Civil Service LEADER

Vol. 2 No. 21

New York, February 4, 1941

Price Five Cents

Complete List
AUTO
ENGINEMAN

See Page 11

Exclusive Details

STATE JR. CLERK TEST

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Complete Information

NEW U. S.--CITY EXAMS

CHEMISTS -- GRADUATE NURSES
ACCOUNTANTS--SUBWAY JOBS--and 45 Others

See Page 14

Rights of City Draftees Protected

Commission May Waive Probationary Period

tions, the Municipal Civil Service Commission this week moved to protect the rights and positions of Civil Service employees and applicants who are drafted. In making an announcement of the new regulations to cover men who are inducted into the various military services, the Commission pointed out that its provisions are made subject to repeal or amendment by legislation or interpretations by the Corporation Counsel or the courts. Otherwise they are final.

Because of the importance of these regulations to hundreds of employees, eligibles and candidates, The LEADER is publishing the Commission's com-

plete statement of policies.

1. Candidates should note that the following regulations apply to all persons who enter the federal military, naval or marine service by draft or enlistment. Candidates and employees should be careful to give adequate notice of their status and assert their claims under these provisions promptly and diligently by

2,778 Names On **Engineman List**

mobile Engineman was completed this week by the Municipal Civil Service Commission and is published in this issue of The LEADER. Publication of the list completes the largest competitive exam held in 1939.

There are approximately 40 immediate jobs for eligibles on the list and others are expected in the near future. Entrance salary is \$1,200 and annual increments bring the salary up to \$1,800 at the end of five years.

Full information for Auto Enginemen eligibles will appear in forthcoming issues.

In eight sweeping new resolu- filing the proper forms. All candi- inducted into such service, the apdates who file for examinations subsequent to the promulgation of these regulations should note that no special examinations will be given for them unless they comply fully with the terms of these regulations.

Must Notify Commission

Candidates for any New York City civil service examination, who have entered the military, naval or marine service of the United States, or who hereafter enter such service subsequent to the date of filing applications for the examination and prior to completion of all parts of the examination, must within 15 days of induction into such service, or of filing application for the examination if already in the service, notify the Civil Service Commission of such fact on Form MS-I, obtainable at the Bureau of Information of the Com-

3. Any person whose name is on an eligible list for city employment, and who enters the military, naval or marine service of the United States, shall retain his rights on such eligible list. If such eligible list is exhausted or expires during his term of service, such eligible will be placed on a special eligible list upon his discharge from service and will be certified in order of his original standing on the list to any available vacancy. Eligibles' names may remain upon such special lists for a period of only one year after their honorable discharge and each eligible must, therefore, make application promptly upon discharge for the creation of such special list. Eligibles will be placed upon special lists only for those positions to which they were certified during the life of the original list and where proof can be submitted that their failure to accept such positions was due to their military, naval or marine service.

Leave and Absence

4. Employees of any city department, who enter the military, naval or marine service of the United States, shall be considered on a leave of absence for the period of such service. At the time employees are

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credit terms.

pointing officer of the department in which they are employed must fill out in triplicate and forward im-mediately to the Civil Service Commission Form MS-2. All appointing officers are likewise required to notify the Civil Service Commission of the termination of such service and the return of such employees to

active service in the department.
5. All employees for whom a Form MS-2 has been filed by the department in which they are employed will be notified of any promotion examination which is being held and for which they are eligible. Employees will be given a reasonable time to permit them to file for such examinations.

6. Employees who have entered the military, naval or marine service of the United States shall be deemed to be on leave of absence and shall be credited with a satisfactory service rating during the time such service is performed. In computing seniority and service requirements for promotion eligibility, the time served by an employee in such service shall be counted as service in the title and grade held by such employee immediately prior to such service.

Waive Probation

7. If a person enters the military, naval or marine service of the United States before the expiration of the six-month probationary period in any position to which he may have been appointed, the Commission may, with the approval of the head of the department involved, waive the unexpired portion of such probationary period. If such probationary period is not waived, it shall be resumed on the return of the employee to the city service.

8. Candidates who have entered the military, naval or marine service of the United States, and who wish to withdraw from examinations for which they have filed applications before they have taken any part or parts of such examinations, should notify the Commission promptly of such intention. In such cases the fee paid for such examination will be refunded, if legally possible.

Police Sergeant Filing Opens One Year Men May Apply

The filing period for the pro- extreme cases, men who had to meet motion test to Sergeant, Police Department, opens Tuesday, February 4. Application blanks are available at the offices of the Municipal Civil Service Commission, 96 Duane Street. For the first time in the history of the Police Department sixth grade patrolmen will be admitted to the examination; however, if they place on the list they still will not be eligible for appointment until they have served five

Paul J. Kern, president of the Civil Service Commission, in a statement to The LEADER, said that the service requirement was reduced because the Commission believes that promotions should be opened as widely as possible. He also pointed out that in longer service requirements had to wait as long as eight years before getting a chance to take a promotion

The present requirements, added, "equalize opportunity."

1-Year Men at Disadvantage

The one-year men are at a disadvantage, however, since they have little seniority credits and that constitutes 50 percent of the examination. In order to place on the list at all, the new men must make ex-tremely high marks on the written part of the test.

Complete requirements, filing dates and other information for candidates for the Sergeant test are published in this issue of The LEADER on page 15. Study material, prepared by an expert in Police work, is included on

Sanitation Benevolent To Sue Dept.

The Sanitation Benevolent Asso. ciation is drawing up a proceeding in the New York State Supreme Court to compel the Department of Sanitation to give it official recog. Sanitation to give it official recog. nition, according to its attorney. Philip Kirschner. In a statement issued this week Mr. Kirschner. placed the necessity for the action placed the necessity for the action "in the arbitrary, capricious, and unreasonable withholding of recognition by the Department." The attorney argues that "refusal to grant recognition is tantamount to a recognition of permission to organize. recognition is tantamount to a refusal of permission to organize, a situation inacceptable to the United States of 1941." He points out that employees in private industry have the right to join organizations of the country choosing guaranteed by their own choosing guaranteed by law, and that there is nothing in the City Charter or any other law which gives to governmental departments the power to tell employees which groups they may or may not join,

The Benevotent argues that "the fight for recognition is not merely academic. There is a real need for an organization in the Sanitation Department similar to the Patrol. men's Benevolent Association The SBA claims that it holds membership cards signed by thousands of Sani-tation workers, but this fact has not been sufficient to grant it a normal

management-employee relationship.

The legal action will claim that 'organizing efforts have been deliberately stymied, even though the Benevolent seeks only to advance the best interests of the men." The court action is brought, says Mr. Kirsch. ner, only after every other proper means of obtaining recognition has been exhausted.

In answer to a question concerning the present strength of the Benevolent, Mr. Kirschner sald: "We are willing to put the entire matter up to a vote of the men in the Department, to be conducted under the auspices of the Honest Ballot Association. I'm sure the Benevolent would come out ahead."

In addition to the court action, the SBA is meeting February 12 at the Times Square Hotel, to plan for a mass meeting to be held in the

charge and any employees or per-

sons who handled the food or re-

6. Notify Desk Officer of precinct and keep him informed of any new developments.

detectives and to notify the Health

and seriousness of the cases and if a crime is suspected, request Desk Officer to notify the District Attorney and the Borough Homleide

8. Depending upon the diagnosis

9. Question those present regard-

ing food which has been eaten.

10. Safeguard any food that is left. If a refrigerator is available place the remaining food therein and as-

sign a Patrolman to guard, if neces-

such as utensils, food containers, etc.

Upon arrival of detectives, turn over all evidence and cooperate in

15. Render full cooperation to Health Department Inspector and

any superiors or other officials

who have been removed to a hos-pital are promptly notified.

17. In cases of children who are

mildly ill, make provisions to get them home safely.

18. See that Desk Officer receives

16. See that parents of children

removed to a hospital but are

the investigation.

present.

12. Ascertain source of food. 13. Assign a sufficient number of Patrolmen to handle the aided cases.

11. Safeguard any other evidence

Department.

Squad.

Request Desk Officer to send

What Every Sergeant Should Know Study Material for Coming Police Test: Part 6

waiting, patrolmen may file for the coming Police Sergeant examination. In preparation for this examination, The LEADER has below the sixth in its series of study articles for this exam. The material will run up to the week the test is given. It is compiled and written by an outstanding authority, and is based upon data which a Sergeant will need to know for the exam.

Each candidate is asked to look upon this series as though he were taking a course in school. The method employed is to give you a

Question No. 5

A number of children attending a party in a neighborhood center became seriously ill after having eaten refreshments. Some of the children have already been removed to a hospital in a private auto; others are still present. Assume that you are the Sergeant on patrol and arrive alarm. State in detail your actions.

Render first aid and direct oth-

19. Notify Radio Despatcher, (Continued on Page 14)

complete report of all facts

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Sergeant Exam **For Tunnel Men**

A promotion exam for Sergeant, New York City Tunnel Authority, was ordered this week by the Municipal Civil Service Commission. The exam will be open to all the recently appointed Tunnel Officers, who were certified from the Special Patrolman list.

The Commission is also contemplating a formal classification of positions in the Tunnel Authority. This step will be taken in the near future. The classification will provide for the following positions, salaries and grades:

Tunnel Officer, to but not including \$2,400; Tunnel Sergeant, \$2,400, to but not including \$3,000; and Tunnel Captain, \$3,000 to but not including \$4,000.

Filing dates, requirements and other information about the promo-tion test to Sergeant will be announced later by the Commission and will appear in The LEADER.

Today, after many months of question one week, and the answer the names and addresses of those in in the following issue. During the interim, you should work out your own answer, then compare it with the one that appears here. We have been asked: "What time limit shall work out your own sons who I freshments.

6. Notify and keep have been asked: "What time limit shall work out your own sons who I freshments. I place upon each answer?" The answer is: "None." The purpose of this study material is not to test your speed, but to help your brain in accumulating and retaining the knowledge which will make for accuracy, as well as speed, in the test

The question given last week was

Answer to Ouestion No. 5

1. If an ambulance is not on its to the scene, direct a Patrolman to summon one or more as the emergency requires.

2. Inasmuch as a radio alarm had been received, other members of the force would also have responded, but if more assistance is required, summon same.

3. Direct one Patrolman to go to the hospital to which children have already been removed, to obtain pedigrees, diagnoses, name of at-tending physician and other pertinent data for the information of the Department and so that notifications to parents may be made.

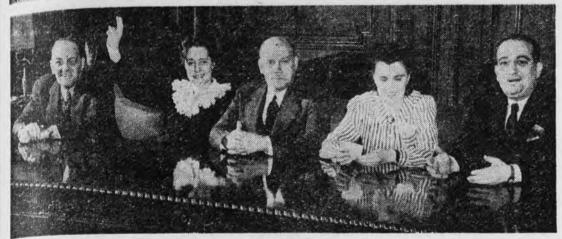
ers in rendering first aid to those who are ill, pending arrival of am-

5. Detain all present and ascertain

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QUIZZERS

Two fighting city teams—don't they look it? They're posing for the big "Battle of the Boroughs," which went over WOR's air last Sunday. The champion team above belongs to the Manhattan Borough President's office. The experts are (in the usual order): William R. Peer, confidential examiner to the Borough President; Mrs. Louis Pooler, secretary to the Borough Advisory Planning Board; Stanley M. Isaacs, Borough President; Rosalind Lieber, clerk; and John Smythe, receptionist. The Richmond team is seated below. It consists of (left to right): Herman W. Ordeman, engineer; Elizabeth C. Hoch, secretary to the Commissioner; Cornelius A. Hall, Commissioner of Borough Work; and Edith Humphreys, assistant to the Borough President.

Sanitation Promotion Confirmed

Laborers, Class A, Class B Men May Compete

confirmed the fact, reported two may also be declared eligible. weeks ago in The LEADER, that it

Commission last week officially and laborers in the Department

Requirements for the test, filhad ordered a promotion exam ing dates and other information for Sanitation Man, Class B. All are not yet available and proba-Sanitation Men Class A will bly will not be for some time.

The Municipal Civil Service probably be eligible to compete, Examiners c: the Commission are now at work drawing up the essential data for the exam.

The Commission is seriously considering the possibility of rating the exam on the basis of seniority with a qualifying physical exam as a part | LEADER.

Labor Reclassification

The Budget Director's Objections:

lution reclassifying 12,000 labor jobs to the competitive class under consideration this week. Dayton asked to see the resolution after it had already been considered at two public hearings by the Municipal Civil Service Commission and after it had been modified in a number of important aspects.

The Budget Director's approval of the resolution, which will affect the status of 12,000 city laborers, is not technically necessary before it can be adopted. But for the purposes of smooth administration, the Civil Service Commission wants his suggestions before any further action is taken. Before the reclassification can become final it must be approved by the Mayor and the State Civil Service Commission

Concerned with Salaries

Dayton's concern with the re-classification proposal centers in the effects of the McCarthy Increment Law, the salaries set in the grading as far as they effect per annum employees, and the type of labor done by employees in the various titles and grades.

The McCarthy law provides that employees in the competitive class who earn less than \$1,800 are entitled to increments of \$120 a year up to the maximum of their grade. In its resolution the Civil Service Commission has fixed the minimum and maximum salary of each grade

Budget Director Kenneth Day- as the same amount; therefore, apside the provisions of the McCarthy law. However, the Budget Director wants assurance that if the laborers are reclassified, the city will not suddenly face a big expenditure for increments.

Different Pay

Another problem that must be ironed out is the fact that certain laborers are paid on a per annum basis. Some of them work five days and earn, for example, \$1,500 a year; others doing the same work put in five and a half days and earn \$1,620. If they are both put into the same title and grade, as they rightfully should, and if only one salary is provided for that grade, an obvious injustice would result to the higher paid employees who work longer hours. Some provision will have to be made to cover this problem.

More Pay for Hard Work

Dayton has also stated that he be-lieves laborers should be classified in such a way that those who do the hardest physical work receive the higher salaries. Some sort of clause to provide for this may be added to the Commission's resolution.

It is expected that Dayton will return the resolution with his suggested and existing and

gestions and criticisms to the Commission this week or early next week. At that time the Commission will schedule a third public hearing to permit interested employees to discuss the modifications and changes.

Additional information about this important resolution will appear in future issues of The LEADER.

of the test. A competitive written test may be ruled out and instead, men may be promoted on the basis of their original standing on the competitive Class A list.

Promotions in the Sanitation Department in these particular jobs differ from other departments because the starting grade is much smaller than the higher grades. There are only about 400 Class A men, but there are 6,050 Class B men, the next higher title. Thus, the necessity for elimination is not the necessity for elimination is not the same as in other departments where the number in each higher grade of a position is constantly diminishing.

Additional details about this test

will appear in future issues of The

Weary Welfare Eligibles Plead for Johs

Weary of empty victories scored in the courts, eligibles on the Social Investigator list this week plan to petition city officials to give them jobs in the Welfare Department's veterans bureau. The eligibles seek 115 posts which were transferred late last summer by the Board of Esti-mate to the title of Veteran Relief Investigator.

The Petition

The petition reads:

"We, The members of the Social Investigator Eligibles Association of New York City, call upon you to execute the laws of the State and City of New York as interpreted by the recent decision of Justice Valenti in the case of Welling v. Portfolio, etc., and, in the past, by opinions of Justices of the Supreme Court and by the Appellate Division in the cases of Sherman v. Hodson and Moats v. Kern.

"Since eligibles have been kept out of jobs rightfully theirs for al-most a year, we believe that it is only fair and just that the matter be settled immediately."

Attendant-Messengers Asked If They'll Take Hospital Jobs

The first 500 eligibles remaining on the Attendant-Messenger eligible list will be canvassed by the Municipal Civil Service Commission to deter-mine if any of the eligibles are willing to accept appointment as Hospital Attendants. The eligibles will be asked to state the minimum salary they will accept. Following the canvas, the Commission will determine whether or not to declare the list appropriate for these posi-

Wicks Act Constitutional?

Constitutionality of the Wicks Act will be attacked Wednesday morning before Supreme Court Justice Shienwhen a case brought by Max Felder, formerly counsel to the Transit Commission, is aired. The Wicks Act blanketed in subway workers in New York City when the transit systems came under the city's

Answers to Recent NYC Tests

A key answer is one which is the correct answer to an examination question. Answers which are published after a test are called "tentative" key answers because candidates are given the opportunity to file objections to any answers, giving their reasons for the protests. Candidates may file objections to tentative key answers for a period of not more than two weeks after the initial date of publication of tentative keys. The final key is adopted only after all candidates have had the opportunity to present their views to the Commission. It is this final key which it used in the actual rating of examination propers. is used in the actual rating of examination papers.

ASSISTANT DIRECTOR (N. Y. C. Information Center), Part II: Candidates have until February 17 to file objections to any of these tenta-

tive key answers.

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

* Stricken out.

DENTIST (PART TIME): Candidates have until February 17 to file objections to any of these tentative key answers.

(1) A, C, (2) D, (3) A, D, (4) B, (5) B, (6) A, (7) A, (8) A, (9) C, (10) C, (11) D, (12) C, (13) B, (14) A, (15) C, (16) D, (17) B, (18) C, (19) C, (20) B, (21) A, (22) B, (23) B, (24) B, (25) B, (26) C, (27) B, (28) D, (29) C, (30) C, (31) D, (32) C, (33) C, (34) C, (35) A, (36) B, (37) D, (38) C, (39) C, (40) C, (41) D, (42) C, (43) C, (44) B, (45) B, (46) B, (47) C, (48) B, (49) B, (50) C, (51) C, (52) B, (53) A, (54) D, (55) A, (56) C, (57) C, (58) A, (59) A, (60) A, (61) C, (62) B, (63) D, (64) C, (65) C, (66) D, (67) C, (68) B, (69) D, (70) A, (71) C, (72) B, (73) C, (74) C, (75) B, (76) A, (77) D, (78) C, (79) A, (80) A, (81) A, (82) D, (83) C, (80) C, (80) C, (75) B, (76) A, (77) D, (78) C, (79) A, (80) A, (81) A, (82) D, (83) C, (84) B, (85) B, (86) C, (87) B, (88) A, (89) D, (90) C, (91) D, (92) D, (93) B, (94) A, (95) B, (96) C, (97) C, (98) D, (99) B, (100) C, (101) A, (102) C, (103) D, (104) B, (105 A, (106) C, (107) B, (108) D, (109) C, (110) A, (111) B, (112) C, (110) A, (115) D, (116) C, (117) D, (118) A, (111) B, (112) C, (113) B, (114) A, (115) D, (116) C, (117) D, (118) A, (119) B, (120) D, (121) A, (122) D, (123) B, (124) C, (125) A, (126) C, (127) B, (128) C, (129) D, (130) A, (131) D, (132) B, (133) C, (134) D, (135) A, (120) C, (129) D, (130) A, (131) D, (132) B, (133) C, (134) D, (135) A, (120) C, (120) D, (130) A, (131) D, (132) B, (133) C, (134) D, (143) (127) B, (128) C, (129) D, (130) A, (131) D, (132) B, (133) C, (134) D, (133) A, (136) A, (137) C, (138) C, (139) B, (140) *, (141) A, (142) D, (143) C, (144) B, (145) B, (146) D, (147) C, (148) D, (149) B, (150) A, (151) B, (160) C, (153) D, (154) B, C, (155) A, (156) B, (157) C, (158) A, (159) C, (168) A, (161) D, (162) B, (163) B, (164) C, (165) D, (166) D, (167) C, (176) D, (177) C, (178) B, (179) A, (172) B, (173) C, (174) B, (175) A, (184) C, (185) A, (186) B, (187) C, (188) A, (189) D, (180) D, (181) C, (182) B, (183) D, (184) C, (185) A, (186) B, (187) C, (188) A, (189) D, (190) B, (191) C, (200) A, (193) A, (194) D, (195) C, (196) B, (197) A, (198) C, (199) B,

· Stricken out.



30 ELIGIBLES

from the Attendant-Messenger list were given qualifying tests in roller and ice-skating at the new rink at the World's Fair. They're being examined for jobs as attendants at the rink. Most of the men had difficulty with the test, especially in executing backward movements and in coming to a graceful stop. Not a few went kaplunk! on the ice. There're 10 jobs for ice skaters; eight for roller skaters. The Civil Service Commission didn't get enough good skaters, so they'll hold the tests again soon.

Exam On Way for Jr. Actuary Refuse to Use Statistician List

of the Junior Statistician Committee that the competitive and promotion lists for Junior Statistician be used, by a selective certification process, to fill vacancies as Junior Actuary, was denied this week by the Mu-nicipal Civil Service Commis-sion. A competitive exam for Junior Actuary was ordered re-cently by the Commission and is now pending.

Assigned to study the request, an examiner of the Commission admitted that there were sound contentions for the use of selective certification to fill Junior Actuary positions, and that such a policy would

A request of Sidney Tretkoff | be an economic one. However, he added that if this method were adopted, it would bar many candidates who were well qualified for the position.

"In spite of the strong argument of economy it does not seem desirable to grant the request," he wrote. "The grade of Junior Actuary is the entrance grade to the Actuarial Service. Promotions from this grade are made to Actuary at \$2,400 and from there to Senior Actuary at \$3,000. It seems desirable, therefore, to pro-vide as wide a recruiting base as possible for the position of Junior Actuary. Granting the request of the Junior Statisticians would eliminate candidates whose major interest is Actuarial Science rather than Statis-

CIVIL SERVICE IN NEW YORK STATE By MORTON YARMON -

First Details of Coming Clerk, Typist Tests

High School Graduates to Be Eligible for Thousands of Jobs cal and stenographic examina- the File Clerk title will probably be lists die, to avoid the necessity of making provisional appointments, alter ways a serious Civil Service head-

Hidden in the fat, 886-page budget bill just made public are two short lines which give the first definite indication that exams for Clerk, Stenographer, and Typist jobs in the State service are to be held during 1941. The next to the final item of appropriations for the State Department of Civil Service reads: "For services and expenses in connection with cleri-

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It's of course much too early for any specific details, and prospective candidates are urged not to contact the State Civil Service Commission at this time. However, here are some predictions on what will happen:

First, it is likely that the titles of the tests to be given will be Junior and Assistant Clerk, Junior or and Assistant Stenographer, and Assistant Stenographer, and Junior and Assistant Typist. When these tests were given in 1937, senior grades were included, to meet provisions of the Social Welfare Law. Very few appointments have been made from the senior lists, and it is doubtful if open tests for this grade will ever be held again. Also,

ber of the ailments which may

disqualify Hospital Attendant eli-

gibles, after they have been cer-

tified for positions, from appointment. In all, 14 ailments

were listed by the State Civil

Service Commission when the

exam was first announced. It is

possible for many eligibles to re-

move ailments in time for the

physical test by undergoing a medical examination and then

taking steps recommended by

Here are some further hints on the

Hernia (Rupture)

A hernia is a tear in the abdomi-nal wall. It is usually brought on by

lifting heavy objects or by excessive

coughing. The only way to cure a hernia is by operation.

Rectum Eligibles with hemorrhoids (piles)

competent physicians.

causes for rejection:

pointment.

used. Future Assistant File Clerk jobs will probably be filled by promotion from among Junior Clerks.

Takes a Year

The tests themselves will prob-ably be held toward the end of 1941. The \$90,000-assuming the budget passes without legislative paring-is given to the Department of Civil Service for the period from July, 1941, to June, 1942. But the present Clerk, Steno, and Typist lists expire in the fall of 1942, and past ex-perience shows that it takes nearly a year to establish the lists. The Commission would certainly hope to get the new lists out before the old

Hints for Hospital Attendants

Last week we discussed a num- | rhoids are enlarged veins of the rec- | deficiency are cause for rejection.

tum. They may be identified as pro-trusions or little lumps which may

bleed on evacuation of the bowels.

In treating hemorrhoids, do not use

drastic cathartics or patent medi-

cine. Go to a clinic or physician. It is advisable to use mineral oil inter-

nally. You may also use a mild oint-

ment known as nut gall, an astringent which will relieve the condition

temporarily. Where the condition is so bad that the hemorrhoids must

be removed, they can be treated by

surgical methods, by injection, or by

If surgery is used, the patient should be well within four or five

days, while injection may take two

A fistula may be identified by a wet discharge from places other than

the rectum. A surgical operation is necessary. The period of recovery

Epilepsy (often known as falling

is about two weeks.

Mental Diseases

When You Come Up Against the Medical Test

diathermy.

ache.

Requirements for the preceding exams allowed men and women with less than high school education to compete. It is probable that these requirements will be somewhat tightened so as to call for at least high school graduation or a minimum of experience. But hundreds of jobs must be filled from the resulting lists, and thousands of young men and women throughout the State will

undoubtedly qualify.

Just as in 1937, candidates will probably be allowed to compete in two grades. However, experience has shown that the Junior lists are much more used, and candidates will

Epilepsy cannot be cured. The symp-

toms may be recognized as frothing

at the mouth, having convulsions and

falling down in a faint. Where there

is any suspicion of epilepsy or any

other mental illness, rejection is cer-

Flat Feet

If the physical deficiency is mild,

the candidate may not be ruled in-

eligible. The examining physician

uses his judgment. Bowlegged or

knock-kneed persons will not be dis-

qualified. Curvature of the spine, if

not too pronounced, will not lead to

rejection. Treatments by an ortho-pedist will help cure this affliction.

Often curvature of the spine can be

corrected by exercise alone. If a

finger is missing, the candidate prob-

ably will be judged eligible if he can close his fist properly and has com-

Other ailments that may cause re-

jection of Hospital Attendant eligi-

plete use of his hand.

steno and typist examination candidates will be able to con in all titles.

150,000 Candidates

The 1937 exams attracted a total some 150,000 candidates. The fig. will surely be cut this time, with vate and public employment much higher level today than it during the intensive depression of 1937.

There are, of course, no guarante today that the tests are to be let this year. The Civil Service Comission will probably get the most to use if it sees fit. On the others of the ledger is at least one to the commission may be to the commission may be to the commission may be the commission where the tor: the Commission may be for to conduct another Hospital Atterant test, which would divert its a ployees and funds.

However, indications point to pullar tests for Clerk, Stenograph and Typist jobs in the State service to the state

Latest certifications and appol ments from the present lists appeared weekly in The Leader in the feat Where Do I Stand?"

The LEADER will continue to pulish latest developments on this to important matter.

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or fistula will be rejected. Hemor- sickness) and other forms of mental bles will be discussed next week. Over 200 Attendants Selected | These Lists Die

2,500 Jobs in One Year

have already been made from the Hospital Attendant list that went into effect January 1, 1941. At this rate, The LEADER'S predic-

Civil Service **Committees**

ALBANY. - Here are the Civil Service committee appointments in the Senate and Assembly at this session of the State Legislature:

Senate—Seymour Halpern (Queens Republican) chairman; Earle S. Warner (Phelps Republican), Wil-liam H. Hampton (Utica Republican), Thomas C. Desmond (Newburgh Republican), Walter J. Mahoney (Buffalo Republican), Chauncey B. Hammond (Elmira Republican), Charles Burney (Buffalo Republican), Elmer F. Quinn (Manhattan Demoerat), Edward J. Quinn (Brooklyn Democrat), Edward J. Coughlin (Brooklyn Democrat), and Phelps Phelps (Manhattan Democrat). The late Senator John J. Howard, Brook-

late Senator John J. Howard, Brook-lyn Democrat, was also a member. Assembly — Emerson D. Fite (Poughkeepsie Republican) chair-man; William H. MacKenzie (Bel-mont Republican), Jerome C. Krein-heder (Buffalo Republican), Law-rence W. Van Cleef (Seneca Falls Republican). Republican), Edmund R. Lupton (Mattituck Republican), Dutton S. Peterson (Odessa Republican), Harold C. Ostertag (Attica Republican), James E. Owens (Ossining Republican), William B. Mann (Brockport Republican), William Kirnan (Brooklyn Democrat), Mario J. Cariello (Queens Democrat), John V. Downey (Queens Democrat), Arthur Wachtel (Bronx Democrat), and Harry Gittleson (Brooklyn Demo-

crablessourcessure assure as

Well over 200 appointments tion of 2,500 jobs a year, made when the test was first announced, will be amply borne out.

It is impossible to give the exact number of appointments, as declinations and resignations are frequently submitted to the Department of Civil Service a week or more after they have occurred.

By the end of last week, question-

naires had been sent to zone 4 eligibles as far down as 2,430. On these questionnaires, the eligibles record in which institutions they will work and how soon they will be available. Latest appointments in this zone: men, 1,560; women, 778. Latest certifications: men, 1,836; women, 1,342.

This was the situation in zone 1: 390 questionnaires have been sent to eligibles, down to 3,642 of the men eligibles, and 2,764 of the women, 21 men eligibles have been certified, 2,502 the last; 20 women eligibles certified, 777 the last. Appointments have gone to 13 men eligibles, down to 1,951, and to eight women, 743 the last.

In zone 2, 1,059 was the last number certified, 729 the last appointed, and 1,457 the last eligible to receive a questionnaire.

In zone 3, two men and 12 women have been appointed, and 13 men and 23 women certified. Lowest numbers certified: men-857 (zone rank 85); women-4,203 (zone rank 365). Lowest numbers appointed: men-62 (zone rank 8); women-3,076 (zone rank 291).

State Employees May Look at Their Papers

State employees working in Albany's State Office Building who wish to examine their examination papers may do so on Fridays if they notify the files unit of the Department of Civil Service on the day be-fore. This is from Frank H. Densler, executive officer of the department. ficer.

The following State lists expire

Open Competitive

February 5-Telephone Operator, Westchester County.
February 5—Associate Dust Con-

trol Engineer, Labor Department, Division of Industrial Hygiene. February 5—Epidemiologist, Health

Department. February 5 — Assistant Supervisor

and Instructor in Orthopedic Nursing, Health Department. Promotion

February 5-Junior Dictating Machine Transcriber, Executive Department, Division of Parole, New York

February 5-Clerk, Grade 4, County Clerk's Office, Kings County. February 5—Recording Clerk (Photographic Recorder), New York

tographic Recorder,
County Surrogate's Office.

5 Index Recording Clerk, County Clerk's Office, West-

chester County.
February 5 — Junior Statistician, Labor Department, New York Office, February 12—Assistant Superintendent, New York State Vocational Institution, West Coxsackie, Correc-

tion Department.

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 titles are now being advertised (the date denotes when the 15 days are up):

February 6-Monroe County Penitentiary—Physician.
February 6—Division of Placement

and Unemployment Insurance-Hearing Stenographer.

February 8—Suffolk County Department of Health — Director of

Mental Hygiene. February 12—Ulster County Court and Children's Court-Probation Of-

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ivil Service Being Extended ur Plans Available for Upstate

th would extend Civil Service der on forms. counties and thousands of ns and villages throughout York State, now have an itional 20 days for their deations. Originally scheduled fall. on last week.

though no advance report on Commission's proposals will be until the Legislature receives next month, it is known that a her of alternate suggestions were

A county commission of three one named by the Board of Suisors, two members of the magnetical party, the third from minority party.

A regional commission embrac-wo or more contiguous counties. A county personnel officer serv-for six years after appointment he Board of Supervisors. This is set-up in Westchester.

Administration by the State Service Commission.

rther, it is possible that any one e cities of the State, all of which

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al East 13th Street, N. Y. C. Algonquin 4-6169 smerly Schwartz-Caddell School) retors: W. A. Caddell, B.S., LL.B. 4 James P. Casey, A.B., M.A., LL.B.

embers of the Fite Commis- now have municipal commissions, hard at work on a bill may be allowed to elect to come under one of these

Public Hearings

Sentiment for each of these four proposals was expressed at the public hearings held throughout the State by the Fite Commission last

put the State in keeping with the State Constitution, which holds that all public employees must be chosen by examinations wherever practic-able. The Court of Appeals, notably in the Palmer case, has insisted upon this.

Should the Legislature wrangle over how to extend Civil Service and do nothing about it this session, the courts may step in and insist that the State Commission do the job. In a recent case, Madden v. Reavy, the Court of Appeals overruled an Appellate Division decision holding that the State Commission extend the report on February 1, the report on has now until mission has now until mary 20, following legislative on last week.

If the Legislature accepts or amends the proposals of the Fite Commission was hard at work on this very problem. It is doubtful, though, if further postponement would be permitted.

State Troopers Salary

It's Low; Seek to Improve It

It's bad news for State Trooper eligibles and candidates who thought they saw a ray of hope last week in Governor Lehman's announcement that the budget makes provision for 100 additional members of the State Police. These 100 men were appointed last summer, after Lehman got promises from legislative leaders that the money would be appropriated at the 1941 session of the State Legis-

There haven't been any Trooper appointments in many months now, number 236 the last to get a job. Rumors are rampant that an additional 100 will join the force in the spring, but there's nothing definite as

A bill to improve the lot of the State Troopers has meanwhile made its way into the Legislature. Sponsored by Assemblyman Hammer, it proposes to give troopers six instead of seven annual increments, thus bringing them from \$900 to a maximum salary of \$2,100 rather than to \$1,900. In addition, troopers in the Bureau of Criminal Investigation would get \$250 further salary.

Further information on what hap-pens to the present State Trooper list, as well as progress in establish-ing the new list, will appear regu-

larly in The LEADER.

SPANISHO Tresh approach to language study.

ENGLISH THE MONTHS

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What's the State Budget Like?

Here's a Quick Glance At It

Faced with a proposed budget that gives them some but not all of what they hoped for, State employees plan to attend a public hearing on the budget next.

Which wins a sizeable increase of one-sixth over the 1940 personal service appropriations, gets three lump sums: \$30,000 for transferring employees of State institutions (i.e. lic hearing on the budget next Wednesday - Lincoln's Birthday -in Albany.

A reduction in appropriations over the 1940-41 figures does not leave out \$1,400,000 increments for State employees, includes \$550,000 salary differential for drafted State workers who are members of the National Guard. and provides an overall salary increase for departments just short of \$3,000,000.

The salary differential for all drafted employees, something recommended by Governor Lehman at the opening of the session and subject of much pro and con discussion since, is left out. The Legislature itself is yet to declare itself on this

Cut in State Aid

Object of most attack by employees will be the two percent cut in State aid for education. In his message accompanying the budget, Governor Lehman explained: "Your action at that time (the 1940 session) must be accepted as indicative of the maximum amount that the Legislature is

The Department of Civil Service,

tive class; \$20,000 for the Municipal propriations for 1941 for all State Service Bureau which aids local departments:

Hospital Attendants) to the competi- appropriations and recommended ap-

Department.	1940.	1941.		Increase.
Executive	\$3,699,600.00	\$3,761,055.00	+	\$61,455.00
Law	946,710.00	977,420.00	+	30,710.00
Audit and Control	546,525.00	840,040.00	+	293,515.00
Legislature	1,236,641.66	1,247,008.86	+	10,367.20
Judiciary	3,847,114.40	3,811,930.62	_	35,183.78
Agriculture and Markets	742,185.00	777,280.00	+	35,095.00
Banking	979,200.00	934,600.00	-	44,600.00
Civil Service	301,580.00	348,960.00	+	47,380.00
Conservation	1,656,739.00	1.813,934.00	+	157,195.00
Correction	7,247,883.69	7,458,209.80	+	210,326.11
Education	7,428,592.51	7,564,056.66	+	135,464.15
Health	2,828,402.00	3,146,168.33	+	317,766.33
Insurance	877,320.00	909,790.00	+	32,470.00
Labor	2,990,701.00	3,494,270.00	+-	503,569.00
Mental Hygiene	22,531,058.59	23,354,565.00	+	823,506.41
Public Service	1,064,246.82	1,090,940.00	+	26,693.18
Public Works	4,817,702.30	4,913,192.91	+	95,490.61
Social Welfare	1,410,391.00	1,468,657.00	+	58,266.00
State	469,829.00	480,200.00	+	10,371.00
Taxation and Finance	3,700,860.00	3,909,341.67	+	208,481.67
Miscellaneous	75,080.00	55,600.00		19,480.00
Totals	\$69,398,361.97	\$72,357,219.85	+\$	2,958,857.88

Have you a friend in a training camp? Why not subscribe to THE willing to provide for the support of the public schools." welcome present.

Status Of

The Assistant Unemployment Insurance Claims Examiner list, longawaited promotion, is expected by next week, according to DPUI offi-

300 papers submitted in the Unemployment Insurance Referee test (approximately 10 percent) are being studied by the examinations division of the State Civil Service Commission. On the basis of what they find, an adjusted marking scale will be made up. In this way the Commission hopes to satisfy candidates who sion hopes to satisfy candidates who protested at the alleged lack of time. Experience on the Payroll Ex-

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aminer and promotion to Senior Payroll Examiner is still being rated. March 1 may see the list, assuming

that no oral tests are given.

The order of Justice Schirick, needed before the promotion lists for Assistant Clerk, Assistant Account Clerks, and Assistant File Clerk are released, still hasn't been signed. The Florida, and considering which of two orders submitted by opposing counsel to sign.

Latest news on the progress of DPUI lists appears regularly in The

Coming Lists

Here are a pair of late flashes from the examinations division of the State Civil Service Commission:

Factory Inspector—Experience is not yet rated, and it will be several months yet before the list appears. Photostat Operator, Kings County -Practical tests will be given those on the top of the list within the next few weeks. The list should be out sometime after February 15.

New Eligibles The Board of Examiners placed

twelve names on eligible lists for holders of high school licenses last week. The names follow: Electrical Installation and Practice—John J. Callahan, Brooklyn, 81.64%; Charles Jones, Bronx, 77.07%; Arthur J. Jones, Bronx, 77.07%; Arthur J. Braun, Brooklyn, 76.82%; Seymour Berlow, Bronx, 74.84%; Vincent Doherty, Verplanck, 73.5%; Michael V. Pascal, Brooklyn, 72.3%; John W. Stevens, Yonkers, 71.09%. Merchandising of Foodstuffs—Wendell C. Felber, Brooklyn, 75.88%. Plumbing—Gerald J. Griffin, Bronx, 75.01%. Radion Mechanics—John K. Brennan Jr., Belleaire, 73.24%; Algernon P. Henry, Corona, 71.42%; William R. Wellman, Jackson Heights, 65.76%. R. Wellman, Jackson Heights, 65.76%

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Classes form Tuesday, February 4, at 1:15, 8:15 and 8:30 p.m., Tuesdays and Thursdays thereafter at same hours. Anyone interested is invited to attend a class session without obligation.

FIREMAN

The present Fireman eligible list expires on December 14, 1941. The next mental examination should be held not later than June, or five months from now.

The number competing will be large, the competition keen and the examination difficult. Therefore, those who hope for success should begin preparation at once.

Our mental classes are meeting three days weekly in Manhattan and Jamaica—physical classes twice weekly at hours to suit the convenience of the student.

PATROLMAN

The present list for Patrolman should be exhausted by January 1, 1942. Therefore, the examination should be held early in the Fall of 1941. Since the Patrolman and Fireman examinations are somewhat similar, we suggest that you take advantage of the combination course and prepare for both tests (if you are at least 5 ft. 8 in. in height), at a reduced combination fee.

Draftees: Any person who is registered for military training may full fee and is then drafted before the examination is held, half of the fee paid will be returned to him and he may continue the course through correspondence at the place of military training.

The purpose of this offer is to encourage men to begin preparation at once, even though they may be in doubt as to their conscription status.

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By CHARLES SULLIVAN

300,000 Placements

Air Corps Civilians, Navy Police Included

Service Commission roughly estimates that it'll be called on to make 300,000 placements during the 1942 fiscal year that begins on July 1. It also predicts that before the 1941 fiscal year ends on June 30, 300,000 placements will have been made. These es-timates were made by the Commission before the House Committee on Appropriations and they were generally believed to tifled: be conservative.

Chairman Harry B. Mitchell told the committee that the only specific figures on personnel needs for the 1942 fiscal year was a total of 50,326 that sometime in 1942 they will need 1968. He broke the figure down as follows: Civil Aeronautics Authority, over and above their present personnel. At the same time the Navy's somel. At the same time the Navy's indicate that during the figures indicate that during the figures. National Advisory Committee on Aeronautics, 501, and Navy Depart- cal year 1942 they will need 8,000 ment, 43.646. Moreover, the commission figured the War Department would be good for 50,000 new jobs, which would make a total of

cent, which would be 25,000. A turnover of 25 per cent in existing de-fense jobs is added, which would make a total of 250,000.

Added to that is another 50,000 to care for placement in the remaining agencies. It all adds up to 300,000 placements.

However, several days later Commissioner Arthur S. Flemming, GOP member, gave the committee some enlightening information. He tes-

Air Corps Civilians

"At the present time the Army Air Corps has 8,000 civilian employees as mechanics. They tell us that sometime in 1942 they will need cal year 1942 they will need 8,000 additional civilians in order to take

WASHINGTON. — U. S. Civil 100,000 new jobs in the five agen-ervice Commission roughly es-cies. The Commission estimates the turnover in defense jobs at 25 per surgeon General's work. Just the other day the Secretary of the Navy told us that the department had decided to take all the marines out of the navy yards and put them on active duty, and informed us of a decision to recruit a Navy Department police force which will approximate 2,500."

Conditions Changing Fast

The point of the story is that conditions are changing so fast in Washington nowadays that the Commission isn't able to give more than a very rough guess of the number of new employees that will be needed during the new fiscal year that begins on July 1, 1941. The Commission, as was stated here before, estimates that 300,000 persons will be appointed to jobs during the year, but it's a good guess that the number will be much higher.

Anyway, persons who would like to get into the Federal service had better get themselves prepared so they'll be able to meet qualifications

relative standings;
7. The Commission now follows

a practice suggested by the Customs

and Immigration Eligibles Associa-

tion that it inquire of eligibles ap-propriate for positions now avail-able of their present attitude toward

acceptance even when originally the eligible specified a higher salary as his minimum.

More Opportunities The Association does not feel these events indicate that the eligi-

bles it represents are receiving all

the opportunities they should get to offset the adverse effect upon them

of certain "emergency" measures taken by the Commission with re-spect to the Immigration Patrol. But it knows these eligibles are actually

receiving some consideration from that body and it is confident this

consideration is on the verge of be-

ing translated into real action. It

has no information yet regarding developments with respect to office and

After Defense Program

What Happens

(Exclusive)

An unprecedented number of appointments to federal Civil Service jobs are being made in New York City and New York State. In a single day last week 425 jobs were filled from Civil Service registers. On that day the U.S. Civil Service Commission received 33 requests for new employees from 23 different government agencies-22 of which are engaged in national defense. In one day last week 42 stenographers and typists were appointed. An average of 1,000 to 1,500 eligibles are receiving jobs each week.

Officials of the Commission predict that the peak in appointments will not be reached until sometime next year. The major problem facing the Commission today is no longer recruitment, but rather the training of newly-appointed employees. There exists an almost constant need for certain types of skilled workers, such as tool and gauge designers, loftsmen, shipfitters, machinists, etc. In some of the more highly skilled trades it will soon become impossible to secure any more trained men, and the defense agencies will then attempt to break these jobs down into component parts, train-ing men to perform various stages of the work of the work

What Happens After?

As the defense program speeds forward, a big question is in the minds of those men and women who

have received jobs recently want to know when the defente gram will begin to slacken, and happens to their jobs when the exclusive survey

An exclusive survey

Leader among responsible ment officials reveals that the related agencies will not be until 1942; the peak effort Navy Department will not reached until 1944. And in cases, once the peak is reache effort will remain more or steady for a long time afterwa

Long Range Policy

However, the government had long-range policy with regard to defense program and is prepare the day, not long removed, the current projects begin to off. At the present time the mal public works program, a includes such projects as comb tion of Post Office building. conservation, irrigation projects, waterways, constition of public buildings, and se of other peacetime pursuits, reached a virtual halt. But reached a virtual nait. But wand if the defense effort being lessen, the government will resure work on these various project, will thus be able to take up slack in employment that occur

For the First News-Of all City, State and Federaminations, read The Lease Full official requirements, findates, and other important formation appear first in

U. S. Commission Heeds Eligibles

How One Eligible Association Has Gotten Results

Because so many eligibles on ever can be done. Such a defeatist ederal lists complain that, once aving taken a test, they never ness to believe any rumor if it is federal lists complain that, once having taken a test, they never know what's going on; and because the Customs and Immigration Eligibles Association has been singularly ingenious in its dealing with the U.S. Commission, The LEADER asked Louis A. Sigaud to write a resume of his organization's accomplishments with the Commission to date. Mr. Sigaud is chairman of the information committee for the Customs eligibles. What he says is of absorbing interest to all eligibles on U. S. lists. The Customs eligibles have set up branches throughout the country, increased their strength by lining up with other Civil Service organizations, elicited the support of legislatures, made a careful search for appropriate jobs in a variety of U.S. agencies and departments. Mr. Sigaud's article follows:

The objective of any association of eligibles is to get favorable action for its members. One of the great difficulties such associations ordinarily face is the "What's the Use?" atti-tude of those who feel nothing what-

New U. S. Lists

established and the number of eligibles on each: Junior Wage and Hour registers of eligibles need not be inspector, 934; physiotherapy aide, open to public inspection must be 44, and junior physiotherapy aide, modified to satisfy legitimate de-

No Promotion Plan

Slap-Happy Method Continues

unpleasant enough.

This difficulty is one that gives the Customs and Immigration Eligibles Association no concern. Its members are not at all impressed by Dame Rumor. They are aware that in Washington, New York and other large centers it has been whispered persistently for some time that the U. S. Civil Service Commission has decided to make no use whatever of eligibles on some of the General Investigator registers. They are also aware, fortunately, that the record discredits the rumors conclusively.

Events

Since the formation of the Customs and Immigration Eligibles Association and its first contact with the Commission in early December, the following significant events have occurred:

1. A large number of General In vestigator eligibles have been asked whether they would accept Navy Police positions at \$1,680;

One eligible, and doubtless others, received a telegraphic inquiry regarding a \$1,200 position in the uniformed section, U. S. Secret Serv-

3. One eligible, and presumably more, received an invitation to call immediately regarding a position as Immigration Examiner at \$2,600; 4. Within the past ten days sev-

eral eligibles have been interviewed regarding positions as Investigator, Selective Service Board;

5. The Commission has manifested otoms tha mands for information;

Boys Get Hungry

WASHINGTON-With the Ramspeck Bill enacted into law and just about all defense jobs under tight Civil Service, the patronage hounds on Capitol Hill are getting hungry, very hungry indeed.

themselves a gravy bowl to loll in, but there is a chance that they'll never get a chance to enjoy it. Briefly, what the patronage hounds want to do is to put defense on a political basis.

Now the big question is whether President Roosevelt will permit it.

Best guess is that he won't. The Independent Offices Appropriation Bill carries \$100,000,000 for the President to use on defense projects, but the House committee wrote in the highly-important proviso: "without regard to civil service and classification laws.'

The sum would open up tens of thousands of jobs to the patronage boys if FDR is willing. But once FDR gets the money it is a safe guess that he'll direct that employees be hired from Civil Service rolls.

6. The Commission has recognized openly the need for information by resuming the custom of answering individual inquiries for mission promised eligibles would receive consideration, and it would like to see appointments of that type as well as greater activity with respect to positions of all kinds for which its eligibles have appropriate qualifications.

To whatever extent the Commission discharges its moral obligation to the eligibles, this Association will always be glad to make public acknowledgement and express satisfaction. To whatever extent the obligation may not be discharged in a manner consistent with the normal and legitimate expectations of the eligibles, this Association will continue to place their claims and the relevant facts frankly before the Commission and other appropriate government agencies.

The Association has full confidence

in the fairness, integrity and abling of the U. S. Civil Service Commission. For this reason, and on face of the record as it is now ing written, it brands as unou fieldly false the rumor that the Co mission has decided not to ma appointments from the General vestigator Lists.

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159,000 employees. Instead, the committee ordered the present slap-happy promotion plan duced it as an amendment to the to continue for another year. What this means is that agencies that have start, he says, after the "lend-lease" funds can raise their employees and bill is disposed of.

Appropriations Committee, sad

to relate, has ignored the Budget

Bureau uniform promotion plan

for Federal employees that

would have raised the salaries of

WASHINGTON. - The House those that haven't funds simply can't. Ramspeck to Hold Hearings

It's possible that the Senate will approve the Budget Bureau promotion plan, though it's very doubtful. Meantime Chairman Robert Ramspeck of the House Civil Service Committee plans to open hearings on the budget plan. He has intro-

POLICE CALLS

BY BURNETT MURPHEY

New Book of Rules and Regulations w and revised one-volume edition of the Police Department's new and revised the Manual of Procedure will be ready early

arch, published in loose-leaf form, bound in heavy, durable is being published in loose-leaf form, bound in heavy, durable is board. It will have the complete and annotated rules and mansovisions revised as of December 16, 1940.

govisions revised as of December 16, 1940.

annual supplement in loose-leaf form will be issued each year annual supplements and additions ready for insertion in the

annual supplement in loose-leaf form will be issued each year changes, amendments and additions ready for insertion in the dvolume, thus enabling owners of the book to keep it up-to-date, book is being published by the Civil Service Commission under a book is the Police Commissioner and distributed by THE LEADER, utbrill to the general public and students as well as uthority of the rent public and students as well as to members allable to the general public and students as well as to members e Police Department, the book will be particularly helpful to those bers of the department who will take the Sergeant's examination in the makes more-or-less "must" reading for rookie cops. Printand it makes more-or-less and in larger mokies cops. and it makes make book paper and in larger, more readable type

s on a good quality book paper and in larger, more readable type the existing separate book of rules and manual. the existing separate book of rules and manual. ask index tabs, adjustable to any page, will be provided in an appearance to the inside front cover of the new one-volume ediples any reader to select and mark for enabling any reader to select and mark for ready reading any

of the book of rules and manual were printed in 1936 and amendand changes available only to members of the Police Departwere in inconvenient form and could not be inserted in the vol-

s as bound.

yone interested in obtaining a copy of the new Rules and Regulayone Manual of Procedure of the Police Department can make
reations by sending \$1 in care of this column.

thing new on the 11-squad bill which is slated to be introduced in ity council soon. Councilman Joseph E. Kinsley has the measure and sidering it.

of Entertainment he eighth annual entertainment and ball of the Queens Police Post, erican Legion, will be held Saturday, February 15, at the Lost Bat-in Hall, 94-26 Queens Boulevard, Elmhurst, L. I.

excellent bill of entertainment has been promised for the event. prominent Legionnaires and Police officials are expected to

er what ever became of Joe Burkard. Hasn't been around for a le of weeks. Maybe the PBA Ball got him down,

annual entertainment and ball of the Police Shomrim Society will held at the Astor Hotel on March 29.

Vogel Resolution

to fill all existing vacancies, introduced in the City Council by Counn Edward Vogel, comes up before that body for consideration today,

public hearing was heard on the resolution last week, discussing his resolution, Vogel this week declared: "The administra-

has virtually conceded the complete merit of my resolution by its re to raise one opposition voice . . . I want to crush crime by prog a powerful internal defense—not nurture it by delays and inactiv-We have been informed . . . that the criminal is ever growing

that excuse can there be for one moment's further delay? This time administration can not cry 'Budget' because last April the money was priated to provide for filling every vacancy in the Police Depart-

r months nothing was said or done and no reasons were even offered e delay. Now we are told to wait still longer until the dispute been the Mayor and the Local Draft Boards concerning deferment of temen and firemen is thoroughly ironed out. But facts were brought at the public hearing which proved that this is a specious excuse as twenty men out of 1,000 patrolmen eligibles would be conscripted. at think the possibility of drafting twenty men is as vital to this city re unanswered burglar alarms and inadequately patrolled streets."

ridan Police Post

Sheridan Police Post will hold its 15th annual ball on February the Columbus Club, I Prospect Park West, Brooklyn.



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Welfare Department News

In-Service Training Course For Administrative Supervisors

February 14. Responsibilities and methods of control over the occupational unit: Mr. Alpert.

Miss Emerson. Mr. Silverstein, Mrs. Wicht.

Responsibilties and methods of ontrol over the resource consultant:

Mr. Sokoi, Miss Deutsch.

Miss Earp. Miss Ortenberg.

February 28. Responsibilities and methods of control over the medical social work

unit: Miss Glogau. Miss Drapkin, Miss Frank. Miss Newhall.

Responsibilities and methods of control over housing advisers and home economists:

Miss Friedman. Miss Sadow. Miss Swanson. March 14.

Evaluation and rating of personnel: Mr. McAvoy.

Miss Brophy. Miss Flangan. Mrs. Friedman. Miss Galpern.

Miss Rafalsky. Miss Zimmerman March 28.

Problems or disciplinary action.
When should it be taken? The role

of the administrator: Mrs. Mayer. Mrs. Dirnfeld. Miss Flanagan. Mrs. Mason. Mr. Ranen. Miss Shakow.

The nandling of individual per-

sonnel problems by the administra-

Miss Drapkin, Miss Authier. Mr. Kuttner. Mr. Ross. Miss Sweeney.

April 25.

The function of the administrator in staff relations with organized groups:

Mr. Ranen. Miss Deutsch. Miss Edelstein. Mrs. Hamilton. Mrs. Mayfield. Miss Werner.

The administrator's responsibilities and relationships with organized

client groups; Mr. Hand. Miss Margolies. Mrs. Mayer. Miss Stein.

Mrs. Sylvander. Mrs. Wicht.

Mental Hygiene Notes

Budget

Budget days are with us. Here's what Governor Lehman had to say about the Mental Hygiene Department in his Constitutional Budget for

The department suffers a loss of \$6,957.58 in recommendations for the current expense for administration: \$360,692.58 this year is reduced to \$353,735.00.

An increase of \$1,812,329,40 is called for in the current expense for institutions, institutions, with the department seeking \$37,452,477.99 where it now works on an appropriation of \$35,-640,148.59. The increase is made necessary by an addition of 3,400 patients for whom room must be made, and by contemplated opening of the Willowbrook State School, out on Staten Island,

The capital outlay program lists \$1,-814,500.00 for the Mental Hygiene Department. This figure includes \$745,-000 for furnishings and equipment at Willowbrook, \$550,000 for water supply at Rockland State Hospital and Letchworth Village, and three items at Pilgrim State Hospital: \$50,-000 equipment for new buildings, \$60,000 equipment and an addition to the bakery, and \$20,000 for the waterproofing of buildings.

Registration

Fourteen gals were graduated last September from Hudson River State Hospital School of Nursing. Last week they each heard they had passed the exams of the State Board

Audrey Billingham, Marie worth, Emily Flanagan, Dorothy Hilger, Mary Hoffman, Eleanor Poucher, Victoria Osika, Dorothy Reardon, Florence Scoma and Emily Schetter.

Mrs. Gladys E. Russell is principal of the training school.

Thespians

"Hell Bent for Heaven," Hatcher Hughes' dramatic classic, is the coming production of the Dramatic Club of Harlem Valley State Hospital. Officers of the club were chosen last week: President, Mrs. Thomas Adamiec; Miss Alyce Kowalski, secre-tary-treasurer. Direction and pro-duction of the play are in the hands of Gordon Carlies...Recent resigna-tions: Edna Stoddard, Mrs. Mary Carroll, Mr. and Mrs. Edward Killnan...Norman Lewis and George Osika are at Fort Dix, N. J., for their year's training.

Legislation

Already the Mental Hygiene Department has been the subject of proposed legislation at the State Capitol. Here are two important

S. I. 151, by Senator Bechtold, Rochester Republican—Permits any member of the family of an incompetent person to have him committed to a State institution.

S. I. 233, by Senator Muzzicato, Manhattan Republican-Permits the superintendent of a Mental Hygiene institution to have an autopsy made of Regents, and are now registered professional nurses. They are:
Mary Apuzzo, Winifred Caire, Marian Crotty, Dorothy Bargeski, ject within 48 hours of death. on the death of a patient; next of

First Time

The auditorium of Wassaic State School was the scene of the Amenia birthday ball Thursday night, the first time that the town's affair has been held at the institution. Super-intendent Raymond G. Wearne was assistant chairman of the function ... Newcomers at Wassaic: Mrs. May Rau, former employee, and Jacqueline Lamphere.

Doing Their Bit

When five employees at Willard State Hospital left yesterday for Rochester where they are entering the anti-aircraft division of the National Guard, it brought to 23 the number who entered service this week. The quintet is Glenn Corco-ran, Paul Waters, Laverne Brown, Donald Moon, and Lewis Nealon,

A group of 18 joined the 134th Medical Regiment at Corning earlier in the week: Elijah Grace, Harold Cuer, Marvin Cuer, Joseph Charock, Arthur Bennett, John Worden, Wal-lace Hughey, John Doyle, Harold Covert, Ettore Morganti, Frank Rose, Grant Baley, William Sheldon, Arthur Christensen, Arthur Stout, Lew-is Brewer, Roger Van Nostrand, and Gerald Van Nostrand.

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School Workers

Upstaters who are about to be brought under Civil Service by the work of the Fite Commission think that it might not be a bad idea for school employees also to come under tionnaire of THE LEADER:

"Should include all employees of the educational system."
"Why not Civil Service for district

superintendents of schools now that the Attorney-General has ruled that they are state officials?"

"In union free school districts employing a superintendent of schools, all school employees should be covered by Civil Service. This should be the same as in the cities. We have four schools with 1,400 pupils. Employees have to wait until school elections are over to know if they are going to hold their jobs because of the political situation. Janitors and other employees who have work to do during the summer months don't feel like doing this work when they have to look forward to the school elections which may decide whether they are to lose their present jobs. I am sure employees would be more efficient if they knew they didn't have to worry every year along about July."

Signal Foremen Barred From Inspector Jobs

A request by Matthew E. White, secretary of the Signal Section Em-ployees Committee of the IND Division, N.Y.C.T.S., that the promotion list for Foreman (Signals and Lighting) be declared appropriate tit might not be a bad idea for collemployees also to come under merit system. Here's what some Signal Inspector, has been denied by the Municipal Civil Service Commission, The Commission pointed of them said, in answer to a ques- out that there are no vacancies in the title and that the Board of Transportation intends eventually to eliminate it from the classification.

> Sees Public Employees As Preservers of Democracy

Employees selected by the merit system are universally "efficient and play a vital role in preserving the democratic form of government,' Henry Feinstein, president of the Federation of Municipal Employees, said in a radio interview Friday afternoon over the WNYC Public Service Hour. He continued:

"Quietly and calmly, they operate the most efficient governmental services in the world without paying fealty to any political organization. We, the Civil Service employees, are living proof of the virility, the strength and efficiency of democratic self-government."

Next Week: More revelations about conditions in the Sanitation Depart-

Civil Service

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Tuesday, February 4, 1941

Important for Every U. S. Employee

LETTER appears in this week's Postal Column A that should be carefully read by every federal Civil Service employee. The letter discusses, among other things, the proposed Board of Appeals. Our correspondent writes that when a postal worker is brought up for disciplinary action, "the Department makes the charges, the Department prosecutes him, the Department acts as judge and jury, the Department imposes and executes the penalty, the Department reviews the case, the Department does everything."

For many years, postal workers have strived to obtain a Board of Appeals to which charges of unfairness or discrimination or harsh punishment could be referred. Senator Mead has introduced a bill to accomplish this purpose. Behind the measure are not only the postal workers, but the entire A.F.L., with whom they are affiliated.

The Board which would be set up under the terms of the bill is simplicity itself. It involves no great outlay of moneys. The Board consists of a representative of the U.S. Civil Service Commission, a representative of the aggrieved employee, and a third person agreeable to both parties. The Board of Appeals would be used only after every other means of settling the dispute had been tried. It is, in effect, a kind of Supreme Court for federal workers.

And that's the point of this editorial. The Board of Appeals isn't something for the exclusive benefaction of postal workers. It would apply to all U.S. Civil Service employees. And because this is so, why should the postal workers alone carry the burden of getting the bill passed? The answer, of course, is that they shouldn't. In self-interest, every federal employee, every organization of federal employees, ought to get behind Mead's bill and push.

The Board of Appeals bill can be passed. All that's needed is the right kind of cooperation among those who will gain most from it.

The Stahl Case

N the heels of charges that the Welfare Department, or certain important sections of it, is dominated by Communists, comes the announcement that Commissioner of Investigation William B. Herlands is making an investigation. The Leader believes this investigation should be promptly made, and the full facts reported to the Mayor and released publicly. The Welfare Commissioner has asked for the facts. The public deserves to know them without any delay.

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

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

Name	,			. ,										,					•		
Precinct	t.																				

Home Address.....

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

Merit Men



NEW YORK CITY residents are probably the most provincial in the world, in the considered judgment of Richard Lomax and Myron Greene, two local boys who have come back after making good in the outside academic world....As district representatives of the State Civil Service Commission in working with the Hospital Attendant list in zone 4 (taking in the Greater New York area), they canvass eligibles, certify them to the nine institutions in the zone, answer questions on every conceivable subject...Most bothersome problem is finding New Yorkers to work in institutions outside the five boroughs... Next, in order, are: eligibles didn't know what the Hospital Attendant job would be like; eligibles are sore that they aren't getting the outside maintenance as provided in the Mental Hygiene Law...Lomax and Greene, both born in New York City, were graduated from local high schools ... Chubby Dick Lomax studied voice at NYU's Washington Square College, sang in Gilbert and Sullivan operettas, sold bonds....A former government professor persuaded him to accept a fellowship at the Institute of Politics of Indiana U...Here he decided to make a career of public administration, met his wife, was the first person to sing "God Bless America" at a political meeting....Serious Mike Greene was meanwhile getting degrees from the University of Virginia and Harvard, then working for the Department of Commerce in Washington...The two met in Albany last summer, when they and three others now in charge of upstate zones learned the intricacies of the State Commission's certification bureau... They've since come to one conclusion: each will use the experience of working with the Hospital Attendant list as the basis for the Ph.D. thesis he plans to write.

"THERE'S PLENTY OF ROOM for improvement in the Post Of-. Tall, energetic, mephistophelian-like Charlie Mc-Laughlin, secretary of local 10 of the Federation of Post Office Clerks, believes that "this improvement will come about with the active cooperation of Postal employees with their respective organizations" . . . A strong union man, Charlie believes that "grievances should be handled through federal labor organizations" . . . Charlie learned the principles of unionism as an apprentice with Newark Typographical Union at an age when most kids were trotting through Caesar's Gallic Wars. . . . He has been working steadily since he was thirteen years old. In his six years before becoming a P.O. Clerk at the age of 19, Charlie worked as a Wall Street runner, a checking clerk, a stock checker, Newark Evening News apprentice and life guard at his mother's place, the Crane House, Belmar, N. J. . . . Charlie doesn't know the meaning of the word "unemployment." . . . In the past six years he has been a delegate, executive board member and secretary of local 10. . . . After his eight-hour stint in the



Transportation Section of New York's Morgan Annex P. O., he spends five to six hours on Federation business....In his spare time, this human dynamo manages to get in a little swimming, horseback riding, badminton, roller-skating...Not like the old days, though...In his youth, Charlie played basketball, football, baseball, track, while attending Robert Treat Junior High School in the daytime, setting type at night...Of all his interests, his hobby is...You've guessed it the Federation ... Katie, his wife, is just as interested in local 10. She's the union's official mascot.

Examiners to Form Eligibles Group

At the request of a number of persons on the lists for Junior, Assistant, and Senior Examiners of State Expenditures in the Department of Audit and Control, The LEADER has invited eligibles to use its office, 97 Duane Street, New York City, for the purpose of forming an eligibles association. The meeting is called for Friday night, February 14, at 7:30 o'clock.

AYOR LAGUARDIA

the knot at the number of the Sarah Brisbane Me sister of editor Seward Br and Deputy City Treasurer Mellen, Jr...Members of the islature are receiving the est number of letters in ...Councilman Bob Strai coined a phrase that be hearing more of: "E Wonderland"...It turns or that a good many of the Hr Attendant eligibles took th "just for the fun of it"... taxpayers want to know head of the Civil Service Ar tion of the State of New (not to be confused wif ASCSE), who is on their lobbies on his own or the ... Paul Kern has taken to ing a gray-white 10-gallo reminiscent of the LaGu chapeau...The Stock Ext uses the State Employmen vice-and likes it!...What! of the complaints of Sanitation employees on group life insurance polici

History Dept. It was a New York State tor-not Andrew Jacksonstarted the expression: "7 victors belong the spoils" tremist: Subway Maint Helper George Lewis pilots planes in his spare time. ployees in more than a cities throughout the co enjoy a five-day 40-hour w In one of the big eligibles ciation, there's a feud about should get the publicity on going releases ... Ellis Ra views on management-empl relationships in public s may soon appear in a big tional monthly.

Defense News Governor Lehman, in h fense message, promised the vacancies caused by dra would be filled without pe sion of the Budget Dire That's how all vacancies my filled...Commissioner Valer who heads the city's Dis Control Program, has asket city departments to give a b down of personnel and a ment available...Experts protected that Washington will be scene of all important hap ings in the administrative for the next decade. Hence influx.

letters

'Overtime for U.S. Clerks'-Sen. Mead

HAVE RECEIVED SEVERAL PROTESTS THAT WHILE TECHNI-CAL AND PROFESSIONAL EM-PLOYEES AT THE BROOKLYN NAVY YARD ARE RECEIVING TIME AND A HALF FOR OVER-TIME U. S. CIVIL SERVICE STE-NOGRAPHERS MESSENGERS AND CLERKS ARE BEING WORKED FORTY-EIGHT HOURS PER WEEK AND ARE RECEIVING NO OVER-TIME PAY OR TIME OFF. THIS SITUATION DEVELOPED BE-CAUSE THESE PARTICULAR EM-PLOYEES WERE EXCLUDED FROM PROVISIONS OF ACT PASSED LAST JUNE. BILL HAS NOW BEEN INTRODUCED BY CONGRESSMAN MAGNUSAN OF WASHINGTON TO CORRECT THIS COMMITTEE HAS ASKED DEPARTMENT FOR ITS OPINION OF THE BILL AND THIS WILL SOON BE SUBMITTED. I INTEND TO FOLLOW UP THE MATTER CAREFULLY. JAMES M. MEAD U. S. SENATE

Wants Promotion Before List Dies

Sirs: It is rather discouraging for those who have taken a promotion test, as nothing is ever done to promote those who are eligible.

I refer to the Second Grade list for Attendant-Messenger, which will expire in July, 1941, and from which few if any were ever promoted. Each time an examination is taken a fee must be paid and if you are bright enough to pass the test, your name is placed on a departmental list and there you remain until the list ex-

Cannot something be done toward promoting these men who pass these tests, and thereby make future ex-

aminations more interesting of we remain in Grade One forest GRADE TWO ELECT

Telephone Eligibles Ask: 'What's Holding Up! Sirs: Now that the Appellate vision has decided in its recent cision that the eligible telephose cision that the eligible telephose that the eligible telephose control that t erator list should be used all police switchboard appoints why in heaven's name sh eligibles receive the positions mediately? What or who is set Commissioner Kern's regula hand?

And, as it has been suggested the case is carried to the Conf.

Isn't it a bit ironic that those we sole duty is to uphold the law doing their utmost to avoid one the constitution of the civil send the authority of the courts and the authority of the COUTS!

by H. ELIOT KAPLAN

CONTRIBUTING EDITOR

N.Y. Eligibles On

U.S. Lists S. W. H.—Eligibles on the federal Civil Service registers for positions civil service registers for positions in the New York district are not eligible for certification to departeligible to certification to depart-mental positions in the depart-ments and agencies in the District of Columbia. So that if you are on a list for the New York District a list for should also take the tests only, you should also take the tests ennounced for the departmental announced gervices if they are held at a different time. The Federal Commission tries wherever possible to hold both the district and departmental examinations at the same time for reasons of economy and conven-

Skilled Labor Gets

No Increments

E. R. T.—Those holding positions in the so-called skilled labor groups in the competitive class and paid on an annual basis are not entitled to annual salary increments under the McCarthy law, even if the entrance salary is un-der \$1,800, according to a recent decision of the court.

Peace-Time Veterans'

R. V. A.-Veterans of the regular army, navy, marine corps and coast guards are entitled to preference in examinations in the federal Civil Service, in the same manner as is accorded to war vet-erans. These "peace-time veterans," as they are usually referred to by the Commission, receive ten additional points added to their earned rating in the examination if they are disabled, and five points if not disabled. Disabled peace-time veterans, like disabled war veter-ans, go to the head of the list, regardless of their ratings in the examination, and are certified for appointment ahead of all non-disabled veterans and non-veterans. No such "preferences" are accordto peace-time veterans in the N. Y. State or city service.

Salary Differentials

J. A. C.—It is doubtful whether any State or city employee who was out on leave of absence at the time of his induction in the military service may receive the difference in salary between his regular Civil Service pay and his military pay until after the leave of absence has expired. I do not recall any case where there was any ruling on this point by the Attor-ney General. I believe that a person on leave of absence inducted in military training during the period of the leave will be entitled to reinstatement in the Civil Service after his discharge, even though the period of the leave of absence expired while he was in the military service. This applies, of course, only to those entitled to the privileges under the present law, such as enlisted men and national guardsmen inducted into the federal military service.

Salary Change After Resignation

Future City Tests

M. M. F .- One who has resigned from his position in the city service and is later reinstated in another department at a lower salary may not, after one year of further service, claim the salary based on his former position before resignation. He may, of course, be entitled to the annual increments thereafter on the same basis as a new entrant, if his position comes within the provisions of the Mc-Carthy law.

Retirement for Physical Disability

T. J. B .- We cannot answer your specific query, for that would be involving us in giving legal advice, which we must avoid. The determination of whether an employee shall be retired for physical disability is a matter within the discretion of the department after examination by the medical examiners of the retirement board. The privilege of being assigned to "light duties" where one is physically impaired is a matter within the discretion of the department.

Belonging to Political Club

C. S .- While the New York City Charter prohibits all employees of the city-exempt, competitive, noncompetitive, labor, and unclassified -from making contributions to political parties or political cam-paigns, the Charter does not prohibit them from belonging to a political club or being members or officers of political clubs or from running for public office. Special classes of employees are prohibited from engaging in any kind of political activity, such as policemen, firemen, court clerks in many cases, etc. The so-called Hatch laws apply only to Federal employees or State or local employees paid out of Federal funds or through Federal grants.

County Employees Not Under McCarthy Law

P. T .- Employees of county offices within New York City are not within the provisions of the Mcsalary increment law. Transfer from the county to a city department does not bring the employee within the terms of the McCarthy law until the date of his city employment, so that time spent in the county office may not be included within the period of service to be counted for increments.

This Department of Information is conducted as a free LEADER service for Civil Service employees, for eligibles, for

all who desire to enter the Service. Address your questions to Question, Please?, The Civil Service Leader, 97 Duane Street, New York City. If space does not allow printing your

answer, you will receive a reply by mail. Therefore, enclose stamped, self-addressed envelope. Questions for this column receive thorough analysis by a well-known Civil Service authority.

Tunnel, Bridge Authorities Not City Agencies

M. S.-Neither the N. Y. C. Tunnel Authority nor the Tri-Borough Bridge Authority are strictly speaking a "city department or agency" within the meaning of the city charter, it would appear. Rather are they agencies subject to control of the city authorities generally. They both are subject, however, to the provisions of the Civil Service law and the rules of the Municipal Commission.

Ramspeck Act Doesn't Adjust Salaries

H. F. K.—The Ramspeck law recently signed by the President does not automatically adjust the salaries or grades of positions of guards or other employees in the Immigration and Naturalization service. What you have in mind is the extension of the Classifica-tion Act of 1923 to positions in the field services authorized under the terms of the new law. Extension to the field service is not op-erative until the President determines to do so in his discretion. It is doubtful whether this phase of the Ramspeck law will be invoked by the President during the present national emergency, at least not for some little

When an Eligible Is Not an Eligible

A. A.—The practice of the State Civil Service Commission is to continue an eligible on the list for further consideration for appointment to a higher grade position where he has been certified and appointed to a lower grade position. It is only where the eligi-ble has been appointed to a po-sition in a similar grade, or where the list is certified as an appro-priate list for a relatively similar position, that the eligible after appointment is no longer carried on the eligible list. The determination as to whether the appointment is one warranting con-tinuance of the eligible's name on the list for further certification is within the discretion of the Com-

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Chief Air Traffic Control Operator. Chief Dental Supervisor. Civil Service Examiner (Civil En-

gineering). Director of Air Traffic Control

and Airport. Director of Bureau of Child Hy-

Director of Cancer. Director of Medical Social Work, Grade 6.

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Junior Actuary. (Office Planner).

Junior Administrative Assistant

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New courses ordered beginning February include Gardening (N.Y.U.), Traffic Management (Traffic Managers Institute), Electricity and Me-chanical Drafting (Textile High School). Eron Prep. has added Dr. Richard H. Heep to its faculty.

"How You Can Get a Better Job" is the intriguing title of a new book by Lasker Richards just published by American Technical Society. Based on the theory that a man or woman gets paid not just "what he deserves," but on the basis of his ability to "sell himself" the book deals with such subjects as conversation, getting personal, clock watching, getting a job, asking for a raise, letter writing, etc. Vital chart in Of 100 men starting out at the age of

25, 40 years later, one will be wealthy, 4 will be comfortably fixed, 5 will be self-supporting, 54 will be dependent on others, 36 will have died.

Argument 1000 for a Civil Service

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ing Authority). Bookkeeper, Grade 1 (City-Wide). Car Maintainer—Group E, IND Di-

vision, N.Y.C. Transit System. Chief, Fire Department. Chief Towerman, IND Division,

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PAGE TEN

CIVIL SERVICE LEADER'S MINIATURE NEWSPAPER FOR TEACHERS THE



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.

HAT a great disappointment it was to learn that Governor Lehman recommended the continuance of 2 per cent cut in state aid for

The Democratic state platform carried a plank for full state aid—we therefore believed that the governor would include such in his budget,

In the present emergency the schools are the bulwark for the preservation of democracy. It is the schools that are training the men and women for the defense program—it is the schools that are guiding the youth of America for the responsibilities which will be theirs in the

The surprise was greater and totally unexpected because of the fine financial condition of the state. Such a cut might be expected were there a financial emergency, but certainly not under the conditions prevailing

Unscientific

This loping off of state aid haphazardly is most unscientific and a most unbusinesslike procedure.

We are definitely in favor of eliminating waste in any budget and if there is any waste in the educational budget we say by all means eliminate it-but we insist it must be studied by an impartial committee of experts, not politically dominated.

You are aware that there is a committee of the legislature investigating state aid for education. We have had no report, as yet, as to the progress they have made. Rumor has it, however, that they do not contemplate revaluating the present state aid formulas.

Lump Sums Slashed

For the past two years lump sums have been slashed from the educational budget without regard for the damage done to our educational system. If the legislative committee is sincere it will be necessary for them to study the present formulas and recommend changes to meet conditions now existing. When state aid formulas were established the consolidated school districts upstate were not an issue. Many changes have been made since 1924, the year the Dick-Rice bill was passed (the present state aid

If the present committee does not fully investigate the entire problem they would be smart to accept the Regents Report on state aid, or the governor should appoint a new committee really to settle the question.

In any event we are shocked that the governor did not recommend full state aid until the present legislative committee had made its report. We will ask the governor to restore the cut until a full report has been made by some authentic committee,

Parents Object To Budget Cut

In an open letter to Governor Lehman, Mrs. Jacob Schechter, president of the United Parents Association, objected to the Governor's recommendation for a 2 per cent cut in the education budget. Mrs. Schechter pointed out that a reduction of \$1,-000,000 in State aid, added to the normal curtailment caused by de-clining school registers, would re-sult in a total reduction of approxi-

mately \$2,000,000.

Mrs. Schechter said that budget reduction would mean elimination of many essential school services, inasmuch as 93 per cent of the budget is allocated to teachers' salaries. She insisted that the brunt of this curtailment would be borne by New York City, which is already bearing the heaviest portion of the state tax.

The letter stated:

"We urged the legislature last year to setup a commission that would study the whole relationship of State Aid with regard to New York City's share of the education cost. We have not swerved from this position. We have repeatedly been assured by the commission leaders and by other leg-islators that no cuts in State Aid would be effected by the Legislature until this commission had the opportunity to render its report. We, therefore, regard your recommenda-tion to the State Legislature as premature and definitely inimicable to the best interests of the children."

Altman Gets It

Several years ago Dr. Emil Altman, chief medical examiner of the Board of Education, was quoted as saying that 1,500 school teachers were physically, mentally or emo-tionally unfit to teach. Immediately, teachers and organizations of teachers throughout the city protested vigorously. Later, Dr. Altman declared that he had been misquoted and misunderstood. However, similar statements were periodically attributed to him. tributed to him.

Last week, Dr. Altman retired. On the day of his retirement, Joint Committee of Teachers Organizations issued an edition of its "Bulletin," which carried an article likewise attacking Dr. Altman. The article reviewed the history of the unfit teacher illusion, pointing out that after a thorough investigation by the Board of Education, only 250 teachers out of a possible 37,500 —a mere two-thirds of one percent—

were found unfit to teach. The article further explained that a compatite headed by Commissioner Jomittee headed by Commissioner Johanna M. Lindlof of the Board of Education, and containing four members of the Joint Committee, has been organized to uncover the really unfit teachers and thereby "assure the tenure and peace of mind of the rank and file of the citys teaching staff."

Bill Prohibits Seizure of Lists

Introduction of a bill by American-Laborite Assemblyman J. Eugene Zimmer, of Troy, to prohibit seizure of labor union membership lists by legislative committees was the first step in the fight initiated by the Teacher's Union after their re-cent defeat in the Court of Appeals.

Dr. Bella V. Dodd, legislative representative of the Union, called for labor's cooperation in the drive to forestall "establishment of official blacklists." "The Teacher's Union used every legal means to protect its membership lists." Dr. Dodd said. "The decision of the Court of Appeals left no further recourse in the courts.

"The Rapp-Coudert Committee has won a temporary legal advantage. All labor must carry the fight for this legislation and thus secure per-manent victory."

"When we call on labor to fight against official blacklists we mean blacklists," President Charles J. Hendley of Local 5 stated. "The Teacher's Union will hold Mr. Paul Windels to his promise not to make its remembership lists public." its membership lists public."

Labor union groups throughout the city have petitioned Mr. Windels to keep the list of Local 5's members strictly confidential. Windels insisted that the roster would only be used by the committee for its investigation and would not be open to inspection by any curious citizen.

Mrs. Healy Honored

City, state and Board of Education officials joined 1,200 teachers in hon-oring Mrs. May Andres Healy, presi-dent of the Bronx Boro-Wide Association of Teachers, at a dinner in the Hotel Astor. Speakers included Lieutenant Governor Charles Poletti, Senate minority leader John J. Dunnigan, Assemblymen Frank J. Costello and John A. Devany, Jr., Board of Education Commissioner Johanna

cilman Joseph E. Kinsley. and Coup.
E. Whalen, president of the Joint Committee of Teachers' tions, was toastmaster.

Mrs. Lindlof, praising the guest of honor, said, "Mrs. Healy has never been afraid to tackle anyone, no mat. ter who he or she may be, on a matter pertaining to the schools. W need people with courage to go Albany and truly represent us." Commissioner congratulated the Bronx-Boro Wide Association for selecting a classroom teacher as its

Borough President Lyons recom-mended the discontinuance of mu-nicipal radio station WNYC and the nicipal Information Center to Borough President Lyons recom. Municipal Information Center to that the funds saved could be transferred to meet the needs of the schools. Councilman Kinsley advocated government economies in other fields so that the schools might be better supported. better supported.

In-Service Course For Health Teacher.

The New York City Health and Physical Education Teachers Asso. ciation will conduct three in-service training courses in the teaching of golf, tennis and modern dance in relation to rhythmic body mechanica and fundamental movement. The courses, open to members and nonmembers, have been approved by Superintendent Jacob Greenberg and

Dr. Meeney.
Golf courses will be held in the
A. G. Spalding Bldg. Wednesdays
and Fridays at 4 p.m.; tennis courses
in Textile High School girls gym
Tuesdays at 4:15 p.m.; modern dance in relation to rhythmic body me-chanics and fundamental movement in the girls basement of Washington Irving High School, Tuesdays at 7

Bob Morrison has been engaged to teach the golf classes; Eli Epstein will instruct the tennis classes, and Miss Portia Mansfield will supervise the modern dance, etc., courses, Candidates for golf must register by February 8th; for the other two courses by February 4th. Tennis enthusiasts are requested to register early as this course is limited to 25

Board of Ed Courses

Free courses in 19 different subjects are now being conducted under the auspices of the Board of Educa-tion at Theodore Roosevelt Evening High School, 500 E. Fordham Road Registration is under way.

Newark Credit Union

For the fourth successive year, the Newark State School Federal Credit Union declared a dividend of 6% on all paid up \$5.00 shares. Ninety-two loans totaling \$14,393 were extended to the 203 State school employees who are members of the cooperative loan society. Loans ranged from \$25 to \$950.

The credit union is entering it sixth year with a balance of \$10.383.20 in savings and \$9.012 in out standing loans. Officers are Mary W Bidwell, president; Benn Townley, Jr., vice-president; Ora S. Cutting, clerk; M. Jean Williams, treasurer.

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

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recreational system can be called adequate but it has gone a long way toward a proper goal. On the other

hand, our maintenance standards have not kept up with this growth and expansion. Already the present staff works long hours of overtime during busy seasons without extra pay and hundreds of employees are required. required, in summer, to travel lens distances from home to reinforce un-dermanned facilities. There is, however, a minimum below which the City cannot afford to go. If it does the public cappet we the public cappet the public cannot use the parks with safety, nor can the parks be properly protected from deterioration and vandalism.—From Six Years of Park

PARK TOPICS

By B. R. MEEHAN

Promotion to Gardener

Study Series No. 9

Directions: In each of the following items four possible answers are suggested to complete each state-ment. On the answer sheet write the letter of the statement which is best of those suggested.

93. A spud is (a) used for cutting tap roots of weeds (b) used for clipping grass along fences (c) a small seed flat (d) to whip bent lawns.

94. One of the following which is false is (a) wood ash is a good soil conditioner (b) night time is best for fumigating greenhouses (c) aluminum sulphate is a soil acidifier (d) light soil requires less potash than heavy clay soils,

A soil with a ph value of 4 indicates (a) neutral soil (b) slight alkaline soil (c) very strong acid soil (d) strong alkaline soil.

96. Inarching is (a) approach grafting (b) aerial layering (c) a term relating to stooling of grass (d) a leaf propagation method.

97. Of the following statements, the one least correct is (a) loam consists of humus, silt and clay (b) soil consists chiefly of very fine particles of disintegrated rock (c) cover crops thrive on poor soil (d) hairy vetch is controlled by working arsenate of lead into soils.

98. Pollarding is (a) the process of cutting back trees close to their trunks to promote a dense head of foliage (b) a mechanical method of broadcasting lawn seed (c) a method employed to scarify the soil.

Directions: Fill in the answers as required in each of the following:

99. Three common methods of applying fungicides are

from too rapid growth are referred

Soils neither acid nor alkaline in reaction are referred to as

Calurea is a

103. Kelp potash is obtained from 104. Philadelphus (Mock orange)

s pruned in... 105. Three functions of plant oots are.

106. Define and discuss the terms 'long day" and "short day" as applied to the culture of greenhouse plants.

107. Professor Alex Laurie of Ohio State University states that "the soil is a manufacturing plant." Explain what is meant by this ex-

108. Briefly explain the term "puddling" as applied to shrubs. Are evergreen and deciduous shrubs ever puddled? State some of its ad-vantages and disadvantages.

109. Define each of the following gardening terms: (a) bole of a tree (b) explair (c) herbaceous perennial (d) pricked-out.

Answers

Answers to study series No. 6 are as follows: 53. (A), 54. (A), 55. (B), 57. (weed), 58. (bulb), 59. (flats), 60. (seed & stolens), 61. (transplanting seedling), 62. (tender), 63. (cormels), 64. (mulching), 65. (slumps).

Answers to study series No. 7 are as follows: 69, (fungas disease), 70. (ferns), 71. (black spots & mildew), 72. (runners), 73. (dormant), 74. (winter kill), 75. (C), 76. (D), 77, (A), 78. (D),

Questions to study series numbers 6 and 7 appeared in the January 14 pervision of men engaged in general 100. Plants that become spindly and January 21 edition of the LEADER. park work; familiarity with depart-

Practical Test For Female Playground Directors

The practical test for female playground directors (permanent service) will be continued to February 5 and 6 at Evangeline Residence, 132 W. 13th Street, Manhattan.

All candidates have been informed to appear with gym suits and shoes.

Letter to The Editor

Sirs: Kindly inform me when the Promotion to Park Foreman, Grade 2 written test was held. What were the requirements?

What was the scope of the written test? What was the salary?

The written test for Promotion to Park Foreman, Grade 2 was held June 1, 1940. The test was open to the following employees who had served the required periods of time in the titles and classes on or before June 1, 1940: Automobile engineman, 1 year; Assistant gardener, 1 year; Attendance Service, (Grades 1 and 2), 1 year; Gardeners, 6 months; Instructor (Farming), 6 months; Auto Lawn Mower Engineer, 1 year; Tractor Operator, 1 year; Ticket Agents, 1 year; Labor Class, 3 years. All persons on the preferred list for the titles included above were likewise eligible to participate in the examination.

The written test comprised the following duties of the position: Su-

and operation; alertness in regard to improved methods of park work. Record and Senority carried a weight of 50; with the written por-

mental procedure and regulation;

knowledge of factors of maintenance

tion of the test carrying the same weight. Salaries are \$1,800 up to but not including \$2,400 per annum.

If You Belong To Climber-Pruners, Read This

Through unavoidable circum-stances, officials of the Climber and Pruners Eligible Association misplaced the names of members. All eligibles are urged to send their name immediately to Charles Liotta, 3108 Winkilson Ave., Bronx. The next meeting of the organization will be held Thursday, February 6, at 8 p.m. in Germania Hall, Third Ave. and 16th St. Members are requested to attend.

Skating At Flushing Meadow Park

Since the opening day, January 12, more than 25,000 skating enthusiasts have made use of the skating rinks in the New York City Building at Flushing Meadow Park, Queens.
Ice skating will cease in May but

roller skating will continue through summer. The rink area may be later made available for basketball, softball or tennis.

Think It Over

From a recreational standpoint New York is no longer at the foot of the list of American cisies. Much still remains to be done before its | Progress.

These Men Passed the Auto Engineman Test

Lawrence Schonberg, 94.36.

1. Lawrence Schonberg, 94.36.
2. Sol S. W. Saboy, 94.36.
2. Sol S. W. Saboy, 94.36.
2. Sol S. W. Saboy, 94.36.
2. Morris A. Leinwohl, 93.48.
3. Morris A. Leinwohl, 93.48.
4. Samuel W. Brezenoff, 98.24.
5. Samuel W. Brezenoff, 98.24.
6. Samuel W. Brezenoff, 98.24.
6. Samuel Cohen, 92.68.
6. Emanuel Cohen, 92.68.
6. Linder Kensey, 91.28.
6. Liebert Kensey, 91.28.
6. Rabert K. Franz, 90.28.
6. Rabert K. Franz, 90.28.
6. Rabert Liebert, 91.28.
6. Liebert Kensey, 90.12.
6. Liebert Liebert Kensey, 90.02.
6. Liebert Liebert Kensey, 90.03.
6. William H. Merz, 80.80.
6. William H. Merz, 80.80.
6. Liebert B. Stradling, 88.44.
6. Liebert M. Fire, 88.60.
6. Liebert M. Frige, 88.60.
6. Liebert M. Fr 1. Ell Lucash, 88.00.
2. John Clarke, 87.96.
3. Vincent Dansi, 87.92.
4. Alovalos Cuthy, 87.92.
4. Alovalos Cuthy, 87.92.
5. Alovalos Cuthy, 87.92.
6. Richard H. Berndt, 87.92.
6. Richard H. Berndt, 87.92.
6. Richard P. Lynch, 87.88.
7. Alovalos Crope, 87.84.
7. Alovalos Crope, 87.84.
7. Richard P. Lynch, 87.80.
7. Alovalos Crope, 87.84.
7. William T. Klein, 87.80.
7. Alfred M. Schleif, 87.68.
7. Alfred M. Schleif, 87.64.
7. Alfred M. Schleif, 87.64.
7. Alfred M. Fusch, 87.56.
7. Alfred M. Fusch, 87.56.
7. Alfred M. Gest, 87.56.
7. Alfred M. Gest, 87.56.
7. Alfred M. Perkins, 87.52.
7. Alfred M. Cesly, 87.48.
7. Alfred M. Cesly, 87.44.
7. Frizz W. Kuhling, 87.48.
7. Georga Shaw, 87.49.
7. Georga L. Rider, 87.36.
7. Georg

183. Ralph J. Pfister, 86.84.
184. Horis Simernitsky, 86.84.
185. E. L. Commerdinger, 85.84.
186. John A. Kuhn, 86.84.
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1879. Joseph L. Bittern, 79.73,
1879. Joseph L. Bittern, 79.74,
1970. John J. Ramen, 1975. J. J. Diaczynski, 79, 20, 1976. Edward Garbarino, 79, 20, 1976. Edward Garbarino, 79, 20, 1977. George Telimany, 79, 20, 1978. Samuel Arenson, 79, 20, 1978. Samuel Arenson, 79, 20, 1989. Nicholas Mady, 79, 20, 1989. Nicholas Mady, 79, 20, 1981. Harry K. Lay, 79, 20, 1982. Baldasaro J. Barbara, 79, 20, 1983. John Aunesi, 79, 20, 1983. John Aunesi, 79, 20, 1984. Harry Mahl, 79, 20, 1985. Gerald C. McDondd, 79, 20, 1986. Joseph Paparello, 79, 20, 1987. Moseph Paparello, 79, 20, 1989. Joseph A. Iervolino, 79, 20, 1989. Joseph A. Iervolino, 79, 20, 1990. Charles L. Wilkins, 79, 20, 1990. Charles L. Wilkins, 79, 20, 1991. Frederick P. Warner, 79, 20, 1992. Arthur R. Horrine, 79, 20, 1993. John W. Skeene, 79, 20, 1993. George E. Heroux, 79, 16, 1994. Harry Weinstein, 79, 20, 1995. George E. Heroux, 79, 16, 1996. Bernard Balfus, 79, 16, 1996. Charles J. Kucks, 79, 16, 1997. Frederick Purgon, 79, 16, 1998. Charles J. Kucks, 79, 16, 2000. Henry R. Abel, 79, 16, 2001. Harry E. Fisher, 79, 16, 2001. Harry E. Fisher, 79, 16, 2005. Edward D. Kalletta, 79, 17, 2004. Harry Halpern, 79, 12, 2005. Louis D. Coppola, 79, 12, 2006. Chas. B. Martinelli, 70, 12, 2007. Frank D. Lowy, 79, 12, 2009. Herbert Earbler, 79, 12, 2011. Robert Miller, 70, 12, 2012. Clayton B. Holley, 79, 08, 2014. Hugh T. Simpson, 79, 08, 2014. Hugh T. Simpson, 79, 08, 2016. Edward J. Roban, 79, 08, 2016. Edward J. Roban, 79, 08, 2016. Edward S. Gerlinger, 79, 08, 2016. Edward S. Gerlinger, 79, 08, 2017. William Harper, 79,

2019. John J. McGrillion, 70.08, 2019. John J. McGrillion, 70.08, 2011. Theodore Wiespander, 70.08, 2012. Nicholas J. Paudock, 70.08, 2012. Nicholas J. Paudock, 70.08, 2012. Nicholas J. Paudock, 70.08, 2012. Louis Kleinerman, 70.08, 2012. Islander H. McKenewer, 70.08, 2012. Heldore H. McKenewer, 70.08, 2013. John Relliy, 2014. 2013. Albert Brodesky, 70.04, 2013. Passauale N. Romolo, 77.04, 2013. Rabert G. Johnson, 70.04, 2014. Arthory J. Julieno, 70.04, 2014. John W. Burk, 70.04, 2014. John M. Burk, 70.04, 2014. John M. Burk, 70.04, 2014. John S. McGowan, 70.06, 2015. A. J. Tomaszews, 70.09, 2015. Herman A. Schlen, 70.09, 2015. Howeld H. Hoost, 70.09, 2015. When the H. Hoost, 70.09, 2015. Howeld H. Hoost, 70.09, 2015. Howeld H. Hoost, 70.09, 2015. Howeld H. Hoost, 70.09, 2015. When the H. Hoost, 70.09, 2015. Howeld H. Hoost,

Engineman Test Largest of Its Kind Ever Held

2002. Alex Wanger, 78.48.
2003. Henry R. Tjaden, 78.48.
2004. James V. Cassidy, 78.48.
2004. Spranels E. Fredericks, 78.48.
2005. Francis E. Fredericks, 78.48.
2005. Jack Arnold, 78.48.
2005. Jack Arnold, 78.48.
2005. Arnold Dolinsky, 78.48.
2010. John M. Jax, 78.48.
2011. Julius Matonis, 78.48.
2011. Julius Matonis, 78.48.
2012. John J. Dellacona, 78.48.
2013. Alfred W. Weber, 78.48.
2014. Augustus C. Clark, 78.48.
2015. W. J. Murawsky, 78.48.
2016. Edward J. Alkens, 78.48.
2017. Theodore Cooper, 78.48.
2019. John M. Hack, 78.48.
2019. John M. Hack, 78.49.
2019. John M. Hack, 78.49.
2010. Thomas R. S. Bruno, 78.44.
2021. Joseph Margolin, 78.44.
2022. John T. Shine, Jr., 78.44.
2023. John T. Shine, Jr., 78.44.
2024. Alexander Ludwig, 78.44.
2024. Arnul J. Burnett, 78.44.
2025. Arthur A. Kassay, 78.44.
2026. Sander J. Shinchter, 78.44.
2026. Max Shapiro, 78.44.
2027. Arthur A. Kassay, 78.44.
2027. John T. Lascha, 78.40.
2027. Shina A. Schlachter, 78.40.
2027. Shina A. Schlachter, 78.40.
2027. John T. Lascha, 78.40.
2028. Alexander Steinizer, 78.40.
2028. Soler Revkin, 78.40.
2021. Chas. A. Scannapieco, 78.40.
2021. John P. Quinn, 78.40.
2022. Oscar Hunger, 78.40.
2023. John P. Quinn, 78.40.
2024. Oscar Hunger, 78.40.
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2024. Soler Hertz, 78.40.
2024. George W. Cobb, 78.40.
2024. George W. George, 78.36.
2024. Hernel J. Forover, 78.36.
2024. Hernel J. Forover, 78.36.
2024. Hernel J. Forover, 78.30.
2024. Hernel J. Forover, 78.30.
2024. Hernel J. Forover, 78.32.
2024. Poten Proskefalus, 78.32.
2024. Hernel J. Rosen, 78.24.
2035. James D. George, 78.32.
2024. Hernel J. Forover, 78.16.
2

2380. Clyde R. Blackman, 78.16, 2392. Alexander Algramati, 78.12, 2393. Allan Drobbin, 78.12, 2393. Allan Drobbin, 78.12, 2393. Hans K. Olsen, 78.12, 2393. Elmer C. Chandler, 78.12, 2340. Glibert W. Moore, Jr., 78.08, 2341. Frank S. Roach, 78.08, 2341. Frank S. Roach, 78.08, 2341. Frank S. Roach, 78.08, 2342. Owen T. Coyle, 78.08, 2344. William Rush, 78.08, 2344. William Rush, 78.08, 2347. Charles J. Weber, 78.04, 2346. George Shumway, 78.08, 2347. Charles J. Weber, 78.04, 2350. Roderick White, 78.04, 2350. Roderick White, 78.04, 2350. Roderick White, 78.04, 2350. Roderick White, 78.04, 2351. Joseph F. Conroy, 78.04, 2353. Edward W. Little, 78.84, 2355. George C. Trowbridge, 78.00, 2357. Andrew Raynis, 78.00, 2358. Richard Herizberg, 78.00, 2358. Richard Herizberg, 78.00, 2358. Richard Herizberg, 78.00, 2366. William E. Olsen, 78.00, 2366. William E. Olsen, 78.00, 2366. William E. Olsen, 78.00, 2366. Dominick A. Benevento, 77.06, 2367. Henry M. Finch, 77.96, 2371. Joseph Lundy, 77.96, 2371. Joseph Lundy, 77.96, 2371. Joseph Lundy, 77.96, 2371. Joseph Lundy, 77.96, 2373. James V. Verdi, 77.96, 2373. James V. Verdi, 77.96, 2374. Natan London, 77.96, 2374. Natan London, 77.92, 2383. Anthony Interdonato, 77.92, 2384. Maurius B. Bundésen, 77.92, 2385. Paul Wagner, 77.92, 2385. Paul Wagner, 77.92, 2385. Paul Wagner, 77.92, 2385. Paul Wagner, 77.92, 2381. Frank A. Lind, 77.92, 2383. Anthony Interdonato, 77.92, 2384. Maurius B. Bundésen, 77.96, 2379. John Battillo, 77.92, 2383. Anthony Interdonato, 77.92, 2384. Maurius B. Bundésen, 77.86, 2374. Natan London, 77.96, 2379. John Battillo, 77.92, 2383. Higher M. Stanker M. Stanker, 77.80, 2399. John R. Weiss, 77.80, 2399. John R. Weiss, 77.80, 2399. George Rehl, 77.76, 2402. Marin J. Quinn, 77.76, 2402. Marin J. Quinn, 77.76, 2404. Homer L. Davis, 77.60, 2447. Natan Bensch, 77.76, 2442. Howard S. Thompson, 7

2455. Elliott C. Berbert, 77.56, 2458. Helnry M. Archer, 77.56, 2457. Harnett Moskwitz, 77.56, 2457. Harnett Moskwitz, 77.56, 2450. A. M. Gerlinger, Jr., 77.56, 2460. John J. Leonard, 77.50, 2460. John J. Leonard, 77.52, 2462. Wilbur R. Stullery, 77.52, 2463. Richard Mulmeyer, 77.52, 2463. Richard Mulmeyer, 77.52, 2463. Richard Mulmeyer, 77.52, 2465. Harry E. Fisher, 77.52, 2466. George Yobe, 77.52, 2466. George Yobe, 77.52, 2466. George Hollingsworth, 77.48, 2469. Joseph F. Colby, 77.44, 2470. Joseph A. Scalafani, 77.44, 2471. Clifford W. Ward, 77.44, 2472. Donald G. Owen, 77.44, 2473. Russell E. Nunaman, 77.44, 2473. Russell E. Nunaman, 77.44, 2475. August N. Zarski, 77.46, 2478. Jöseph H. Colson, 77.40, 2478. Jöseph H. Colson, 77.40, 2478. Jöseph H. Colson, 77.40, 2479. Louis Ostfeld, 77.36, 2480. Joseph Bradley, 77.36, 2481. Robert Mischke, 77.36, 2483. William A. Molloy, 77.36, 2485. David Snitzer, 77.32, 2486. Arthur Koreman, Jr., 77.32, 2486. Arthur Koreman, Jr., 77.32, 2487. Nicholad J. DeRose, 77.28, 2499. Henry M. Warwick, 77.28, 2499. Holler, M. Carroll, 77.24, 2494. Joseph Rushwitz, 77.24, 2494. Joseph Rushwitz, 77.24, 2499. Span A. Forkillo, 77.74, 2499. Francis A. Forkillo, 77.70, 2501. Peter J. Killen, 77.20, 2501. Leroy Van Winkle, 77.20, 2502. Leroy Van Winkle, 77.20, 2504. Joseph E. Stampf, 77.16, 2511. Charles E. Stampf, 77.16, 2512. Molent E. Stampf, 77.16, 2514. Charles F. Stampf, 77.16, 2515. George J. Janes Freddman, 77.20, 2509. Howard C. Rydell, 77.10, 2514. Charles P. Cristano, 77.6, 2527. Molen P. Cristano, 77.6, 2527. Janes P. Cristano, 77.6, 2527. Janes P. Cristano, 77.6, 2527. Janes

2580. Anthony Howe, 76.72, 2581. Max Hymowitz, 76.72, 2581. Max Hymowitz, 76.72, 2582. Fred H. Japp, 76.72, 2582. Fred H. Japp, 76.72, 2583. Roger F. Fay, 76.72, 2583. Roger F. Fay, 76.72, 2585. Ermest L. Toshack, 76.68, 2586. Anthony cosa, 76.68, 2587. Harry Lackmanowitz, 76.64, 2588. Bernard R. Widdis, 76.64, 2589. Ruby Sachrowitz, 76.64, 2590. Michael Manno, 76.90, 2591. William J. Reselsno, 76.56, 2592. John Krinski, 76.56, 2593. Georie Edwards, 76.56, 2595. Henry G. Strecker, 76.56, 2595. Henry G. Strecker, 76.56, 2595. Henry G. Strecker, 76.56, 2595. John F. Kelly, 76.52, 2590. Pher Levine, 76.52, 2590. Pher Levine, 76.52, 2590. Pher Levine, 76.52, 2590. Pher Levine, 76.52, 2590. Fred Levine, 76.52, 2590. Fred Levine, 76.52, 2595. Albor R. Desenn, 76.52, 2595. Albor R. Desenn, 76.54, 2595. Albor R. Desenn, 76.52, 2595. Albor R. Barth, 76.32, 2595. Albor R. Barth, 76.34, 2595. Albor R. Barth, 76.35, 2595. Albor R. Barth, 76.64, 2505. Albor R. Barth, 76.64, 250

2706. Earl M. Crosby, 75,32.
2707. Charles L. McGowen, 75,32.
2708. William Winderman, 75,28.
2709. George Ajuzzi, 75,28.
2710. Edward Mendel, 75,28.
2710. Edward Mendel, 75,28.
2711. Anthony P. Scarpaci, 75,24.
2712. Philip Jeroslow, 75,20.
2713. Vincent J. McKinney, 75,20.
2714. Anthony Gance, 75,16.
2716. Joseph Husani, 75,12.
2717. Alfred J. Strobel, 75,08.
2718. Aldrich Pokorny, 75,04.
2719. Edward F. O'Nelli, 75,00.
2721. Arthur Hawkins, 74,96.
2722. Arthur Hawkins, 74,96.
2722. Arthur Hawkins, 74,96.
2723. Louis O. Meyn, 74,92.
2724. Lawrence J. Mullisan, 74,82.
2725. Vincent G. Gay, 74,88.
2728. Oliver B. Jemmott, 74,80.
2729. Junes A. Dayles, 74,72.
2731. Frank E. Cuffe, 74,72.
2731. Frank E. Cuffe, 74,72.
2732. James Hunter, 74,68.
2733. John V. Ferrari, 74,68.
2733. John V. Ferrari, 74,48.
2735. Edward V. Stevens, 74,48.
2737. August J. Henry, 74,48.
2737. August J. Henry, 74,48.
2737. August J. Henry, 74,48.
2738. Benjamin H. Stein, 74,48.
2739. Peter J. Canc, 74,44.
2740. John J. Dooner, 74,44.
2741. Martin Firestone, 74,40.
2742. Joseph J. Palminteri, 74,32.

MANAGEMENT ASSISTAN

2743. Joseph J. Guinan, 74.24.
2744. Charles J. Osterhondt, 74.24.
2744. Charles J. Osterhondt, 74.24.
2745. John H. Bruning, Jr., 74.20.
2740. Anton Muller, 74.16.
2747. John J. Keegan, 74.12.
2743. Joseph J. Schlavone, 74.08.
2750. Henry Huppert, 74.04.
2751. William Hochstein, 74.00.
2752. Harry N. Schwartz, 74.00.
2753. John H. Woglom, 73.92.
2754. Frederick Wagemann, 73.92.
2755. Fred W. Storm, 73.88.
2756. Thomas M. McQuilen, 73.84.
2758. Harry Grossman, 73.84.
2758. Harry Grossman, 73.84.
2759. Charles Fredericke, 73.76.
2760. Arner J. Applebaum, 73.72.
2761. Henry F. Brust, 73.71.
2762. Kenneth Stacy, 73.66.
2763. Frank X. Condon, 73.22.
2764. Cameron D. Lewis, 73.40.
2765. Frank R. Richardson, 73.26.
2766. Salvatore Ciccarello, 73.28.
2768. John E. Mallan, 73.08.
2769. Thomas S. Salerno, 72.96.
2777. Leo Engel, 72.88.
2777. Murray L. Nash, 72.96.
2777. Leo Engel, 72.88.
2773. Aaron Jacobs, 72.72.
2774. George Marks, 72.68.
2775. Alfred J. Adsms, 72.64.
2776. Joseph R. McDonald, 72.48.
2777. John Camina, 72.32.
2777. Frederick C. E. Olson, 72.82.

MANAGEMENT ASSISTANT (HOUSING AUTHORITY) 1. Solomon Magid, 88.84. 2. Harold K. Berger, 87.40. 4. I. Joseph Spiro, 86.92. 5. Regina C. Weiss, 86.50. 6. Meyer Hochman, 85.92. 7. Samuel Schooler, 84.34. 9. Alfred K. Blank, 83.53. 10. Manrice J. Goldbloom, 83.46. 11. Michael J. Bernstein, 82.56. 12. Julius Elikin, 82.46. 13. Ruth Wolsky, 82.10. 14. Robert Dubliter, 81.80. 15. Delmore Brickman, 81.80. 16. Sol Schwartz, 81.62. 16A. Samuel B. Hurwitz, 81.28. 17. William Greidinger, 81.08. 18. Mary Noel, 80.54. 19. William J. Dillenberg, 80.66. 20. Max Picheny, 80.30. 21. Karl J. Seitz, 80.18. 22. Reuben Shefkowltz, 80.16. 23. Esther Katz, 80.14. 24. Rosalie R. Weinstein, 80.10. 25. Beatrice Stocker, 79.82. 26. Meyer Levitan, 79.58. 27. Emma W. Blenenfeld, 79.48. 28. Abe M. Berson, 79.10. 30. Herbert S. Gold, 79.06. 31. George W. Biro, 79.04. 32. Harold Greenwald, 79.02. 33. Harold Sandbank, 78.78. 34. Abraham F. Greener, 78.72. 35. David H. Storper, 78.70. 36. Sheba Ziprin, 78.50. 37. Dorothy Hammerman, 78.46. 38. Sydney Jacobs, 78.30. 40. David J. Linsky, 78.26. 41. Milton Saslow, 78.24. 42. Leons Drusine, 78.20. 43. Nettle Breines, 78.16. 44. Leonard Browde, 78.06. 45. Isider B. Seidler, 77.96. 46. Emanuel Greenberg, 77.80. 47. Seymour Griss, 77.70. 48. Murray M. Skler, 77.56. 49. Ena Hourwich, 77.50. 50. Midred Swerngin, 77.00. 51. Bernard Kogon, 77.50. 52. Chillip Weiss, 77.16. 53. Harola Sandbank, 78.98. 54. Nathan Osterman, 76.90. 55. Philip Weiss, 77.16. 56. Midred Swerngin, 77.06. 56. Emanuel Greenberg, 77.80. 57. Denish Hourwich, 77.50. 58. Seyour I. Malsel, 77.50. 59. Mareey Jacobs, 76.76. 50. Mordecal A. Ladden, 76.70. 50. Midred Swerngin, 77.06. 51. Edon Drusine, 76.98. 58. Nathan Osterman, 76.90. 59. Mareey Jacobs, 76.76. 50. Mordecal A. Ladden, 76.70. 50. Mordecal A. Ladden, 76.70. 51. Bernard Kogon, 77.50. 52. Hillip Weiss, 77.16. 53. Golds Hourwich, 77.70. 54. Clara Phillips, 77.30. 55. Philip Weiss, 77.70. 66. Houry J. Goldshith, 76.62. 67. Julius Friedman, 76.12. 68. Houry Levin, 76.02. 78. Mouris Levin, 76.02. 78. Mouris Levin, 76.02. 78.

84. Philip Licari, 75,38,
85. Max Charnow, 75,18,
86. Max Pawi, 75,16,
87. Jacob Volkman, 75,14,
88. Lillian P. Gold, 76,14,
89. Emanuel Goodman, 75,14,
60. Theodore C. Wenzi, 75,12,
91. Samuel B. Kutash, 75,10,
92. Hyman J. Schwager, 75,10,
93. Kleve Lkeinfeld, 75,02,
94. Solomon Rabinowitz, 74,98,
95. David Rabkin, 74,90,
96. Petty A. Friedman, 74,86,
97. Moses Brecher, 74,78,
98. Jacqueline I. Barnsch, 74,76,
100, Leon S. Neslav, 74,50,
101, Henry Bresky, 74,52,
102, Samuel Rothman, 74,46,
103. Clinton Henry, 74,40,
104. Irving Epstein, 74,46,
105. Lillian Cooper, 74,34,
106. Henry Cobert, 74,26,
107. Rachel Cohen, 74,16,
108. Myrtle E. Follard, 74,14,
109. Harry M. Schiff, 74,06,
110. Ruth Kramer, 73,98,
111. John A. Morsell, 73,92,
112. George S. Getplek, 73,86,
113. Simon Kentrowitz, 73,82,
114. William Ritz, 73,78,
115. Samuel Kitmayer, 73,00,
116. Louis Sackman, 73,68,
117. Joseph Friedman, 73,68,
117. Joseph Friedman, 73,60,
119. Urlei Flax, 73,46,
122. George Schwartz, 73,80,
124. E. Maragukes, 73,40,
124. E. Maragukes, 73,40,
125. Lannon Tellem, 73,40,
126. Lannon Tellem, 73,40,
127. Samona Shapiro, 73,10,
128. Charles A. Meyer, 73, 92,
129. Milton E. Kapit, 73,02,
130. Albert S. Baskind, 73,00,
131. Carmine C. Grillo, 72,82,
132. Isaac H. Malinash, 72,80,
134. David Ginsburg, 72,70,
135. Saul Hofstein, 72,70,
136. Elizabeth F. Vogel, 72,70,
137. David Fettner, 72,60,
140. Joseph Slegel, 72,50,
141. Lillian Friedman, 72,52,
143. William Friedman, 72,52,
144. Mar Modell, 72,38,
145. Blanche Zorn, 72,26,
146. Sidney Samuelson, 72,26,
147. Pavid Gettler, 72,70,
136. Elizabeth F. Vogel, 72,70,
137. David Fettner, 72,60,
149. Joseph Slegel, 72,50,
141. Lillian Spevack, 72,52,
143. William Friedman, 72,82,
144. March Modell, 72,38,
145. Blanche Zorn, 72,26,
146. Sidney Samuelson, 72,26,
147. Pavid Gettler, 72,70,
156. Elizabeth F. Vogel, 72,70,
157. Irving Scilman, 71,28,
158. Jannel Scilman, 71,28,
159. Jannel Scilman, 70,78,
169. Jannel Scilman, 70,78,
169. Jannel Scilman, 70,78,
169. Jannel Scilman, 70,

Special Patrolmen Discuss Jobs

Members of the Special Patrolman's Eligible Association, P. D. (List No. 2), will gather Friday, February 14, to hear an address by a ranking Police officer, it was an-The meeting will week. held at the Washington Irving High School, Irving Place and 16th St., at 8:15 p.m.

Immediate appointments will be discussed as well as progress made by the executive board. John Kennedy nedy, president, and Jules Valvera, acting secretary, will install mem-bers of the new executive board, to replace men already appointed to city jobs.

Park Chapter of ASCSE Gets New Members

Six new members joined the ranks of the Long Island Inter-County State Park Chapter of the Association of State Civil Service Employees, at the bi-monthly meeting held recently at Wantagh Fire House. Vice-president Edward Bert was in the chair in place of president Clinton Travis, absent because of a death in the family.

Nomination of officers is on the agenda for the next meeting.

TO ALL ELIGIBLES!

To all eligibles on this week's city and State eligible lists the Leader offers a special half-price rate on subscriptions—\$1 for a full year. Simply forward your \$1 to the Civil Service Leader, 97 Duane Street, N. Y. C. You'll get the Leader at your home beginning next Tuesday.

Telephone Operators Plan Meeting

The next meeting of the Telephone Operator (Grade 1), Male Eligibles' Association will be held on Wednesday, February 5, at 7 p.m. at Great Central Palace, 90 Clinton St., near Delancey St., Manhattan. The meeting will be held in Room 4.

Bronx Park Employees

The next regular meeting of the Bronx Council of the Greater New York Park Employees Association, Inc., will be held Friday, February 7, at 8 p. m. at the Bronx County Building. Nomination and election of officers will be the principal business of the meeting.

Swimming Part | She-Cops for Probation? | Telegraph Eligibles | Okay for Other Let Of Fire Exam

Times have changed! Candidates for the next exam for Fireman, due test as a part of the physical exam. They'll probably be required to swim 100 yards wearing overalls.

The swimming test will be given in one of two ways, either as a qualifying test—that is, if you want to be a Fireman you've got to show you can swim; or; as an alternate test—that is, you can take your choice swimming with overalls or running with weights.

There will be a number of other innovations in the physical test, though the main outlines of that test will be pretty much as described in last week's LEADER.

Candidates will be kept fully informed on all progress in the Fireman exam.

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

No Decision

74.
75. Alfred E. Berger, 75.98.
76. See 16 A.
77. Frances C. Salten, 75.78.
78. Abraham G. Osofsky, 75.76.
79. Mildred Golman, 75.72.
50. Arthur H. Rush, 75.72.
51. Samuel S. Block, 75.62.
82. Herman C. Margulles, 75.58,
83. Morris Levine, 75.58.

The Municipal Civil Service Com-mission reserved decision on a promission reserved decision on a pro-posal to use the Policewoman list appropriate last week for positions

Okay for Other Jobs

The eligible list for Chief Fire as appropriate for positions as Pro-bation Officer at its meeting last week.

as Assistant Superintendent of Tele-graph (Police) by the Municipal Civil Service Commission.

To Make the Grade on the Coming FIREMAN EXAM **Begin Your Preparation NOW**

THE CIVIL SERVICE LEADER is preparing a practical, down-to-earth complete book for every candidate. It will tell you exactly how to prepare yourself to pass the written, strength, agility, endurance, and coordination tests. Nothing like this book has ever been written. Reserve your order now-so you can get your copy as soon as it is off the presses. Only \$1; we pay the postage.

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Please reserve one copy of your FIREMAN HOME STUDY TEXTBOOK in my name. I enclose \$1 in full payment,

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Examination Requirements

City Tests

Alienist (Psychiatrist),

Grade 4
Salary: \$3,000 and up. File by February 26. Vacancies: two in Department of Hospitals. Fee, \$2.

To be in charge of the examination, care and treatment of insancor mentally abnormal; to be in charge of the treatment of behavior and maladjustment problems in and maladjustment problems in children and adults and derivative or related clinical and administrative duties

Requirements

M.D. degree. One year interneship in a general hospital and not less than four years of approved psychiatric training. Candidates must be licensed to practise medicine in New York State.

Basis of Ratings

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

Car Maintainer, Group A

(N. Y. C. T. S.)

Salary: \$.75 to \$.80. Vacancies: 32 at present, others expected. File by February 26. Fee, \$1.

Duties

To inspect, repair and maintain multiple-unit car bodies and associated fixtures including: mechanical and structural repair and inspection of framing, sheeting, doors, seats, handstraps, windows, etc.; perform inspection work.

Requirements

Three years' experience along the

Requirements

Three years' experience along the lines described under "duties," or a satisfactory equivalent. Experience as a mechanic on the following types of work will be accepted as equivalent: fabrication of steel enclosures and assemblies, from structural steel shapes and plates, such as elevator car bodies, industrial conveyors and heavy metal cabinets; erection and construction of metal partitions and kalamein. Education in a technical school may be substituted, year for year, for this experience requirement.

Basis of Ratings

Written, 40; practical, 40; physical, 20.

Competitive physical tests will grade the candidate's strength and agility.

Car Maintainer, Group F

(N. Y. C. T. S.)

Salary: 75 to 80 cents an hour.

Vacancies: 26 at present; others expected.

File by February 26.

Fee, \$1.

Fee, \$1.

Duties

To inspect, repair and maintain multiple-unit car trucks including brake rigging, shoe beams, and other truck parts; meunt and dismount motors; remove and replace wheels; connect and disconnect trucks from car bodies; adjust trucks for car body heights; oil and grease parts requiring periodic lubrication such as journal boxes, etc.; perform inspection work. Requirements

Three years' experience along the lines outlined under "duties" or a

satisfactory equivalent. Experience as a mechanic on the following will be considered equivalent: mill-wright, maintaining and erecting machines and shafting; oiling and maintenance of heavy machinery or power plant mechanical equipment such as marine and diesel engines and stokers; full time maintenance of heavy automobile trucks. Technical education can be substituted for experience on a year for year basis.

Basis of Ratings
Written, 30; practical, 50; physical, 20. The passing grade will be set in accordance with the needs of the service.

Jr. Physicist (Radiation)
Salary: \$1,500 to \$2,100. Vacancies:
two. File by February 26. Fee, \$1.

two. File by February 26. Fee, \$1. Duties

To operate and maintain a radon plant, prepare and measure radon applicators, assist with electromedical research, construct experimental instruments and apparatus and to carry out emergency repairs on radiation therapy equipment. Candidates must be able to do glass blowing. blowing.

Requirements Requirements

High school graduation and five years of experience in construction, operation or maintenance of precision instruments and electrical apparatus, or one year of such experience and graduation from an electrical engineering college; or a satisfactory equivalent of education and experience.

Basis of Ratings

Basis of Ratings Written, 50; training, experience and personal qualifications, 50.

Power Distribution Main-

rower Distribution Maintainer (N. Y. C. T. S.)

Salary: 80 to 85 cents an hour.
Vacancies: six: others expected.
Fee, \$2. File by February 26.

Duties

To maintain the various types of direct-current and alternating-current power-distribution cable systems in the subway and yards including contact rail and negative rail connections, manholes, ductlines and splicing of single-conductor and three-conductor cables.

Requirements

Three years' experience in the

Requirements
Three years' experience in the
maintenance and splicing of electrical-power cables, under live and
hazardous conditions, for a railroad,
public utility or other company generating or distributing electrical
nower.

Formal education in a technical school will be accepted as an equivalent for experience on a year for year basis.

Basis of Ratings Written, 40; practical, 60.

Roentgenologist, Grade 4

Salary: \$3,000 and over. File by February 26. Vacancies: one at \$2,400; one at \$3,500. Duties

To supervise technical roentgen-ological procedures and equipment; to make fluoroscopic examinations

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.

and be responsible for the interpre-tation of roentgenograms.

Requirements

M.D. degree; licensed to practise medicine in N. Y. State. Five years' experience in roentgenology.

Basis of Ratings
Written, 50; training, experience and personal qualifications, 50.

Telephone Maintainer (N. Y. C. T. S.)

Salary: 80 to 85 cents an hour. File by February 25. Fee, \$2. Va-cancies: 12 at present; others ex-pected.

Duties

To install and maintain telephones, emergency alarms, fire alarms, clocks and associated equipment in the subway and on other railroad property; locate and clear trouble in the circuits and instruments; perform inspection work.

Requirements

form inspection work.

Requirements

Three years' experience in maintaining, installing and clearing trouble on telephone or alarm equipment with a railroad or telephone company. Equivalent experience will be accepted. Substitution of technical education for experience will be accepted.

Basis of Ratings

Basis of Ratings Written, 50; practical, 50.

Turnstile Maintainer

(N. Y. C. T. S.)
Salary: 80 to 85 cents an hour.
Vacancies: four; others expected.
File by February 20. Fee, \$2.
Duties

To inspect, maintain and repair the mechanisms of the high and low revenue turnstiles and emergency

coin boxes.

Requirements

Three years' experience as a me-

chanic in the maintenance or construction of fare-collecting turnstiles; coin boxes or registration meters on buses or street cars, modern cash registers, office appliance mechanisms such as comptometers, or equivalent experience in the maintenance or construction of intricate mechanical machinery, instruments, or devices. Technical education can be substituted for this experience requirement.

Basis of Ratings
Written, 50; practical, 50.

Assistant Foreman (Track)

Open only to employees of the IND Division of the N. Y. C. T. S. Salary: 85 cents an hour. Vacancies: two; others expected. Date of written test: April 15, File by February 26, Fee, \$2.

Duties

To be in charge of a gang of trackmen engaged in track maintenance.

Requirements

Open to all permanent employees serving in the title of Trackman who have served continuously for one year at the date of the written test.

Basis of Ratings Record and seniority, 50; written, 25; practical-oral, 25.

Car Maintainer, Group 4

(Promotion)
Open only to employees of the IND Division of the N. Y. C. T. S. Salary: 75 to 80 cents an hour, Vacancies: 32 at present; others expected. File by February 26. Fee, \$1. Date of written exam: June 21.

Duties

To inspect, repair and maintain multiple-unit car bodies and associate fixtures; disconnect car bodies from trucks; adjust car body heights; etc.

Requirements
Open to all permanent Maintainer's Helper, Group B, employees

Car Maintainer, Group F
(Promotion)
Open only to employees of the IND Division of the N. Y. C. T. S. Salary: 75 to 80 cents an hour. Date of written exam: March 15. Fee, \$1. File by February 26.

Duties
To inspect, repair and maintain multiple-unit car trucks including brake rigging, shoe beams, and other truck parts; mount and dismount motors; remove and replace wheels; connect and disconnect trucks from car bodies, etc.

Requirements
Open to all permanent employees in the title of Maintainer's Helper, Group B, who have served one year at the time of the written test.

Basis of Ratings
Record and seniority, 50; written, 25; practical, 25.

Foreman, Grade 2
Open only to employees of the offices of the various Borough Presidents. Salary: \$1,800 to \$2,400. File by February 26. Fee, \$1. Vacancies: five. Date of written exam: March 29.

Duties

To supervise, direct and be responsible for the work of men engaged in the maintenance, repair and improvement of streets and highways, and of all types of sewers; be familiar with the use and operation of various classes of highway equipment; keep records; make reports.

Paguinament.

ports.

Requirements

Open to all permanent Foremen,
Grade 1, Auto Enginemen, Grader
Operators, and Tractor Operators,
who have served fow six months in
their department at the date of the
written exam. Other competitive
employees who feel their present
titles qualify them can file and their
claims will be considered by the
Commission. Open to laborers who
have served six months in the department and three years in the
service.

Basis of Ratings Record and seniority, 50; written,

Foreman (Power Distribution)

(Promotion)
Open only to employees of the IND Division of the N. Y. C. T. S. Salary: \$2,401 to \$3,000. Date of written test: May 9. Fee, \$2. File by February 26.

written test: May 9. Fee, \$2. File by February 26.

To be in charge of the forces engaged in the maintenance of the power distribution systems in the subway and yards including alternating-current and direct-current power cables, connections to the contact rail and negative rail, ducts, manholes, etc.

Requirements

Open to all permanent employees serving in the titles of Assistant Foreman (Power Distribution). Circuit Breaker Maintainer, and Power Distribution Maintainer who have served one year.

Basis of Ratings

Record and seniority, 50; written, 25; practical-oral, 25.

Foreman (Turnstiles)

(Promotion)
Open only to emproyees of the IND Division of the N. Y. C. T. S. Salary: \$2.401 to \$3,000. Date of written exam: May 28, Fee, \$2. File by February 26.

File by February 26.

Duties

To be in charge of the forces engaged in the maintenance and repair of the high and low revenue turnstiles and emergency coin boxes; to keep records and make reports.

Requirements

Open to all permanent employees serving in the titles of Assistant (Continued on Page 15)

A MUST FOR EVERY MEMBER OF NEW YORK CITY'S POLICE FORCE. INDISPENSIBLE FOR EVERY PATROLMAN WHO WILL TAKE THE COMING SERGEANT EXAM.

The Revised Manual of Procedure, including Rules and Regulations, now being prepared by the Civil Service Commission with the cooperation of the Police Department.

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Address

Sergeant Study Material

(Continued from Page 2)

20. Enter facts in memorandum book.

21. Return patrolmen to posts as soon as conditions warrant such ac-

Question No. 6

tion and notify Desk Officer.

A is arrested at 2 a. m. in Kings County on a warrant charging him with petit larceny, issued by a West-chester County Judge. A's friend B presents himself to the desk officer stating that he wants to bail A and that he has \$500 cash for the purpose. Assuming you are the desk officer would you release A? Give reasons for your answer.

Answer to Question No. 6

1. The Manual of Procedure provides in substance that when a defendant is arrested on a warrant issued by a judge or magistrate of a County outside of the City of New York, at a time when no magistrate is available in the County of arrest, if the charge is one for which bail may be accepted by a member of this Department, such defendant may be bailed for appearance be-fore the next available City Mag-

2. At 2 a. m. there is little likelihood of a Magistrate being available

and A would be eligible to be admitted to bail.

3. However, the person offering himself as surety must be taken into consideration. The Manual pro-vides that if the person offering himself as surety is not a resident and a householder or freeholder within the county, the officer shall not accept him.

4. Would question B closely regarding his residence. If he states he is a resident of Kings County, would verify such statement through a member of the force. If found to be correct, would accept the \$500 and release A. If, however, B resides outside of Kings County, would in-form him that he could not be accepted as surety, explaining the reason.

Next Week's Question

A patrolman reports to the desk officer of his precinct that while on his way to work he lost his service revolver. Evidently it had slipped out of his pocket on a trolley car. It is now 11:30 p.m. and the patrol-man is scheduled to perform a tour of patrol duty with the outgoing platoon. What action should the desk officer take?

Work out the answer to this ques-tion carefully and in detail. Then compare it with the answer which will appear here next week.

One-Year Cops Eligible for Sergeant Test

Foreman (Turnstiles) and Turnstile Maintainer who have served one

Basis of Ratings Record and seniority, 50; written, 25; practical-oral, 25.

Mechanical Maintainer Group A

Open only to employees of the IND Division of the N. Y. C. T. S. Salary: 80 to 85 cents an hour. Date of written exam: April 2. Fee, \$2. File by February 26.

Duties

To perform "heavy" repair work in connection with the maintenance of electrical and air-driven pumps, air compressors, air-operated sewage ejectors, large ventilating fans, including the associated mechanical or electrical control and auxiliary equipment; assemble and disassemble the complete units.

Requirements

Open to all permanent employees serving in the title of Maintainer's Helper, Group B, who have served one year in the title and have served concurrently at least one year in the Electrical-Mechanical Section of the Maintenance of Way Department on the date of the written test.

Record and seniority, 50; writ-ten, 25; practical, 25.

Mechanical Maintainer Group C

Open only to employees of the NY.C.T.S. Salary: 80 to 85 cents. Fee, \$2. File by February 26. Date of written test: May 20.

Duties To inspect, test, maintain and repair the mechanical shop equipment

Basis of Ratings

Open to all permanent employees serving in the title of Maintainer's Helper, Group A who have served one year in the title and who have served concurrently for one year in the Electrical-Mechanical Section of the Maintenance of Way Department on the date of the written test.

Basis of Ratings

Record and seniority, 50; written, 25; practical, 25.

including shop machinery, boilers, piping, heating and ventilating equipment, and cranes.

Requirements

Open to all permanent employees in the title of Maintainer's Helper, Group B who have served one year in the title and have served concurrently for one year in the Car Maintenance Department of the IND Division on the date of the written test.

Basis of Ratings Record and seniority, 50; written, 25; practical-oral, 25.

Power Distribution

Maintainer

Open only to employees of the IND Division of the N.Y.C.T.S. Salary: 80 to 85 cents an hour. Vacancies: six; others expected. Date of written exam: April 18. File by February 26. Fee, \$2.

Duties

To maintain the various types of direct-current and alternating-current power-distribution cable systems in the subway and yards including contact rail and negative rail connections, manholes, ductlines and splicing of single-conductor and three-conductor cables.

Requirements

Sergeant

Police Department

Open only to members of the Police Department. Salary: \$3,500.

Fee, \$3. File by February 26. Date of written exam: June, 1941. Eligibility Requirements

Eligibility Requirements
Open to all persons in the Police
Department who, on or before June
15th are in the rank of Patrolman,
First, Second, Third, Fourth, Fifth,
or Sixth Grade. However, in accordance with the provisions of the
Administrative Code, no person on
the resulting eligible list will be certified for appointment in the rank
of Sergeant unless such person shall
be, at the time of such certification
a Patrolman, First Grade.

Scope of Examination

be, at the time of such certification a Patrolman, First Grade.

Scope of Examination
The written test will be designed to test the candidate's knowledge of police administration, interpretation of pertinent laws, ordinances, rules, regulations, orders, etc., judgment, initiative; and other functions appropriate to the rank of Sergeant.

Subjects and Weights
Written, weight 50—70 percent required, 70 percent on each part. Record and Seniority, weight 50; 80 percent final average required.

RECORD AND SENIORITY
Colorless Record: Beginning with the date of appointmen. as Patrolman, 80 percent. For each three months of service in that rank during the five years next preceding the first day of the written examination add one-half percent, or 2 percent a year, making at the end of ten years' service a maximum of 90 percent. For each additional 3 months in the rank of Patrolman add one-quarter percent, or 1 percent a year, making at the end of ten years' service a maximum of 95 percent.

Added Points: (A) Official awards of the Police Department: Departmental Medal of Honor, 2 percent; Police Combat Cross, 1.75 percent; Honorable Mention and Medal, 1.50 percent; Honorable Mention or Exceptional Merit, 1 percent; Com-

mendation or Commendable Merit, 0.5 percent; Excellent Police Duty or Meritorious Police Service, 0.25 per-

Meritorious Police Service, 0.25 percent.

(B) War Service: For every month of honorable service in the United States Army, Navy, Marine or Nurses' Corps during a war, 0.1 percent up to a maximum of 1 percent. For participation in battle, 1.5 percent; Medal of Honor (Army or Navy), 1.5 percent; Distinguished Service Cross (Army), Naval Cross, 1 percent; Distinguished Service Medal (Army or Navy), 0.5 percent; Citation Star (Army), 0.25 percent; Citation Star (Army), 0.25 percent. NoTE—Honorable service in the United States Army, Navy, Marine or Nurses' Corps will be credited under the following terms and conditions:

under the following terms and conditions:

(A) Service of less than 30 days will not be considered.

(B) 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, 0.50 percent; for each reprimand, 0.25 percent. No fines or reprimands to count prior to April 16, 1936.

Telephone Maintainer Open only to employees of the IND Division of the N.Y.C.T.S. Salary: 80 to 85 cents an hour. Vacancies: 12; others expected.

Fee, \$2. File by February 26.

Duties

To install and maintain telephones, emergency alarms, fire alarms, clocks and associated equipment in the subway and on other railroad property; locate and clear trouble in the circuits and instruments; perform inspection work.

Requirements

Open to all permanent employees in the title of Maintainer's Helper, Group A, who have served one year in the title and have served concurrently one year in the Telephone Section of the Maintenance of Way Department on the date of the written exam.

written exam.

Basis of Ratings
Record and seniority, 50; written,
25; practical, 25.

Open only to employees of the IND Division of the N.Y.C.T.S. Salary: \$3,600 to \$4,500. Fee, \$3. File by February 26. Date of written exam: June 12.

Duties

Under supervision of the Assistant General Superintendent to be responsible for the safe and proper operation of all trains in the assigned area; regulate, control and expedite the movement of trains during usual conditions, etc.

Requirements
Open to all permanent employees in the titles of Yardmaster, Motorman-Instructor, Train Dispatcher, and Schedule Maker, who have served one year in the title on the date of the written exam.

Basis of Ratings

Basis of Ratings
Record and seniority, 50; written,
25; practical-oral, 25.

Tests State

Postal News

By DONALD MacDOUGAL

Many regular subs who've almost reached the stage of appointment to regular positions are worried because they're being called to the Personnel Division for an interview. They are being asked to sign waivers to the regular position if they are appointed. A little probing on our part shows that "additional regulars" are being appointed on a temporary basis to fill the vacancies caused by some of the personnel being drafted. This procedure has the virtue of safeguarding Civil Service principles. It is in line with a resolution spon-sored by the NY Federation of Post Office Clerks, and adopted by the Joint Conference.

An Important Letter On Question of Pay Rise

Sirs: This letter is being sent to you to elaborate on the article titled "Higher Salaries?" that appeared on page 5 of the January 28th issue of your splendid civil service weekly paper. In this item, you mentioned some of the bills introduced by our able friend, Senator James M. Mead of N. Y., in this session of Congress of special interest to the Civil Service Employees. Through my position as Secretary of this Conference, I am quite well informed as to the histories of these various bills, and am taking this opportunity to inform you of these backgrounds.

ployees, that have already been introduced into both the Senate and House of Representatives in this session of Congress? Moreover, that all of these bills were almost identical and differed only minutely from each other.

Goes Back to '20s

Would it surprise you if I told you that these same bills have been steadily introduced into Congress from way back in the late 1920's?

Would it surprise you if the sponsors of these bills did not even consider them in the light of "pay increases" but rather as a slight re-ward for long, loyal, and meritorious service by these employees?

Would it further surprise you if I told you that these progressive Legislators of ours did so because they knew of the many sacrifices that these employees had to make in order to faithfully save Uncle Sam? order to faithfully serve Uncle Sam? That although the cost of living has greatly increased, and all other employees

Why Subs Aren't Getting
Permanent Status

have received raises since in both Government and outside employ, that these same Postal employees are being paid at the rate of the Salary Classification Act of 1925? Yes, their pay is just what it was sixteen (16) long years ago! Yes, furthermore that many of our Legislators then (way back in 1925) did not consider the rate of pay as ample? That the base pay was one reached as a com-promise? Since then, many progressive Legislators have toiled steadily to right this condition, as can easily be verified by a careful perusal of the Congressional Record.

Why Appeals Board? Unfortunately, it is also true that the fight for a Civil Service Court of Appeals dates way back to the late 1920's. Exactly what is the reason for this proposal? Our contention is well summed up by the words of the Hon. J. Harold Flannery, M.C. of Pittston, Pa. that "it is impossible for justice to exist as now. It is impossible because it is the Department who makes the charges, it is the Department who prosecutes them, it is the Department who acts as Judge, it is the Department who acts as jury, it is the Department who imposes and executes the penalty, it is the Department who reviews the case, and it is the Department who does everything." This proposal's cost is very little and would only tend to make Civil Service tenure of office more secure. An impartial Court of Appeals would only function in cases of dismissal and in cases of severe or excessive penalty in-volving temporary cuts in salary,

Would it surprise you to know that there were more than just the bills mentioned by you to raise the bills mentioned by you to raise the postal employees." Therefore, I will postal employees." take this opportunity to cordially invite you and your readers also to attend the Mass Meeting being sponsored by us on March 9th, 1941. It will be held at the Central Commer-cial High School, 214 East 42nd Street, New York City. Many prominent Legislators, many prominent State and City Representatives, many Civic and Labor Representatives will be there to discuss at length the very matter that I am now calling to your attention. Why not make up your mind to reserve March 9th afternoon to attend our meeting? I am sure both you and your readers will find it highly enlightening.

Respectfully yours, DAVID POPPER, Secretary Joint Conference.

What the P.O. Says About Subs

ployees except Postal Employees employees in post offices coming attend.

under the jurisdiction of this Bureau who enter the Federal Military and Naval Forces are granted leave of absence, it is proposed to temporarily increase the complement of the office during their absence. This purpose will be accomplished by allowing additional regular positions and filling them in the usual manner, with the distinct understanding that when the employees return from military duty and are reassigned in the post office, the force will be reduced and the last appointed regular employees relegated to former positions. The employees so promoted to these regular positions should have a thorough understanding as to their status and should sign a written statement to the effect that when the regular force is reduced they will accept reduction to the substitute roll.

Where the promotion of substitutes to regular positions creates a vacancy in the quota of substitutes, additional substitutes may be appointed. Recommendations in such cases should be submitted to the District Civil Service Manager bearing the endorsement "Probational Indefinite Ap-pointment Incident to Absence of Employee on Military Duty." Persons so selected shall have the status of classified employees but should likewise sign a statement that in the event it becomes necessary to reduce the number of substitutes to the number permitted under the quota, they will be separated from the rolls without prejudice.

These transactions must be handled with the greatest of care in order that no confusion or misunderstanding will arise as to the Department's purpose.

AMBROSE O'CONNELL,

Pythian Officers

The newly-elected officers of the Pythian Post Office Club were installed on Tuesday evening, January 28. Over 300 persons were present. The new officers: President, Henry Goldberg (Station T); First Vice-President, Abraham S. Kaye (GPO Exam Room); Second Vice-President, Louis Kobrinsky (Station O); Financial Secretary, Harry Lutwin; Treasurer, David Brickel (Canal St. Station); Sergeant-At-Arms, H. Nicholsberg; Prelate, Sol Cooperman (Jerome Ave. Station); Trustee, Jack Rosenberg (GPO Trans.).

Eligibles Seek Members

The Post Office Eligibles Association will hold a meeting at 8 p. m., Wednesday, January 29, at the Henry Street Settlement, 265 Henry William Mariash, secretary, stated that the association is in need In cases where regular classified of new members. All eligibles on Post Office registers are invited to

Junior Education Examiner

Industrial Homework Investigator

Senior Engineering Aid

Social Worker

Blindness Prevention Consultant Nurse

> Assistant Superintendent

Highway General Maintenance Foreman

> Instructor (Agriculture)

Instructor (Physical and Recreational Director)

Junior Aquatic Biologist

Junior Psychologist Physiotherapist

Psychiatric Museum Curator

Railroad Equipment Inspector

Senior Aquatic Biologist

Senior Inspector of Standards and Purchase

Senior Medical Biochemist

Niagara County Settlement Accounts Clerk, De-partment of Public Welfare. Stenographer, Department of Pub-lic Welfare.

Oneida County
Account Clerk, Oneida County
Veterans' Relief Committee.
X-Ray Technician, Oneida County
Hospital.

Orange County
Assistant Photo Recording Clerk,
County Clerk's Office.

Westchester County
Guard-Farmer, Westchester County
Penitentiary. This examination
is open to legal residents of any
county in New York State, but preference in certification will be given
to legal residents of Westchester
County.

County.

Head Janitor, Division of Buildings, Department of Public Works.
Senior Court Clerk, Surrogate's

Filing for these tests remains open until Friday, February 7. The tests themselves are to be held Saturday, March 1. Complete requirements of these tests have appeared in the past two issues of The Leader, Blanks are available at 80 Centre Street, New York City, and at the State Office Building, Albany. County exams are open only to residents. Filing for these tests remains open until Friday, February 7. The tests New York City, and at the State Office Building, Albany, County exams are open only to residents.

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develop from time to time.

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INSTITUTE OF APPLIED SCIENCE 1920 Sunnyside Ave. Dept. 5029 Chicago

Uncle Sam's Again in Market for Accountants

U.S. Tests

First Assistant Engineer

Salary: \$2,600. File by February
19, 1941. Age limit: 50.

Duties

Under supervision of the Chief
Engineer, to maintain watch in the
engine room and to be responsible
for the maintenance of main engine and auxiliaries; and to perform
related work. Tonnage of vessels:
500 tons; water of navigation: New
York Harbor.

Requirements

Requirements
Applicants must submit with their
applications documentary evidence
that they possess a current license
issued by the Bureau of Marine Inspection and Navigation appropriate for the class and tonnage of
vessel on which duty is to be performed, and for the principal navigable waters as outlined under
duties

Basis of Ratings
General tests with respect to the duties of the position, 40; experience and fitness, 60.

Principal Agricultural Program Analyst, \$5,600

Senior Agricultural Program Analyst, \$4,600

Agricultural Program Analyst, \$3,800

Associate Agricultural Program Analyst, \$3,200

Assistant Agricultural Program Analyst, \$2,600

Bureau of Agricultural Economics, Dept. of Agriculture. File by Febru-ary 27. Age //mit: 53.

Duties

To plan and administer agricultural programs or program planning work; to act as leader for the Department of Agriculture in program planning and research in specified areas; to work with State and local agricultural workers in organizing or conducting planning of research or service activities on phases of problems related to agriculture.

Requirements

problems related to agriculture.

Requirements

A bachelor's degree; also experience ranging from seven to two years, according to the grade of position, of progressive and responsible experience in agricultural program planning, extension, research or administration, part of which must have been devoted to agricultural program planning or a combination of agricultural program planning and extension activities.

Basis of Ratings

Applicants will be rated on their experience and fitness.

Engineer (Any Specialized Branch), \$5,600 Principal Chemical

Senior Chemical Engineer (Any Specialized Branch), \$4,600

Chemical Engineer (Any Specialized Branch), \$3,800

Associate Chemical Engineer (Any Specialized Branch), \$3,200

Junior Supervisor, Alphabetic Card Punch Operations, \$1,620 File by February 13.

Junior Supervisor, Tabulating Equipmen. Operations, \$1,800

Junior Supervisor, Tabulating Equipment Operations: to supervise a group of operators of miscelaneous tabulating equipment, including alphabetic accounting machines and closely related tabulating equipment, horizontal sorting machines and in some cases alphaing equipment, horizontal sorting machines, and, in some cases, alphabetic card-punch machines; and to were or set the control pins, or supervise the wiring or setting of these pins and other equipment.

Junior S u per visor, Alphabetic Card-Punch Operators: to supervise and write punching instructions for a group of alphabetic card-punch operators.

Reculrements

Requirements

Jr. Supervisor, Tabulating Equip-ment Operators: One year of experi-ence as supervisor of a group of ave or more tabulating equipment

operators, including operators of alphabetic accounting machines and of horizontal sorting machines.

Jr. Supervisor, Alphabetic Card-Punch Operators: one year's experience as supervisor of a group of five or more alphabetic card-punch operators.

Basis of Ratings General test, 30; experience and tness, 70.

Assistant Chemical Engineer (Any Specialized Branch),

File until further notice. Age

Duties

Duties

To perform professional engineering work in pilot plant investigation, design and installation of equipment, correlation of research data, economic investigations connected with industrial and agricultural chemical processes or products, or other activities in the specialized branch of chemical engineering in which appointment is made.

Requirements

made.

Requirements

A bachelor's degree; plus specialized experience in chemical engineering ranging from seven to two years, according to grade. Part of the experience must nave been in (1) productive research in a specialized branch; or (2) as head of a major branch or division of a large organization engaged in developmental or production work of a difficult nature in a specialized branch of chemical engineering.

Basis of Ratings

Applicants will be rated on their experience and fitness.

Marketing Specialist

Marketing Specialist
(Transportation)
Salary: \$3,800. File by February
27. Age limit: 53..

Duties
To make contacts and negotiations for the Agricultural Marketing Service with various transportation agencies of the country in connection with the conduct of market news service on agricultural commodities; to maintain close personal contact with the American Railway Association and the Car Service Division of that Association; to write reports, etc.

Requirements

write reports, etc.

Requirements

Except for certain substitutions of education for experience, candidates must have had nine years of responsible practical experience in the freight traffic department of a common carrier, of which at least three years must have been specialized to the extent that it included traffic experience with a substantial volume of agricultural products and with a large railway organization, involving responsiofilities not less extensive than that of a division freight agent, traveling freight agent or commercial agent.

Basis of Ratings

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

Public Health Nurse, \$2,000

Graduate Nurse, General Staff Duty, \$1,800

File until further notice. Age

Public Health Nurse, Indian Service: under medical supervision, to serve as public health nurse in the health phases of a community pro-

serve as public health nurse in the health phases of a community program.

Graduate Nurse (General Staff Duty). Indian Service: the work of staff nurses is comparable to that of general duty nurses in a city hospital, although staff nurses occasionally have greater responsibility.

Requirements

PUBLIC HEALTH NURSE, INDIAN SERVICE

Education.—They must meet the requirements specified in (a), (b), (c), and (d), immediately below:

(a) They must have successfully completed a full four-year high-school course or at least 14 units of high-school study.

(b) They must have successfully completed a full course in an accredited school of nursing requiring a residence of at least 2 years in a general hospital. The basic course must have included clinical experience in medical, surgical, pediatric, and obstetrical nursing.

(c) They must be registered graduate nurses in a State, Territory, or the District of Columbia.

(d) Special training.—They must have completed a full special course in public health nursing, at least one year; or they must have successfully completed a full four- or five-year course leading to a bachelor's degree, with major study in public health nursing. Nurses who meet the requirements in experience specified in (B) immediately below and who are now taking courses looking toward completion of the required credits will be considered. specified in (B) immediately below and who are now taking courses looking toward completion of the required credits will be considered as meeting this requirement when they furnish evidence of successful completion of the required course. Additional credit will be given for postgraduate courses.

Experience.—Applicants must have had at least one year of successful general public health nursing experience in a supervised rural health service, or in an urban health

experience in a supervised rural health service, or in an urban health

Additional credit will be given for Additional credit will be given for special experience in the field of tuberculosis or in supervising students in the field of public health nursing; and for experience in a rural community or to persons who have lived in a rural community for at least three years since reaching the age of 15.

CRADUATE NURSE (GENERAL STAFF DUTY), INDIAN SERVICE Education

(a) They must have successfully completed a full four-year high-school course or at least 14 units of high-school study.

(b) They must have successfully completed a full course in school of a sursing requiring a residence of at a sursing requiring a residence of at a supervision of the school of the sursing requiring a residence of at a sursing requiring a sursing requi

least two years in a general hospital. The basic course must have included clinical experience in medical, surgical, pediatric, and obstetrical nursing.

Additional credit will be given for postgraduate courses.

(c) They must be registered graduate nurses.

Experience.—Applicants must have had at least two years of postgraduate experience in nursing, at least 12 consecutive months of which must have been in a general hospital. The required institutional experience must have been secured within the five years immediately preceding the date of receipt of the application.

Additional credit will be given for experience in a rural community or to persons who have lived in a rural community for at least three years since reaching the age of 15.

Basis of Ratings

Applicants will be rated on experience and filtness.

Principal Accountant and Auditor, \$3,800

Senior Accountant and Auditor, \$3,500

Accountant and Auditor, \$3,200

Associate Accountant and Auditor, \$2,900

Assistant Accountant and Auditor, \$2,600

File by February 13. Age limit:

Duties

To plan and direct difficult and important investigative, regulatory, cost, fiscal, tax, construction, valuation, or other general or specialized accounting or auditing work requiring a thorough knowledge of fundamental accounting theory and practice.

Requirements Requirements

Applicants must have had from eight to four years, depending on the grade of position, of practical experience in highly responsible accounting or auditing positions requiring the successful performance of very complex, difficult, and important accounting or auditing duties.

Basis of Ratings

Basis of Ratings
Tests in the theory of accounts
and auditing and practical accounting problems will be given, and will
be counted in with experience and
fitness and rated on a scale of 100.

Minor Gas Mask Inspector

(Female)
Salary: \$3.60 a day. File by February 6. Place of employment: New York Chemical Warfare Procurement District, War Department, Brooklyn and Passaic, N. J. Age limits: 18 to 50.

Brooklyn and Passaic, N. J. Age limits: 18 to 50.

Duties

To inspect and gauge rubber component parts of gas masks; laminated lenses; rubber hose tubes; felt bags; and to perform related duties.

Requirements

Applicants must have had one of the following: 1) three months' experience in the inspection of articles fabricated from rubber, metal, canvas, or other heavy textile material, or leather; 2) three months of experience as a production worker in the fabrication or assembly of rubber, metallic, textile, or leather articles; or 3) any time equivalent of (1) and (2).

Basis of Ratings

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

First Assistant Engineer, Marine

Marine
Salary: \$2,600. File by February
19. Age limit: 50.

Duties
Under supervision of the Chief
Engineer; to maintain watch in the
engine room and to be responsible
for the maintenance of main engine and auxiliaries; and to perform related work. Tonnage of vessels, 55 tons; waters of navigation,
New York harbor; Long Island
Sound and tributaries; Hudson
River and tributaries.

Requirements
Applicants must have a current

Requirements

Applicants must have a current license issued by the Bureau of Marine Inspection and Navigation appropriate for the class and tonnage of vessel on which duty is to be performed, and for the principal navigable waters as outlined above.

Basis of Ratings

General test, 40; experience and fitness, 60.

Assistant Home Economics Specialist (Food Utilization), \$2,600 a year; Assistant in Home Economics Information, \$2,600 a year; Assistant Home Economis (Food Economics), \$2,600 a year; Assistant Home Economist (Clothing Economics), \$2,600 a year; Assistant Home Economist (Family Economics), \$2,600 a year; Assistant Home Economist (Family Economics Writer), \$2,600 a year; Assistant Home Economist (Family Economics Writer), \$2,600 a year, Requirements; Applicants must have com-

Home Economist (Family Economics Writer), \$2.600 a year. Requirements: Applicants must have completed a 4 year course leading to a bachelor's degree. In addition successful full-time professional experience in the chosen speciality is required. Maximum age, 53 years. February 17th.

Attendant, Neuro-Psychiatric Hospital, \$1,020 a year. Requirements: Applicants must have completed at least 6 months of a resident training course in nursing; or 6 months of active service in the hospital corps. Three months of experience as Attendant performing ward duty in an institution for the treatment of mental or nervous diseases is acceptable.

Age limits, 21 to 48 years. Applica-tions may be filed until further no-

Bilingual Stenographer (Spanish and Portuguese; English and Portuguese; English and Portuguese), \$1.800 a year. Requirements; Ability to take and transcribe oral dictation in the optional languages chosen. Age limits, 18 to 53 years. February 10th.

Chosen. Age limits, 18 to 35 years. February 10th.

Chief: Tool and Gauge Designer, \$2,600 a year; Principal Tool and Gauge Designer, \$2,300 a year; Senior Tool and Gauge Designer, \$2,000 a year; Tool and Gauge Designer, \$1,800 a year; Requirements: Applicants must have had satisfactory designing training, or mechanical drafting and machine shop experience. The length and specialization of experience vary according to the grade of the position. Age limits, 18 to 62 years. Applications may be filed until further notice.

Engineering Draftsman, \$1,800 a year; Chief Engineering Draftsman, \$2,600 a year; Principal Engineering Draftsman, \$2,500 a year; Senior Engineering Draftsman, \$2,000 a year; Assistant Engineering Draftsman, \$2,800 a year;

\$1.620 a year. Maximum ag . 55 years. December 31, 1941.

Junior Communications Operation

for 53 years. Applications hay be filed until further notice.

Junior Communications Operator (Air Navigation), \$1,440 a year. Requirements: Applicants must have a first-class radio telegraph operator license or similar license issued by the Federal Communications Commission. Age limits, 18 to 50 years. Applications may be filed until further notice.

Junior Communications Operator (High Speed Radio Equipment), \$1,820 a year. Requirements: Applicants must have had 1 year of experience as Radio Operator in communications work, at least 3 months of (Continued on Page 17)

(Continued on Page 17)

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Civil Service Manual

MISCELLANEOUS

45	ALD C ELLITAIN	EUUS		
Mental Multiplication-A	pamphlet	by Charles	Lipkin	that
trains for rapid mental	calculation.			
Draft Facts				
Conscription				
Building Code				
Sanitary Code				
Penal Code				
C.S. Retirement Law				
CS Arithmetle				

Large Number of Defense Jobs Available

(Continued from Page 16) which included operation of high speed radio communication equip-ment. Maximum age, 48 years. Ap-plications may be filed until further

Junior Occupational Therapy Aide,
Junior Occupational Therapy Aide,
51,620 a year. Requirements: Completion of 30 hours of study in an
occupational therapy school plus 6
months of experience in administermonths of experience in administermo

Junior Veterinarian, \$2,000 a year.

Requirements: Applicants must have completed a full course of study in veterinary college. Applications from senior students will be accepted. Maximum age, 45 years. February 17th.

rebruary 17th.

Machinist, \$6.72 to \$8.888 a day.

Requirements: Applicants must have completed a 4-year apprenticeship or must have had at least 4 years of practical experience in the trade, Applications from those with only years of experience will be accepted and may be certified for appointment as the needs of the service require. Age limits, 18 to 62 years. Applications may be filed until further notice.

Master-at-Arms. \$1.362 a year.

years. Applications may be filed until further notice.

Master-at-Arms, \$1,362 a year.
Requirements: Applicants must have had at least 1 year's experience at Master-at-Arms. One year of experience as Seaman, second class; or 8 months as Seaman, first class, in the U. S. Navy is acceptable. Applicants must be certified lifeboat men. Maximum age, 50 years. February 14th.

Medical Guard Attendant, \$1,620 a year; Medical Technical Assistant, \$2000 a year. Requirements: Graduation from a school of nursing; or 3 years of experience as attendent or guard-attendant in the federal service; or completion of at least 3 years of active service in the Medical Corps. Age limits, 25 to 53 years. February 17th, Occupational Therapy Aide, \$1,800 year. Requirements: Graduation

February 17th.
Occupational Therapy Aide, \$1,800
a year. Requirements: Graduation
from a school of occupational
therapy in a Veteran's Administration Facility; or the equivalent,
Maximum age, 45 years. February

10th.
Physiotherapy Aide, \$1,800 a year;
Junior Physiotherapy Aide, \$1,620 a
year. Requirements: Satisfactory
experience in physiotherapy is
necessary. Maximum age, 45 years.
Eabruary 17th.

experience in physiotherapy is necessary. Maximum age, 45 years. February 17th.

Principal Inspector (Subsistence Supplies), \$2,600 a year; Senior Inspector (Subsistence Supplies), \$2,300 a year; Assistant Inspector (Subsistence Supplies), \$2,000 a year; Assistant Inspector (Subsistence Supplies), \$1,620 a year; Subsistence Supplies), \$1,620 a year; Requirements: Satisfactory inspectional experience is necessary. The lengths of experience vary according to the grade of the position. Laboratory experience or college training may be substituted for part of the required inspectional experience. Maximum age, 53 years. Applications may be filed until further notice.

Psychiatric Nurse, \$3,200 a year.

Psychiatric Nurse, \$3,200 a year, Requirements: Applicants must have had at least 7 years of satisfactory experience in the nursing field, Maximum age, 53 years. February

17th. Refrigerating Engineer, \$2,250 a year. Requirements: Applicants

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must have had 3 years of experience in the operation, maintenance, and repair of ice making machinery. In addition, a service certificate issued by a Board of Local Inspectors and a continuous discharge book or certificate of identification is necessary. Maximum age, 50 years. February 20th.

ificate of identification is necessary.
Maximum age, 50 years. February
20th.

Sanitary Technician, \$1,800 a year;
Assistant Sanitary Technician, \$1,620
a year. Requirements: Satisfactory
experience as a sanitary technician,
Medical school training may be substituted for part of the required experience. Maximum age, 53 years.
February 10th.

Senior Consultant in Social Services, \$4,600 a year; Consultant in Social Services, \$3,800 a year; Associal Services, \$3,800 a year; Associal Services, \$3,200 a year; Consultant in Social Services,
\$3,200 a year. Requirements: Applicants must have completed a 4 year
course leading to a bachelor's degree, including or supplemented by
1 year of study in a school of social
work, or the completion of certain
specialized courses. In addition, responsible paid experience is necessary. The length, kind and quality
of experience vary according to the
grade of the position. Maximum
age, 53 years. February 10th.

Senior Inspector, Ordnance Material, \$2,600 a year; Inspector,
Ordnance Material, \$2,300 a year;
Associate Inspector, Ordnance Material, \$2,000 a year; Assistant Inspector, Ordnance Material, \$2,000 a year; Requirements: Applicants must have had
satisfactory experience in the inspection and testing of raw or ordnance
materials. Collegiate training in
mechanical or civil engineering or

Aeronautical Engineer, \$3,800. Anglesmith (Heavy Fires), \$8.54 to \$9.50 a day. Anglesmith (Other Fires), \$7.58 to \$8.54 a day. Artistic Lithographer, \$1,800. Associate Aeronautical Inspector, \$3,500.

Associate Aeronautical Inspector, \$3,500.
Associate Air Carrier Inspector (Operations), \$3,800.
Associate Air Carrier Maintenance Inspector, \$2,900.
Associate Aircraft Inspector (Factory), \$2,900.
Associate Inspector (Powder and Explosives), \$2,000.
Associate Medical Officer, \$3,200.
Associate Naval Architect, \$3,200.
Associate Naval Architect, \$3,200.
Blacksmith (Other Fires), \$7.58 to \$8.54 a day.
Boatbuilder, \$7.87 to \$8.83 a day.
Chemist (Explosives), \$3,800.
Chief Engineering Aid (Aeronautical), \$2,600.
Chief Engineering Draftsman (Aeronautical), \$2,600.
Chief Engineering Draftsman (Aeronautical), \$2,600.
Chief Engineering Draftsman (Aeronautical), \$2,600.

\$2.600.
Chief Engineering (Aeronautical), \$2,600.
Chief Engineering Draftsman (Ordnance), \$2,600.
Chipper and Caulker (Iron), \$7.58 to \$8.54 a day.
Civil Engineer, \$3,800.
Coppersmith, \$8.45 to \$9.40 a day.
Die Sinker, \$8.83 to \$9.80 a day.
Driller, \$6.34 to \$7.30 a day.
Engineer, \$3,800.
Engineering Aid (Aeronautical), \$1.800.

Engineering Draftsman, \$1,800. Engineering Draftsman (Aeronautical), \$1,800. Engineering Draftsman (Ordnance), \$1,800.

Flange Turner, \$8.06 to \$9.02 a day. Frame Bender, \$8.06 to \$9.03 a day.

metallurgy may be substituted for experience. The degree of difficulty of work performed and length and specialization of experience vary according to the grade of the position. Maximum age, 55 years. Applications may be filed until further notice.

maximum age, 35 years. Applications may be filed until further notice.

Student Dietitian, \$420 a year; Student Physiotherapy Aide, \$420 a ear. Requirements: Applicants must have completed a 4-year course leading to a bachelor's degree with major work in dietetics or physical education. Applications will be accepted from senior students who will meet the eligibility requirements prior to September, 1941. Age limits, 20 to 28 years. February 24th.

Toolmaker, \$7.20 to \$9.36 a day. Requirements: Applicants must have completed a 4-year apprenticeship or must have had at least 4 years of practical experience will be accepted and may be certified for appointment as the needs of the service require. Age limits, 18 to 62 years. Applications may be filed until further notice.

Translator (14 optional languages),

Applications may be filed until further notice.

Translator (14 optional languages), \$1.800 to \$2,300 a year. Requirements: Ability to make close idiomatic or literal translations from or into one or more of the optional languages. Age limits, 18 to 53 years. February 10th.

Under Library Assistant, \$1,440 a year: Minor Library Assistant, \$1,260 a year. Requirements: Formal training in a library school; or completion of a library apprenticeship course; or paid library experience. Age limits, 18 to 53 years. February 10th.

Gas Cutter or Burner, \$6.62 to \$7.58 a day.
Inspector, Engineering Materials,

\$2.000.
Inspector, Engineering Materials (Aeronautical), \$2,000.
Inspector of Clothing, \$2,000.
Inspector of Textiles, \$2,000.
Inspector (Powder and Explosives), \$2.300.
Inspector, Ship Construction, \$2,000.
Inspector, Ship Construction, \$2,000.
Inspector (Signal Corps Equipment), \$2,600.
Instructor, Air Corps Technical School, \$3,800.
Instrument Maker, \$7.44 a day to

Instrument Maker, \$7.44 a day to

\$1.24 an hour.
Junior Airway Traffic Controller,

Junior Artistic Lithographer, \$1.440.

Junior Copper Plate Map Engraver, \$1,440.

Junior Engineer, \$2,000.

Junior Graduate Nurse, \$1,620.

Junior Inspector Engineering Materials \$1,620.

Junior Inspector Engineering Materials (Aeronautical), \$1,620.

Junior Inspector of Clothing,

Junior Inspector of Textiles, \$1.620.

\$1.620.
Junior Inspector (Powder and Explosives), \$1,620.
Junior Inspector (Signal Corps Equipment), \$2,000.
Junior Instructor, Air Corps Technical School, \$2,000.
Junior Procurement Inspector, \$1,620.

Junior Procurement Inspector, \$1.520.

Lens Grinder, \$5.92 to \$8.00 a day, Loftsman, \$1.04 to \$1.12 an hour. Marine Engineer, \$3.800.

Marine Surveyor, \$3,200.

Mechanical Engineer (Industrial Production), \$3.800.

Medical Officer, \$3,800.

Metallurgist, \$3,800.

Metallurgist, \$3,800.

Molder, \$8.93 to \$9.88 a day.

Naval Architect, \$3,800.

Negative Cutter, \$1,800.

Physicist, \$3,800.

Principal Chemist (Explosives), \$5,800.

Principal Engineering Aid (Aeronautical), \$2,300.

Principal Engineering Draftsman, \$2,300.

\$2,300. Principal Engineering Draftsman (Aeronautical), \$2,300. Principal Engineering Draftsman (Ordnance), \$2,300. Principal Marine Engineer, \$5,600.

Principal Metallurgical Engineer, \$5,600.

Principal Naval Architect, \$5,600.

Principal Metallurgist, \$5,600.

Procurement Inspector, \$2,300. Puncher and Shearer, \$6.05 to \$7.01 a day.

Radio Monitoring Officer, \$3,200.

Principal Physicist, \$5,600.

Riveter, \$7.78 to \$8.74 a day.

Saw Filer, \$9.02 to \$9.98 a day. Sheet Metal Worker, \$8.45 to \$9.41 a day.

Shipfitter, \$6.81 to \$8.93 a day.

Shipwright, \$7.97 to \$8.93 a day.

Civil Engineer (Senior, \$4,600; Civil, \$3,800; Associate, \$3,200; Assistant, \$2,600). Optional branches: Cadastral; Construction; Safety, Sanitary; Soil Mechanics; General.

terials, \$1,620.

Other U. S. Tests Open for Filing

N. J. Issues 61 Tests

The State of New Jersey has reeased a schedule of 61 tests in its February series, covering a wide variety of job openings throughout

The tests, together with the days on which they will be held, follow:

Thursday, February 13 (Promotion Exams)

Investigator, Motor Fuel Division— Open to Junior Investigators in Di-vision (\$2,820-\$3,000). Head Corporation Tax Clerk—Open

to certain clerical categories in State Tax Department (\$2,820-\$3,860).

Senior Clerk-Stenographer—Open to clerk-typists and stenos in State Board of Tax Appeals (\$1,380-\$1,680).

Truck Driver—Street Department, Rahway (55c-60c an hour).

Food and Drug Inspector—Open to Food and Drug Inspectors of lower salary, Public Works, Newark (\$2,001-

Meat Inspector—Open to Meat In-spectors in \$1,501-\$2,000 grade (\$2,001-

\$2,500). Attendant (Life Guard)—Department of Public Works, Newark (\$1,501-

\$2,000) Principal Supervising Inspector—Department of Public Works, Newark

Public Health Nurse-Newark (\$1,501-

Principal Clerk-Department of Pub-

lic Works, Newark (\$2,001-\$2,500), Janitor, Class A—Board of Education, Newark (\$2,800-\$3,600). Police Sergeant—Police Department,

Morristown (\$2,600).

Monday, February 17 (Competitive Exams)

Game Conservator (\$1,200-\$1,500). Tabulating Machine Operator (male) (\$1,200-\$1,500).

Junior Civil Engineer (\$1,500-\$1,920).

Junior Biochemist (\$1,500-\$1,920).

Tinsmith (prevailing rates).

General Duty Nurse—Medical Center,

Jersey City (\$900-\$1,080, plus maintenance).

Supervising Nurse—Medical Center, Jersey City (\$1,080-\$1,500, plus main-

Druggist-Medical Center, Jersey City

(\$2.000).

X-Ray Technician—Medical Center,
Jersey City (\$1,200).

Supervisor of Operating Room Nurses
—Medical Center, Jersey City (\$1,500,
plus maintenance).

Laboratory Helper—Public Works,
Nawark (\$500)

Newark (\$960). Public Health Nurse—Public Works, Newark (\$1,200).

Graduate Nurse - Atlantic City

(\$1,080).

Thursday, February 20 (Competitive)

Gardener (\$1,500). Assistant Dietitian

(female)-State Hospital, Greystone Park (\$1,380-\$1,680).

Library Clerk (female)—State Hospital, Greystone Park (\$1,080-\$1,440).

Dairyman—Manual Training School,
Bordentown (\$600 plus maintenance).

Registration Clerk and Cashier (fe-

(Continued on Page 18)

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Civil Service

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> **Become Civil** The Municipal Civil Service Commission last week declared the list for Assistant Engineer, Grade 4, appropriate for positions as Assistant Civil Engineer.

BULLETIN BOARD

All Civil Service organizations are invited to forward notices of meetings and events for appearance in the Bulletin Board. Please have your notice in by Friday of the week preceding date of the event. There is no charge for this service.

Committee Members Of Sanitation Employees Sponsor Labor Forum

At a recent heeting of the Asso-ciation of Competitive Employees of the Department of Sanitation President George Torre arnounced the complete list of members of the following committees: Frederick Miller, Chairman of the Entertainment Committee, with Messrs. Gold-en, Murphy and Bancone assisting; en, Murphy and Bancone assisting; Nathan Cantor, Chairman of the Grievance Committee, with Messrs. Fromer, Cooke and Feeney assist-ing; Charles E. Smith, Chairman of Welfare Committee, will have William Heptig and Henry Pfeif-fer to help him; Mrs. Emma Cronin, Chairman of the Membership Committee, has Messrs. Baker, Walsh, Heisel. Nagle, Schain, Wilfert, Von Huegel, Obenchain all doing a good job of dues collecting; Edward F. X. Peyton, Chairman of the Legis-lative Committee, will have Meyer Popps, Arthur Hemmer and Bill McLee doing the legal work of the association; William Grogan, Chairman of the Public Relations Committee, has Jim Dempsey, Johnny Mullen, Edward Nottage and Rose Foglietta to assist him with the pub-

Among the subjects discussed and acted upon were those of snow, second grade clerk promotions, third and fourth grade promotions; a lengthy discussion was held in re-gard to getting the maximum of the grade for the foreman of mechanics, with President Torre reporting excellent programs with the Commissioners and the Budget Director's Office in this matter.

All future meetings will be held on the second Friday of the month at the Hotel Edison, as per the by-laws of the new constitution as adopted last month.

Foremen Condemn Replacement Practice

The Queens Amalgamated Foremen's Association at its regular meeting last week at the Lost Battalion Hall went on record condemning the practice of replacing Fore-men with men from other titles as long as an eligible list exists for the position.

202 WEST 40th ST., N. Y. C.

Federal Workers

Osmond K. Fraenkel, president of the N. Y. Chapter, National Lawyers Guild, and Daniel Allen, secretary-treasurer of the SCMWA, will be guest speakers at a forum sponsored by the United Federal Workers of America, Local 19 (Social Security Board), on Tuesday, February 4, at 6 p.m. The topic will be: "What are the problems facing labor in the present defense program?"

The forum will be held in conjunc-

tion with a dinner to be given at the China Lane Restaurant, 20 Mot

Fingerprint Society Meets on Thursday

The Fingerprint Society of America will hold meetings on Thursday evenings, February 6 and 20 in the headquarters at the Pulitzer Building, 63 Park Row, Manhattan, at 8:30

An interesting program has been arranged for both meetings. The committee on Science and Practice will be in charge.

Navy Yard Group Meets in Brooklyn

A joint membership meeting of the Navy Yard Civil Service Association and its affiliated organization, the Federation of Architects, Engineers, Chemists and Technicians, Chapter 24, will be held Thursday, February 13, at 6 p.m. in the auditorium at 592 Fulton St., Brooklyn. The delegation to Washington will present a report on progress made on the revised wage scale for technical men and overtime pay for clerks.

Asst. Gardeners Meet

The five Borough Assistant Gardeners organization (permanent) will hold its next meeting on Tuesday, February 4. at 8:30 p. m. at 52 Chambers St., Manhattan.

An election of officers is scheduled for the meeting. Other important matters will also be con-

LONGACRE 5-2155-2156



OFFICERS AND COMMITTEE CHAIRMEN

of the Association of State Civil Service Employees. Seated, left to right: John F. Powers, 2nd Vice President, State Insurance Fund; J. Earl Kelly, President, Motor Vehicle Bureau; Ruth A. Hawe, Recording Sec'y., Taxation Dept.; Bernhard C. Riffell, 1st Vice President, Education Dept.; standing, left to right: John J. Adler, Chairman, Publicity Committee, Motor Vehicle Files Bureau; George Mencher, Treasurer, Law Department; Theodore D. Gold, Corresponding Sec'y, Labor Dept.; Lawrence Epstein, Financial Sec'y, Taxation Dept.; James Slavin, 3rd Vice President and Chairmen of D.P.U.I. Committee; Milton Schwartz, Chairman, Legislative Committee.

Fire Eligibles Re-Elect Officers

At the balloting of the Fire Eligibles Association, held last Friday evening, the incumbent slate was reelected. Names of the officers: Edward J. Quinn, Jr., President; Joseph Keogh, Jr., Vice-president; Joseph J. Nichols, Secretary; Warren Smith, Treasurer, Borough Representatives: Bill Wrightson for Queens; Albert Vottinelli for Bronx; Steve Golas for Brooklyn: Andrew Kerner for Manhattan; Francis Hamm for Richmond; James Harvey for Richmond. The incumbents won by a 4-1 vote. The opposition slate then moved to support the organization fully. Presi-dent Quinn appointed Bob Bausch chairman of the Employment Survey Committee.

Plans were adopted to urge the Mayor to fill all existing vacancies. There were 419 vacancies as of December 1. A careful survey will be made to have the Fire list declared appropriate for as many jobs as pos-

Attendant-Messengers To Meet Friday

The Attendant Messengers Eligibles Association will hold a meet-ing Friday evening, February 14, at the Hudson Public Library, 10 Seventh Avenue South, Daniel Kulansky, president of the Association, stated that the eligibles have succeeded in having their list certified for appointment as Hospital Attend-Kulansky urged all eligibles to attend the next meeting.

partment of Welfare) was held on Leffler, 2nd vice-president, and Marco Corigliano, secretary-treas-

association reports The through conferences with Ellis Ranen of the Division of Staff Relations, the following advances have been made: 1) status of head clerks to be maintained. Head clerk places in other job categories due to consolidation are to be placed on a pre-ferred list and assigned to the next head clerk vacancy in the order of seniority; 2) more local participation between head clerks and office man-agers; 3) validity of Civil Service Ratings submitted by head clerks upheld; 4) representation on the second committee on clerical procedure has been secured.

The next meeting is to be held Saturday, February 15 at 12:45 p.m. at the Rand School, 7 E. 15th St., Manhattan.

ASCSE to Hear

Clerks Elect

The annual election of officers of the Head Clerks Association (De-January 28. The new officials are: Philip Kippel, president; Thomas Baer, 1st vice-president; Bernard Leffler, 2nd vice-president, and

Legislative Report

The New York City Chapter of the Association of State Civil Service Employees will meet tonight, Tuesday, February 4, at 5 o'clock in room 500, State Office Building, 80 Centre St., N. Y. C.

Reports of the Legislative Committee and the Budget Survey Committee will be rendered by Milton Schwartz and Bernhard C. Riffel.

576

89.20

88.20

The following are the latest certifications, in New York City and Albany, from popular State lists:

Junior Clerk Ranking. Percentage. Permanent-New York-\$900..... 86.90 Permanent-Albany-\$900 82.70 84.825 Temporary-New York-\$900 1,224 82.40 Temporary—Albany—\$900 Junior Stenographer Permanent-New York-\$900 771 87.10 Permanent-Albany-\$900 Temporary-New York-\$900 1,024 Temporary—Albany—\$900 2.101 81.40 Junior Typist Permanent-New York-\$900 88.20 841 Permanent-Albany-\$900 1.133 87.86 Temporary—New York—\$900..... 1,145 87.30 Temporary—Albany—\$900 1,214 87.10 Assistant File Clerk Permanent-New York-\$900..... 100 89.50 Permanent-Albany-\$900 1.102 85.60 Temporary-New York-\$1,200 472 87.30 Temporary—Albany—\$1,200 584 86.90 Temporary—Albany—\$960 658 86.60 Temporary-Albany-\$900 1,284 85.30 Latest appointments from these lists are: Junior Clerk New York—\$900 883 87.45 Albany—\$900 2.055 83.25 Junior Stenographer New York—\$900 498 88.30 Albany—\$900 1,889 82.60 Junior Typist

New York-\$900.....

Albany-\$900

Old-Time Uniforms A He- and She-Cop Dance

A collection of policeman policewoman uniforms of yeste will be on display Saturday when a joint dance of the Patry and Policewoman eligibles is he the roof garden of the Hotel Pe sylvania. Eligibles themselves an wear the uniforms in a pagea

The uniforms belong to John The uniforms belong to John Donaldson, retired member of the Police force. They were on explicit of uning the World's Fair at New York City Building.

Don Henri's orchestra will proceed the sand and the dance times, and a

vide the dance tunes, and a mo dance group is among the enterty ment features.

Invitations have gone out to Mayor L Guardia, city commissioners, pri and police officials, members of bench, and members of the Council.

Machinists Meet

The next regular meeting of the Brotherhood of Certified Civil Se ice Machinists and Helpers of City of New York will be held Germania Hall, 160 3rd Ave., Frid February 7 at 8 p.m.

An installation of officers will te

ture the meeting.

New Jersey Tests

(Continued from Page 17) male)-Weights and Measures, Ber

County (\$1,200).

Graduate Nurse (X-Ray Technick

Passo County Welfare Board (\$1,200) plus one meal).

Patrolman - Atlantic City (\$2.0% Fireman—Atlantic City (\$2,050-\$2,550

Monday, February 24 (Competitive)

Inspector—Department of Motor Vehicles (\$1,300-\$2,700).

Junior Statistical Clerk (\$1,080-\$1,40).

Junior Social Research Assistant (\$1,440-\$1,800).

Hoisting Engineer (Apprentice) (# week).

Mechanic's Helper (prevaling rates Supervisor — City Home Propert Newark (\$2,000).

Supervisor-Lodging House, News

Engineman-in-Charge (prevai

Policewoman-Trenton (\$1,950), Thursday, February 27

(Competitive)

Jail Keeper—Bergen County (\$2,00)

Referee - Workmen's Compensati

Bureau (\$2,500).
Operator, Patrol Boat—State D
partment of Health (\$100-\$125 p month).

Institutional Repairman (prevail

Library Assistant - Un Junior Township (\$720-\$900). Family Visitor — New

\$1,680).
Investigator, Venereal Disease—N

ark (\$1,620). Superintendent of Baths - Newart (\$2,000).

Janitor-East Orange (\$1,200-\$1,800). Assistant Civil Engineer (promotion

Open to engineers in State Highwa

Department (\$1,980-\$2,520)

Engineering Draftsman Promotica open to draftsmen in State Highway Department (\$1,500-\$1,920). Senior Draftsman—Promotion open to engineering and map draftsmen in State Highway Department (\$1,990-\$2,520).

Senior Draftsman (\$1,980-\$2,520). All persons interested in applying for New Jersey examinations must file not less than five days before the announced date of the test. For complete requirements concerning any specific test, write to the New Jersel State Civil Service Commission State House, Trenton, N. J. Only residents of New Jersey are eligible.

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EMPLOYEES EARNING \$2,000 ANNUALLY IF MARRIED

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SERVICE COMMUNITY Glasses

muse melle Parade

By JAMES CLANCY MUNROE

Stuff and Fun

oldovers form the greater part of movie menu this week. Of But what picture of the south would be complete without a southern mammy. This department is handled very nicely thank you by Louise Requires with little Complete.

second picture in the history of Music Hall to be held over for weeks. The first was "RE-

eading the list of new dishes of north. Finally returning to the family mansion in Virginia, Madhas almost decided that the homestead is not worth keeping; does not see the faithful heart beats behind the weeds and

movie menu movie menu movie menu movie menu movie movi

becomes even more obvious the of Virginia landscape brought out. All in all "VIRGINIA" holds good entertainment value.

"WESTERN UNION," a story the old west and the spanning of the Continent with telegraph, opens at the Roxy this Thursday. Leading the list of new dishes of the Roxy this Thursday. Leading week is "VIRGINIA," playing at paramount. At the age of two paramount. Robert Young, Virginia Gilmore and Dean Jaggers. The Roxy theatre is showing a very interesting exhibit in the lobby; it is made up of old telegraph equipment and other memories. mentos . .

Old Favorites

A couple of old American favor-ites are making their appearance on the screen. Lum and Abner opens e. Almost, we say; but not this week at local RKO theatres for fate in the character of while Clarence Kelland's Scattereighbors, one a southerner and good Baines goes into production.



. TAKE A TELEGRAM" Randolph Scott, appearing in the world's premiere of Western Union, to begin at the Roxy on Thursday.

Is Your Exam Here?

Below is the latest news from the Municipal Civil Service Comion on the status of exams which attracted 300 or more candies. The Leader will publish changes as soon as they are made

COMPETITIVE TESTS

dministrative Assistant (Wel-): The rating of Part II of the lic Relations Specialty has been pleted. The oral interview for specialty held last week. The ng of Part II of the other spe-ties is in progress.

irport Assistant: 170 candidates lified on the written test.

sphalt Worker: Appeals on ten-we key under consideration.

sessor (Railroad): Rating of ten test completed. sessor (Utility Buildings): Writ-

sistant Director (N. Y. C. Inmation Center): Written test held. wers in this issue. 376 candi-

appeared. stant Engineer (Designer)

le 4, Board of Water Supply: tey approved. sistant Engineer (Drill Opera-

Grade 4: The rating of experitomobile Engineman: List ap-

ker: Rating of written test comulldings Manager (Housing Au-

Written test scheduled for

Maintainer, Group G: All of examination completed exnal experience. erk, Grade 2 (Board of Higher

ation): Rating of Part A of

len test completed.

len test completed.

minuity Writer: Rating of writtest completed. The experience view will be administered soon.

lok: Rating of written test com-

art Stenographer: Rating of A held up pending clarification ourt determination. mist (Part Time): Tentative in this

Published elsewhere in this

elitian: Rating of qualifying exthe nearly completed, Roller Engineer: Written test

Spector of Blasting, Grade 2: ten test scheduled for Feb-

Administrative sing): Part II of the mainten-specialty Feb. 15. Administrative

See Welfare). Administrative hlor Assessor ten test rated. Assessor (Engineering):

Engineer e 2: Appeals on tentative key

alor Engineer (Sanitary) Grade All parts of examination nemalification Engineer (Signals) Grade Psychologist: Rating en lest nearly completed.

Maintainer's Helper, Group A: Competitive physical completed.

Maintainer's Helper, Group B: Rating of written test completed. Competitive physical will be com-

pleted February 6.

Maintainer's Helper, Group C:
Written test completely rated. Com-

petitive physical completed.

Maintainer's Helper, Group D:
Competitive physical completed. Mechanical Maintainer, Group B: Practical test completed. Office Appliance Operator: Prac-

tical tests for various office appliances in progress.

Playground Director (Female)
Permanent Service: Oral practical
tests continued through this week.
Section Stockman (Welfare): The
rating of Part I completed. Part II

now being rated.

Senior Maintainer (Office Appliances—Typewriters): Written test administered.

Signal Maintainer, Group. B: All parts of this examination are com-

Stenotypist, Grade 2: Part A of written test completely rated.

Structure Maintainer: All parts of this examination are completed.
Supervising Tabulating Machine

Operator (I.B.M. Equipment) Grade 4: Written test has been given.

Telephone Operator, Grade 1 (Fe-male): A list is now being constituted as a result of selective certification from the list for Clerk

Typewriting Copyist, Grade 1: Rating of written test is completed. X-Ray Technician: Rating of written test is in progress.

PROMOTION TESTS

Assistant Director of Public Assistance, Grade 5: Rating of test is completed. The oral interview will begin soon.

Assistant Station Supervisor: Tentative key published.

Assistant Supervisor, Grade 2 (Social Service): Examination held in abeyance pending clarification of litigation.

Assistant Train Dispatcher: The rating of the written test completed. Bridge Sergeant (Triborough Bridge Authority): Rating of written test in progress.

Captain (Fire Department): Part Assistant I completely rated. Parts II and III now being rated.

Car Maintainer, Group G: All parts of examination completed. Conductor: Rating of written test

Court Clerk, Grade 3 (Magistrates' Court): Rating of written test in progress.

Court Stenographer. Rating of written test held in abeyance pending outcome of litigation.

Elevator Operator (Department of Hospitals): Report on final key an-

swers being prepared.

Head Dietitian: Rating of written test under way.

Junior Administrative Assistant (City-Wide): Objections to tentative key answers being considered. Junior Assistant Corporation Coun-

sel, Grade 3 (Law Department): Written test rated. The experience interview will be conducted soon.

Junior Counsel, Grade 3 (New York City Housing Authority) and (Division of Franchises, Board of Estimate): Written test rated.

Senior Dietitian: Rating of written test begun. Senior Psychologist: Examinination

held in abeyance pending a final reclassification determination.

Senior Supervisor, Grade 4 (Social Service): Examination held in abeyance pending clarification of litigation. Station

Supervisor: Rating of written test begun. Supervising Tabulating Machine

Operator, Grade 3:, Written test has been given. Supervisor, Grade 3 (Social Serv-

ive): Examination held in abeyance pending outcome of litigation. Towerman: Rating of written test

begun. Train Dispatcher: Rating of written

test in progress.

Yardmaster: Rating of written test completed.

LICENSING TESTS

Master Plumber: Drawing of the panel for the Advisory Board was held last week.

Master and Special Electrician: Rating of both parts of the written

test in progress. Oil Burner Installer: A report on final key has been approved by the

Commission.

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Your Chances for Appointment

The latest certifications of the Municipal Civil Service Commission are given below. An asterisk (*) with the last number certified, indicates that certification has been made during the past week. The letters P and T stand for probably permanent and temporary.

Readers should remember that certification does not necessarily mean appointment. Usually more names are certified than there are vacancies, Anyone with a question on a certification should call or write to the Information Bureau, Municipal Civil Service Commission, 299 Broadway, New York City, COrtlandt 7-8880.

	le		Dept. Salary	P or	T No.
Assistant	nt, Grade 2		Walfare	41	132
- wanterfattie	Alienist				
Assistant	Chemist			P	7.9
Assistant	Enginer, (ir. 4 (p	o.) Water Supply 3,120	P	*68
Assistant	Gardener.			P	236
Attendan	t-Messenger		Hospitals 2,040 w/ Health 960 960 Water Supply 3,120 Hunter College 1,200 Parks 50 Hospitals 2,160	r. P	*1.043
Bacteriole	gist			P	10
Blacksmi	in assesse		Sanitation 9.50 d	ay P	7
Bridgema	n and Riv	refer		P	89
Carpenter	********	******		F	41
Clerk, Gr	ade z		****** For appointment 500	T.	1,792
				T.	4,741
	. 62344		Hospitals 840	T	*4,013
**	" (migh	it work) Hospitals 840	F	*5,163
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Count Att	andant	mie)	······································	n P	*5,338
Electric I	Counterment		1,800	P	106
Elevator	Machania (arment l	Transportation 75 h	r. 1	8.0
Fan Mai	ntainer	approp.	Z.100	P	-38
Fireman	F. D		Flen Door	r. P	3,300
"	" (appro	(p,)	Water Supply 1 900	70	43 324
Inspector	of Masonr	v and C	irpentry. Water Supply 1 500	r.	7.5
nspector	of Plumbia	ng	Water Supply 1500	P	*75
House Pa	inter		Education a to d	av m	*94
Janitor 1	Ingineer		2 116-5 29	2 p	9.7
Junior Ac	countant			p	141
funior Ar	chitect		Transportation 2.160	F	•29
unior As	sessor		Tiex 1.920	P	24
Junior B	acteriologis	t		T	111
Junior E	igineer, Ele	ectrical,	Gr. 3 Tunnel Authority 2,160	P	109
Laborator	y Assistan	t		P	*93
Laborator	y Helper (women)	Hospitals 360-480	w/m P	*1.857
			780-720	P	*665
For all for to b		(Appro)	J Hospitals 540	P	*682
dachinist	*********	*******	Public Works 9 day	T	76
medical I	uspector (c	ardioi).	5 sess	on P	*22
Patrolman		peamirie	Dess.	ion P	156
Patrolmar	Ph No		1,200	P	260
***************************************			Ligarian 150 mon	th T	*92
Charmack	st		Hospitale 1 200	7	-24
**			Houlth 1 200	rr.	02
hysio Tl	erany Tecl	intelan.	Hospitale 1 200	10	72
olicewon	an		B. P. Bklyn 1 200	D	*140
"			Parks	r. P	*206
orter			Sanitation 9.50 d Public Works 13.20 Porble Works 13.20 Por appointment 500 Health 840 Hospitals 840 Hospitals 600 w/4 City Mag. Court 1,860 Transportation 75 h Housing & Hidgs 2,160 Tunnel Authority 75 h Fire 2,000 Water Supply 1,860 Gradient 1,500 For a	P	*55K
			Hospitals 780	P.T	*1.997
				P	*2.650
anitation	Man, A, 1	List No.	1 B. P. Man 1,500	P	*218
		"	Sanitation 1,800	P	210
		"	Education 5.50 da	ay P	4184
anitation	Man, List	No. 2.		P	*802
			Transportation 50 h	r. P	1,200
p al P	atre man		Transportation 1,800	P	*275
	***		Correction 1,769	P	*274
tation A	gent,		Transportation	P	913
tenog rap	ner and ly	pewriter	Gr. 2. Sanitation 1,200	P	1,502
denhana	Operator		Hospitals 1,200	T	1,339
elchnone	I Maintein		Water Supply 1,200	P	*36
hird Rat	r-Convist	Grade o		P T P P	16
'vpewiting	a copy and		960	P	2,505
Typewiting			******* 960	T	2,617
Third Rai Typewiting	-Attendent	Grada			
Chird Rai Cypewiting	-Attendant	, Grade	1 Hospitals 1,200	T	*626
Vatchman	-Attendant	, Grade	Hospitals 1,200	P	*626 *977 1.090

Your Income Tax

By Philip Cohen, Tax Expert

This year the United States Government has dropped the exemption in connection with the federal income tax. Formerly a married man had to file a return if he had a gross income of \$2,500; a single man had to file if he grossed \$1,000. Uncle Sam has now reduced these gross figures to \$2,000 and \$800 respectively for married and single persons.

Every married person living with Every married person living with husband or wife as the case may be must file his, her or their joint return if they grossed \$2,000 during 1940 or more. Against this income \$2,000 is allowed as an exemption. Nevertheless, the return has to be filed whether or not a tax is due. The same is true in the case of a single person except that the minimum is \$1,000.

The United States government still allows an exemption of \$2,500 to a married person and \$1,000 to the single person on their state income tax return. As with the United States government the state requires a return to be filed whether or not a tax has to be paid as long as the married man grosses \$2,500 and a single man \$1,000.

Please sen

Hour do

Classified Advertisements

(Rates: 25c for each six words. Min-imum \$1.00. Copy must be submitted before noon on Friday preceding pub-

REAL ESTATE FOR SALE-N. Y.

CHILDREN'S CAMP—30 healthful acres, 7 modern buildings, athletic facilities, swimming pool; inspection invited, \$8500, Terms, Homestead, 9 acres, \$2250, A. F. ARTHUR, Realty, 19 Foxhall, Colonial Kingston, N. Y.

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4's — \$39 to \$46
LARGE SUNNY, OUTSIDE ROOMS
Cross ventilation, refrigeration, etc.,
etc. 1 block to Public and
Junior High Schools.
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Most Convenient Location MOST CONVENIENT LOCATION
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express trains and "L" stop at station 149th St., and 3d Ave., just
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OFFICE ON PREMISES
OPEN SUNDAYS & WEEKDAYS

Buy The LEADER Every Tuesday.

VAC	CA	1	LI	O	N	Y	
d information							vacation.
ou plan to ti	ravel	:					
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now do you plan to travel:
cruise, railway, plane, bus or car?
When do you plan on leaving, and for how long?
What department are you with?
Where are you planning to go?
Have you any particular hotel or resort in mind?

Remarks

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Federation Plans Budget Battle

The Federation of Municipal Employees is preparing its annual war with the Board of Estimate. At a recent meeting of the Federation, President Henry Feinstein told the men he had a plan even more spectacular than the movie-showing which enlivened the Estimate hearings last year. One of the Federation's demands will be to retain in the budget a \$50 raise for laborers in the Borough President's office and an increase from \$1,690 to \$1,980 for snow laborers in the entire city. The Federation plans to show motion pictures of pumpers and sewage disposal workers in the Department of Public Works. Feinstein's group is also preparing a radio program to acquaint the public with the work of the sewage disposal laborer.

Brind Resigns

Charles A. Brind, Jr., recently appointed to the post of chief counsel to the Board of Regents, has just announced his resignation as pres-



Charles A. Brind, Jr.

Ident of the Association of State Civil Service Employees. Harold J. Fisher, chief finance officer of the State Department, who was elected vice-president of the ASCSE a few months ago, succeeds Brind.

Brind explained his resignation on the ground that he no longer fills a competitive position. Under his 'endership during the past six years, the Association has grown to memhership of 34,000 State employees.

State Promotion

The State Civil Service Commission has just opened the following promotion tests for filing:

Senior Examiner of Municipal Accounts, Bureau of Municipal Accounts, Department of Audit and Control. (Usual salary range, \$3,120-\$3,870.) File by February 15. Fee, \$3.

Senior Account Typist, New York State College of Forestry, Syracuse University. (Usual salary range, \$1,600-\$2.100; appointment expected at minimum, but may be made at less.) File by February 15. Fee, \$1.

Parole Officer, Department of Correction. (Usual salary range, \$2,400-\$3,000; appointments expected at minimum, but may be made at less.) File by February 15. Fee, \$2.

Assistant Account Clerk, Department of Correction. (Usual salary range, \$1,200-\$1,700.) File by February 15. Fee, \$1.

Suggest Indefinite Term For Rensselaer Secretary

The secretary of the Rensselaer Civil Service Commission should be appointed for an indefinite period and should not be a member of the Commission itself, recommends the State Civil Service Commission after an exhaustive survey by Catherine E. Shanahan, Senior Municipal Research Assistant. Argued the State Commission:

"The learning of the Civil Service procedures and the requirements of the Civil Service Law takes time. Whenever there is a change in the Incumbent in the position of Secretary, the learning process has to be gone through with the inevitable confusion and inefficiency which the lack of knowledge of the procedure and law involves."

Among other recommendations: revision of the 1918 rules; revision of the application form; establishment of an eligible list book; establishment of a payroll card; establishment of a classification plan.

WANTED: More Desirable Girls to Train for Secretaries

The NEW YORK BUSINESS SCHOOL, 11 West 42nd Street (cor. 5th Ave.), New York, N. Y., states that they have placed every graduate from their school in very satisfactory positions and need more girls for this training to supply the demand for Secretaries.

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An employer recently visited the school and asked for the Principal. He stated, "I now have four of your graduates in my offices and I need another." He said, "Tell me, how do you train your girls, who come right from high school, to become such well trained secretaries?"

My answer was, "Because our school has adjusted its direction to the realities of a secretary's position in the business office of today. You must realize that of every three to five girls now enrolled in some sort of secretarial course, only one will ever obtain a position in an office. 'WE HAVE PLACED EVERY GRADUATE'."

He asked, "Is competition so terrific?"

"Yes, it is," I replied.

"Then, is it true that your school has placed every graduate?"

"Yes, that is true. The New York Business School trains hundreds of girls each year and obtains good positions for all of those who finish the course."

"How do you do it?" he asked.

Here is the substance of what I answered;

The NEW YORK BUSINESS SCHOOL, by a careful study, learns exactly what sort of girls the better employers want and what qualifications they require. To obtain a desirable secretarial position today the girl must meet certain requirements.

THE NEW YORK BUSINESS SCHOOL CHOOSES ITS STUDENTS

First, she must be one of the three most intelligent girls among any average group of seven to ten. So, we accept only girls who are mentally superior, as determined by standard intelligence tests and a general knowledge test.

Second, the better offices also insist that a girl be able to take dictation at 120 to 125 words a minute and transcribe at 50 to 60 words a minute. Many intelligent girls do not have the coordination of ear, brain, and hand necessary for such speed. Many students, for example, who completed the regular course in a certain leading New York Secretarial School, are now sales girls in a department store. This school did not tell them in advance that they could never develop sufficient stenographic speed for a secretary.

The NEW YORK BUSINESS SCHOOL requires that every girl, before entering, take an I. Q. test to determine whether or not she is likely to develop secretarial proficiency. If the test reveals that she is not, this school advises her to take up some other type of work. Only, if she has a particular aptitude for shorthand and typewriting will we accept her as a prospective student, unless it is a case that she just wants a short course on her own responsibility, or what we call a brush-up course.

To obtain a desirable secretarial position today, besides being mentally superior and a proficient stenographer, a girl must also be personally attractive. I think it is a very poor method of obtaining students for a school to accept an unattractive girl or a girl whom the school cannot place into a position. The NEW YORK BUSINESS SCHOOL accepts only girls who have the qualifications for secretarial training.

Because our girls are superior to start with, we are able to prepare them in a relatively short time, nine to twelve months, for secretarial positions with organizations of high standing like the Vogue Magazine, Mutual Life Insurance Company, Advertisers Magazine, Chase National Bank, etc.

BEING INTELLIGENT ISN'T ENOUGH

Again, being a superior girl, isn't of itself, enough to obtain a good secretarial position. We cannot place our girls, however attractive, unless we give them special training. Most secretarial schools fall chiefly into one of two groups: Schools which emphasize just shorthand and typewriting, and schools which in addition to these stenographic subjects also teach subjects like commercial law, economics, etc. The really wellpaid secretary spends an average of less than three-fourths of the day in taking or transcribing dictation. The rest of the time she performs other duties which qualify her for a secretarial position. This experience is obtained by the NEW YORK BUSINESS SCHOOL students by training them in our general offices after they have obtained a reasonable amount of speed in dictation. These office duties consist of mailing, editorial work, communication duties, filing, announcing visitors to the Principal, keeping financial records, and personal services for the employer.

If we ask secretaries what they have to do that they weren't trained to do, we learn that in seven out of every ten offices

the secretary has to handle the telephone and switchboard when the regular operator goes out to lunch. We insist that all our graduates become proficient in this particular branch of work. Many job seekers do not know how to operate the switchboard. Today, office work is largely performed on machines A secretary has to know what the important machines are used for, so we ask our graduates to devote a certain amount of time to machines at the conclusion of their course. They will not necessarily become machine operators, but they will be qualified to operate these machines and supervise some of this work when they go to positions.

GETTING A JOB-SCHOOL OR EXPERIENCE?

The NEW YORK BUSINESS SCHOOL has an exceller course in machines; including the comptometer, billing machine bookkeeping machine, dictaphone, multigraph, adding machine switchboard, key-punch, in fact, all machines required in an office

The question was asked the writer, "How can a girl just gradu ated from your school convince the prospective employer that she knows as much as the experienced girl he can engage for perhapt the same salary?"

I answered him that our school is very thorough. The speed to require is much higher than the average secretarial school and when our girls take a test, the employer tells us that they are well trained. This is due to a unique system our employment department has developed in solving this problem of training our girls for the position they obtain.

As stated above, our graduates spend from two to four weeks in our offices preparing themselves for general office training. They are taught how to talk with the prospective employer. We ask them questions which the prospective employer would ask them and tell them how to answer. Above all, we teach them to show an interest in their work, just as though it was their own investment. Our employment department then sends them out on their own responsibility to apply for a position, feeling confident that they are well trained for these positions before they are sent out. With this experience behind our graduates, we know they are ready to apply for almost any secretarial or machine position.

Many employers make an exception regarding graduates from the NEW YORK BUSINESS SCHOOL because the school take only girls who are employable and teaches them what the prospective employer wants, and also trains them in the technique of applying for a position. We do not allow our girls to accept a small salary as we have a limited minimum salary our graduates may accept. This is to protect the girl from accepting less salary than she should and it helps her get the job because the recommendation from the school informs the employer that she is worth what we say she is

We have obtained and established favorable relations with the best business houses in the city and place all of our girls in the metropolitan section. Most all of our students are placed within a radius of ten blocks from the school.

We have the record of having placed every graduate from our school since it was organized, and when a firm has one of our girl, in many cases, they demand a second, third, fourth, because they know the one we sent them at first was satisfactory.

The following is a reproduction of an advertisement as it appears in the New York Telephone Directory. (Manhattan Red Book, Fall and Winter edition, 1940. Page 931.)

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

