitariums related work.

Requirements

High school graduation; completion of a course in a recognized nursing school, with a residence of two years in a hospital with a daily average of at least 50 bed patients; registration as a graduate nurse. Candidates in the final year in nursing school will be accepted if they furnish proof of fulfilling requirements during life of the register. Stand at least 5 feet weigh at least 105 pounds.

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