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FEDERAL CIVIL SERVICE NEWS

Wartime Civil Service: First Report

After One Week of War—Here's How the Picture Looks in Washington—Leaves Cancelled—Work Goes on Full-Blast Christmas Day—Longer Working Hours—Priorities on Employees for Defense Agencies—Pay Raise on the Way—Employees Work in Shifts—More Jobs for Women—Discrimination Breaking Down

WASHINGTON.—War developments on the Federal employee front:

- 1.—Defense agencies are to get priorities on the services of experienced Federal employees. That's certain now. An executive order on the subject will be issued at any moment. Employees who leave their non-defense jobs for positions in defense agencies will be guaranteed their old jobs back, if and when.
2.—Leave is being cancelled in some defense agencies... not leave of all employees, but thousands who had planned to spend Christmas at home will be working at their desks, particularly employees in War, Navy, OPM, and OEM.
3.—The enormous rate of hiring Federal employees has been accelerated greatly. Defense agencies are hiring 'em by the hundreds and the thousands. It's estimated unofficially that 200 new employees are being hired each day in the District of Columbia.
4.—Shortages are plaguing the Civil Service Commission. On several days last week there wasn't a single available eligible steno on the Civil Service register—the central office register, that is. The demand was so great that the Commission sent out wires to its regional directors to recruit eligible stenographers from their field registers and send them to the District. In fact, each district was given a "quota" of stenographers, and 10 days—or until December 18—was given to get the girls to Washington.
Streets Crowded
5.—The streets have become so crowded and traffic conditions so bad in Washington that the hours of Federal employees will be furthered staggered. It's even being proposed that employees work in shifts—some already do—to prevent horrible traffic conditions and to make the most possible use of what office space is available.
Longer Hours
6.—As The LEADER has indicated many times, longer hours are now rapidly becoming a reality in the Federal service. Civil Service Commission has placed most of its employees on a minimum 44-hour week. The fact is they work around 50 and 60 hours a week. Navy Department has placed its employees on a 7-day week and the War Department is expected to follow suit as will the Commerce Department, OPM, OEM and other agencies. This, however, doesn't mean that employees will be worked 7 full days a week. What it does mean is that these offices will be open for business 7 days a week and the employees who work Sundays will be given perhaps Tuesdays off. A formal Presidential order to lengthen the hours of Federal workers has been held up and none is likely to be issued until the present situation settles down.
Open Christmas Day
7.—The President already had approved a government holiday for December 24 but the order hadn't been issued. Now it won't be and many Government offices are planning to remain open on Xmas Day.
Pay Raise Bill Studied
8.—Clearer heads realize that the paychecks of Federal workers should be increased as they are compelled to work longer hours, though no employees are grumbling over extended hours. To that end, the Council of Personnel Administration, an adjunct of the Civil Service Commission, has been studying a pay raise bill that would get the approval of all concerned. The LEADER can reveal that the rough plan sug-

gests a bonus of \$120 for all employees who are paid less than \$3,000. Employees paid more than \$3,000 wouldn't be affected in the least under this plan.

9.—It's doubtful if the council reports this plan to the Budget Bureau. In fact, this plan is sort of a joint project of the council and the Budget Bureau as E. B. Young, personnel director of the Budget Bureau, is conducting the study for both the Budget Bureau and the council. After all, the World War 1 plan paid \$240 bonuses only to employees who were paid \$2,750 and less and the feeling in official circles is pretty much unanimous that Congress would never raise the pay of an employee in this emergency who is paid more than \$3,000 or \$3,600 at the most. Congressman Ranspeck last week-end introduced a pay-raise bill that will have administration support.

Requirements Lowered
10.—Steno requirements have been lowered in an effort to round up more eligibles to take jobs in Washington. Stenos can now make a grade of 60 on the typing part of the exam and still pass the test. Seventy was the former minimum.

11.—Thousands of Federal employees will be called up for military service under the Selective Service Act. This will mean more vacancies to fill at a time when the labor market is critical. And that condition, in turn, means the Government must train more of its new employees

raw recruits must be trained to handle a calculating machine as well as fly a plane.

More Jobs for Women

12.—Speaking frankly, it means that more women will be given jobs because men won't be available to fill them.

13.—And speaking more frankly, it means that Negroes and other minority groups will get hundreds of Government jobs in agencies where there were sound suspicions of discrimination. The President's committee set up in OPM to investigate discrimination of Negroes in defense industries in the Government and the committee is getting results. Several hundred complaints have been made and many of the complainants have subsequently gotten jobs. OPM and OEM in particular have Negro girls working in their offices now along side white girls.

Blackouts

14.—Government buildings are being blacked out at nights and air-raid wardens have been appointed on the floors of each building.

Yes, we're in war now but just a year ago nearly all of us were saying that it couldn't happen here.

Civil Service employees—Federal, State, or City—may look to The LEADER for full reports on what the war means to Government service. They'll appear regularly—gathered from a wide variety of sources.

Do You Need FURNITURE?

Table with 3 columns: Is It?, These Styles?, These Woods?. Rows include Bedroom, Living Room, Dinette, Occasional PCs, Maple, ETC. with corresponding styles like Modern, Sheraton, Regency, etc. and woods like Walnut, Mahogany, Birch, etc.

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U.S. Lawyer-Appointees Get O.K. of Legal Board

WASHINGTON.—The Board of Law Examiners is a going concern, despite the fact that Congress refused to appropriate specifically for it. The board is being financed through funds of the Civil Service Commission. Scores of lawyers who have been hired recently in Federal agencies are being cleared by the board. Here's the way you can go about getting a Federal legal job: reported by the Federal Civil Service Commission directly to the agency concerned.

FDR Won't Pass On Promotions

The President of the United States is sloughing off as many details as he can. One of the details that his office is turning over to others is the job of passing on promotions of Federal employees paid out of emergency funds.

Such positions will hereafter be reported by the Federal Civil Service Commission directly to the agency concerned.

Vets Ask Work In Civil Service

Last week, the Veterans' Civil Service League took two steps to make its personnel available to the Government. First, its officers wrote to the President, the War Department, and the Civil Service Commission, placing the membership at the disposal of the Government. Secondly, they wired Harry B. Mitchell, president of the United States Civil Service Commission, urging the Commission to comb its eligible lists for veterans who can perform government work, and thus relieve younger men "to perform duties which may be required in training them for the period of the war."

general counsel does is to nominate you for a job to the board. The board will then give you an oral exam on the subject you are supposed to be familiar with.

If you get by the board you will have a job.

However, because of the general rush in Washington it's now possible in a few of the defense agencies like Office of Price Administration and Office of Production Management to hire lawyers direct. The general counsel does the recruiting and hiring and sends a copy to the board for "clearance." [The LEADER does not say that positions are available in these agencies now.]

The board will give lawyers hired in these cases oral tests at a later date.

Competitive Test Coming

All the above, however, is a transitional system. It will all be junked within a few weeks when the board announces a competitive test for lawyers. The test will be announced in January and the exam given soon afterwards. Future Federal attorneys will then be taken from the register of eligibles.

At least, this is the plan expected just before war broke out. Today anything can happen.

National Commander of the Civil Service Veterans' League is A. Edward Alles. Honorary Commander is Major General John F. O'Ryane, State Director of Civilian Defense, New York headquarters of the league: 11 Park Place, Manhattan.

U. S. Will Have Enough Accountants

Officials of the Civil Service Commission believe they have the accountant problem licked for the time being. The accountant and auditing assistant (\$1,800) list is being set up and there are several thousand eligibles. The project auditor register also is being set up but eligibles are being certified from it. Three other accountant and auditor registers also are available.

DEADLINE NEARS FOR PHOTOG EXAM

Applications for four grades of photographer which have been open since September 2, will close January 3, the U. S. Civil Service Commission announced this week. Like most Federal tests, these days, the photographer examination is unassembled. This means that candidates merely fill out the applications and they are then rated by the Commission on their experience and fitness for the work according to statements made in the application blanks.

The four grades for which candidates may apply are head photographer, \$2,600 per year; senior photographer, \$2,000 per year; assistant photographer, \$1,620 per year; under photographer, \$1,260 per year. Applicants who possess experience in wet plate photography, process photography, photographic mapping, and general commercial photography are particularly needed. Application blanks can be obtained at the local office of the U. S. Civil Service Commission, 641 Washington Street. However, they must be filed in the Washington office of the Commission by January 3.

Grades Due Soon On U. S. Clerk Test

Since FBI fingerprint classifiers have been exempted from Civil Service, the Civil Service Commission has been using its register for student fingerprint classifiers to fill clerk jobs. The register on printers' assistants also is being used for clerk jobs. Meantime, the Commission is speeding up the job of grading papers on the recent clerk exam and setting up the register. Some temporary appointments are being permitted by the Commission subject to passing the test.

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IF IT COMES

Congress has voted billions of dollars for the defense of our country.

Warships are being built, soldiers are being trained, young men are learning to fly, and factories are turning out vast quantities of supplies to arm our Army, Navy and Air Forces.

THIS IS FOR YOU . . .

All this is for the defense of our country, to protect our shores, to prevent invasion of our land and to preserve our institutions.

We have learned of a new technique in the invasion of countries. There is no longer a "war zone." An entire country is subject to sudden, surprise attacks. Every civilian is exposed to danger. A vital part of our defense, therefore, is that civilians be trained to protect themselves and to know just what to do in the event of an attack from the air.

New York City is in little danger of attack from airplanes. But such an air

attack is not impossible. New York, as the nerve center of the nation, presents a tempting target which might justify an enemy in taking great risks.

JUST IN CASE . . .

We must prepare now against this possibility of aerial attack.

The Mayor has appointed an Emergency Board to draw up rules for the protection of the citizens.

IF AN ATTACK SHOULD COME

If an attack should come and Fire apparatus will sound the official signal—a long blast followed by a short blast repeated for 5 minutes. Learn to keep calm—walk, never run. Do not be frightened. Remain Calm. Obey orders.

Pay no attention to Rumor Mongers. Do not listen to gossip.

Do not become panicky and above all, do not permit anyone to cause any fear. Even in times of peace, in a congested city there is a grave danger of people being injured by people becoming panicky. Whether it is a fire, or a bursted water main, do your part by not mingling with crowds, by not

rushing and running. We have learned that it is easy to create a panic by just a few people shouting, screaming and racing in a given direction. Panic stricken people impede firemen, the police and other authorities who are trying to protect them.

So keep cool—don't be alarmed! Just use common sense!

KEEP OFF THE STREET . . .

Avoid open spaces, streets and parks. Leave bus, street car or auto. Automobiles must be parked. Seek shelter.

If you cannot find shelter in a building, lie down and protect the back of your head.

IF YOU ARE INDOORS . . .

STAY THERE

Put out the lights—they may guide enemy planes.

Pull down shades.

If bombs are falling in your immediate vicinity, shut off the control cock on the inlet to the gas meter.

If after the all clear signal you do not feel confident in turning on the gas

supply and relighting all appliances, obtain the services of a plumber or some other qualified help to do so.

Stay away from windows and outside walls.

Avoid use of telephone.

If bombs should fall, lie down.

Keep radio on for emergency bulletins.

Avoid use of telephones.

Do not use elevators.

Leave all personal belongings—your life is more important.

Do not crowd in one spot.

Use cellars only in well constructed buildings.

ALL CLEAR SIGNAL . . .

The all clear signal will consist of a series of short staccato blasts repeated for a period of five minutes.

Your duties as civilians in carrying out these instructions are as vital to the country's welfare as are those of the armed forces. Do not get excited. Your safety as well as that of your family, neighbors, and fellow workers may depend on how you act.

CLIP OUT THIS BOX. ALWAYS HAVE THESE INSTRUCTIONS WITH YOU

CIVIL SERVICE IN NEW YORK CITY

City Departments to Slash Budgets

Employees Will Have to Take On More Work; Many to Be Transferred

It was Friday, December 5, when every department head in the city got something in his mail to worry about: a request to operate on less money next year—a lot less money.

On Monday, December 8, several of the men who run New York City's departments hoped that the War, whose official beginning had been on the previous day, would find it unnecessary to cut budgets.

By Friday, December 12, they knew that the original letter stood, in full. Its contents:

The city's expenditures will have to be cut down drastically. Employees will be affected.

The letter, over the signature of Budget Director Kenneth Dayton, read in part: ". . . the City faces a decrease in income and an increase in mandatory expenditures for the coming fiscal year approximating \$25,000,000 . . . other must be \$25,000,000 in economies within departmental expenditures next year. . . ."

Law Ties City's Hands

"No part of the economies can be taken from such items as debt service and pension contributions because they are fixed by law. The economies must be made in the budgets of the operating departments. They will require average reductions in present departmental expenditures of seven per cent. Departmental requests presented to this office ought to be based on such a reduction. . . ."

"The amount of money available is beyond our control. Neither the Budget Director, the Mayor nor the Board of Estimate can increase it. For some years we have managed to balance mandatory increases partly by reduction in short term debt and partly by offsets which we have developed from other funds. There two sources of economy have been exhausted. Economies from now on must come in departmental expenditures. If they are not made by the department heads, they must be made by this office and the Mayor. . . ."

In 1934, Employees Cooperated

"The department head has the same problem as the business man who has to continue business with decreased income and higher costs but who has to get results in spite of this. It should be a matter of pride to departments to continue to function efficiently even under these limitations. Such a result was attained in 1934. At that time we had the sympathetic aid and cooperation of all employees because they were impressed with the need for economy by the pay cuts then existing and the threat of further pay cuts. I am sure their aid and cooperation can be secured again. . . ."

Mr. Dayton offers a variety of suggestions for cutting ex-

penses, including efficient use of materials, substitution of less expensive items than those now used, reorganization, curtailing activities which can be curtailed, avoiding the use of materials over which there are priorities, no new equipment unless it can save more money than it costs, elimination of paper work.

Of particular interest to city employees is that section of Mr. Dayton's letter dealing with economies in the field of personal service. Said the Budget Director:

Employees to Be Transferred

"There should be a review of the duties and the performance of every employee. Every large department, and many smaller ones, have corners where you will find employees hidden who can be released for other work or can be transferred to fill vacancies either in your department or other departments. . . . Many times your superordinates will argue that the service of these individuals is necessary when in fact it is not. The department head himself will have to seek out and identify these cases. Please understand that it is not proposed to drop these employees but to transfer them where the City needs them. We will find those places. . . ."

More Work in View

"In many cases individual employees will have to assume more work than they are now doing. I do not propose that any employee shall be unduly burdened, but I am sure there are many cases where better organization and routines can accomplish the same work with fewer employees. Easy-going personnel policies will have to be eliminated."

Most departmental representatives queried by The LEADER stated they would be compelled to leave present and probably future vacancies unfilled.

In the Sanitation Department, there are at present approximately 500 unfilled vacancies.

In the Welfare Department, the policy of not filling vacancies has continued for some time. It is known that the Budget Bureau is now quietly investigating the Welfare Department, with a view to bringing personnel to its absolute minimum. One rumor last week was to the effect that if the 104 veteran provisional investigators go, the positions will be left unfilled.

In the Finance Department, old-timers have been asked to retire.

The Parks Department has been seriously undermanned. It will remain so.

The situation with regard to the Police and Fire Department is obscure. They should be brought up to full strength, but the Mayor has consistently refused to authorize the increase. There has been talk to the effect that retired members of both forces will be brought into active service.

So far as the Civil Service Commission is concerned, it is diffi-



This handsome, smiling lad is Sidney F. Rosen, Number 1 man on the new Fireman list, caught by the camera as he was flourishing the telegram giving him the good news. Sid still doesn't know when he'll be appointed to the Fire Department—the boys on the list are waiting for the Mayor to say "Go."

FIRE ELIGIBLES GET WAR GUARD JOBS

Even before the list was promulgated, eligibles on the new N. Y. C. fireman list were offered jobs as aqueduct patrolmen in the Board of Water Supply. Telegrams were sent to approximately 400 eligibles beginning with number 500 on the list. However, any eligible on the list, below 500 or above 900, could visit the office of the Board of Water Supply and apply for the \$1,800 jobs, as appointments were being made on a provisional basis.

Puzzled at first by the unexpected, hasty offers of employment, many fire eligibles were afraid to accept because they thought that it would prevent their appointment to the Fire Department. The number of eligibles who have accepted the jobs is not known, however, as the Board of Water Supply is not permitted to reveal this information because of the war emergency.

Police Territory

Aqueduct territory will guard New York City's vital source of water supply, the reservoirs in the Catskill and Croton systems, but they are also required to police the territory along the new 140-mile Delaware water supply project. On motorcycle and foot patrol, they police the towns in this area and scrutinize the activities of construction workers to prevent any possible attempts at sabotage. They are put through an intensive one month's training course in New York City's Police Academy, including motorcycle instruction by experts on city police motorcycle squads. They receive further instruction from officers of the Aqueduct police who have been trained in the New York State Troopers school in Troy.

Meanwhile, the new firemen list is expected to be promulgated today, Tuesday, Dec. 16, as the old list expired Monday, Dec. 15. It is expected that the Commission will declare the list appropriate for the Board of Water Supply jobs and certify eligibles to the Board of Water Supply.

cult to see how it can accept a budget cut. Its work will certainly increase in the coming year, as recruiting—for the United States defense program as well as for the city services—goes up. The Commission's training bureau will see much activity in coming months; and it may well be that the Federal Government will ask that city eligibles be certified for United States jobs.

FIRE ELIGIBLES

Eligibles on the new list interested in forming a fireman eligibles' association are requested to write to D. S., Box 250, The Civil Service LEADER, 97 Duane street, New York.

CIVIL SERVICE EMPLOYEES— ATTENTION!

What War Problems Are Troubling You? Are you wondering how the war will affect your job? Are you worried about hours? . . . wages? . . . status? . . . duties? . . . Would you like an opportunity to be of greater use?

Whatever your problems are, send them along to the Civil Service LEADER and we will try to find the answers for you. Let's have your suggestions, too. Write—and write often.

City Civil Service Gears for War

Commission Works Out Vast Program Speedily, Efficiently



PAUL J. KERN
President of the New York City Civil Service Commission

Moving with blitzkrieg rapidity, the Municipal Civil Service Commission overnight speeded up and revised its procedures last week as the war emergency immediately indicated that the Commission's work will be a vital link in putting the victory program into effect.

The following facts and predictions, of importance to every employee, eligible, and candidate in New York City, are already available.

1. Priorities in every division of the Commission will go for defense work. For example, such examinations as those for jobs at LaGuardia airport will be conducted and rated ahead of all others. Not only will the tests for patrolman and conductor be continued on schedule as usual, but the Commission will try to hurry them along also, on the ground that they are vital to de-

NYC Civil Service Placed on War Footing

New York City Civil Service is officially in the war.

Last week, in a short, pointed executive order to all city department heads, Mayor LaGuardia issued the first rules governing the revised conditions.

Last week, too, the Civil Service Commission sent out telegrams to 400 eligibles on the new Fireman list, offering them positions as watershed guards, at \$1,800 a year. The work is largely upstate, guarding New York City's water supply against possible sabotage.

The Mayor's order read: "We are in a state of war. You will be guided accordingly. De-

fense efforts. The Commission is making extra efforts to get a large filing for Apprentice (Automotive Trades), realizing that the potentially skilled talent uncovered will be vital to the nation.

Speed Certifications

2. Delay in certifications and appointments are to be cut short. We had an example of the new speed this week when the new fireman list, barely out of the Commission's machine room, was immediately certified for patrolman-on-aqueduct, a job necessary for the civilian defense.

3. The City Commission will aid in recruiting for Federal jobs. This has already taken on two aspects. First, President Paul J. Kern spent Monday in Washington, conferring with Price Control officials on finding and examining candidates for some

30,000 jobs in the price-fixing setup. Second, several lists, including Patrolman, P. D., Special, have already been certified for Federal positions. This is but the forerunner of greater work along these lines.

4. The Bureau of Training of the Commission, engaged for months in defense work, will become even more important in developing and improving needed skills. An example of its speed came early this week, when within two hours the way was cleared for a course in bombardment protection in prisons. Details give an idea of future courses. It will be compulsory for the 1,300 employees of the Correction Department, who will hear lectures on Wednesdays beginning December 17 for two hours from 3-5 p. m., on the city's time. Two hundred employees will be taken in at

first, and they are to serve as instructors for the other 1,100.

5. The Civilian Technical Corps, trained for months by the City Commission for work in Great Britain, will expand. The Commission will also use its facilities for training Americans as well in the same type work.

6. Probably most important, although its only in the "in-the-wind" stage, is a tremendous exam for retired city employees and women to determine what qualifications they have for war work. They will then be used to replace city employees called into military service. Its significance during a long war is staggering.

Eligibles on city lists have already been urged by the Commission not to contact Federal officials about their chances for Federal jobs. The Commission, in informing eligibles that their names have been submitted to the Federal Government, states the following:

"All Out Cooperation"

"This is in accordance with our policy of providing all possible opportunities for eligibles on our lists, and our further policy of all out cooperation with the war effort. If the Federal Government reaches your name, you will be notified directly by the appropriate office. Under the President's order they have power to appoint you as a Federal Civil Service employee from this local list since the standards of this local examination are equivalent to those of the similar Federal test.

"Please do not trouble Federal agencies with further inquiries about this matter during the present critical emergency. But feel free at all times to inquire of this Commission as to any further data you may wish. Acceptance of a Federal position on this certification will not affect your eligibility for appointment to a city job if and when you are reached."

DAYTON TO URGE HIGHER ROOF ON WELFARE PAY

Though they await decision on three cases brought before Judge William F. Collins, 2,500 Social Investigators are fervidly discussing an offer from New York City that the maximum of their grade be raised from \$1,799.99 to \$2,100.

The offer was made last Monday by Budget Director Kenneth Dayton, who told one of the three petitioner groups—members of the SCMWA known as the Doliver petitioners and represented by Nathan Witt—that he would recommend the change in ceiling to "proper authorities." Whether the new ceiling goes through, however, depends on action by the Board of Estimate.

There is some confusion as to whether Dayton's offer hinges on withdrawal of the suits. However, the attorneys for the two other groups have already submitted their briefs, and Witt told The LEADER that as far as he was concerned, he was "waiting for the verdict."

Earn More Than Ceiling
The three cases point out that all but 252 of the Investigators appointed from the 1937 list have been frozen at \$1,799.99, while these 252, some who were low on the list, are earning beyond that figure.

First of the suits was started by attorney Morris Amchan for a group known as the Kweller petitions, while Albert Breslow represents the Stanhope group.

The shortages in Civil Service are getting ever greater. Requirements for civil service jobs are being lowered. Your chances of landing a civil service position are better than ever before.

'Health Inspector' Is New Title in City Service

Two thousand ninety-eight candidates have filed for the health inspector, grade 2, open competitive examination which is tentatively scheduled by the Municipal Civil Service Commission for Saturday, January 10, 1942. Applications for the test closed Oct. 14 last.

The title health inspector, grade 2, is a new one in the city service. The list to be established as a result of the coming examination will replace the old inspector of foods, grade 2, list. During the four-year life of this list 70 eligibles were appointed to the Health Department.

Officials of the Health Department were not in a position to state whether the declaration of war would have any decided effect on the number of prospective appointments which will be made from the new list. At the time the examination was announced, the number of prospective vacancies was not listed by the Civil Ser-

vice Commission. The announcement merely stated that vacancies occur from time to time.

Health inspectors make investigations in a variety of industrial and retail establishments as well as in dairy farms and slaughter houses. They are required to prepare reports on and assist in the prosecution of violators of the Sanitary Code. Candidates for this examination had to possess at least a high school graduation and have had two years of ex-

perience in the inspection of food-stuffs and sanitary facilities or have had two years of satisfactory laboratory experience. Candidates lacking the practical inspection experience were allowed to file applications provided that they were college graduates and had majored in chemistry, agriculture, bacteriology, or sanitary engineering.

The written test will carry a weight of 60. The applicant's training experience and personal qualifications will equal 40 per cent of the final average. Oral interviews will be given those who pass the written test to determine the mark that they should receive on training, experience and personal qualifications.

NEW TITLES FOR HOUSING WORKERS AND TRAINED NURSES

Two resolutions of the New York City Civil Service Commission, revising housing and nursing titles, were approved last week by the State Civil Service Commission.

In the housing resolution, the titles of management assistant (housing), building manager (housing), and director of bureau of tenant relations (New York City Housing Authority) were removed from the clerical service. In their places now comes the housing service, with this set-up: Junior housing assistant—up to but not including \$1,800 per annum. Housing assistant—\$1,800 up to but not including \$2,400 per annum. Senior housing assistant—\$2,400 up to but not including \$3,000 per annum.

Assistant buildings manager—\$3,000 up to but not including \$4,000 per annum.

Buildings Manager—\$4,000 per annum and over.

Director of tenant relations—\$6,000 per annum and over.

The title of trained nurse was removed from the non-competitive class in the Hospital Department, and this substituted:

Registered nurse—\$900 to \$1,680 per annum with maintenance.

Registered nurse—\$1,260 to \$2,040 per annum without maintenance.

Practical nurse \$540 to \$1,200 per annum with maintenance.

Practical nurse \$780 to \$1,440 per annum without maintenance.

Youngsters Will Perform Man-Sized Jobs for City

Announced last week as a defense measure, the test of the Municipal Civil Service Commission for apprentice (automotive trades) has taken on great significance with the advent of the war emergency.

The purpose of the test remains the same: to train at the city's expense a group of talented youngsters, who have proven, by courses in high school as well as competitive exam, that they have mechanical aptitude. Through this apprentice scheme, it is felt that a reservoir of skilled craftsmen will constantly be available.

Today that purpose becomes vital to the war effort. For with more and more men taken into the military forces, skilled youngsters may soon have to do man-size jobs. With the projected extension of the craft minimum to 18, those under 18 may be needed immediately.

The written Apprentice test, ac-

counting for 80 per cent of the final mark, will determine both general intelligence and mechanical aptitude. The remaining 20 per cent goes for the physical.

No Minimum

There is no minimum age requirement on the test, although the State Education Law and the Child Labor Law prohibit employment generally of youngsters under 18. However, the Apprentice work may be considered training and hence come under the heading of education. The top age is 25. Full details appear on page 12.

This test was to be an experiment for the city, although the Federal Government has conducted similar apprentice courses for years. It is likely now that the city will not even wait to see if the automotive trades test is successful but go right ahead with plans for apprentice tests in other fields.

Those who get the 50 Apprentice vacancies now open will be paid \$2.80 a day on a 250-day basis for the first year, then get \$1 a day more each year for four years. At the end of the four-year period they will be considered skilled workers.

PARK ROW BOWLING ACADEMY
OPEN DAY AND NIGHT
Free Instructions to Beginners
Between 1 and 5 P. M.
22 Brunswick Alleys • Bar & Grill
29 PARK ROW, N. Y. C.
BARclay 7-1088

77th St. & B'way Bowling Alleys
2150 B'way, Downstairs N. Y. C.
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Two Exams for Conductor

One Is Open Competitive, One Promotion

A promotion examination for street-car operators will be held on the same day as the open-competitive test for conductor, recently ordered by the Commission.

SENIORITY OF TROLLEY DRIVERS

Seniority of street-car operators appointed from the present auto-engineman list in the Board of Transportation will be determined by the order of standing on the eligible list instead of by service on the job, the Civil Service Commission ruled at its recent meeting. The ruling will have an immediate effect on 43 street car operators.

Why It's Puzzling

The puzzling problem of seniority for street-car operators was

brought about when the auto engineman list was certified for the positions of street-car operators. Eligibles high on the list were among the first to accept the Commission's offer of a training course. Thus, an eligible with a number of approximately 1,500 could have been appointed in July, while an eligible with a number of approximately 750, who did not decide to accept the training course until the fall could not have been appointed until October. The seniority records will be changed so that the candidates who finished number 750 on the list will have greater seniority than the candidate who finished 1,500, although the latter may have worked for a longer period of time.

Lady Bowlers

Officers of the newly-organized Ladies Municipal Bowling League, first group of its kind, have just been elected: president, Terry O'Connell, Public Works; vice-president, Catherine Uhlfelder, Finance; secretary, Adelaide Levy, Purchase; treasurer, May Clahane, Comptroller's Office; publicity, Mildred Maher, Public Works; sergeant-at-arms, Loretta Braun, Docks.

Ninety-five bowlers are registered in the league, first ever organized among female employees in the city government. The 25-week season ends April 29, 1942, with prizes ready for the winners in various high-score classifications.

An auxiliary unit of the Municipal Bowling League, under the Mayor's Committee on Athletics, the league was organized by Miss O'Connell with the assistance of George Bolin, Al Stubing, Frank Brancata, and Phil Signorelli, all members of the men's teams in the Municipal Bowling League.

Last Wednesday, the team standing was: Purchase "A",

Letterers Will Paint Carriages

The preferred list for letterer will be certified by the Civil Service Commission for temporary work in the Fire Department as carriage painter, according to a decision of the Civil Service Commission last week. The duties of a carriage painter in the Fire Department are to paint and stripe fire apparatus.

Court Attendant Test To Be Held on Schedule

The Civil Service Commission denied the request of Florence E. Springer, president of local 237, Domestic Relations Court, that the promotion test for court attendant be postponed in order to admit candidates who were appointed to grade 2 clerks in the court January 1, 1941.

Mayor's Office, Public Works "A", Finance, Docks, Comptroller's Office, Public Works "B", Purchase "B."

Law Dept. Appointees Must Stay 90 Days

Future certifications to the Law Department for positions as investigator will be made with the understanding that eligibles will not be certified to any other department for a period of 90 days, the Civil Service Commission ruled at its meeting last week. The ruling was made at the re-

quest of the Law Department because two candidates appointed as investigators at \$1,500 per year quit in order to accept positions as investigators at \$1,800 per year in the Comptroller's office as soon as they were reached for appointment to that office. The candidates certified as investigators to these positions came from the patrolman, No. 3, special list.

The promotion test will be held on the same day as the open-competitive test for the New York City transit system. The list established as a result of the promotion test will have to be used before appointments can be made from the list established as a result of the open-competitive test.

Physical and Written Test
As announced in The LEADER, December 2, the candidates who pass the open-competitive test for conductor will be appointed to positions as street-car operator and railroad clerk. According to present plans, there will be no educational or experience requirements for the open-competitive conductor examination. The test is expected to consist of a written general intelligence test and a competitive physical test similar to the recent patrolman, fireman, and sanitation man examinations.

Full requirements for both the promotion and open-competitive examinations for conductor will be published in The LEADER as soon as they are announced by the Civil Service Commission.

DELEHANTY STUDENTS AGAIN HEAD FIREMAN LIST

19 in the first 25 or 76% and approximately the same average throughout the list. This is positive evidence that those who seek to be successful in the coming examination for Patrolman should take advantage of our mental and physical courses which are meeting daily.

NAME	NAME
1. SIDNEY F. ROSEN	13. HARRY W. EHRET
2. NORMAN A. MOONITZ	14. PHILIP C. HORSTING
3. MICHAEL T. HANNAN, Jr.	15. LOUIS N. KASH, JR.
4. JOHN J. QUINN	16. WALTER J. HIGGINS
5.	17. WILLIAM J. McHUGH
6.	18. FRANK SEIDL
7. BERNARD DULBERGER	19. MORRIS M. KRALSTEIN
8.	20.
9. HUBERT J. GORMLEY	21.
10. LEON ROSENBERG	22. MARTIN VAN OUTRYVE
11. GEORGE SCHOFIELD	23.
12. JOHN P. McLAUGHLIN	24. JOSEPH A. HURLEY
	25. JOHN J. SULLIVAN

PATROLMAN PREPARATION

Applications for Patrolman open in January and the examination is expected in May. Few men regardless of physical condition or education can hope to pass either the physical or mental test with a high percentage without specialized training. During the last twenty-five years close to 90% appointed to and promoted in the Police Department have been prepared by us. Any young man who is interested in taking the coming Patrolman test is invited to call and be examined by our physician without cost, attend a mental class and take a physical trial examination to ascertain what percentage he can make. The special features of our physical training are the 12 laps to a mile track on the roof of our gymnasium, the agility test and the coordination machines.

APPLICATIONS NOW OPEN — CLOSE JANUARY 9

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Entrance salary \$2,100 per annum. Automatic increases until \$2,600 is attained at the end of five years. This is a very attractive position, the duties of which are to examine applicants who desire to procure licenses to operate motor vehicles. The requirements are fully set forth in this issue of the LEADER.

New classes are now forming and will meet MONDAY, TUESDAY and THURSDAY at 1:15, 6:15 and 8:30 P.M. Additional class in Mathematics on FRIDAY.

CARD PUNCH OPERATORS

SALARY RANGE—Up to \$1,400. APPLICATIONS are now being issued by the State Department of Civil Service. EXAMINATION expected in February. Persons without experience can qualify for this examination by taking a day or evening course, the duration of which is approximately 100 hours. This preparation will also fit a person for private employment.

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Applications now open. Classes meet on WEDNESDAY and FRIDAY at 8:30 p.m.

INSPECTOR OF ELEVATORS (Gr. 3)

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FINGERPRINT TECHNICIAN

Class forms Friday, December 19 at 8 P.M.

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

ASST. GARDENER—Physical and Mental Classes meet three times weekly.

HEALTH INSPECTOR (Gr. 2).—Classes meet Wednesday and Friday at 10:30 A.M. and 8:30 P.M.

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Police Calls

By MIKE SULLIVAN

News Notes

Rumor has it that retired men will be called back to the department to serve for the duration of the emergency. . . . Police eligibles up to number 1,165 on the list were summoned for medical examinations for the 200 appointments to be made in January. . . . Sergeant John D'Arcy, 24 pct., was given a gold miraculous medal and chain by 25 patrolmen with whom he studied for the most recent sergeant-test at a dinner in his honor last Tuesday. . . . The Civil Service Commission denied the request of Captain John J. McGowan, head of Brooklyn's homicide squad, to take a special examination for Sheriff. . . . Captain McGowan was in Philadelphia on an important murder case when the sheriff applications were out. . . . Gunnar Steen, 3rd pct., was elected commander of Garrison 3100. The new commander-elect was the personal choice of his predecessor, genial Bill Gossman. . . . Installation will be in January. . . . Rudolph Lehman and Joseph Volk have been nominated for the presidency of the Police Square Club. . . . Bert Wray is putting plenty of effort into this year's Honor Legion Christmas kiddie party which will be held at 2 p.m., Tuesday, December 23, in the Riverside Plaza Hotel, 253 West 73rd Street.

Increasing the Force

Now that war has been declared, policemen will find themselves in the front line of civilian defense. Not only should the vacancies in the department be filled immediately, but the force should be increased considerably. . . . As soon as the present eligible list is used up, the department can find an excellent reservoir of trained men in the 400 special patrolmen who took, and passed, the same exam as the cops on the regular list. Not only have these boys obtained actual police experience in the subways, tunnels, and aqueduct patrol, but each one of them has already received one month's training in the Police Academy. In some cases the subway cops are working side by side with city policemen, patrolling streets around city power houses. . . . As they wear identical uniforms, it is difficult for the layman to distinguish between the two. . . . Representatives of the special patrolmen point out that, under civil service law, they could be transferred right into the Police Department from their present jobs because they passed the same medical, and physical tests as have recently appointed patrolmen. . . . If the need for cops should become more acute, this would be an even faster way of increasing the force than by declaring list 2 appropriate for list 1.

Ross Monroe New SBA Head

Ross Monroe, 6th pct., was elected president of the Sergeant's Benevolent Association for the coming year, defeating Freddy Meyer, Traffic E, who has held the office for the past four years.

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Reading for Comprehension

The third of a series of articles on proper preparation for Civil Service examinations.

By Gertrude B. Slavin, B.S., M.A. and Alvin Slavin, B.A., M.A.

We cannot over-emphasize the close relationship between the ability to use language and successful Civil Service competition. Last week's article explained the importance of vocabulary in the development of your language usage. We had begun to demonstrate by several methods how you should proceed to enrich your vocabulary. We shall continue with each succeeding article to include additional methods and continue giving exercises in vocabulary building.

In our analysis of the General Mental Test, we demonstrated the relationship between general intelligence and facility of language usage. We pointed out, further, that the elements of language usage include, among other essentials, reading comprehension. For you, the civil service candidate, it is especially important to possess a ready ability to understand reading passages. Paragraphs on diverse subjects are frequently included as part of the civil service examination. We shall, therefore, indicate here the several methods by which you can improve your reading comprehension.

Improving Your Reading

If you analyze a paragraph, you'll find that there is a central idea in every one, called a **topic sentence**, from which all other sentences grow. The topic sentence may occur at the beginning, in the middle, or at the end of a paragraph. The development of the topic sentence may take the form of presenting details, of showing a comparison or a contrast, of listing examples, or of citing causes or results. Whatever the method used, you must remember that the topic sentence is the clue for the main idea or central thought of the whole paragraph. It is similar to the **headline** or **lead** in a newspaper article. It gives you at a glance the theme or subject matter of the article. The supporting ideas are merely a detailed development of the thought of the topic sentence.

Reading Interpretation

In answering Reading Interpretation questions, you must learn to visualize the subject of the paragraph. Find the topic sentence. Then you can immediately "spot" the correct alternative of those offered in the series following each Reading Interpretation question. For example, the following Reading passage and question appeared in the General Qualifying Language Test of a U. S. Civil Service Commission:

(Reading) "The mind that quickly and fully shuts out foreign thoughts and stimuli, and concentrates quickly, completely, and continuously upon the problems in hand, can be expected to get maximum results in terms of understanding, selecting, and organizing the essentials of the subject matter that is being read."

The quotation indicates that (A) the more rapidly we read, the less information we acquire in a given time (B) selecting the essential material enables one to concentrate continuously upon a problem (C) complete exclusion of unrelated matters enables a person to acquire the best understanding of what he reads (D) a definite system of organizing one's thoughts is more important than concentration (E) the mind concentrates more easily when prompted by external stimuli.

Ability to grasp the main thought of this selection that the mind that quickly excludes foreign thought and stimuli obtains a maximum understanding of the subject being read will enable you to "spot" the correct answer, which in this sentence is (C)—the third alternative.

The fundamentals of paragraph structure should always be kept in mind. Read the selection once to find the central thought or topic sentence. Then read the passage a second time. Check your first interpretation. Eliminate all false impressions obtained from the first reading. Observe all thoughts in the paragraph and attempt to grasp the main ideas that are stressed. Eliminate unimportant words and phrases. Beware of reading into the selection any of your own ideas on the subject. The correct interpretation is based upon the material contained in the paragraph and not upon your personal opinions. (Note that what we are stating here is completely identical with the main thought of the Reading example quoted above.)

Read With Speed

Grasping the main ideas of a Reading passage is essential. For a more thorough reading comprehension, moreover, you must learn to read passages with speed. Rapid readers obtain a more thorough understanding of Reading passages than do slow readers.

Reading speed may be acquired in several ways. Learn to read by whole phrases and sentences. Do not read word by word. Move your eyes rapidly across a line of a passage. Pause only long enough to encompass the thought. Skim quickly in this fashion from line to line until the end of the passage. Don't re-read or backtrack. Don't vocalize by silently pronouncing each word or by moving your lips. Your eye movements and your mind must collaborate to grasp the full meaning of the whole passage. To give utterance or to pause at a word or phrase acts as an interfering agent between the eyes and the mind. It is only by constant practice of these methods that you will increase your rate of reading speed.

Just as the Reading passage quoted above, all Reading questions in Civil Service examinations confront the candidate with five alternative answers. The candidate must learn how to select the correct alternative. First, eliminate those alternatives which are irrelevant to the subject matter. Second, be guided by the main thought. Third, beware of alternatives which embody an all-inclusive statement. Such statements can be identified, usually, when they contain any of the following words: **always, never, all, only, every, absolutely, without exception, none entirely** and similar words that denote such finality. Where the Reading passage however, does express an all-inclusive thought the use of any of the foregoing words in the alternative answers is proper.

There are seven important steps that will guide you in the answering of Reading Interpretation questions in Civil Service examinations:

1. Read rapidly.
2. Find central thought.
3. Re-read to correct false impressions.
4. Eliminate personal opinions.
5. Rule out subordinate ideas.
6. Check alternatives listed with the central thought.
7. Beware of all-inclusive statements.

Next week we shall print previous reading questions that have appeared in Federal and State examinations. These exercises will test your reading comprehension and will give you concrete examples of the type of question in reading that appear in the civil service examination. Vocabulary exercises will also be included next week.

Below you will find five Reading Interpretation Questions selected from the General Qualifying Language Test of the U. S. Civil Service Commission given in 1941. You will, likewise, find additional review exercises in Vocabulary, as well as the answers to last week's Vocabulary questions. We suggest that you clip these articles from week to week so that you may compile a continuous study manual.

Immediate Credit To Gov't Employees

Immediate credit to city, State, and federal employees who deposit salary checks is one of the chief features of the checking system of Trust Company of North America, 115 Broadway, New York City. The name of the holder of the checking account is printed on each check.

Welt Furniture for Civil Servants

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ACE Puts Out "Ace"

"The Ace," mimeographed publication of the Association of Competitive Employees (Sanitation Department) made its appearance last week with a survey of the pay-raise situation. The magazine quoted the statement of fourteen elected New York City Councilmen, with reference to pay-raises, which had been gathered in a LEADER questionnaire during the election campaign. George Torre, president of "The Ace," asked the councilmen to keep their pledges. "The Ace" has a lively collection of articles

and cartoons. It is edited by Herbert S. Bauch, vice president of the organization, who also drew the cartoons. Others on the editorial board include Torre, Charles Reinhard, William McLees. Contributors are Cornelius Murphy, Marie McShane, and Margaret Bianco.

All the exams—New York City, New York State, and United States—open at this time are listed on the exam pages. For complete examination news, follow The LEADER exam pages regularly.

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CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

TAXPAYERS SKIRT PAY RISE ISSUE

ALBANY.—The big taxpayers' rally here, called last week by the Citizens' Public Expenditure Survey, Inc., evoked no outspoken challenge to demands among state employees for emergency pay increases to meet mounting living costs.

Although the more than 300 representatives of taxpayer groups from all over the State talked for hours in general terms about reducing the budget and cutting State taxes, nobody argued against the pay increase proposals.

Senator Phelps Phelps offered his proposal for a 10 per cent boost in State salaries of \$2,000 or less, but the communication was not disclosed.

The nearest thing to endorsement of the pay rise proposal came from the New York State Council of Retail Merchants in a letter read before the taxpayers. In this the merchants declared they would resist any increases in non-defense expenditures, urged, indeed, they be cut, and then added: "... Civil Service employees are receiving no benefits from armaments spending." This was regarded as significant by advocates of State pay boosts.

The battle for pay increases will be resumed when the 1942 Legislature meets next month.

Women Placed in Important Jobs In Motor Responsibility Office

ALBANY.—State Tax Commissioner Mark Graves has announced the appointment of two women, present employees of the Tax Department, who will have charge of the Albany and New York City offices of the individual security section of the new Safety Responsibility Division which begins operation January 1 under the Page-Anderson auto insurance law.

In charge of the Albany office will be Miss Alice Fitzgerald, presently the chief account clerk in the Treasury Division. In charge of the New York office and working under Miss Fitzgerald will be another veteran employee of the department, Mrs. Ethel Cocheu, now chief clerk in the administration bureau, in charge of printing and purchasing. Each of the two offices will be staffed by five or six addi-

onal employees who probably will be transferred from existing jobs. No change of title is contemplated at the moment for either Miss Fitzgerald or Mrs. Cocheu, both of whom are being transferred to their new positions because of the long service, excellent records and dependable administrative ability.

In effect the two women will act as bankers for the State since the offices which they will conduct will be the depository for an estimated \$10,000,000 in cash surety bonds and security put up by motorists under the law. Any person not insured who is involved in an accident resulting in more than \$25 in personal or property damages must file with the State sufficient security or collateral to cover any subsequent judgment resulting from the accident. The amount to be deposited will be determined by the

State's evaluators and adjudicators.

Thus it will become the duty of those in charge of this new individual security section to accept the required cash or collateral and to place it in a designated bank for safe keeping. This means the maintenance of separate accounts and it is estimated that when the law starts rolling a year hence there will be not fewer than 50,000 such deposit accounts in each of the New York and Albany offices. Besides keeping tabs on the deposits when made the offices will have to keep their books balanced just like a bank and make disbursements as a result of judgments in order to do so.

More than a score of new provisional appointees were meanwhile announced by Commissioner Graves.

These include adjudicators at \$3,600, senior evaluators at \$2,500, and evaluators at \$2,100. They reported yesterday and today begin a month's training, along with the twelve appointed last week. The names of the appointees follow: Motor vehicle responsibility adjudicator, Milton E. Canter, New York City; Paul Davier, New York City; Shepard J. Goldin, New York City, and Carlos J. Toan, Perry.

Senior damages evaluator, Saul D. Herman, Jamaica; Herman Weinkrantz, Bronx, and Stanley F. Burdick, New York City.

Damages evaluator, Joseph M. Baltz, Jr., New Rochelle; James J. McCarthy, Jr., Bronx; Max Harlem, Brooklyn; Sam S. Brozinsky, New York City; John J. Curley, New York City; Stephen Palmer, New York City; Stephen Stabingus, Jackson Heights; William P. Freese, Cairo; William J. O'Malley, Oneonta; Max Lieberman, Brooklyn; Henry Schomber, Mount Vernon; Frank A. Dziduch, Amsterdam; Randall W. Rhodry, Albion; Garrison L. Dillon, Homer; James T. Gibbons, Binghamton, and Walter Soule, Syracuse.

Pros and Cons of DPUI Under U. S.

Prevailing Rate of Pay Advocated for State Employees

ALBANY — Commissioner Frieda S. Miller, of the State Labor Department, speaking at the legislative conference of the State Federation of Labor in Albany, said she could not at this time pass conclusively and finally upon the proposed scheme to bring the DPUI under U. S. supervision. Governor Lehman, meanwhile, has directed a study of the proposal by various State agencies, withholding his own position on the proposition until he knows all sides of it.

Commissioner Miller said it was possible that federalization of social security might have the effect of bringing the entire country-wide administration to a level comparable with "the more ad-

vanced State systems." She feels, too, that "it is not easy to forecast federal legislation," and that the system might suffer for this reason.

Of interest to actual and potential State workers was her comment urging the Federation of Labor to lend assistance in getting an increase of \$100,000 in the Labor Department budget appropriation for industrial accident prevention. She said the money is badly needed by the division of hygiene in the department to set up additional laboratories and field staffs, particularly upstate, "to make available to the defense industries the kind of service we ought to give them and they ought to have."

Ask Prevailing Pay
A resolution passed by the Fed-

eration provides for legislation requiring the payment of the prevailing rate of wage to all public employees engaged on public works projects. The law now requires private contractors doing work for the State or any of its subdivisions to pay the prevailing rate of wages to all men employed on the job, the rate usually being the local union scale. Now the Federation believes that public employees themselves should be given the same consideration the State requires of public contractors.

No action was taken on a proposal to seek legislation which would bring laborers, mechanics, and canal employees, all paid on a per diem or season basis, under the unemployment insurance act. This may be considered again later.

Many State Lists Are on the Way

Three open competitive lists and more than a dozen promotions will soon be forthcoming from the machine room of the State Civil Service Commission. The open titles are assistant education examiner, physical sciences, education, superintendent of cardiac nurses, health, and machine operator, Onondaga County.

These are the promotion lists coming up:

Branch manager, State Insurance Fund; principal supervisor, Division of Rehabilitation, Education; senior draftsman-engineer, Public Works; assistant self-insurance examiner, Health; court attendant, Kings County; foreman of bindery, New York County; principal account clerk, Audit and Control; senior draftsman, Highway Division, Public Works; administrative supervisor, Civil Service; assistant mail and supply clerk, Agriculture and Markets; parole officer, Correction; chief of bureau of public works, Labor; senior statistics clerk, Agriculture and Markets.

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LEGAL SUMMONS

will be served upon thousands of New York State motorists who may lose the right to operate an automobile unless they provide the security that is necessary under the New York Motor Vehicle Safety Responsibility Act effective January 1, 1942.

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

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

THE LAW provides that unless security is furnished:
1. The automobile cannot be driven by anyone, nor can its title be transferred to any other person.
2. Neither the owner, nor the driver can register or operate any car in New York. Violation may mean \$500.00 fine and 6 months in jail.

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Where Do I Stand?

The following are the latest certifications from popular State lists in New York City and Albany. P denotes permanent; T means temporary.

Junior Clerk		
P-New York-\$900...	1,865	83.55
P-Albany-\$900	6,048	79.00
T-New York-\$900...	5,871	79.175
T-Albany-\$900	6,902	76.50
Junior Stenographer		
P-New York-\$900...	1,589	84.00
T-New York-\$900...	2,345	78.00
Junior Typist		
P-New York-\$900...	1,668	85.80
P-Albany-\$900	3,209	80.00
T-New York-\$900...	3,393	76.60
T-Albany-\$900	3,390	77.24
Assistant File Clerk		
P-New York-\$1,200...	243	88.20
P-New York-\$900...	611	86.70
P-Albany-\$1,200	188	88.60
P-Albany-\$900	1,759	84.40
T-New York-\$1,200...	459	87.30
T-Albany-\$1,200	1,645	84.60
T-Albany-\$900	2,451	83.50
Assistant Clerk		
P-New York-\$1,200...	138	90.17
P-Albany-\$1,200	908	86.97
T-New York-\$1,200	817	87.17
T-Albany-\$1,200	2,005	85.20
Assistant Stenographer		
P-New York-\$1,200...	217	88.60
P-New York-\$1,200	355	87.70
T-New York-\$1,200	1,379	83.10
Assistant Typist		
P-Albany-\$1,200	189	87.40
T-New York-\$1,200	369	86.29
T-New York-\$900...	383	86.16
T-New York-\$900...	1,227	81.19
T-Albany-\$1,200	1,490	77.84
Latest permanent appointments from these lists follow:		
Junior Clerk		
New York-\$900.....	1,389	84.475
Albany-\$900	5,426	79.50
Junior Stenographer		
New York-\$900	985	86.30
Albany-\$900	5,823	79.20
Junior Typist		
New York-\$900.....	1,243	87.04
Albany-\$900	2,730	82.40
Assistant File Clerk		
New York-\$900.....	105	89.60
Albany-\$1,200	127	89.20
Albany-\$900	1,581	84.70
Assistant Clerk		
New York-\$1,200	79	90.75
Albany-\$1,200	786	87.25
Assistant Stenographer		
New York-\$1,200.....	173	89.10
Albany-\$1,200	472	87.10
Assistant Typist		
New York-\$900	539	85.29
Albany-\$1,060	167	87.60

Motor License Examiner's Duties

Most important of all the duties of a Motor Vehicle License Examiner is conducting tests for driver's and operator's licenses. Just how do you go about giving such tests? This information is of interest to all prospective candidates for the coming State test.

Place and Time—Place and time of conducting examinations of applications are designated by special order or in weekly assignments. Examiners must report promptly at the place and time designated.

Applicants Entitled to Examinations—All persons presenting an examination permit (Form MV-5 or 5B for operators, MV-5A or 5C for junior operators, or MV-85 for chauffeurs) should be given a test in the order in which they appear within the hour on the daily schedule sheet. The road test permit includes the name, address, and description of the person to be examined and the time and place for the examination.

Civil Service Christmas Party

ALBANY.—Employees of the State Civil Service Department will conduct their annual Christmas party beginning at 6:30 p.m., on Monday, December 22, at the Circle Inn, near Albany. Members of the Civil Service Commission will be guests of their associates who will present the "Civil Service Follies of 1941"—a streamlined version of Civil Service administration. The production, from script to performance, will be the work of the employees themselves.

The reverse side of the permit is to be used by the examiner to enter the results of the examination.

All applicants must be accompanied by a licensed chauffeur or operator of this State at time of appearance for a road test.

Exceptions—(a) Any person 18 years of age or over who is a resident or non-resident possessing a driving license of any State or foreign country is permitted to take a road test whether or not accompanied by a licensed driver of this State. This test is to be given, regardless of registration of a vehicle.

(b) Any such person not required to have a driving license in the State from which he came shall be restricted to taking the test on a vehicle belonging to himself or to a member of his immediate family. The vehicle is to be properly registered by the State from which he came.

More on the examiner's duties next week.

Personal LOANS

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DEFENSE news

Merchant Marine Wants Apprentices, Ages 18 to 23; Paid During Training

"Some 1,200 new merchant ships will be launched during the next 2 years and will require 40,000 additional seamen in deck and engine departments, as radio operators, and as cooks and bakers," it was announced this week by Federal Security Administrator Paul V. McNutt. "Young men are needed at once and those accepted for training are assured of good jobs at unusually good pay because there is a lack of trained men to man these new vessels."

Facilities of the United States Employment Service, by arrangement with the United States Maritime Commission, will be used to speed the manning of ships for America's expanding merchant marine. Public employment offices in every state will assist in the enrollment of apprentice seamen and radio operators for training by the Maritime Service which is administered for the Maritime Commission by the U. S. Coast Guard. Apprentices are paid while in training. Upon completion of this free training course, they are expected to serve in the merchant marine for at least a year thereafter.

Young men between the ages of 18 and 23 are urged to apply at their local State Employment Office. They will have to meet physical and character standards established by the Maritime Service. Though the Maritime Service is not an enlisted service, Selective Service boards have instructions to waive induction, where possible, of men in the merchant marine. Apprentices may join the Merchant Marine Reserve of the U. S. Navy Reserve and thus be exempt from selective service.

Free Transportation

Mr. McNutt said he had been informed that trainees will receive free transportation from the point of enrollment to the school. A clothing allowance will be furnished amounting to \$100. Trainees will receive quarters, subsistence, and free medical and dental care. On completion of the course, free transportation will be furnished to assigned ports. In addition, men in the deck, engineering, and cooks' and bakers' schools receive a minimum of \$21 a month, and those in the radio school from \$36 to \$54 monthly.

Base pay for graduates employed on ocean and Great Lakes merchant ships is \$72.50 per month for

ordinary seamen and engine room helpers, and \$92.50 for able seamen and qualified members of the engine departments, plus bonuses. Base pay plus bonuses, in almost all cases, will amount to more than \$200 a month. Cooks and bakers receive about the same pay. Radio operators' base pay varies from \$105 to \$165 per month, plus bonuses and extra payments.

Enrollees in deck, engineer, and stewards departments may receive training at Hoffman Island in New

York Harbor; Port Hueneme near Los Angeles; or St. Petersburg, Florida. The radio school and a cooks' and bakers' school are at Gallups Island in Boston Harbor. Enrollees also gain practical experience at sea on Maritime Commission training ships.

The local State employment offices, Mr. McNutt said, will give information and preliminary interviews to applicants, then refer them to Maritime Service enrollment officers.

Urge Mayor to Use Prison Guard List

Use of the Prison Guard list during the present emergency was urged on Governor Lehman, Mayor LaGuardia, State Civil Service Commissioner Grace A. Reavy, and private agencies employing guards in letters authorized Friday night by the executive committee of the Prison Guard Eligibles Association. Members were urged to join civilian defense units.

Next general meeting is scheduled for Wednesday night, January 7, at 8 o'clock at 48 Henry Street, New York City. Both Civil Service and defense matters are to be taken up. The executive committee meets Saturday at 146 East 44th Street, New York City, at 1.30 p. m.

Job Training Course At Harlem Boys' Club

Twenty-six young men between the ages of 18 and 28 have enrolled at The Children's Aid Society's Harlem Boys' Club, 35-47 West 133rd Street, for the Civil Service training course in preparation for examinations for civil service jobs. The course is being given at the club under the administration of the Society's Counseling and Employment Department, and is open to all boys in that age group who enroll in the Harlem Boys' Club and who can attend the course for two evenings a week.

The course equips young men to take successfully examinations for Civil Service jobs of patrolman, special officer, postal and grade one clerk, subway guard and automotive apprentice. All of these examinations will be held within the next ten months. For those examinations which demand a physical test, classes will be held in the club gymnasium. Registration in the course is still open to all young men between 18 and 28, by applying at the club.

War Needs Money!

It will cost money to defeat Japan, Germany, and Italy. Your Government calls on you to help now.

Buy defense bonds or stamps today. Buy them every day if you can. Buy them on a regular basis.

Bonds cost as little as \$18.75. Stamps come as low as 10 cents. Defense bonds and stamps can be bought at all banks and post offices and stamps can also be purchased at retail stores.

The Civil Service LEADER urges all Americans to support your Government with your dollars.

Training in Air Instruments

Although aircraft production is booming, our next march toward impregnable defenses is being held back by the need of trained aircraft instruments mechanics. Planes alone are not the answer. Aircraft instruments must be produced in greater quantities as they are the "heart and lungs" of the entire aircraft industry.

Frank B. Lown, Director of Eastern Aircraft Instrument School invites anyone interested to consult with him in helping to fill this gap. The school is at 100 West 42nd Street. A branch is at 116 Newark Avenue, Jersey City, N. J.

Civil Service Employees: Watch forthcoming issues of The LEADER for special articles on your seniority rights, promotions,

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'Quick-Action' Jobs In Private Industry

The following defense positions are available in private industry. If you feel that you can qualify for any of these jobs, telephone the designated interviewer at the New York State Employment Service. Applications from those employed in essential defense industries will not be considered.

Commercial

(Phone LExington 2-0160)

Designers of Structural Steel and Reinforced Concrete—Must have recent experience on heavy industrial buildings, power plants, bridges, etc. Must have worked for consulting engineering firm or steel fabricators. Experience with architectural or general contracting firm not acceptable. Must be citizen. (Ask for Mr. Pope).

Electrical Draftsman—Recent experience in drafting and detailing of lighting circuits diagrams on commercial or residential work in Metropolitan area. Must be citizen and have two years residence in New York City. (Ask for Mr. Moore).

Electrical Engineer—For experimental and development work on radio equipment. Must have E. E. degree from a recognized college of engineering or equivalent experience. (Ask for Mr. Pope).

Mechanical Engineer—Must have at least five years experience on experimental or development work on aircraft motors. For design, development and detailing of aircraft engine installation, hydraulic control, etc. (Ask for Mr. Pope).

Superintendent of Construction—Must have recent experience in supervising installation of high and low pressure boilers, piping and refrigeration system. Must be citizen, eligible for British passport and able to pass strict physical examination. To work in Trinidad. (Ask for Mr. Moore).

Industrial

(Phone LExington 2-8910)

Boilermakers (Shipbuilding)—Able to perform all machine and hand operations, read blueprints and do own layout. Able to roll tubes. Must be citizen. (Ask for Mr. Hawes).

Blacksmith—Coal fires only. Will accept hand hammer experience, but prefer steam, electric or air hammer. To make chains, clips, brackets and other marine parts. Layout experience preferred but not essential. Must be citizen. (Ask for Mr. Hawes).

Coil Callibrators—Experience making A.C. bridge measurements and coil adjustments. (Ask for Mr. Burnham).

Coil Winders (Female)—Experienced on single and multiple wire-winding machines. (Ask for Mr. Burnham).

Coppersmiths (Marine)—Experienced in marine work. Kitchen equipment and related lines not acceptable. Must be citizen. (Ask for Mr. Hawes).

Exhaust Operators—Experienced on high voltage in manufacture of air-cooled radio tubes, complicated process sealing, breakdown tests, etc. (Ask for Mr. Burnham).

Flare and Fire Setters—Job setters experienced in manufacture of radio tubes, to set, adjust and inspect die blocks, seal-in pins, etc. Able to do all work pertaining to making stems. (Ask for Mr. Burnham).

Lathe Hands (Marine)—Experienced setting-up and operating 24 in. to 48 in. swing lathes on all types of heavy marine work. Must be citizen. (Ask for Mr. Hawes).

Plier Workers—Must be experienced claspers, tippers, beadlers, stringers, pasters, enamellers and have had other similar experience. (Ask for Mr. Brosseau).

Radio Laboratory Technicians—Must have heavy manufacturing experience on URF transmitters. (Ask for Mr. Burnham).

Radio Production Foreman—To supervise complete production operations on radio receivers. Must be able to lay out work from laboratory samples. Permanent job with a growing concern doing non-defense work. (Ask for Mr. Burnham).

Radio Testers—Must have recent manufacturing experience on multi-band sets. (Ask for Mr. Burnham).

Tool and Die Makers—Experience on jig and fixture work. Combination blanking and foreman. Must be citizens. First class men only. (Ask for Miss Rafter).

Wood Pattern Makers—Must have recent experience in foundry work, jobbing shop pattern works or ship yards. Must operate all woodworking machines. Experience on machinery parts. (Ask for Mr. Cauldwell).

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Want to Volunteer for Civilian Defense Work?

A Complete Listing of the Vast Variety of Jobs to Be Done

I. Volunteer Opportunities in Civilian Protection Programs.

1. Give air raid warden service.
2. Give messenger service.
3. Give nurse's aide service.
4. Serve in medical corps.
5. Act as fire watcher.
6. Serve in rescue squads.
7. Serve in drivers' corps.
8. Serve in emergency food and housing corps.
9. Serve in decontamination corps.
10. Serve in staff corps.
11. Act as auxiliary policeman.
12. Act as auxiliary fireman.
13. Serve in bomb squad.
14. Serve in demolition and clearance crew.
15. Serve in road repair crew.

II. Volunteer Opportunities in Programs for Unity.

1. Develop forums or "town hall meetings" discussing local, national and international topics, etc.
2. Develop democracy programs, including essay contests, poster contests, speech contests.
3. Arrange for library exhibits to coincide with topics under discussion (see above); for portable book exhibits at place of meeting; for traveling book exhibits on democracy and community problems.
4. Sponsor activities which will bring people of different nationalities together—including discussion programs, pageants, etc.
5. Establish classes in English, American history and citizenship.
6. Form classes to study local government.
7. Work for improved intergroup relations.
8. Work on committees concerned with promoting and safeguarding civil liberties.
9. Work on programs for salvaging needed materials.
10. Work on campaign promoting sale of defense bonds and stamps.

III. Volunteer Opportunities in Recreation and Special Service for Men in Uniform and Defense Industry Workers.

1. Assist in information centers

for men in uniform and families.

2. List restaurants and lodging with prices.
3. Prepare a guide on community facilities.
4. Make arrangements for weekend dormitory facilities.
5. Investigate room vacancies and maintain a room registry.
6. Mend clothes of men in uniform at camp centers.
7. Secure home town editions of papers from local editors.
8. Prepare a list of available current attractions.
9. Prepare a list of available recreation facilities.
10. Organize athletic contests; plan outings; provide increased recreation facilities in the community.
11. Prepare a magazine and book collection for camp libraries and community centers.
12. Serve as hostesses, chaperones, dance partners, etc.
13. Assist in recreation programs in United Service Organizations buildings and similar centers.
14. Arrange a home hospitality program for men in uniform.
15. Arrange special transportation for community events.
16. Arrange for guest tickets or price reduction for community events.
17. Provide transportation facilities for defense industry workers, where none exist, to their place of employment and for men in uniform from the camps to the nearby towns.

IV. Volunteer Opportunities in Consumer Programs.

1. Assist in establishing consumer information centers to advise consumers on their buying problems and to make available services of federal, state and local agencies which can serve consumers. (Handbook on How to Set Up and Operate a Consumer Information Center, available upon request from the Consumer Division, Office of Price Administration and Civilian Supply, Washington, D. C.)
2. Help to organize traffic study clubs to plan the most efficient use of community transportation facilities and of individual methods of transportation.
3. Help to arrange to make available to consumers, wherever possible, through the services of a technically competent consultant, information on supplies of consumer goods.
4. Establish food consultation centers where home-makers can discuss their food problems with a trained home economist or nutritionist.
5. Promote public forums and organize study groups on food buying problems, budgeting, intelligent family shopping.
6. Promote a local market news radio service to inform consumers of best buys.
7. Check on adequacy and enforcement of sanitation ordinances in order to insure minimum standards of decent housing.
8. Publicize the services of Home Registration Bureaus and serve as volunteer assistant in their offices to supplement the paid staff.

V. Volunteer Opportunities in the Health Field.

- A. Hospitals, public and private,

Where to Volunteer

For Civilian Defense Work

Manhattan: Local offices for enrollment of volunteers in all branches of defense service are at 93 Park avenue, phone LEXington 2-0291. City director is Mrs. Winthrop Aldrich. In charge of the Manhattan office is Mrs. Sidney Borg.

Brooklyn: 131 Livingston street, phone MAin 4-5938. In charge, Miss Mary Dillon.

Bronx County Court House, 851 Grand Concourse, phones JERome 6-9119 and JERome 6-9068. In charge, Mrs. Lillian Patterson and Roderick Stephens.

Queens and Staten Island residents may register at the Manhattan office until those boroughs have their own.

For work as an air raid warden or fire auxiliary apply at the nearest police station or fire house.

A number of private agencies are doing work in which women may be especially interested. Here's a list:

New York City Defense Recreation Committee, 99 Park avenue, MU. 3-0675.

American Women's Voluntary Services, 40 East 41st street, MU. 3-7831.

American Red Cross: Manhattan, 315 Lexington avenue, CA. 5-4400; Brooklyn, 57 Willoughby street, MA. 4-5540; Queens, 92-32 Union Hall street, RE. 9-6880 and 138-48 Roosevelt avenue, IN. 3-2112; and Staten Island, 36 Richmond terrace, GI. 7-0913.

Women Flyers of America, Hotel Plaza, EL. 5-7710.

United Service Organizations, 350 5th avenue, PE. 6-5400.

general and specialized.

1. In the out-patient department. Operate an appointment system for patients.

Act as guides for patients referred to other clinics or sections of the hospital.

Give clerical assistance, take notes for doctors, or give messenger service to doctors, nurses, clinic supervisors, etc.

Transport patients. Weigh and measure patients. Assist with mothers' clubs, teach certain aspects of child care.

2. In the wards. Give nurse's aide service, (after passing Red Cross nurse's aide course) to assist registered nurses so that they may extend their services to more patients.

Perform messenger service for patients and personal services. Escort patients to other hospital departments, such as X-ray physiotherapy, etc.

Give routine information on patient's condition in answer to telephone inquiry.

Initiate and maintain recreational program.

3. At the reception desk. Issue passes to visitors. Direct or guide visitors within the hospital.

Give information about visiting matters.

4. In the patients' library. Inaugurate a library if none exists; catalogue books; review and distribute books.

Distribute magazines and books to patients.

5. In the occupational therapy department. Collect necessary materials. Teach crafts.

Assist professional therapists with simple aspects of treatment.

6. In the supply room. Make surgical dressings; fold supplies; mend linen and hospital gowns.

7. In the social service department. Make arrangements for convalescent care, appliances, etc. Give messenger service to case workers.

Develop a library and other services for shut-ins.

Speak before groups or on radio on matters of health education.

F. City or county health departments.

Give nurse's aide service (after passing Red Cross nurse's aide course) in baby health clinics, prenatal clinics, field nursing services.

Man information centers on health facilities.

Give motor service. Assist in clinics—as indicated under Hospitals.

Teach first aid. Promote immunization campaigns. Promote venereal disease control, especially in defense areas.

Work on education programs for better nutrition.

Assistant laboratory technicians.

VI. Volunteer Opportunities in the Field of Nutrition.

A. Jobs for nutrition aides—laymen who have taken the recognized twenty-hour nutrition course of the Red Cross or the equivalent. (For canteen service the Red Cross requires this twenty-hour course in nutrition as prerequisite to the canteen course.)

1. Prepare adequate meals for their own families and reform their own families' poor food habits.

2. Organize adult classes in nutrition or food preparation in co-operation with local nutrition committee.

3. Take initiative in organizing and seeking sponsorship for such programs and assist in school lunch and playground lunch service.

4. Assist professional nutritionists in conducting food clinics or food consultation service.

5. Assist in food service at day nursery.

6. Assist in preparation of exhibits and educational materials for use in local stores, clubs, restaurants, etc.

preparation of the pre-school child for school life.

Assist health authorities in the schools during immunization campaigns; also during outbreaks of children's diseases.

Assist school health workers in conducting the health examination of school children and the follow-up of those found in need of medical attention.

Teach classes in home hygiene and care of the sick.

Teach classes in first aid. Organize and conduct, when authorized by defense authorities, "collection campaigns" that may contribute to the supply of materials for defense purposes of which there is a shortage; provided that the campaign is such that it makes it advisable for the participation of school children.

Conduct a clean-up campaign for school grounds and individual homes; improve school ground areas.

2. In the visiting teacher department. Aid case workers by friendly visiting and assisting with special outings for children.

Tutor sick or retarded children. Take children to and from clinics or special schools.

3. Give clerical assistance.
3. In the vocational-guidance department. Aid counselors in interviewing and following up children.

Collect occupational information. Make studies of special groups of out-of-school youth.

Give clerical assistance. In classes for handicapped children.

Assist in the conduct of classes for the crippled, the partially blind, the partially deaf, mentally deficient, tuberculous, cardiac, and other children generally found in special classes.

Teach crafts. Tutor nonambulant children. Teach Braille; copy books in Braille.

5. In the school lunch department. Aid the manager or dietitian. Give clerical assistance. Assist in service.

6. In small schools which do not have lunchroom facilities. Help to plan menus in terms of supplies available.

Discover what types of morning and evening meals the children have as a basis for planning the school lunch.

Help to prepare a hot lunch. Suggest food to be brought from home to supplement the school lunch.

Send home to parents copies of the school lunch menus.

VIII. Volunteer Opportunities in the Field of Recreation and Informal Education.

A. Public recreation departments; public school recreation centers; settlement houses; libraries; community centers; local units of national agencies such as Boy Scouts, Girl Scouts, Campfire Girls, Y. M. C. A., Y. W. C. A., church groups, etc. In such agencies, the volunteer jobs related to the various types of activities are relatively the same. The principal ones are:

1. On playgrounds. Lead active games, lead quiet games, tell stories, coach athletics. Act as life savers in swimming pools.

2. In clubs and classes. Act as leaders for all sorts of interest groups such as sewing, cooking, art, music, drama, crafts, etc.

Act as leaders for adult discussion groups on current topics. Teach a variety of subjects, such as current events, citizenship, art and music appreciation, etc.

Arrange special activities. 3. In libraries. Organize book drives; sort and arrange books, pamphlets, clippings, and pictures.

Secure and furnish a suitable reading room in areas without adequate library facilities. Act as custodian of books in areas without adequate library facilities.

Give radio talks, book talks, and arrange forums to encourage reading of books related to the national-defense program and the American way of life.

Transport books to outlying districts, welfare organizations, and to industrial plants.

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Tuesday, December 16, 1941

Civil Servants in War

WE WILL win this war.

In the winning of it, those of you who work for the government will play a major role. For public service is the first line of civilian defense. Upon you devolves not only the efficient running of the ordinary tasks of government. But more: the people of this nation will look to you for guidance, for aid, for sustenance. You will be called upon to share dangers—indeed, you will be expected to take greater risks, to help protect the rest of the populace from the terrors of war. Your everyday work may be in large part war work.

You are now the leaders. Civil servants must accept their new role with courage and confidence.

What specifically can you do now—immediately?

You should join one of the volunteer services. There are many tasks to be performed, and somewhere you'll find yours, whether it be as air-raid warden or auxiliary fireman or ambulance driver or demolition and clearance worker or fire-watcher. Both for men and for women, there is plenty of work to be done. Get in there and do it!

The morale of the American people is high. Help keep it that way. The President's injunction to avoid rumor applies first of all to you—because many lay persons might think that your position in public service gives your say-so added weight.

A word to department heads, supervisors, and personnel officers: Your responsibilities are great. You must do everything within your power to keep friction at a minimum. There must be the highest kind of give-and-take relationship between you and the people under you. Into many departments, vast new hordes of employees will be streaming. They must be selected on a democratic basis—merit alone. This is a fight for democracy, and we can't aid that struggle by practicing here the theories we are fighting abroad.

Much will be demanded. Much must be given.

We have a war to win. We will win it.

The LEADER will try to keep you thoroughly informed of everything that affects you as a government employee. Please let us have your help in this task. Write us and tell us what problems, what questions have arisen out of this war that you'd like to have answered. Give us your suggestions for the kind of news you feel we should carry. We'll go to official sources, comb every avenue of information.

Don't

Repeat This!



THE WAR has changed the minds of a number of government officials, particularly in New York City, who were slated to leave office January 1. . . . It's just come out that Hospital Attendant jobs have been offered for sale to candidates by petty racketeers even though the Mental Hygiene Department welcomes all the help it can get. . . . Don't be too surprised if all capable New York citizens are asked to aid in snow-clearance this winter . . . as a measure of civilian defense.

DISMISSAL DEPT.

At the Navy Yard a dismissal after investigation occurs this way: the man to be fired is tapped on the shoulder by a marine, told to get his hat and coat, and go . . . A uniform air-raid signal is being worked out for the entire country . . . Councilman-elect Stanley Isaacs goes back to the law business on January 1, when his term as Borough President is up . . . There's no soap in the New York County Court House. Blame it on a long-standing wrangle between the city administration and the judges . . . A definitive work on labor relations of government employees is now being completed.

FIRE BELLS

Watch for a flock of transfers in the Fire Dept. Officials fear the war may bring on many pier blazes, and plan to switch new employees from outlying sections of the city to waterfront companies that they may get needed experience. . . . Washington raised the devil with the Office



Merit Men

that the orders of the regional director are carried out in the Second Region—New York, New Jersey, Delaware, and a fourth state known as New York City. He doesn't get paid for his grueling work. Mayor LaGuardia asked him to take over. So he took over.

Life Began With War

Life to him, says the tough-looking military man, began at 18, when he enlisted in the 23rd Regiment in Brooklyn. Things happened fast: Before many months the youngster saw action on the Mexican border. And by the time he was a hardened old veteran of 19, he had guarded the Peekskill aqueduct against sabotage and had seen service in France. In World War I, he fought with the Fighting 69th Regiment of the Rainbow Division. It's hard to realize it when you look at the straight, healthy man, but he saw action in some of the War's major engagements: Lunenburg, Bacarat, Champagne-Marne, St. Mihiel, Meuse-Argonne, Verdun. He just was too quick for Mars. He holds several decorations for bravery, including the Purple Heart.

Returning from the wars a sergeant, he became active in veteran organizations and maintained his connections with military affairs by entering active duty in the State Guard, 69th Regiment. In the Guard, he rose to his present rank of Major.

Joins Armory Board

In 1936, Riekert was appointed secretary of the New York City Armory Board. And it was from this position that Mayor LaGuardia drafted him to be executive director of the Civilian Defense set-up. The importance of the job will grow. It is only necessary to watch for a few moments the activity of the office to see how it will flower into a vital government activity—perhaps the most vital civilian activity next to actual war production. The job which lies before it is enormous. And the job which Major Riekert now performs is enormous.

In private life, Major Riekert is a real estate and insurance man. He is married, no children, and lives in Woodhaven, Queens.

"MAJOR, how are you going to get the training facilities organized?"

"And Major, how will blackouts be controlled?"

"And Major, how can you absorb all the people who have volunteered for civilian defense activity within the past few days?"

And Major Edward G. Riekert, takes it all in his stride, giving staccato words back to the reporters who are surrounding him, answering his phone, pointing out on a chart how his office is organized, giving directions to employees who walk in and out for instructions.

Later, relaxing for a moment in his chair, his eyes closed with fatigue, the Major admits: "It's a 24-hour-a-day, 7-day-a-week job."

Major Riekert is executive director of the Office of Civilian Defense. It is his job to see to it

of Civilian Defense because many counties in the U. S. weren't represented by air raid wardens . . . and turned a bright scarlet when a map showed that the unrepresented counties consisted of lakes, woodlands, and barren earth. . . .

Orchids to the State Social Welfare Department for "Democracy Cares," its pamphlet marking the 10th anniversary of unemployment relief in New York. . . . Here's a good tip: Buy defense bonds.

letters

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

Height Requirements For License Examiner

Sirs: I have addressed the following to the State Civil Service Commission:

In a recent edition of the newspapers the requirements for the Motor Vehicle Examiner test were published.

One of the specifications noted by the writer was that of the height being raised an additional inch from the last examination.

As a man may secure a driver's license, be inducted into the Army, who is only 5 feet 5 inches in height, it would appear that there is a discrimination in this examination against short men.

Do you not agree that if nature hasn't seen fit to grant a man height, but has given him the initiative to obtain an education and the ability to apply it, he will be just as good a representative of the Department of Taxation and Finance as the tall man?

As an example for my asking for a reduction in the height of 5 feet 6 inches or at least some allowance made for shorter men, I am listing some of my own qualifications:

1. Being employed as assistant office manager I have obtained supervising experience.

2. Then, too, since my duties include interviewing merchants when they call at the office I have the ability to deal with all types of individuals.

3. As I am a stenographer and have done correspondence work I have the ability to write up intelligent reports.

Since it is written in the Constitution that "all men are created equal"—I do hope you will understand the light in which this letter is written and do whatever you can for the "little fellow."

W.J.B.

Height requirements are not arbitrarily set. The height requirement usually has a definite purpose. Of course, it hits short men hard, but the Civil Service Commission can usually advance strong arguments for its height requirements.—EDITOR.

Speaking Of Preference

Sirs: Knowing that your paper will publish any legitimate letter, I'm sending you the following one with the hope you will print it.

During the past Police and Fireman examinations the Civil Service Commission granted five points preference to all successful candidates who happen to hold certain degrees or excelled in athletics. If anyone should be entitled to such preference, don't you think it should be given to the boys who are serving in the armed forces of our country during the present emergency?

They at least are giving up something—a year or more of their life, comforts of home, family, etc.

Most of these boys aren't asking for anything in return. However, if the Municipal Civil Service Commission intends to continue granting such preference, I'm sure the boys in uniform would appreciate themselves being included as eligible for such preference in all fu-

ture exams they may take. I'm sure the boys will appreciate your bringing this letter to the attention of the Civil Service Commission and the proper city officials.

A CITIZEN SOLDIER.

The LEADER is bringing this letter to the attention of the Commission.—ED.

Wants Admission To Steno Test

Sirs: The New York City Civil Service Commission has taken a serious step backward in strictly limiting the number of eligibles for the Promotion to Stenographer, Grade 3, and by failing to admit to the examination all persons in the Clerical Service.

In January, 1939, the Promotion to Stenographer and Typist, Grade 4, Department of Public Works, was open to all persons in the Clerical Service who had served for not less than three years in Grade 3 or one year in Grade 4.

In September, 1939, the Promotion to Stenographer and Typist, Grade 2 was open to all persons in Grades 1 and 2 of the Clerical Service.

By filing applications accompanied by letters of protest, those people in the Clerical Service who are barred from this examination by the present requirements may induce the Commission to reconsider. In the event that the protests are not honored, I feel sure that the Commission will return the filing fee.

I. BERKNOPF.

Question, Please

by H. Eliot Kaplan
Contributing Editor

Military List

R.B.K.: If the present eligible list for patrolman should expire before you are released from the army, you will not be affected, provided that you have notified the Civil Service Commission of the fact that you are in the army. As soon as you are released from the army, communicate with the Civil Service Commission and you will be placed on a special military preferred list which will be good for a period of one year. Appointments from this list will have to be made before any appointments can be made from an eligible list established as a result of a future examination.

Probationary Period For Firemen

J.S.: You will have to serve the regular probationary period of six months when you are appointed to the Fire Department as fireman. The fact that you were in the army when reached for appointment July 1, does not do away with your probationary period. If, however, you had been called into military service during your probationary period, you would receive credit for the remainder of your probationary period while in the army. Upon your return to your job, you would not have to finish out your probationary period.

Eligibles May Decline "Appropriate" Job

L.B.: You can accept or decline any appropriate job offered to you as a result of your place on the new fireman list, and you will still remain on the list eligible for appointment to the Fire Department, as fireman.

Late Application

J.B.: We doubt very much if the Municipal Civil Service Commission will accept your application for office appliance operator now. The last date for accepting applications for this examination was October 27. The fact that your application, mailed prior to October 27, was returned by the postman because of insufficient postage, does not entitle you to admittance to this test. You may write to the Civil Service Commission and request that your application be accepted, if you wish. Explain the circumstances thoroughly, but do not be hopeful of a favorable decision.

Standing on U. S. List

R.D.M.: There is no way of determining your standing on the federal list for apprentice, Government printing office, as the U. S. Civil Service Commission does not release its registers for publication. It is not the policy of The LEADER to estimate chances for appointment on federal lists because of the various factors which influence these appointments.

F.B.I. Exams

K.M.: The Federal Bureau of Investigation issues its own applications, conducts its own examinations, establishes its own registers. For information concerning any position in the F.B.I., write directly to the F.B.I., Washington, D. C.

Elevator Promotions

G.B.: The promotion test for elevator operator is open only to hospital helpers, hospital attendants, and maintenance men employed in the Department of Hospitals. If you were employed in any one of these titles prior to your induction into the Navy, you may file an application for this examination even though you are now assigned to duty in the Naval Hospital in Brooklyn. Applica-

tions must be filed with the Civil Service Commission by December 22.

Declining a Job

B.V.: When you are certified by the Municipal Civil Service Commission to the Board of Transportation for a position as car maintainer, you may decline the certification because of temporary inability. You may also write to the Commission and request that your name be removed from the eligible list for a period of one year because of your employment on a vital defense project. There is no way of determining how long your position in this federal defense agency will last. A permanent appointment as a car maintainer in the Board of Transportation should be a lifetime job.

Transfer

A.N.I.: Write to the U. S. Civil Service Commission, Washington, D. C., and request them to transfer your name from the male typist register for appointment in Washington, D. C., to the male typist register for appointment in New York City and vicinity, if you wish to obtain a federal typist position in New York City.

Decision Awaited On DPUI List

A decision on the proposed delay in establishing the employment counsellor, DPUI, list until the courts have ruled on claims of rejected candidates that they were arbitrarily ruled out is expected in Albany Supreme Court this week.

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Examination Requirements

City Tests

Open Competitive Examinations

Medical and physical requirements must be met for each position. Candidates may be rejected for any deficiency, abnormality or disease that tends to impair health or usefulness, such as defective vision, heart and lung diseases and defective hearing. Persons must be free from such physical or personal abnormalities or deformities as to speech and appearance as would render their appearance to the service undesirable.

Appointments to grade positions are usually made at the minimum salary of the grade. The eligible

list may be used for appropriate positions in lower grades. In the case of ungraded positions, appointments are usually made at the salary advertised but subject to the final determination of the Budget Director. In the case of per diem positions, the salary advertised is the one presently paid. Experience is generally rated upon the written experience form filed by the candidate and upon such supplementary information obtained by special inquiries as is deemed requisite. In some cases, as an aid in rating experience, training and general qualifications, interviews are required. Fees must be paid at the time of filing application but will be refunded if the application is rejected.

Able Seaman Deckhand Scowman

Salary: Able Seaman—\$1,260 and maintenance; Deckhand—\$1,800; Scowman—\$1,500 per annum. Vacancies: 5 Able Seamen; 4 Deckhands; 2 Scowmen. Ages: Not over 40 on the date of appointment. This position requires extraordinary physical ability.

Duties

To perform the duties described by the respective titles, which include the loading and dumping of sludge and refuse, washing down, cleaning bright work, scraping, chipping and painting, heavy manual labor and such other duties as assigned by officers of boats.

Requirements

Able Seaman—At time of examination, must possess full (green) or limited (blue) certificates or equal or better, issued by the Bureau of Marine Inspection and Navigation. Eligibles will be certified in order of standing on list, subject, however, to Federal regulation requiring 75 per cent of crew to have full certificates.

Deckhand and Scowman—Must meet the requirements for able seaman or show at least one year's service in the U. S. Coast Guard or Navy—regular or reserve—or the equivalent in formal training.

Subjects and Weights

Practical, weight 100. Medical and Physical Requirements—Candidates must pass severe medical test. Fee: \$1. Applications: File by Dec. 29, 1941.

Apprentice

(Automotive Trades)

Salary: \$2.88 per day (250 days per year), for the first year. Vacancies: 50. Ages: Not over 25 on the date of appointment. This position requires extraordinary physical ability.

Duties

Under the supervision of a foreman of automotive mechanics, to act as an apprentice in the central automotive repair shop of the

Department of Sanitation; receive training in appropriate subjects under the direction of qualified instructors; perform related work. Eventually, such persons will be eligible to compete in promotion examinations for the more important and higher salaried positions in the shop.

Requirements

Graduation from a vocational high school in automotive trades or a satisfactory equivalent in training, or experience or a combination of both. Students in their final year in such a high school are also eligible to file but must present a satisfactory diploma at the time of certification for appointment.

Subjects and Weights

Written, weight 80—70 per cent required. Physical, weight 20—70 per cent required.

Medical and Physical Requirements—Candidates may be rejected for any disease, injury or abnormality which tends to impair health or usefulness. Tests of competitive physical examination will be announced at a later date. Fee: 50c. Applications: File by Dec. 29.

Bus Maintainer—Group B

BMT Division, New York City Transit System

Note: 1. Simultaneously with the holding of this examination, a departmental promotion examination will be held. The eligible list resulting from such promotion examination will be used first to fill vacancies. 2. The attention of all candidates, especially those of military age or those in the reserve forces, is called to the regulations relating to military service as they affect this examination. A digest of these regulations appears in the General Examinations Instructions.

Salary: 75 cents to 95 cents an hour at present. Vacations: 107 at present.

Duties

To test, inspect, maintain or repair the electrical, mechanical, hydraulic and pneumatic equipment of buses and other automotive vehicles including: engines, clutch, transmission, axles, generators, compressors, brake assemblies and electrical accessories; diagnose troubles and irregularities and make the necessary repairs or adjustments; perform such other duties as befall in connection with the transportation is authorized by law to prescribe in its regulations.

Requirements

At least three years' recent satisfactory experience as a mechanic in the maintenance and repair of buses or other automotive vehicles as described under "Duties," or a satisfactory equivalent. This experience must have been in connection with other work. Full time formal education in an accredited trade or capacity of a full time mechanical and NOT incidental or occasional experience in techni-

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.

cal school of a nature to fit these requirements will be accepted on a year for year basis.

Prior to certification, candidates must possess a New York State Chauffeur's License.

Subjects and Weights

Written, weight 40; Practical, weight 40; Physical, weight 20. The passing grade will be set in accordance with the needs of the service. Medical and Physical Requirements—No disease, injury or abnormality that tends to impair health or usefulness. The competitive physical examination will consist of tests designed to grade the candidate's strength and agility. Fee: \$1. Applications: File by Dec. 29.

Director of Education (Dept. of Correction)

Salary: \$2,400 up to but not including \$3,000 per annum. Vacancies: 1.

Duties

Under the direction of the Commissioner, to organize, supervise and direct the formation and operation of a complete academic and vocational education program in the various institutions of the department. Under the supervision of the Wardens, to provide education and rehabilitative opportunities for the entire departmental inmate population, number approximately 5,000; organize, supervise and direct the formation and operation of a complete recreation, health and physical education program in the various institutions of the department under the supervision of the Wardens; supervise instructors and other civilian personnel; institute a training program for inmate teachers and inmate recreation leaders; act as staff adviser in inmate institutional publications; maintain public relations with education organizations; perform related duties.

Requirements

Candidates must have a Bachelor's Degree from an Institution or University accredited by the University of the State of New York. The course work for the degree must include or be supplemented by 12 credits in education or other courses tending to qualify for this type of position. In addition, candidates must have had at least two years of full time paid experience in education, health education, social work or recreation in a rehabilitative or penal institution, or equivalent experience, at least one year of which must have been on a supervisory level.

One additional year of teaching experience as described above may be substituted for the required credits in education or other courses.

Two years of the required experience must have been obtained within a period of five years immediately preceding the date of this examination. Candidates should submit with their application a statement of the relevant courses for which they have received credit. An official college transcript is not required at this time but must be presented at a subsequent date by all successful candidates.

Subjects and Weights

Written, weight 50; Training, experience and personal qualifications, weight 50. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$2. Applications: File by Dec. 29.

Director of Education (Dept. of Hospitals)

This examination is for a position outside of New York City and is, therefore, open to any resident of the State of New York.

Salary: \$2,400 per annum, subject to budget. The eligible list may be used for appropriate positions in a lower grade. Vacancies: One. This vacancy is in Otisville, N. Y. No provision is made for maintenance.

Duties

Under the direction of the Medical Superintendent and in consulta-

tion with his Assistants to do constructive vocational advisement of tuberculous patients; to analyze their background and capacities in relation to occupations; to give vocational aptitude and other psychological tests; to confer with public and private organizations and employers relative to vocational assistance and placement; to plan a program directed towards reemployment; to plan and administer work activity programs for patients and other educational programs consistent with the patient's plan for reemployment and to cooperate in the placement of the patient following discharge.

Requirements

Candidates must have a bachelor's degree from an institution or university accredited by the University of the State of New York, or equivalent below. The course work for the degree must include or be supplemented by 18 credits in education of which at least 6 are in vocational education or vocational guidance. In addition, candidates must have at least two years of full time, paid experience in vocational education or vocational guidance, of a nature which will qualify them for the duties of the position.

Experience in vocational education or vocational guidance beyond the two-year minimum may be substituted for the educational requirement according to the following values: One year of experience as described above may be substituted for the required credits in education and guidance. One year of experience as described above may be substituted for each year of college to a maximum of two years, but candidates must have completed at least two years of study in a recognized college or university.

At least two years of the required experience must have been secured within a period of five years immediately preceding the date of this examination. Candidates should submit with their applications a statement of the relevant courses for which they have received credit. An official college transcript is not required at this time but must be presented at a subsequent date by all successful candidates.

Subjects and Weights

Written, weight 50; Training, experience and personal qualifications, weight 50. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. In rating training and experience, consideration will be given to (1) general education, (2) courses in vocational education and guidance, (3) experience in duties related to the position, (4) experience in the field of tuberculosis, and (5) experience in vocational rehabilitation. The passing grade will be set in accordance with the needs of the service. Fee: \$2. Applications: File by Dec. 29.

Inspector of Elevators, Grade 3
Salary: \$2,400 up to but including \$3,000 per annum. Vacancies: 10.

Duties

Under general supervision to inspect and test the construction, capacity and safety of elevators including motors, controllers, ropes, cables, shafts, cars and escalators; report upon violations of the provisions of the Building Code, the regulations of the Department of Housing and Buildings and the labor law; keep records and write clear, accurate reports; perform related work.

Requirements

Candidates must possess not less than five years of satisfactory experience in the inspection, testing, assembling, installation, repair, design or maintenance of elevators; or a satisfactory equivalent.

Medical and Physical Requirements—No disease, or abnormality that tends to impair health or usefulness.

Subjects and Weight

Written, weight 40; Training, experience and personal qualifications, 30; practical, 30. Training, experience and personal qualifications may be rated after an examination of the candidate's application or other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$2. Applications: File by Dec. 29.

Inspector of Plastering, Grade 3
Salary: \$2,400 up to but not including \$3,000 per annum. Vacancies: 2.

Duties

Under general supervision to inspect plastering work and incidental processes related thereto for compliance with the general city law governing plastering, other laws and departmental orders, keep records, write clear, accurate reports; perform related work.

Requirements

Candidates must be competent plasterers of at least 10 years' practical experience as required by the General City Law.

Subjects and Weights

Written, weight 40; Training, experience and personal qualifications, weight 30; Practical, weight 30. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service.

Medical and Physical Requirements—No disease, injury or abnormality that tends to impair health or usefulness. Fee: \$2. Applications: File by Dec. 29.

Junior Civil Engineer

Salary: \$2,160 up to but not including \$3,120 per annum. The eligible list may be used for appropriate positions in a lower grade. Vacancies: Occur from time to time.

Duties

Under direct supervision with little opportunity for independent or unreviewed action or decision, to perform elementary civil engineering work in the investigation or development of civil engineering projects, the design, lay-out, construction, inspection, testing, operation, or maintenance of civil engineering works or equipment for tunnels, bridges, schools, public buildings, highways, sewers, rapid

(Continued on Following Page)

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State Opens Two Exams for Machine Operators

transit railroads, etc.; or in scientific civil engineering research; keep records and make reports; perform related work.

Requirements
An engineering degree recognized by the University of the State of New York prior to certification (June, 1942 graduates are eligible); or graduation from a four-year day high school and eight years' satisfactory practical experience in civil engineering; or a satisfactory equivalent; general knowledge of the fundamental principles of civil engineering, of physics and mathematics, and of the ordinary sources of civil engineering information; ability to prepare field notes or data for plans and reports; ability to use drafting instruments, instruments of precision and mathematical tables required in the performance of civil engineering work.

Subjects and Weights
Written, weight 50; Training, experience and personal qualifications, weight 20. Training, experience and personal qualifications will be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$2. Applications: File by Dec. 29.

Life Guard (Men) Temporary Service

This is a list for temporary employment only and will remain in existence for not more than four years. All rights to employment from this list will expire at the date of the expiration of this eligible list and there will be no preferred list for temporary employment created from this list. Appointment will be made on the absolute basis of standing on the list each year during the life of the list and when the list has expired all rights to appointment expire therewith.

Duties
To perform the usual duties of Life Guard on the ocean bathing beaches under the jurisdiction of the City of New York.

Requirements
One season full time paid experience as life guard, swimming instructor or position of a similar nature in an established swimming pool, bathing beach, school or club; or the equivalent, or a B.S. Degree in physical education from an accredited university with special training in life saving, or letterman on high school or college swimming teams. A severe qualifying medical-physical test will also be given. Minimum height, 5 feet 7 inches. At the time of filing, candidates will find medical-physical requirements posted on bulletin board.

Subjects and Weights
Prior to the regular tests, candidates will be required to demonstrate in pool, ability to swim free style, 50 meters in at least 35 seconds. This test will be non-competitive. Only those qualifying will be called for the practical test. In the practical test, candidates will be expected to demonstrate ability to swim in surf, to operate a catamaran for rescue purposes, to break hold, to dive for bodies and technique in land carry and in approved methods of resuscitation. Practical test, weight 100, 75 per cent required.

Medical and Physical Requirements
As posted on Commission's bulletin board must be met. Candidates may be rejected for any deficiency, abnormality or disease that tends to impair health or usefulness, such as defective vision, heart and lung diseases, uncontrolled hernia, paralysis and defective hearing. Persons must be free from such physical or personal abnormalities or deformities as to speech and appearance as would render their admission to the service undesirable. Fee: \$1. Application: File by Dec. 29.

**Playground Director,
Grade 1 (Male)**
Salary: Up to but not including \$2,100 per annum. Usual starting salary is \$1,260 per annum. Vacancies: 53 at present.

Duties
To direct and conduct games, dancing, dramatization and other recreational activities and to give instruction in various forms of athletics and gymnastics in playgrounds under the Department of Parks; to be responsible for proper control and administration of these and all other functions connected with the playground. Ages: 18 through 29 on the last day of filing.

Requirements
Graduation from a senior high school and either (a) a completion of an accredited course of at least one year in recreational or health education as a major subject on a college level, or (b) two seasons paid experience as an instructor, counsellor or coach in organized recreational work, or a satisfactory equivalent or combination of the foregoing.

Subjects and Weights
Written, weight 40; Oral-practical, weight 60. The passing grade will be set in accordance with the needs of the service.

Medical and Physical Requirements
No disease, injury or abnormality that tends to impair health or usefulness. Candidates must pass severe medical examination. Fee: \$1. Applications: File by Dec. 29.

Stenographer, Grade 2 (Male)

Salary: \$1,200 up to but not including \$1,800 per annum. Vacancies: 1 at present in the Office of the Chief Medical Examiner.

Duties
To take dictation, prepare typewritten transcriptions of the same, perform incidental secretarial and clerical work. Candidates may be required to operate dictaphones and similar office devices. In the office of the Chief Medical Examiner, stenographers are required to take dictation at autopsies in the various mortuaries of the City.

Requirements
Candidates must be graduates of a senior high school, or have the equivalent in education, training and business experience. They must be able to take dictation at the rate of 120 words per minute. The dictation will include scientific terminology. Candidates must furnish their own notebooks, pen, ink, and typewriting machine. Those using stenotype machines will so state on their applications, and will be required to furnish their own stenotype machines and paper. The Commission is not responsible for machines nor will allowance be made for late arrival or defective condition on the day of the examination.

Subjects and Weights
Practical, weight 100. The passing grade will be set in accordance with the needs of the service. Fee: \$1. Applications: Issued and received from 9 A. M. Dec. 9 to 4 P. M. Dec. 29, 1941. Applications mailed and postmarked up to and including 12 midnight on the last day for receipt of applications will be accepted by the Commission.

Promotion Examinations

These positions are open only to those already in the city service. Temporary and provisional employees are not eligible to file for these examinations.

The rules of the Municipal Civil Commission provide that in determining eligibility for promotion, the titles of positions and the duties which are naturally and properly attached thereto shall be considered. Duties which have been performed not in accordance with the title, or alleged personal qualifications, shall not be considered in determining eligibility. All persons on the preferred list for titles included under eligibility requirements in the advertisement are likewise eligible to participate in the examination.

Any employee serving under a title not mentioned in the eligibility requirements, but which he believes falls within the provisions of the above rule, may file an application and an appeal to compete in the examination during the period stated in the advertisement. No appeals will be received after 4 P. M. on the closing date for the receipt

of applications. There is no deviation from this procedure.

Appointments to graded positions are usually made at the minimum salary of the grade. Fees must be paid at the time of filing application but will be refunded if the application is rejected. Applications for promotion do not have to be approved by departmental representatives. It is necessary that applicants file their applications with the Commission and not with their departments. Candidates must meet the departmental medical and physical requirements.

**Promotion to
Airbrake Maintainer
New York City Transit System
(All Divisions)**

**Promotion to
Bus Maintainer—Group B
BMT Division, New York City
Transit System**

**Promotion to Captain, Ferries
This examination is open only to employees of the Department of
Docks.**

**Promotion to
Car Maintainer—Group E
New York City Transit System
(All Divisions)**

**Promotion to
Fire Telegraph Dispatcher
Open only to employees of the
Fire Department**

**Promotion to
Foreman (Lighting)
New York City Transit System
(All Divisions)**

**Promotion to Light Maintainer
New York City Transit System
(All Divisions)**

**Promotion to
Power Maintainer—Group B
New York City Transit System
(All Divisions)**

**Promotion to
Quartermaster, Ferry Service**

**Promotion to
Stenographer, Grade 3**

**Promotion to
Ventilation and Drainage
Maintainer
New York City Transit System
(All Divisions)**

**Change of Title to
Fireman Oil Burner
This examination is open only to
employees of the New York City
Housing Authority.**

defect that would have a tendency to incapacitate.

Experience and Character: Candidates must be and have been licensed to drive automobiles driven by internal combustion motors for a period of five years since January 1, 1932, and must state on the Civil Service application from what state license to operate a motor vehicle was obtained for the past five years. They must be of good character; never convicted of a felony or any violation of a law or ordinance for which a mandatory revocation of driving license would follow; never have had a license to drive in New York State or elsewhere suspended or revoked. They must have integrity, reliability, and the ability to meet and deal effectively with people, to secure cooperation and avoid antagonisms; must be neat in appearance, courteous, and must possess good judgment.

Basis of Rating
Written, 7; training and experience, 3.

Prior to certification from the eligible list a qualifying practical test in driving and a physical examination may be required.

U. S. Tests

Investigator

Salary: Head investigator, \$4,600; principal investigator, \$3,800; investigator, \$3,200. For employment in the material division, air corps, War Department. Applications will be issued and received until further notice at the U. S. Civil Service Commission, 641 Washington Street, New York City.

Duties
Under general direction and supervision of the military officer in charge, to perform responsible investigational work for the purpose of safeguarding military information and protecting Air Corps projects and materials against loss by theft, willful destruction or sabotage; to investigate the cause of damage to or destruction of property; to make investigations of violations of pertinent laws, rules, and regulations and of persons suspected of participation in sabotage or other subversive activities; to assemble pertinent information and present it in the form of comprehensive written reports; to present evidence in connection with criminal prosecutions instituted as a result of information developed during investigations; and to perform other related duties as assigned.

Requirements
Two to 6 years' experience, a good part of which must have been of a supervisory nature as (a) an investigator of major criminal activities for a federal, state, or municipal agency; (b) as an investigator with a federal plant protection organization or other responsible plant protective agency carrying on a wide scope of investigative and protection activities (c) as an investigator in a criminal investigative agency whose operations are nation-wide in scope (d) as an investigator of cases of major destruction of property by violence for a large railroad or other large industrial or commercial concern corporation (e) as a supervisory investigator with a private plant protection organization.

Basis of Rating
No written test. Candidates will be rated on their education and

(Continued on Following Page)

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State Tests

Assistant Tabulating Clerk

State and County Departments and Institutions. Usual salary range \$1,200 to \$1,700; appointment expected at minimum but may be made at less. Several appointments expected in the Albany offices of the Division of Placement and Unemployment Insurance. Fee: \$1. File by January 23. Test will be held after February 1.

Duties
Operate all tabulating machines and auxiliary equipment; related work.

Requirements
Either (a) four years' office experience, of which six months must have been in tabulating machine work including the operation of Hollerith power-driven sorters and printers, and the other various types of tabulating equipment in common use, or (b) six months' tabulating machine work, including the operation of Hollerith power-driven sorters and printers, and the other various types of tabulating equipment in common use, and graduating from senior high school; or (c) an equivalent combination. The successful completion of an acceptable course in tabulating machine work, including training in the operation of Hollerith power-driven sorters and printers, and the other various types of tabulating equipment, will be accepted in lieu of the required experience in tabulating machine work.

Basis of Rating
Written examination on the duties of the position or practical test in the operation of Hollerith Alphabetic Tabulating Equipment, or both, 7; training and experience, 3. Note: If eligible, candidates complete also for Junior Key Punch Operator.

Junior Key Punch Operator

State and County Departments and Institutions. Usual salary range \$900 to \$1,400. This list will also be used for appointments to the positions of Junior Tabulating Clerk. A number of appointments expected in the Albany offices of the Division of Placement and Unemployment Insurance. Fee, 50 cents. File to January 23. Test will be held after February 1.

Duties
Operate numeric or dual type (alphabetic-numeric) Hollerith electric key punch or verifying machines, and occasionally assist in the operation of the simpler types of tabulating machines; related work.

Requirements
Either (a) four years' office experience, of which three months must have been in the operation of electric key punch machines; or (b) three months' experience in the operation of electric key punch

machines, and graduation from senior high school; or (c) equivalent combination. The successful completion of an acceptable course in key punching. Candidates must be able to demonstrate their ability to operate the Hollerith electric numeric key punch which will be used in the performance test.

Basis of Ratings
Performance test in key punch operation, 10. Note: Candidates who claim eligibility by reason of having completed a course in key punch operation must submit with their applications a statement signed by the person in charge of such course certifying that the course has been successfully completed by the individual in question. Note: If eligible, candidates may compete also for Assistant Tabulating Clerk.

Motor Vehicle License Examiner

Bureau of Motor Vehicles, Department of Taxation and Finance. Usual salary range \$2,100-\$2,600. Fee, \$2. Six immediate appointments expected at \$2,100. (As a result of the last examination, there were 16 immediate appointments and 28 subsequent appointments during the 4-year life of the list.) Appointees will be required to wear uniforms furnished at their own expense (approximate cost, \$90). File by January 9, 1942. Test will be held February 14, probably at 1 p. m.

Duties

Under supervision, examine applicants for licenses as chauffeurs and operators and perform such duties as may be prescribed in Sections 7, 7a, 11, 20, 62, 71, 74 and any other sections of the Vehicle and Traffic Law of the State of New York; make investigations; related work as required. Examples: Conducting road, vision, knowledge of the traffic law and safety regulations and English tests of applicants for chauffeurs' and operators' licenses; investigating applications for licenses by drivers' schools, private service bureaus and dealers, including those who have already been licensed as such; investigating complaints; examining applications for licenses and registrations and assisting in office work during certain periods of the year.

Requirements
Age: Candidates must not have passed their 45th birthday on the date of the written examination.
Physical and Medical: Candidates must not be less than 5 feet 6 inches in height and weigh not less than 135 pounds stripped. They must have good hearing; not less than 20/40 vision in each eye, with or without glasses; must be mentally sound and alert; physically strong, active and well proportioned, and free from any physical

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Senior Tax Clerk Promotion Among State Lists

SENIOR LIBRARIAN
Book Information, State Library, Education Department (Promotion)
1 Jenks, Anne, 85.87

ASSISTANT STENOGRAPHER, MEDICAL
Health Department
1 Muranji, Pauline, 86.49
2 Janiszski, Marie M., 81.586
3 Hill, Lorraine, 79.932

ORTHODONTIC PUBLIC HEALTH NURSE
Health Department (Open Competitive)
1 Cable, Oprah, 84.40
2 Suh, Myra L., 81.42
3 Cleary, Ella V., 80.20
4 Guenther, Leonie, 78.53
5 Widmer, Dorothy M., 77.37

ASSISTANT SUPERVISOR, CIVIL SERVICE RECORDS
(Promotion)
1 Tammany, Jos., 87.99

ADMINISTRATIVE SUPERVISOR CIVIL SERVICE RECORDS
1 Kretschmer, Jos., 86.42
2 Geler, Catherine, 83.40

PATROLMAN
Police Department, Massena, St. Lawrence County (Open Competitive)
1 Sullivan, Don J., 83.24
2 Rae, Paul H., 77.80
3 Opalka, Jos., 77.00
4 Koosis, Wm. A., 76.00

PRINCIPAL STENOGRAPHER
Department of Tax and Finance (Promotion)
1 Connors, Alice C., 88.53
2 O'Brian, Bea E., 87.16
3 Kerwin, Emma E., 86.657
4 McConville, Anne L., 86.197
5 Redick, Evelyn G., 84.834
6 Colton, Mary E., 84.18
7 Allen, Alice M., 83.805
8 Jackson, Bern E., 83.424
9 Taylor, Bernice G., 83.171
10 Galvin, Catherine A., 82.87
11 Gaudette, Ediz C., 82.839
12 Scheide, Anne M., 81.965
13 Harstad, Helen J., 81.818
14 Lange, M. K., 81.770
15 Sheiman, Rose, 81.459
16 Grier, Florence, 81.354
17 Solomon, Mary, 80.812
18 Lenihan, Marj. K., 80.437
19 Winton, Lorene T., 80.231
20 Elliott, Isabella E., 79.942
21 Clarke, Alice, 77.692

PRINCIPAL ACCOUNT CLERK
Income Tax Bureau, Department of Tax and Finance (Promotion)
1 Russell, Agnes, 85.585
2 Maroney, Alice, 85.20
3 Leonard, Anthony, 85.12

SENIOR CLERK
Tax and Finance (Promotion)
1 Reynolds, Geo., 95.478
2 Hess, Eliz. B., 91.00
3 Ginsberg, Cecil, 89.959
4 Barker, Marion C., 89.544
5 Schiro, Reubin, 89.124
6 Wolcott, Irene, 89.076
7 Weller, Marion C., 88.998
8 Grossman, Sam B., 88.591
9 Syne, Evelyn, 88.283
10 O'Keefe, Edna M., 88.212
11 Robbitt, Rose, 88.196
12 Epstein, Lawrence, 88.178
13 Robinson, Isabelle F., 88.058
14 Silverman, Jeanette, 87.821
15 Reeves, Chas. W., 87.797
16 Alster, Anne, 87.748
17 Adler, John J., 87.508
18 Bannister, Nance, 87.236
19 Kasten, Eta, 87.347
20 Yavner, Ben, 87.347
21 Fenn, Eliz. V., 87.302
22 Eddy, Geo. R., 87.292
23 Schaeffer, Mary, 87.262
24 Smith, Marion, 87.236
25 Curthoys, Art, 87.231
26 Walsh, Esther R., 87.178
27 Powers, Marion H., 87.133
28 Holmes, Ruth M., 87.123
29 Kriedman, Molly E., 87.09
30 Hesch, Dorothy K., 87.076
31 VanAlstine, Florence F., 87.032
32 Holland, Rose E., 86.986
33 Lenihan, Marj., 86.927
34 Warren, Anne, 86.927
35 Benjamin, Sidney, 86.925
36 Phelan, Mary M., 86.908
37 Orton, Wallace, 86.907
38 Bauman, Violet S., 86.829
39 Bennett, Angela J., 86.875
40 Connell, Gert R., 86.807
41 Elstow, Freda, 86.775
42 Salsaweltz, Hyman, 86.765
43 Cohen, Rachel G., 86.732
44 Hamilton, Chas., 86.688
45 Rice, Ruth H., 86.625
46 Ribak, Marcus, 86.613
48 Walker, Myrtle, 8.590
49 Fowler, Marg., 86.578
50 DeWitt, Marg., 86.564
51 Hickey, Marion G., 86.486
52 Doeker, Kath, 86.477
53 Ryan, Fred, 86.442
54 Bernat, Sam, 86.427
55 Edward, Evelyn, 86.420
56 Ward, Walter W., 86.41
57 Karr, Helen S., 86.338
58 Tucker, Carol B., 86.299
59 Henders, Cornelia L., 86.299
60 Brown, Abram, 86.104
61 Feinberg, Geraldine W., 86.091
62 Sweney, Sol, 86.056
63 Burns, Wm. H., 86.037
64 Lehman, Sam, 85.953

65 Donegan, Ray F., 85.95
66 Rosenberg, Jos. J., 85.83
67 Richter, Wm. J., 85.81
68 Elliott, Isabella, 85.735
69 Pritchard, Grace, 85.713
70 Weissman, Sylvia, 85.707
71 Condon, John D., 85.672
72 Gardner, Thelma, 85.682
73 Schwartz, Jos., 85.642
74 Gesler, Art, 85.596
75 Sheridan, Pauline, 85.589
76 Gruskin, Leon, 85.535
77 Murphy, Carolyn F., 85.534
78 Woodworth, Lucy, 85.493
79 Weiner, Rose, 85.47
80 Weissbard, Alfred, 85.388
81 Fisher, Eliz. H., 85.316
82 Langdon, L. Marion, 85.296
83 Paland, Ida M., 85.179
84 VanVranken, Clara, 85.172
85 Garry, John J., 85.041
86 Grier, Flo., 85.004
87 Dobrowski, Irene, 84.976
88 Connelly, Helen R., 84.951
89 Sumner, Clayton, 84.922
90 Baillargeon, Chris, 84.870
91 Laurin, Virginia M., 84.807
92 Nelson, Marion, 84.807
93 Goller, Abe, 84.755
94 Schaffer, Anne, 84.737
95 Cohen, Jacob, 84.734
96 Seader, S. Sam, 84.698
97 Peifer, Eliz., 84.637
98 Chambers, Anna M., 84.592
99 Schulman, Morris, 84.591
100 Azarigian, Edw. S., 84.534
101 Samuels, Jeanette, 84.521
102 Kanter, Leon, 84.513
103 Molomot, Sam, 84.508
104 Doran, Elleen E., 84.497
105 Harper, Mae W., 84.452
106 Sheridan, Dorothy A., 84.40
107 Downes, Caroline, 84.40
108 Kreit, Gabriel, 84.397
109 Ederle, Wm. C., 84.36
110 Burdase, Emma J., 84.347
111 Moran, Adella, 84.347
112 Ajello, Jos. M., 84.276
113 Liffenthal, Hilda, 84.257
114 Greenbaum, Wm., 84.237
115 Bronstein, Sidney, 84.228
116 Solomon, Jacob E., 84.138
117 Castellano, Alfred, 84.129
118 Perdon, Cliff B., 84.102
119 Goldspiel, Julius, 84.027
120 Dececa, Agnes, 84.021
121 Braun, Melvin, 83.993
122 Binkley, Rose M., 83.996
123 Cohen, Gert, 83.913
124 Heimlich, Ruth R., 83.84
125 Rosenberg, Jos., 83.801
126 McKoen, Alice, 83.797
127 Shora, Kath., 83.797
128 Goldbaum, Jacob G., 83.772
129 Israelson, David G., 83.77
130 Walsh, Richard L., 83.657
131 Vloehrich, Loretta, 83.657
132 Anlebaum, Max, 83.642
133 Woods, John R., 83.508
134 Brown, Phoebe, 83.488
135 Franck, Geo., 83.488

136 Souweine, Ada C., 83.46
137 Miller, Irving, 83.456
138 Righthand, Herbert, 83.419
139 Richter, Wm. J., 83.381
140 Gammon, Mary G., 83.37
141 Hanig, Morris, 83.339
142 Rodriguez, Frank, 83.229
143 Mintzer, Jos., 83.202
144 McLaughan, Jas. F., 83.195
145 Haluska, Jos. W., 83.11
146 McAlea, Edw. P., 83.108
147 Kosberg, Ezekiel, 83.10
148 Schwenk, Gwen, 83.029
149 Greenwald, Meyer, 83.001
150 Emmerlin, Fran D., 82.902
151 Beltzer, Mary, 82.878
152 Felly, Jos., 82.84
153 Perlmutter, Wm., 82.794
154 Epstein, David, 82.763
155 Sweeney, Eva, 82.626
156 Messenger, Martin, 82.625
157 Goldstein, Isidore, 82.539
158 McDougall, Dorothy, 82.552
159 Skitolsky, Irving, 82.538
160 Anselmo, Theo., 82.527
161 Brennan, Fran, 82.508
162 Silverman, Jos., 82.508
163 Hohenstein, Emma M., 82.381
164 Astor, Leonard, 82.365
165 Siegel, Rose, 82.303
166 Clarke, Wm. J., 82.255
167 Schumuckler, Sam, 82.162
168 Schwimer, Sam, 82.139
169 Blatt, Bert, 82.131
170 Weisfeld, Helen, 82.125
171 Goldman, Thos. F., 82.112
172 Draper, Gert, 82.111
173 Chat, Ida, 82.065
174 Itzkowitz, Benj., 82.035
175 Shellhammer, Kath., 81.984
176 Maher, Lawrence F., 81.968
177 Taub, Mollie, 81.932
178 Parnell, Marie M., 81.889
179 Dillon, Ralph J., 81.873
180 Drout, Miriam T., 81.811
181 Rubin, Jacob, 81.809
182 Gimelson, Morris, 81.627
183 Gelber, Jacob, 81.454
184 Getzer, Caroline A., 81.225
185 Moskley, Thos., 81.20
186 Blaustein, Murray, 81.126
187 Wilson, Rose A., 80.952
188 LaBarba, Henry V., 80.944
189 Sklar, Louis, 29.553
190 Loeffner, Louis, 80.505
191 D'off, Benj., 80.502
192 Kerner, David H., 80.483
193 Vincent, Marg., 80.185
194 Roth Chas., 80.13
195 Goldstein, Nat., 79.961
196 Murray, Wm., 79.827
197 Becht, Chris J., 79.428
198 Ackle, Geo. D., 79.196
199 Rosenbush, Leonard, 78.183
200 O'Toole, Rose A., 78.172
201 Flansburg, Gladys D., 76.801

195 Souweine, Ada C., 83.46
196 Astor, Leonard, 82.365
197 Taub, Mollie, 81.932
178 Parnell, Marie M., 81.889
179 Dillon, Ralph J., 81.873
180 Drout, Miriam T., 81.811
181 Rubin, Jacob, 81.809
182 Gimelson, Morris, 81.627
183 Gelber, Jacob, 81.454
184 Getzer, Caroline A., 81.225
185 Moskley, Thos., 81.20
186 Blaustein, Murray, 81.126
187 Wilson, Rose A., 80.952
188 LaBarba, Henry V., 80.944
189 Sklar, Louis, 29.553
190 Loeffner, Louis, 80.505
191 D'off, Benj., 80.502
192 Kerner, David H., 80.483
193 Vincent, Marg., 80.185
194 Roth Chas., 80.13
195 Goldstein, Nat., 79.961
196 Murray, Wm., 79.827
197 Becht, Chris J., 79.428
198 Ackle, Geo. D., 79.196
199 Rosenbush, Leonard, 78.183
200 O'Toole, Rose A., 78.172
201 Flansburg, Gladys D., 76.801

ASSISTANT TYPIST
New York Office, State Insurance Fund (Promotion)
1 Traktman, Clara, 88.96
2 Stoltz, Sara L., 88.62
3 Stiglitz, Lillian G., 88.46
4 Farman, Irene P., 88.45
5 Sakowitz, Eva, 88.39
6 Mitchell, Grace J., 88.33
7 Miller, Fannie, 87.78
8 Lebow, Dorothy L., 87.55
9 Moskowitz, Helen E., 87.52
10 Asarch, Fannie, 87.37
11 Weingarten, Hilda, 87.27
12 Weisbrod, Goldie, 87.25
13 Klares, Rosalie A., 87.18
14 Silver, Evelyn, 87.11
15 Frier, Gert, 87.01
16 Gropman, Naomi, 86.84
17 Friedman, Mary, 86.78
18 Reid, Margaret C., 86.55
19 Hunig, Margare, 86.49
20 Rosenthal, Tessie, 86.44
21 Yagman, Frieda, 86.39
22 Piatzblatt, Ann, 86.35
23 Scherl, Clara, 86.30
24 Werner, Sarah, 86.29
25 Martil, F., 86.25
26 Wildfeuer, Selma, 86.22
27 Steinberg, Lena L., 86.16
28 Zamek, Fay L., 86.16
29 Asher, Rosalyn, 86.12
30 Ruzenszweig, Miriam, 8.04
31 Deutsch, Florence, 85.99
32 Smalheiser, Helen, 85.97
33 White, Augusta, 85.96
34 Harper, Clara B., 85.94
35 Levine, Blanche, 85.76
36 Arnold, Rhoda, 85.69
37 Birsch, Cheryl, 85.69
38 Drachman, Anna, 85.65
39 Burry, Matilda, 85.63
40 Werner, Anne, 85.59
41 Benzer, Belle, 85.54
42 Samoville, F., 85.48
43 Roth, Sophie, 85.48
44 McMahon, Anna D., 85.45
45 Fischer, Amy, 85.37
46 Ceppos, Victoria, 85.37
47 Goldman, Sylvia F., 85.28
48 Smith, Eugenia, 85.28
49 Grossman, Miriam, 85.23
50 Gruch, Kitty, 85.14
51 Kosselman, Laura, 85.13
52 Goldfarb, Dora, 85.10
53 Holland, Anna A., 85.01
54 Colson, Sally R., 84.90
55 Belofsky, Sylvia, 84.881
56 Newburn, Anne, 84.87
57 Farman, Pearl, 84.86
58 Levine, Rose, 84.81
59 McDonald, Isabelle A., 84.79
60 Ehrlich, Elsie, 84.77
61 Salzman, Sally, 84.69
62 Hyman, Jeanette, 84.64
63 Ligman, Ethyl W., 84.62
64 Krumpholtz, Rose, 84.53
65 Levy, Dora, 84.40
66 Bison, Yetta, 84.33
67 Lischutz, Gertrude, 84.24
68 Blatt, Estelle R., 84.20
69 Dreyer, Sabina, 84.15
70 Malovich, Blanche, 84.15
71 Flink, Paula, 84.09

72 Rifkanty, Claire J., 84.08
73 Dellekin, Ruth B., 83.89
74 Driscoll, Cath. M., 83.89
75 Bron, Martin, 83.82
76 Hillard, Cath T., 83.72
77 Yomtov, Estel, 83.61
78 Kravitz, B., 83.52
79 Krakover, Mildred, 83.33
80 Weinberg, Bella, 83.33
81 Brooks, Rose, 83.324
82 Gerbach, Jean, 83.28
83 Friedman, Laura, 83.25
84 Shapiro, Sylvia, 83.12
85 Hayden, Jeanette, 82.95
86 Zucker, Sadie, 82.82
87 Kroepke, Marie, 82.22
88 Gold, Josephine, 82.20
89 Greenspan, Ida, 82.12
90 Bershad, Betty, 82.04
91 Grossman, Judith, 82.03
92 Galtitz, Nettie, 81.98
93 Bruce, Ann E., 81.71
94 Hamburger, Evelyn, 81.65
95 Friedman, Hannah, 81.624
96 Greenwald, Ethel, 81.51
97 Moskowitz, Clara, 81.53
98 Katz, Irene, 81.45
99 Alterman, Harriet, 81.26
100 Goldstein, Ruth, 81.09
101 Burke, Eileen, 81.08
102 Facey, Ruby G., 80.27

ASSISTANT EXAMINER OF METHODS AND PROCEDURES
State and County Departments (Open Competitive)
1 Ekland, Thomas, 88.59
2 Biek, G., 84.50
3 Hurley, Robt. R., 83.11
4 Gevitzman, Abe, 82.69
5 Stone, Jos., 82.31
6 Schwartz, Gabriel, 80.68
7 Grayson, Wm., 78.90
8 Janis Murray, 78.85
9 Rhodes, Paul E., 77.40
10 Kalb, Julius A., 76.99

SENIOR INDUSTRIAL HYGIENE LABOR PHYSICIAN
(Open Competitive)
1 Blackwell, Richard, 86.65
2 Byrne, Maryland B., 86.16
3 Gardner, A., 83.23
4 Danetz, Chas., 82.83

SENIOR CIVIL ENGINEER
Bridge Grade Separation, Suffolk County Highway Division (Promotion)
1 Matsunaya, Wm., 86.62

FOREMAN OF BINDERY
New York County (Promotion)
1 Ehrholt, Geo., 93.76
2 Smith, Frank E., 85.96

U. S. Tests

(Continued from Preceding Page)
experience as outlined in sworn statements in their applications.

Junior Inspector, Trainee, Ordnance Material
Salary, \$1,440. For employment in various federal agencies in New York and New Jersey. Age limits 18 to 53. Applications can be obtained and must be filed at the office of the U. S. Civil Service Commission, 641 Washington street, New York.

Duties
As trainees in the capacity of under inspector of ordnance materials, to receive training and instruction in the fundamentals of the inspection of ordnance materials to determine compliance of such materials with technical specifications.

Requirements
At least one year of an engineering course in a college of recognized standing or at least two years of resident study in a college or technical school above the secondary grade, including at least six semester hours credit each in mathematics, chemistry, or physics.

Basis of Rating
Competitors will be rated on the subject of mechanical aptitude tests on a scale of 100.

Office Appliance Repairman
\$1,680
For employment in Washington, D. C., only. Age limits: 18 to 50. Applications must be filed before January 8, 1942. Applications can be obtained at the office of the U. S.

Civil Service Commission, 641 Washington street, New York.

Duties
To clean, overhaul, repair, and adjust one or more types of modern office appliances and machines, and to perform related duties as required.

Requirements
At least 3 years' full-time paid experience in the maintenance, repair and complete overhaul and adjustment of office appliances or machines. These machines include typewriters, calculating machines, dictation recording machines, teletype machines, folding machines, addressograph machines, etc.

Basis of Ratings
No written test. Candidates will be rated on their experience as outlined by sworn statements in their applications.

Electrician
Senior electrician, \$1,860; electrician, \$1,680. For appointment in Washington, D. C., only. Maximum age, 53. Applications must be filed by January 8, 1942.

Requirements
Senior electrician: At least one year of journeyman experience subsequent to a four-year apprenticeship or to four years' experience in the trade. Electrician: At least a four-year apprenticeship of four years' experience in the trade.

Basis of Ratings
No written test. Candidates will be rated on their experience as outlined by sworn statements in their applications.

Inspector, General Construction
Senior Inspector, \$2,600 a year; Inspector, \$2,300; associate inspector, \$2,000; assistant, \$1,800; junior inspector, \$1,620. For employment in federal agencies in New York and New Jersey. Maximum age, 55. Applications will be issued and received at the local office of the U. S. Civil Service Commission, 641 Washington Street, New York until December 30.

Duties
To make elementary surveys, lay out, supervise or inspect for compliance with plans and specifications general construction work, including excavations, footings, foundation utilities, and main structures, including concrete and steel work, carpentry, heating and plumbing, electrical, and mechanical work to make reports on progress of work, and to perform related work as required.

Requirements
One to five years' experience in general construction work exclusive of journeyman experience in one of the recognized trades. Part of this experience must have been in a supervisory capacity. Completion of a course in civil or mining engineering in a recognized college may be substituted, year for year, for the experience.

Basis of Ratings
No written test. Candidates will be rated on their education and experience as outlined in their applications.

Construction Supervisor
For filling positions as assistant superintendent general construction, \$2,600, and foreman, general construction, \$2,000 to \$3,000 a year in federal agencies in New York and New Jersey. Maximum age, 55. Applications will be issued and received at the local office of the U. S. Civil Service Commission, 641

Washington Street, New York, until December 30.

Duties
Complete supervision and direction in the activities of a large group, consisting of several small groups of skilled tradesmen, helpers, and other employees engaged in general construction work, such as airports, fortifications, roads, etc., to prepare detailed estimates of construction requirements from blueprints, plans or sketches; to plan new construction and prepare necessary records.

Requirements
At least six years' experience in general construction work above the grade of laborer, of which at least two years must have been in a supervisory capacity.

Basis of Ratings
No written test. Candidates will be rated on their education and experience as outlined in their applications.

NEW TESTS
(Applications are open until further notice unless a date is specified.)
Chemist (Explosives), \$2,600 to \$5,600.
Chemical Engineer (any specialized branch), \$2,600 to \$5,600.
Physicist (any specialized branch), \$2,900 to \$5,600.
Senior Floriculturist, \$4,000. File by January 2.
Senior Floriculturist, \$4,800. File by January 3.
Senior Plant Pathologist, \$4,600. File by January 3.
Radio Monitoring Officer, \$2,600 to \$3,200. File by June 30, 1942.
Airport Traffic Controller, \$2,000 to \$3,200.
Airport Traffic Control Examiner, \$3,509.

Applications for the following examinations can be obtained at the local office of the U. S. Civil Service Commission, 641 Washington Street, New York. These applications will be issued until further notice, unless the closing date is specified. Copies of complete requirements for these examinations are given to all applicants by the Civil Service Commission.

GENERAL
Metallurgical engineer, \$3,800; also principal, \$5,600; senior, \$4,000; associate, \$3,200. Metallurgical \$3,800; also principal, \$3,600; senior, \$4,600; associate, \$3,200. Applications will be rated as received until December 31, 1941.
Principal meteorologist, \$5,600; senior meteorologist, \$4,600; meteorologist, \$3,800; associate meteorologist, \$3,200; and assistant meteorologist, \$2,600; applications will be rated as received until December 31.
Multilith cameraman, platemaker and multilith press operator. Rated as received until June 30, 1942.
Alphabetic card-punch operator, \$1,200.
Artistic lithographer, \$1,800.
Associate air carrier inspector (operations), \$3,800.
Inspector, engineering materials (aeronautical), \$2,300.
Inspector, engineering materials (optical), \$2,000.
Inspector of clothing, \$2,000.
Inspector of coal, \$3,800.
Inspector of hats, \$2,000.
Inspector of textiles, \$2,000.
Inspector of ordnance materials, \$2,300.
Inspector (powder and explosives), \$2,300.
Inspector (ship construction), \$2,300.
Inspector (signal corps equipment), \$2,600.
Instrument maker, \$2,200.
Junior communications operator (air navigation), \$1,440.
Junior communications operator (high speed radio equipment), \$1,620.
Junior copper plate map engraver, \$1,440.
Junior graduate nurse, \$1,620.
Junior meteorologist, \$2,000. Applications will be rated as received until

June 30, 1942.

Junior stenographer, junior typist, Washington, D. C., only.

Junior stenographer, \$1,440, and junior typist, \$1,200. Open for men only for employment in the various government agencies in the State of New York.

Horizontal sorting machine operator, \$1,260. Appointment in Washington, D. C. only.

Link trainer operator instructor, \$3,200; link trainer operator, \$2,000. Civil Aeronautics Administration.
Student physiotherapy aid, \$420 w. m.; apprentice physiotherapy aid, \$1,440.
Senior medical officer, \$4,600; medical officer, \$3,800; and associate medical officer, \$3,200.

Head photographer, \$2,600; senior photographer, \$2,000; assistant photographer, \$1,620; under photographer, \$1,260. Last filing date is June 30, 1942.
Tabulating machine operator, \$1,260 to \$1,440 a year.
Junior veterinarian, \$2,000.
Technologist, \$2,600 to \$5,600. Last filing date is December 31.
Pharmacologist, \$2,600 to \$4,600. Last filing date is December 31.
Research chemist, \$2,600 to \$5,600. Last filing date is December 31.
Blueprint operator, \$1,260 to \$1,440. Last filing date is June 30, 1942.
Under mimeograph operator, \$1,260.
Senior radiophone technician, \$2,000.
Junior soil conservationist, \$2,000. Last filing date December 31.
Coal mine inspector, \$2,600 to \$4,600. File by December 31.
Inspector, plant protection, \$2,900 to \$4,600.
Industrial specialist, \$2,600 to \$5,600.

Agent, trade and industrial education, \$3,800 to \$4,600.
Staff dietitian, \$1,800.
Radio mechanic-technician, \$1,620 to \$2,300.
Technical and scientific aid (including optional branches), \$1,800 to \$2,000. File to June 30, 1942.
Assistant agricultural statistician, \$2,600; junior agricultural statistician, \$2,000.
Junior physicist, \$2,000.
Communications operator, \$1,440 to \$1,620.
Junior laboratory helper, \$1,440.
Medical officer, \$3,800.
Medical technician, \$1,800.
Metallurgist, \$3,800. (Dec. 31, 1941.)
Negative cutter, \$1,800.
Pharmacologist, \$3,800. (Dec. 31, 1941.)
Physiotherapy aid, \$1,800.
Procurement inspector, \$2,300.
Public health nurse, \$2,000.
Regional agent, trade and industrial education, \$4,600.
Second assistant (marine), \$2,100 to \$2,650.
Shipyard inspector (various specialties), \$3,200.
Staff dietitian, \$1,800.
Technologist (any specialized branch), \$3,800. (Dec. 31, 1941.)
Under tabulating machine operator, \$1,600.
Coal mine inspector, \$3,800; senior, \$4,600; associate, \$3,200; assistant, \$2,600.
Dental hygienist, \$1,620.
Medical guard attendant, \$1,620; medical technical assistant, \$2,000.
Senior blueprint operator, \$1,440; junior, \$1,260; senior photostat operator, \$1,440; junior, \$1,260. For appointment in Washington, D. C., only.
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(Continued on Following Page)

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 Eron School-853 Broadway, at 14th St. Gt. Rameray 7-5923
 Regent - Accredited. Day and Evening Classes

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 Accounting Machines Institute-221 W. 57th St.-Day and Evening Classes. IBM Hollerith, Printers, Sorters, Key Punchers.-Circle 5-6425.

AUTO DRIVING INSTRUCTION
 Bill's Auto Driving School-171 Worth St. (opp. State Bldg.)-Worth 2-6990.

AVIATION PRODUCTION MECHANIC
 Delehanty Institute-11 E. 16th St.-Day and Eve. Classes-300 hr. Course. STuyvesant 9-6900.

BENCH ASSEMBLY-AVIATION
 Delehanty Institute-11 E. 16th St.-Day and Eve. Classes-100 hr. Course-STuyvesant 9-6900.

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U. S. Tests

(Continued from Preceding Page)

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Specialist in maternal and child health, various grades, \$3,200 to \$5,600.
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Graduate nurse, optional branches; general staff duty and psychiatry, \$168.75 a month. Panama Canal service only.

Air carrier inspector (operations), \$3,800. Associate Air-Carrier Inspector (operations), \$3,500. Civil Aeronautics Administration, Department of Commerce.

Trainee, traffic controller (airway and airport), \$1,800. Civil Aeronautics Administration, Department of Commerce.

Assistant veterinarian, \$2,600; junior veterinarian, \$2,000. Bureau of Animal Industry, Department of Agriculture; United States Public Health Service, Federal Security Agency and War Department.

Procurement inspector, various grades; \$1,620 to \$2,500 a year. Material Division, Air Corps, War Department. Twelve optional subjects.

Junior administrative procurement inspector, \$2,900; Material Division Air Corps, War Department. Twelve optional subjects.

Inspector, ordnance material, various grades, \$1,620 to \$2,600. Ordnance Department at large. War Department, New York Ordnance District and Rochester Ordnance District.

Border patrolman, \$2,000. Border Patrol, Department of Justice. File by February 2.

Junior communications operator (high speed radio equipment), \$1,620.

Instructor, various grades, \$2,000 to \$4,600. Optional branches: Radio engines; internal combustion engines; motorcycles; automotive (chassis less engine); radio operating and radio electrical, War Department.

Junior communications operator (high speed equipment), \$1,620. War Department.

Public health nurse, \$2,000. Indian Field Service, including Alaska. Department of the Interior, United States Public Health Service, Federal Security Agency.

Graduate nurse, general staff duty, \$1,800. Indian Field Service, including Alaska, Department of the Interior.

Senior ground school supervisor, \$3,500. Ground school supervisor, \$2,900.

Drafting
 Engineering draftsman; \$1,620 to \$2,000. Applications will be received until December 31, 1941.

Naval Architecture
 Naval architect; \$2,600 to \$5,600. June 30, 1942 is last filing date.
 Marine engineer; \$2,600 to \$5,600. June 30, 1942 is last filing date.
 Shipyard inspector; \$2,300 to \$3,800.

Medical
 Medical officer, \$3,200 to \$3,800.
 Medical guard attendant, \$1,620.
 Medical technical assistant, \$2,000.
 Dental hygienist, \$1,620.
 Junior graduate nurse, \$1,620.
 Junior public health nurse, \$1,800.
 Public health nurse, \$2,000.
 Graduate nurse, general staff duty, \$1,800.
 Medical technician, \$1,620 to \$2,000.
 Junior laboratory helper, \$1,400.

Engineering, Also Ordnance and Explosives Inspection
 Engineer, \$3,800. File by June 30, 1942.
 Junior engineer, \$2,000. File by June 30, 1942.
 Chief engineering aid, \$2,600; principal, \$2,300; senior, \$2,000; engineering aid, \$1,800. Last filing date June 30, 1942.
 Senior engineering aid (topographic), \$2,000. Applications will be rated as received until December 31, 1941.

File by January 5:
 Office Appliance Repairman, \$1,680.
 Senior Electrician, \$1,800.
 Electrician, \$1,680.
 Head Investigator, \$4,600.
 Principal Investigator, \$3,800.
 Investigator, \$3,200.
 Principal Field Representative (Apprenticeship), \$2,600 to \$4,600.

U. S. Tests Announced This Week
 File by January 15:
 Junior Occupational Analyst, \$2,000.
 Personnel Assistant, \$2,500-\$3,800.
 File by June 30, 1942:
 Technical Assistant (Engineers), \$1,800.
 File by December 31, 1942:
 Engineer, \$2,600-\$6,500.
 Engineering Draftsman, \$1,440-\$2,600.
 File until further notice:
 Junior Engineer, \$2,000.
 Public Health Nursing Consultant, \$2,600-\$3,200.
 Junior Astronomer, \$2,000.

File by January 15:
 Junior Occupational Analyst, \$2,000.
 Personnel Assistant, \$2,500-\$3,800.
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 Public Health Nursing Consultant, \$2,600-\$3,200.
 Junior Astronomer, \$2,000.

The Office for Emergency Management had 4,406 employees in July, 1941, as compared with 411 employees in July, 1940; Selective Service, which had no employees in June, 1940, had 6,222 in July, 1941.

Progress of State Tests

The following is the latest news on the marking of large tests given by the State Civil Service Commission. This listing is a regular feature of The LEADER.

Open Competitive

Printer, Public Works-Rating of Part II of the written is in progress. 694 took the test, held in October, 1940.

Senior Inspector, Standards and Purchase-The list has gone to the administrative division for printing; 50 took this test, held in March.

Farm Products Promotion Agent, Assistant, and Supervisor, Agriculture and Markets-Rating of training and experience is in progress. A total of 228 took the three tests, held in March.

Industrial Homework Investigator, Labor-Assembling and averaging the papers are now under way; 78 took the test, held in March.

Milk Promotion Agent, Assistant, and Supervisor, Agriculture and Markets-Rating of training and experience is in progress. A total of 86 took the three tests, held in March.

Assistant Examiner of Methods and Procedures, Tax-The list has gone to the administrative division for printing; 56 took this test, held in May.

Court Attendant, First and Second Judicial Districts-Rating of the written is in progress; 3,279 took this test, held in May.

Compensation Examining Physician, Labor-Interviews have been completed; 124 took this test, held in May.

Labor Mediator, Labor - Interviews are to be held; 115 took this test, held in May.

Pharmacist-Assembling and averaging the papers are now under way; 391 took this test, held in May.

Public Health Nurse, County-Rating of training and experience is in progress; 170 took this test, held in May.

Supervising Tax Examiner, Tax-Rating of the written is in progress. A total of 198 took this test and the promotion, held in May.

Visitor, Monroe County-Rating of training and experience is in progress; 82 took this test, held in May.

Assistant Physician, Mental Hygiene-Assembling and averaging the papers are now under way; 56 took this test, held July 19.

Junior Stenographer, Westchester County-Rating of the written has been completed; 240 took this test, held July 19.

Junior Typist, Westchester County-Rating of the written has been completed; 246 took this test, held July 19.

Law Stenographer, Supreme Court, Second Judicial District-Rating of Part II of the written is in progress; 414 took this test, held July 19.

Photographer, Mental Hygiene-Rating of the written is in progress; 313 took this test, held July 19.

Bedding Inspector, New York Office, Labor-Rating of the written is in progress; 351 took this test, held in October.

Canal Structure Operator, Division of Canals, Public Works-Rating scale is being prepared; 91 took this test, held in October.

Court and Trust Fund Examiner, Audit and Control-Rating scale is being prepared; 134 took this test, held in October.

Junior Laboratory Technician, Division of Laboratories and Research, Health-Rating of the written is in progress; 89 took this test, held in October.

Prior Service Searcher, Employees' Retirement System, Audit and Control-Rating of the written is in progress; 154 took this test, held in October.

Probation Officer, Probation Department (Audit Division), Erie County-Rating of the written is in progress; 60 took this test, held in October.

Probation Officer, Westchester County-Rating of the written is in progress; 41 took this test, held in October.

Senior Social Worker (Public Assistance), Social Welfare-Rating scale is being prepared; 256 took this test, held in October.

Supervising Carpenter, Mental Hygiene-Rating scale is being prepared; 112 took this test, held in October.

Promotion

Senior Case Worker, Erie County-Rating of training and experience is in progress; 209 took this test, held in March.

Senior Compensation Claims Clerk, State Insurance Fund-Service record rating appeals are awaited; 166 took this test, held in March.

Bookkeeper - Paymaster, Mental Hygiene-Rating of the written is completed; 91 took this test, held in May.

Clerk, Grade 7, Supreme Court, Kings County-Interviews are to be held; 60 took this test, held in May.

Supervising Corporation Tax Examiner, Tax and Finance-Rating of the written is in progress; 7 took this test, held in May.

Compensation Hearing Representative, New York Office, State Insurance Fund-Rating of the written is in progress; 69 took this test, held in June.

Compensation Hearing Representative, Upstate Offices, State Insurance Fund-Rating of the written is in progress; 10 took this test, held in June.

First Assistant Physician or Clinical Director, Mental Hygiene-Interviews are to be held; 103 took this test, held in July.

Junior Civil Engineer (Highways),

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BARBOUR HOUSE-330 W. 30th-A Residence for young men and women. Rates include breakfast-dinner. Delightful lounges, Bowling, dancing, bridge; congenial atmosphere.

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SWIM for health and safety - Instructions to men, women and children. Women's Swimming Assn., 470 West 24th St. CH. 2-2227.

Division of Highways, Public Works-Rating of the written is in progress; 356 took this test, held in July.

Assistant Stenographer, Audit and Control-The list has gone to the administrative division for printing; a total of 109 took this test and the four following promotions, held in October.

Assistant Stenographer, Albany Office, Education-The list has gone to the administrative division for printing.

Assistant Stenographer, Labor-Rating of training and experience is in progress.

Assistant Stenographer, Division of Engineering, Public Works-The list has gone to the administrative division for printing.

Assistant Stenographer, Social Welfare-Rating of training and experience is in progress.

Institutional Steward, Correction-Rating of the written is in progress; 49 took this test, held in October.

Assistant Clerk, New York Office, completed; 95 took this test and the following tests, held in October.

Assistant Clerk, Labor Relations Board-Rating of seniority is completed and service record ratings are awaited.

Sergeant, Lieutenant, Captain, Assistant Principal Keeper, Principal Keeper, Correction-Short answer rating scale is being prepared; a total of 942 took these tests, held in October.

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

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Ideal home for aged and convalescents; spacious rooms with home atmosphere, registered nurses. 2739 Bedford Ave. MANSfield 6-9639.

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Park Topics

By B. R. MEEHAN

Playground Director Study Series

The LEADER presents the following set of study material as an aid for preparing interested candidates for the Playground Director, Grade 1 (Male), examination.

Candidates have until December 29, 1941, to file applications. Eligibility requirements will be found elsewhere in this edition of The LEADER.

Series No. 1

Directions: Four possible answers are suggested to complete each item. Write on the answer sheet, the capital letter preceding the best answer in each item.

1. The one of the following which is not a relay is (a) In and Out, (b) Overhead Passing, (c) Black and White, (d) Circle.

2. Crows and Crane is a game based on (a) the ability of the players of each team to surpass each other in imitation of the mannerism of these two birds, (b) the catching of the members of one team by another after a given signal has been called, (c) the arousing of interest of a Nature Club in aviary life, (d) the locating of one team in hiding and the attempt to capture them by another team.

3. The court on which Paddle Tennis is played is in comparison to a regulation tennis court, (a)

three-quarters in width and length, (b) the same size with the side alleys eliminated, (c) one-half in width and length, (d) three-quarters in length and one-half in width.

4. Tetherball is, (a) a game of baseball type, (b) game of the tennis type, (c) game emphasizing gymnastic ability, (d) game of the football type.

5. One point is awarded in Line Soccer when, (a) free kick is made, (b) goal during the course of play is scored, (c) player accidentally kicks it across his own goal, (d) a foul has been committed.

6. The object of the game New Comb or Curtain Ball is, (a) to hit the ball over a net or curtain and return it by a similar method before it touches the ground, (b) to endeavor to hit the legs of one's opponents by throwing the ball under the curtain or net, (c) to prevent an opposing team guarding the net or curtain from intercepting the ball, (d) to throw the ball over the net or curtain and to catch it when it is thrown back.

7. When a guard intercepts the ball in his opponents' territory and throws it to a circle player in his own territory, no change of score occurs in, (a) Boundary Ball, (b) Ten Catches, (c) Guard Ball, (d) Captain Ball.

(To be continued)

Mental Hygiene Notes

By JOHN F. MONTGOMERY

Progress of the Lists

Here's the latest on the progress of the Hospital Attendant lists:

The new list was recently exhausted for men in all zone four institutions with the exception of Manhattan State Hospital on Ward's Island. That takes in hospitals both within the five boroughs and outside.

As for women, the old list has been exhausted for institutions out side the city. Inside, latest certification is 11,297, latest appointment is 10,048. The new list has been certified down to 3,108 for women outside the five boroughs, while appointments have reached to 2,549. The new list hasn't been touched for women inside the city.

All male zone 1 eligibles on the new list have been canvassed, along with all but 70 women. A total of 435 permanent appointments have been made from the old list, 72 from the new list. In addition, 68 provisionals have been placed. Here's the story by institutions:

Institutions	Elig.		empl.		outstg.	
	M.	F.	M.	F.	M.	F.
Buffalo	0	9	18	0	0	0
Craig Colony	0	1	1	0	0	5
Gowanda	0	12	14	0	0	0
Newark	0	22	9	0	0	0
Rochester	0	44	10	0	0	0
Willard	0	29	1	0	0	1

In zone 2, 440 permanent appointments have been made from the old list, and 61 from the new list. In addition, 65 provisional appointments have been made. This is its situation:

Institutions	Eligibles		Avail.		*Prov. Avail.		†Un-avail.	
	M.	F.	M.	F.	now	vacancies	filled	vacancies
Utica	..	22	11
Marcy	..	11	29
Rome	..	9	19
Syracuse Psychopath.	..	15	2	..	3
Syracuse State School	4	19
Binghamton	..	27	19
St. Lawrence	22	6

Civil Service Car Owners

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ly re-elected president of Yonkers Branch, 387, N.A.C.L. . . . On Sunday, Postmaster Albert Goldman and letter carrier Edward Grohr of Times Square Station appeared on the Double or Nothing Quiz program . . . The New York Council for American Tradition, Harlem Branch, held the fourth of a series of meetings on Sunday. The Postmaster spoke on "Speed Up and Fight for Democracy" . . . Station K, Yorkville, saw an affair by the Mutual Benefit Association. National vice-president William F. McHale was present . . . The war has caused suspension of the daily "Foreign Mails" schedule . . . No information can be furnished about arrival or departure of ships . . . The usual notice went out last week asking the public please not to use small-size envelopes for mailing Xmas cards . . . And the Annual Christmas ceremonies sponsored by employees of the Post Office took place on the steps of the General Post Office

Local 10 Mobilizes
The N. Y. Federation of Post Office Clerks, Local 10, has lost no time in mobilizing its membership to aid in the defense of the country.

At a meeting held on Tuesday, December 9, a resolution was passed urging all members to offer their services to the various branches of civilian defense.

Because of the varied working hours of Post Office employees they will be able to contribute greatly to the Air Raid Protection Services, since many of them are available for morning and afternoon duty during hours when relatively few wardens are available in residential districts.

In addition to air warden service, the Federation's Committee for Defense Cooperation is contacting the Red Cross to explore the possibility of a group contribution to the Red Cross' blood bank being set up for emergency use.

Postal News

By DONALD MacDOUGAL

Random Thoughts

Here's a thought. In the carriers, Uncle Sam has one of the greatest counter-espionage forces in the country—if it should be necessary to use them . . . Longevity passed the Senate last week. There's a big difference between the Senate and the House bills. They'll have to get together and iron out the difference. But longevity is finally here, if in emasculated form . . . We should have told you last week that Emanuel Kuschelwitz was re-elected president of the Empire Branch of the Carriers . . . And Thomas A. Hearn was unanimous-

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John Paul Strick, General Manager

FOLLOW THE LEADER.

Bargain Buys For Leader Readers

By BILL BENNETT

Character Study

Different from the usual photo Christmas gift is the fine and lasting character study created by the famed Kohn Studios at 111 West 72nd Street, New York City. Each subject is studied before by photographer. These photos provide an excellent Christmas Gift for those near and dear to you. Kohn Studios' photos has been exhibited at Willoughbys and other photographic exhibits.

Playschool

The Parkchester Playschool, 1560 White Plains Road, with its attractive surroundings fully equipped for indoor and outdoor activities, and a trained staff for guidance provides a stimulating environment for the growth and development of the preschool child. The playschool provides the opportunity for young children to learn to live and work, not only as individuals, but, more important, as members of a group. It also emphasizes self-help as an important step in the child's development.

Stylists

LADIES: One of the stylists at the famed Teddy and Olga Beauty Salon at 42nd Street and Times Square, is formerly of the staff of Pierre of Shanghai, China. He was the personal hairdresser of Madame Chaing Chi-Chek. He is only one of the many cosmopolitan stylists from all parts of the world. They are there to serve you on the staff of Teddy and Olga Beauty Salon.

Alabaster

Since the earliest known civilizations, the alabaster has been used by man as a decorative stone. Because of its translucence and rare coloring, Colorado Alabaster casts a cozy rose glow when illuminated. The light is not strong enough to read by, but adds a touch of warm color to the room. All items are cut from solid stone, no castings or artificial coloring is used. In addition this very beautiful material is now being taken up by manufacturers for every-day practical uses such as: desk sets, figure units, table tops, advertising novelties, wall plaques, smoking stands, lamp manufacturers, etc., and is proving to be a very helpful substitute in place of defense materials. We suggest you visit American Merchandising Company at 225 5th Avenue, and view these beautiful alabaster products.

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Fast Math

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Reliable Welding

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And now our time is up, so until next week, same time, same corner, this is Bill Bennett saying, "If it's about this or that, just write to Bill Bennett at The LEADER." So long now.

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WELFARE NEWS

Sokol Heads Air-Raid Set-up

Phil Sokol, Resources Division Director, has been designated Coordinator of Air-Raid Defense for the Welfare Department.

Chitterchatter

A cheer for Johnny Quinn and Eddie O'Leary, who scored high on the new fire list. It's wedding bells for Harry Levine, newly assigned to D.O. 5.



David Stone, who announces the civil service news program Tuesday, Wednesday and Thursday at 8:15 A.M. over radio station WINS.

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IMPORTANT: PLEASE READ THIS

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

The Civil Service Commission does not notify eligibles when they are certified. If your number is lower than the number reached on your list and you have not been notified yet, don't worry about it.

Table with columns: Title, Department, Salary, P.T.I., Latest, List Expires. Lists various job titles like Able-Bodied Seaman, Accountant, Clerk, etc., with their respective departments and salary ranges.

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Monday Thru Saturday

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TUESDAY

WEDNESDAY

THURSDAY

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WEDNESDAY, 9:55 P. M.

Stage News

On Dec. 23 "Pie in the Sky," a comedy by Mrs. Bernadine Angus, opens at the Playhouse. Edgar MacGregor and Lnn Logan are presenting this play, with Luella Gear and Oscar Shaw in the chief roles...

"IN TIME TO COME," the new play about Woodrow Wilson, will open on Dec. 28, in the Mansfield Theatre. This date coincides with Wilson's birthdate...



Helen Hayes radio serial... "Letters to Lucerne," Dwight Deree Wiman's first offering of the season, is scheduled to open at the Cort Theatre on Dec. 23. Besides Grete Mosheim and Katherine Alexander, the cast of the Fritz Rotter-Allen Vincent play includes the daughters of Leopold Stokowski, Clive Brook, Stephen Morehouse Avery, Richard Barthelmess and Mr. Wiman...



EDDIE CANTOR

Will return to Broadway in the new stage play, "Banjo Eyes," which opens on Christmas Night at the Hollywood Theatre

RESORTS

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Amusement Parade

By Joseph Burstin

Films of the Week

"THE MEN IN HER LIFE," a Columbia Picture at the Radio City Music Hall, starring Loretta Young, concerns the story of a young circus bareback rider in the middle 1800's, with a burning ambition to become a great ballerina.

The men in her life include Conrad Veidt, as the stern but kindly ballet-master; John Shepperd as her first love, and Dean Jagger as Lina's American Husband. Otto Kruger and Eugenie Leontovich turn in fine performances.

On the Music Hall Stage is another spectacle of music and dance titled, "Do You Remember?"

"BIRTH OF THE BLUES," Bing Crosby's new Paramount picture, under the direction of Victor Schertzinger, at the Paramount Theatre, is first-class entertainment and sure to please the Crosby fans for its sweet, hot and blue rhythm all at the same time.

The story is set in New Orleans at the turn of the century, and depicts young Jeff Lambert capturing the strange rhythms of the colored folks on his clarinet. He forms the first white band to play that type of music, and as the plot progresses Bing has a chance to sing such popular numbers as "Melancholy Baby," "Wait 'Til the Sun Shines, Nellie," (with Mary Martin) and "By the Light of the Silvery Moon." Mary Martin, Brian Donlevy, Rochester and little Carolyn Lee round out the cast very effectively.

On the stage, Orrin Tucker's band presents a smooth combination. Clever, lighted musical notes are used in an original novelty number and Wee Bonnie Baker, The Bodyguards and an acrobatic team featuring Walter Dare Wahl are exceptionally well received.

You won't be disappointed in this Christmas program at the Paramount, so make a date to see "Birth of the Blues."

"BLUES IN THE NIGHT," a Warner Bros. picture at the New



COUNT BASIE

whose orchestra heads the stage show at the New York Strand Theatre.

York Strand Theatre, has some beautiful tunes by Harold Arlen and Johnny Mercer, ably played by the Jimmy Lunceford and Will Osborne bands.

The story deals with the ups and downs of a musical quartette, and weaves into the old familiar story of good boy meets bad girl; bad girl does wrong by good boy; but of course the quartette carries through to an excellent finish.

Richard Whorf does well in the role of Jigger—the good boy, while Betty Field's talents are wasted as a seductive night club hostess—the bad girl. Others in the cast include Priscilla Lane, Lloyd Nolan and Jack Carson. Anatole Litvak directed the picture.

On the stage is Count Basie and his orchestra and the Academy Award Winner Hattie McDaniel; also Gordon & Rogers and Whiteys' Lindy Hoppers.

Movie Notes

The New York premiere of Metro-Goldwyn-Mayer's screen romance, "H.M. Pulham, Esq.," starring Hedy Lamarr, Robert Young and Ruth Hussey, will be presented at the Radio City Music Hall on Thursday...

Reliable Frank Morgan has just concluded an important role in "The Vanishing Virginian."... "You're in the Army Now," Jimmy Durante and Phil Silvers, will be the next featured attraction at the New York Strand...

Welfare News

(Continued from Preceding Page) Special Investigations has almost gotten in the headlines by reason of her Colonel's transfer to the Virgin Islands... James Fuscus of Legal isn't worrying about the safety of his family due to ready access to his farm upstate...

Mildred Crotty of D.O. 79, has lost several members of her choral society to military service. We recommend that those with any kind of voices volunteer to fill the vacancies in Mildred's group... Helen Deahy of Special Investigations is doing her duty as a switchboard operator in Civilian Defense. She is devoting her evenings without stint and she has served during the midnight hours on several occasions... Although Evelyn Walsh and Marie Connelly of Medical & Nursing returned from Florida early during the month, they have retained the rich coats of tan acquired on the Miami beaches... Rita Maguire of the Children's Division arranged another successful First Friday Luncheon of

Nite Life

The Clubs and Hotels are planning to celebrate this New Year with special entertainment and late shows. Here are some early prices for New Year's Eve. More will follow next week. Unless otherwise specified, all prices are per person:

ATLANTIS—\$2.00 minimum—includes breakfast on the house. BARN—\$7.50 for Filet Mignon Supper. BUTLER'S—\$3.50 with 7-course supper.

CHATEAU MODERNE—Open House—A La Carte Menu.

CHARLIE'S—\$5.00 for Filet Mignon Supper including cocktail.

JIMMY KELLY'S—\$7.50—Mirror Room—\$5.00—Rhumba Room. LEON & EDDIE'S—\$8.50... PIONEER—\$3.00 Minimum—a la carte menu.

RAINBOW INN—\$6.00. SWING CLUB—\$2.50.

TONY PASTOR'S—\$4.00—Included Chicken Dinner and Cocktail.

ZIMMERMAN'S HUNGARIAN—\$5.00-\$6.00, includes—course dinner.

TERRACE ROOM - HOTEL NEW YORKER—\$10.60.

AVIATION TERRACE—LA GUARIA AIRPORT RESTAURANT—\$6.36.

GRAND BALLROOM - HOTEL ST. GEORGE—\$4.50 for Turkey Club Supper.

The Ozanam Guild at the Carroll Club during the month of December. The luncheon was attended by a large and enthusiastic crowd... Joseph Masch and John Ciancimino of Resource have joined the State Guard and they will receive all the benefits the National Guardsmen receive under the Military Law... Bill Mulrooney of Legal is still the department's No. 1 joke teller. His latest one is, "What is the definition of a blond?" Ans.: "A light-headed woman." It's a joke, not an insult, girls.

"SKYLARK" AT B'KLYN PARAMOUNT

Claudette Colbert, Ray Milland and Brian Aherne are starred in "Skylark," sophisticated comedy, at the Brooklyn Paramount Theatre this week. In support are Binnie Barnes, Walter Abel, Mona Barrie and Grant Mitchell. Co-feature is "Mercy Island," with Kay Middleton, Gloria Dickson and Otto Kruger.

Movies

SECOND WEEK! "BLUES IN THE NIGHT" A NEW WARNER BROS. HIT IN PERSON COUNT BASIE AND HIS ORCHESTRA EXTRA! HATTIE McDANIEL STRAND BROADWAY and 47th ST., N. Y.

LEADER'S BEST PLACES TO DINE AND DANCE

BARN (Village Barn), 52 W. 8th St. ST. 9-8840 EPIE BRUCE LARRY WEEKS - PAT McLEAN ANTHONY TRINI ORCHESTRA HOME OF THE HOBBY HORSE RACES Join in the Fun with Square Dances & Musical Chairs 10 Star Acts. 3 Shows Nightly. Dinner from \$1.25

BUTLER'S TAP ROOM Sus. 7-8021 COLUMBUS AVE., at 83rd ST. STEVE MURRAY—JUNE SAYRES ADDED TIP, TAP and TOE ATTRACTION EDITH DELANEY—LOVELY MILRAY GIRLS MAKE YOUR NEW YEAR RESERVATIONS NOW

CHATEAU MODERNE 42 E. 50TH ST. ELdorado 5-9136 Finest Luncheon, Special Cocktails DINNERS - SUPPERS ENTERTAINMENT—Gabriel Your Host.

GREENWICH VILLAGE INN FIVE SHERIDAN SQUARE GREENWICH INN FOLLIES GLAMOUR GIRLS - 3 Shows Nightly DINNER, \$1.50 - No Cover - No Min. CHELSEA 2-6165 BANQUET FACILITIES

ICELAND RESTAURANT DINNER \$1.09 INCLUDING HOT DELICACIES DESSERT - COFFEE SMASH HIT REVUE—2 ORCHESTRAS 8 SHOWS, 7:30 - 11:30 - 1:30 - DANCING NO MINIMUM - NO COVER EVER BEER ON DRAUGHT—LIQUORS POPULAR PRICED UNEXCELLED BANQUET FACILITIES UP TO 1,000 B'way, 52nd - 53rd Sts. Circle 6-9210

JIMMY KELLY'S 181 SULLIVAN ST. AL 4-1414 "Real Fun, Gay Nite. Kelly's Is THE Place."—Louis Sobel. OPEN SUNDAYS REVUE 8:45-11:45-2 a.m. DINNER, \$1.25 NO COVER

HANS EXCELLENT FOOD, MUSIC NIGHTLY. LARGE AND SMALL BANQUET ROOMS AVAILABLE FOR CIVIL SERVICE SOCIALS 85th ST. and LEXINGTON AVE., N. Y.

PASTOR'S 3RD ST. AT 6TH AVE. TONY PASTOR'S THELMA NEVINS GEORGIE MANN - MICKEY MALLORY JANICE WALKER - PAT ROSSI Dinner \$1.00. Wingy Carpenter's Or. GR. 3-8839

NUT CLUB 99-7th AVE. SOUTH CHelsea 2-9044 *NUT-SEY FAGAN—GLAMOR GALS *3 SHOWS NITELY-DELICIOUS DINNER \$1.25 *OUR NEW HOST—BERNARDI

PIONEER New Winter JAMBOREE with CHUBBY SMITH and His Merry Makers BILLY SAFFORD, M.C. SHOWS 191 WORTH ST. (Heart of Chinatown) W.O. 2-8705

SWING CLUB W. 52d St. Frankie Meadows • Bobby Sargent, M.C. Mae Kennedy - Helen Darrol and All Glamour Girl Show - Dinner \$1.25—Continuous Entertainment, No Cover. No Minimum. Joe "Gardena" Scheitel. TELEPHONE ELDORADO 5-7951

ZIMMERMAN'S HUNGARIA 163 W. 46th St., East of Broadway to Closing. No Cover, No Min. LONdore 3-0115 Famous for its Food. DINNER FROM \$1. Lively 55-Minute Show Nightly at 7:30, 10:30, 12:30. Gypsy and Dance Orchestra. Continuous Music and Dancing from 6 P. M.

ATLANTIS Boardwalk & Stillwell Ave. Coney Island ES. 2-7088 3 SHOWS NIGHTLY JERRY BROWNE, M.C. and COLORFUL REVUE Free Park'g. No Cover. No Min.

CHARLIE'S On Route 6, Little Ferry, N. J. ALL-NITE CLUB AL. SCHENK, M.C. LYNNE CLARKE 10 Mins. from Morgan Sisters, Ruth Turner, Andrew Sisters, Big Girl Show, 2 Bands, Dancing till 6 a.m. Dia.\$1. Never closed

Radio City Music Hall 50th STREET and 6th AVENUE Starts Thursday, Dec. 18th "H. M. PULHAM, Esq." An M.-G.-M. Picture with HEDY ROBERT RUTH LAMARR YOUNG HUSSEY THE MUSIC HALL'S GREAT CHRISTMAS STAGE SHOW The pageant of "THE NATIVITY" and "KRIS KRINGLE'S CARNIVAL"—Leonidoff's gay and tuneful holiday spectacle, with Rockettes, Corps de Ballet, Glee Club and specialties. Symphony Orchestra, directed by Erno Rapee. First Mezz. Seats Reserved. CI. 6-1000

Important Notice! HENRY ZISKIN & IRVING BRAND have severed all connections and relations both financial and managerial from the catering dept. of Hotel Riverside Plaza, a Drier Hotel. As formerly Ziskin & Brand, New York's foremost caterers, continue their business at Paramount Caterers, 601 West 183d St., N. Y. C. Catering to Weddings, Banquets, and all Social Functions. For information: call WASHINGTON Heights 7-3780.

Wartime Opportunities for Women

Women may expect to hold down such positions as

- ...messengers
- ...trolley car conductors
- ...inspectors of materials and products

...industrial experts
...mechanics of all kinds

They will be called upon—already called upon—to perform every job except those in which it is shown that men are absolutely essential. This fact was

announced by Brigadier General Lewis B. Hershey on Sunday, who said frankly that women would replace men wherever needed. It is confirmed by the New York State Employment Service, which says that the number of women will rise precipitously in these trades:

- ...assembling
- ...process labor operation
- ...packing
- ...drill press operation
- ...power press operation
- ...manufacture of electrical machinery.

In the clerical field, the shortage is already enormous. Here's an important tip—and this goes for women over 40 as well as younger women: **LEARN STENOGRAPHY.** Any competent stenographer can get a job today. The government just last week sent out an urgent call for stenographers to come to Washington at once. Women who prefer some other clerical occupation, such as card punch operation, or working an addressograph machine—even addressing by hand—should either begin at once to learn the field, or if she is already accomplished in it, she can find a job immediately through the Civil Service Commission, the State Employment Service or directly in private industry.

There will be no prejudice against women in government service. Those agencies which have practiced discrimination in the past, won't do it in the future. Married women needn't fear that their status will deprive them of employment.

Roughly, the situation after one week of war can be summed up

The ABC of Defense Jobs Which Women Are Occupying

- | | | |
|--------------------------------|-----------------------------------|---------------------------------|
| Administrator (assoc.) | Ground service training director. | Nurse. |
| Air marking specialist | Home economist. | Nutrition specialist. |
| Aircraft fabric worker. | Hospital attendant. | Parachute worker. |
| Airplane painter. | Illustrator. | Personnel director. |
| Architect | Immigration inspector. | Pharmacologist. |
| Arsenal learner. | Information specialist. | Pilot. |
| Astronomer. | Inspector of— | Powder bag maker. |
| Buyer of material. | Engineering material. | Precision lens and plate maker. |
| Cartographic engineer. | Munitions. | Press relations officer. |
| Clerk. | Ordnance. | Purchasing officer. |
| Cryptanalyst. | Textiles. | Receptionist. |
| Cryptologist. | Interpreter. | Section chief. |
| Customs collector. | Laboratory technician. | Sewing mach. operator. |
| Dental hygienist. | Laborer. | Social worker. |
| Designer of military insignia. | Laundry helper. | Stenographer. |
| Dietician. | Leather and canvas goods worker. | Storekeeper. |
| Draftswoman. | Liaison officer. | Supervisor. |
| Dress research specialist. | Librarian. | Surgeon's assistant. |
| Economist. | Machine operator. | Telephone operator. |
| Elevator operator. | Manufacturer of army clothing. | Toxicologist. |
| Engineer. | Matron. | Typist. |
| Explosives operator. | Mess attendant. | Writer. |
| Field specialist on food. | Messenger. | |
| Flying specialist. | Meteorologist (observer). | |
| Fuze worker. | | |
| Gas mask inspector. | | |

See also positions mentioned in accompanying article.

Mayor Decides To Fire Vets

Provisional veterans working in the Welfare Department came to the end of the trail yesterday. Held on in more than 500 jobs for years despite court decision after court decision, the first third of the group was finally discharged in the face of the latest Court of Appeals decision in the McCann vs. Kern case. Thirty-four relief investigators were among them.

A last-minute attempt to have Mayor LaGuardia forestall the ouster for the umpteenth time was stymied Saturday by the Mayor himself. He called in a group of picketers to his City Hall office and denounced them for ingratitude, admitting that he had been in contempt of court on their behalf on two occasions.

The next group will go on December 31, and the remaining third January 15.

BULLETIN BOARD

ASCSE ELECTION
Election of officers of the New York City chapter of the Association of State Civil Service Employees is to take place tomorrow (Wednesday) night at 5 o'clock at the annual meeting of the chapter in room 500, State Office Building, 80 Centre street. All members are invited.

N. Y. STATE WELFARE ASSN.
Welfare employees throughout the State who do not have Civil Service status met in Syracuse last week and organized the New York State Welfare Employees' Association.

MOTOR VEHICLE EXAMINERS
Stephen J. Donnellan was elected president of the Association of Motor Vehicle License Examiners of New York State at the first annual convention of the association in New York City. Other

officers elected were: John A. Bacom, vice-president; Louis Berkower, secretary; Alfred C. Sauter, treasurer; John J. Dunne, sergeant-at-arms. The executive committee consists of Max Kamen and Alfred Grey, representing the metropolitan area; Augustus Ruser and Thomas Doyle, Brooklyn; Francis Madden, Utica; George Clarke, Rochester; Roy N. Restall, Buffalo. Study classes are being organized and conducted by the association under the direction of David A. Mansell, supervising examiner of the metropolitan area.

BOROUGH PRESIDENT EMPLOYEES
Employees of the office of the Borough President of Manhattan feted retiring president Stanley M. Isaacs, Friday night at an entertainment and dance at the Henry Hudson Ballroom, West 57th Street, New York City.

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What war has done in England: Here's a lass in the British civil service — acting as a letter carrier.

thus: Any woman with a useful vocation can get a job. Any woman who would like a job but has no vocation ought to begin training at once. She should train in a field that interests her—and she needn't fear to learn one of the defense trades. Requirements on civil service examinations may be expected to lower, and in the majority of cases no written test will be necessary.

We talk in terms of a wartime government taking on anything from 500,000 to 1,000,000 persons. The bulk of this expansion will be for such tasks as stenographers, typists, clerks, etc. Remember that for each administrator hired, we need half a dozen to many times that number of minor employees.

Several weeks ago a joint report was made on women in industry by the State Employment Service and the Division of Women in Industry and Minimum Wage.

Women can certainly expect greater opportunities in the many defense-training facilities already in existence. Upstate, pre-employment training courses have already been open to women, and in time this will spread to New York City as well. The State Employment Service offices can inform you of all training courses.

Among the defense occupations in which training is necessary are soldering, lens grinding, welding, electric crane operation, engine lathe, milling machine operation.

COMING NEXT WEEK

Job Opportunities for Men Over 40

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